

ARIZE INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE

FACULTY HANDBOOK 2024



**INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE
FACULTY HANDBOOK**





INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

FROM THE FOUNDER

GREETINGS and Welcome. This edition of the Arize Institute of the Five-Fold Ministry Faculty Handbook contains policies and procedures pertinent to faculty at Arize Institute of the Five-Fold Ministry Degrees offered as of January 4, 2023. Because of the range of subject matters and authority for them, these policies and procedures are subject to change at any time. Revisions to the Faculty Handbook will be incorporated periodically. Arize Institute of the Five-Fold Ministry and Bible College faculty are responsible for checking the website <http://www.arizefivefoldministry.info/> to keep abreast of alterations and additions. Questions about this publication and its contents should be addressed to Arