



AT JOURNEY CHURCH

STUDENT HANDBOOK ADDENDUM

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SEU Journey is a pastoral training school and it is our job to prepare individuals for Christian ministry. We desire to provide a total learning environment for students who are called to a life of full-time ministry through spiritual maturation, intentional relationship building, discipleship, and Christian service.

Journey Church partners with Southeastern University (SEU) located in Lakeland, FL. This handbook is an extension of the SEU student handbook and applies to all students enrolled in SEU Journey. The standards apply to all of our students on or off campus who are:

- Enrolled in classes for the fall and/or spring semesters, including all breaks between classes.
- Representing SEU and Journey Church in off-campus events, mission trips, tour teams, academic activities, and promo trips (including those during the summer months).

JOURNEY CHURCH POLICIES

E-MAIL/COMMUNICATION

Emails from SEU will only be sent to your SEU Google account, while Journey emails will be sent to your Journey Google account including all appointments, student calendars, announcements, and reminders. (Google Drive docs will be shared with a different email address if requested.) Please ensure you are checking these accounts daily. If you need help forwarding mail from/to another email account so you don't miss any messages, please see the SEU Journey office.

SEU Journey will also communicate certain reminders using text and Slack. Please ensure you are connected to and checking these services. Failure to do so will result in missed communication, which may result in missed meetings, etc. You will be held responsible for the missed information and any consequences.

DRESS CODE

The dress code is based upon the principles of modesty and appropriateness. We desire to prepare students for professional careers after the collegiate experience. Therefore, the goal is for the student to be aware that churches, companies, and organizations may require higher standards of dress. Appearances or clothing that are extreme and exaggerated, or otherwise identify attitudes, philosophies, or segments of society that are in opposition to Christian principles, are not permitted. When dealing with extreme and/or exaggerated fashions, the university reserves the right to modify its dress code policy at any time during the academic year.

We expect that SEU Journey students will dress modestly, neatly, and appropriately for the occasion. These expectations should govern the choice of clothing worn on or off campus. Appropriate student dress and grooming are important factors in the safe, orderly operation of the college and provide a positive role model for those to whom we minister. We realize that submitting to these guidelines may involve temporarily setting aside personal preferences for the sake of the larger community of students.

Because modesty is subjective and body types vary; if at any time an SEU official, SEU Journey Staff, or Journey Church staff member approaches a student about a dress code concern, your cooperation is essential.

Attire that is unacceptable anywhere on the campus at any time includes midriff tops, strapless tops, and clothing with messages or advertisements that are inconsistent with a Christian environment. Leggings are permitted with tops that cover the behind when sitting. No visible undergarments, pajama pants, baggy sweatpants, flip-flops/slides, or halter tops are permitted. Students should avoid clothing that is too short or too tight for their personal body structure.

CHRISTIAN LIFE SCHOOL

To comply with security and safety standards at CLS and Journey Church, basic background checks are required for all SEU Journey students. For each student, background checks are re-run every 2 years.

Students are asked to be respectful and courteous to all staff and students at CLS. Journey students may not use restrooms in the CLS hallways.

Proper identification must be visible at all times.

ID BADGE & FOB

Each Journey student is issued a magnetic fob from Journey Church. This fob is used to gain entry to the building. Lost or stolen fobs need to be reported to the SEU Journey office immediately. The replacement fee for a fob is \$5.

A picture ID card will be issued from SEU. This ID must be on your person Sun-Thu. and/or when in the building. Please wear the ID card on your lanyard so teachers and/or staff don't have to stop you for your ID.

ACADEMICS

CLASSROOMS

An atmosphere of learning should be present at all times. We expect and require appropriate use of technology in all environments during school. Computer use during class time should be for class work and class participation only.

Any inappropriate and/or excessive usage on any/all church networks may result in being blocked from use. Activities that will use excessive Wi-Fi include but are not limited to, video streaming (Netflix, etc.) and gaming.

A student found to be using the network inappropriately will receive one warning. If excessive usage continues, the student will be blocked. If blocked, the student must report to the SEU Journey Office.

ACADEMIC SUPPORT AND STUDY HALL

We want to provide support for each student to succeed academically. Monday is the designated class day, so students with a GPA below 3.5 are expected to be present in the classrooms at that time.

Study Hall takes place Wednesday mornings, 10:00am-12:00pm. Study Hall is required for all Freshmen and those on Journey's Academic Probation (described in the Academic Progress and GPA Section).

A hard copy reference library is available in SEU Journey. The rooms are available specifically during the following times: Monday - Thursday, 9:00 AM - 4:30 PM. Students may use these resources and spaces during the week unless the room is booked for other classes or meetings.

SEU also offers free tutoring services online through the Student Success Center; this is available for all SEU students.

ACADEMIC PROGRESS AND GPA

We are a Partner Site of Southeastern University, therefore we want to honor our partnership with SEU by demonstrating academic excellence. A student should maintain a 3.0 GPA or higher. If a student's cumulative GPA falls below 3.0, he or she will be placed on academic probation with SEU Journey. The academic probation plan requires that students lose 2 hours of internship time in exchange for a required study hall. If a student's grades rise above 3.0 at the 4-week mark, you will be permitted to return to their previous internship schedule.

Students on Academic Probation with Journey will not attend Journey trips such as AG Events, SEU Conference, and other events requiring travel.

If a student's cumulative GPA drops below 2.5, he or she will be required to receive academic help from the Student Success Center. SEU Journey reserves the right to drop students down to enrollment in one class each term.

If academic improvement is not made or the student fails to meet any of the requirements of the probation, actions may result in suspension from SEU Journey and SEU for at least one semester.

If a student falls below a 2.0 GPA they will lose the ability to receive Financial Aid and will likely be removed from SEU Courses and SEU Journey.

PRACTICUMS / INTERNSHIP

Internship hours will be fulfilled Tuesdays, Wednesdays, Thursdays, and weekends (or as directed by the Internship leader). Internship students are expected to attend all Journey chapels before reporting for internship duties.

Students are expected to fulfill the requirements of their practicum syllabus as stated on My Fire, including:

- **MINISTRY CONTRACT:** This is completed at the beginning of each semester and outlines your responsibility (MAP Goals) for that semester’s involvement in the ministry practicum.
- **STUDENT EVALUATION:** Students must complete a self-evaluation at the end of each semester. This accounts for 10% of the grade.
- **LEADER EVALUATION:** Students must provide the appropriate template of the final evaluation to their practicum leader 2 weeks prior to the end of the semester. The leaders must fill out the evaluation, but it will be up to the student to follow up and ensure that it is done.

SPIRITUAL DEVELOPMENT

ATTENDANCE

On-site attendance is mandatory.

Students are expected to be on time for all activities: chapels, leadership labs, prayer, church services, classes, meetings, etc. We will do our best to notify you of all events you are expected to participate in. The schedule is subject to change.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
09:00 AM - 12:00 PM Sit One, Serve One	09:00 AM - 03:00 PM Class Time	09:00 - 09:45 AM All Staff Prayer 09:00 AM - 3:00 PM Internship	09:00 AM - 10:00 AM Chapel 10:00 AM - 12:00 AM Study Hall** 10:30 AM - 03:00 PM Internship	09:00 AM - 03:00 PM Internship

CHAPELS

At Journey, our most distinctive characteristic centers on the integration of faith and higher learning. Therefore, all students are encouraged and expected to include an active devotional life, regular church attendance, and chapel services as a part of their collegiate career. We value the chapel experience as an essential part of a student's college life. As a staff and faculty, we are committed to creating healthy environments that promote spiritual growth in the areas of worship, prayer, and the Word of God.

Weekly chapels are required for full-time students, Wednesdays, 9:00-10:00am.

CHURCH ATTENDANCE

Students are expected to attend a weekend service at a Journey Church campus. Students will attend one, and serve one each weekend. Students may work out with their ministry area which service to attend and/or serve. Failure to comply will result in verbal and/or written warnings to students and ministry leaders.

The process Journey Staff will follow when dealing with significant infractions of policy is as follows:

- First incident - An informal verbal reminder of proper procedure, documented, and placed in the internship's file.
- Second and Third Incident - A formal written warning explained in the office, documented, and placed in the internship's file.
- Fourth Incident - Interns will be pulled from that internship until the department can re-apply to have interns.

CALENDAR CONFLICTS

- Any events outside of the typical work week need to be communicated to students at least two weeks in advance. This is to allow them the time to cancel prior commitments. Failure to attend will be disciplined on a case-by-case basis.
- Students' class times and chapels are required and well-protected by staff.
 - Exceptions for ministry opportunities will be handled by SEU Journey on a case-by-case basis. Factors to be considered are GPA, up-to-date homework, and previous missed days. This must be requested at least a week in advance.
- When scheduling other SEU Journey events during internship hours, SEU Journey will communicate with Intern Leaders and students in advance and communicate whether they are required or optional. Some of these events might be: our annual sandcastle competition, SEU Journey eating lunch together, or a session with a guest speaker.
- Students, SEU Journey staff, and internship leaders alike will work together to determine which event will add the most value to the student's current schedule. Students should be included in these conversations, and even expected to take initiative should they see an overlap in their calendar. This is to ensure that students learn how to manage their own schedules and take initiative in crucial conversations.

MISSED DAYS

- **Requests for missed days/hours:** You will be allotted a maximum of five days to take off for emergencies, personal/sick days, or prior commitments per semester. To request time off, go to seujourney.com/student and fill out a "Time Off Request." This online form must be submitted at least two weeks prior to the desired time off.

- This time off request form will be reviewed and is based on events, activities, etc. It is subject to approval. You will receive an email from SEU Journey regarding the status of your request. Upon approval, be sure to communicate all time off to your practicum director.
- Any missed hours - excused or unexcused - should be reported to SEU Journey for records purposes.
- Departments can offer **comp days/hours** after large events, at the leader's discretion. These comp days must be taken during internship time, and *not* SEU time (i.e. classes and chapels).
- **Sit One / Serve One** is a priority for SEU Journey Students. The exceptions to this expectation must be approved by Pastor Rob on a case-by-case basis. This ensures that SEU Journey Staff can keep track of Sundays when students are not receiving an adult worship service, as well as allow us to support students who may be preaching.
 - Students can miss up to one Sunday or weekday service each semester (16-week period), not counting sickness or death. This must be requested from his/her internship leader at least two weeks in advance, and internship leaders reserve the right to deny time off. Holidays or Sundays happening over academic calendar breaks are not required for students to serve.
- In the event of **sickness**: if students are throwing up or have a fever, they should remain home. Any doctor's visits or instructions need to be confirmed via an official doctor's note.
 - Please slack Brooke, Pastor Rob, and your Practicum Director at least two hours prior to regular hours to inform them that you are unable to come in. Please include the reasons why. Try to get responsibilities covered.
 - After contact has been made, please fill out a "Time-Off Request" form.
- If a student goes over their allotted five days maximum, make up days will be assigned and practicum grade will be affected at the professors discretion. When students miss office time, they will be required to **make up** the work missed, but not necessarily the hours. This will require the student to complete their commitments on their own time, quicker, or by longer hours in the office. These decisions will be at the discretion of the student and leader collaboratively.
 - If a student **misses up to 10 business days** in a semester (class, internship, services, etc.), written warnings and possible expulsion will result.
- In the event of **death**:
 - Students are provided time off, up to a maximum of three (3) days, in the event of a death in the immediate family. The immediate family is defined as a spouse, parent, step-parent, parent of spouse, child, step-child, brother, sister, grandparent, or any other relative living in the employee's household.
 - In the case of the death of any other blood relative or close in-law, a one-day funeral absence is granted for the purpose of attending the funeral. Blood relative is defined as an uncle, aunt, or cousin; close in-law is defined as a brother or sister's spouse, spouse's brother or sister, and the spouse of such.
 - Supervisor discretion may be used to extend the funeral leave if the funeral is not held locally.

While SEU requires that all students meet a minimum of 8 internship hours each week, we expect our traditional students to average 16 hours per week (plus attending a Sunday service). When these hours are fulfilled will fluctuate to the discernment of the internship leaders. These schedules will vary by department, events, and holiday seasons.

STUDENT LIFE

SEU and Journey will not tolerate “unacceptable behaviors” as defined by the Student Handbook. Disciplinary actions will be taken.

ENTERTAINMENT AND SOCIAL LIFE

All students are expected to practice Christian discretion and restraint in their choice of social activities, both public and private.

- Social media content should be a positive representation of your walk with Christ and supportive of Journey and its leadership, as well as SEU and its leadership.
- God’s Word is the standard for entertainment. Students are to avoid media that is degrading to gender, ethnicity, and sexuality. Media containing excessive violence, sexual content, nudity, profane language, and degrading humor is not permitted for the spiritual and emotional development of SEU students (Psalms 101:3).
- At all costs, avoid being alone with someone of the opposite gender (Ephesians 5:3).
- Romance and/or sexual misconduct between SEU students and students attending JRNYTH and/or other non-collegiate schools is **strictly prohibited** and will result in immediate expulsion from SEU Journey, and can result in severe legal consequences outside the scope of JRNY/CLS policy. Romance includes but is not limited to verbal, visual, “sexting,” or physical sexual conduct. Private messages with a student of the opposite gender are not permitted.

DRUGS AND ALCOHOL

Drug and alcohol use is prohibited. This includes the use of tobacco products such as cigarettes, cigars, snuff, smokeless tobacco, chew, hemp, hookah, etc. on or off campus. Vaping is also prohibited, as well as any other “zero” nicotine products. This is empowering us to be above reproach as ministers representing Jesus and His church.

FACILITY USE

As a student of SEU Journey, you will be using the facilities of Journey Church for ministry and educational purposes. To ensure safety and security for everyone, the use of any Journey Church building after hours is not permitted without following proper protocols.

In addition, personal items must not be stored in any classrooms, the SEU office area, or any other areas within the facilities. Students are responsible for picking up after room use, including cleaning out fridges and microwaves, etc.

PARKING AND VEHICLE REGISTRATION

Students are required to register their vehicles with SEU Journey. Overnight parking is not allowed without permission.

FINANCES

One of the core values of Journey Church and SEU is *affordability*. We are committed to assisting students to minimize debt and strive for excellence in the area of personal finances.

Approved financial aid is considered payment on the student's account even if not received by the college at the time of financial registration. The amount that a student owes at the time of registration will be reduced by the amount of expected financial aid: Pell Grants, Federal Direct Stafford Loans, tuition credit, and any outside grants or scholarships a student is expected to receive. If a student chooses to accept all or part of the aid package, an email must be sent to Student Financial Services (sfs@seu.edu) and clearly explain which aid is being accepted.

Each student is responsible for prompt payment of his or her student account. If it is determined that the aid package will not cover the full cost of the semester, students must contact the SEU Business Office to make arrangements for a payment plan. If the student's aid package is more than enough for the cost of the semester, a refund will be issued to the student via check or direct deposit. Again, arrangements must be made with the SEU Business Office.

DISCIPLINARY ACTION

Any Pastor, Director, or Admin's position has automatic authority in student lives.

In honor of the JRNY Code of Conduct:

- JRNY Staff commits to hold students accountable and communicate the "why".
- Any staff member or student can request a Journey Staff member be present in conversations for continued support and accountability.
- JRNY Staff will speak directly to students about whatever breach of conduct they are witness to, communicating concerns and courses of action with SEU Journey to better provide support and accountability.
- JRNY Staff will believe the best, and seek to address root causes of misconduct.

Disciplinary action will be determined on a case-by-case basis and above all else be useful for prioritizing the restoration of the individual. All discipline serves as training moments for students who are preparing for leadership in the church.

The process Journey Staff will follow when dealing with significant infractions of policy or character is as follows:

- First incident - An informal verbal reminder of proper procedure, documents, and placed in students file.
- Second and Third Incident - A formal written warning explained in the office, documented, and placed in the student file.
- Fourth Incident - Expulsion of student.

Actions that constitute a write-up include but are not limited to sexual misconduct, misuse of substances, illegal activity, too many absences/tardiness, failure to meet performance, fighting, rudeness, language, and policy violation.

Official write-ups consist of a meeting between the student and their supervisor(s), and the completion of the [Student Warning Form](#), including action plans for future success and accountability. These will be stored in the SEU Journey Admin's files and a copy provided for the department's files.

These procedures do not limit the authority of the administration to immediately dismiss a student.

STUDENT AGREEMENT

While it is the heart of Journey to bring students through healing and restoration, we expect that students do everything to prevent and walk away from sin at ALL costs. With this in mind, please read the following statement and sign the form, stating that you have read and understand the guidelines within this handbook and will follow them to the best of your ability.

I understand that SEU Journey does not require perfection, but does expect teachability. I must demonstrate a willingness to learn, grow, and change throughout the year. Willingness is demonstrated through response to confrontation, correction, and conviction.

I understand that I have the responsibility of upholding the guidelines and Biblical standards found in Scripture, including submitting to the spiritual authority and guidelines God has imparted to Journey Church. I am expected to uphold all standards of Christian conduct during the entirety of my enrollment at SEU and Journey, including between semester breaks and summer breaks. I understand there is zero tolerance for not adhering to the policies stated in the handbook and addendum.

If the guidelines are not followed, I will be recommended for suspension/expulsion from SEU Journey.

Print Name: _____

Signature: _____ Date: _____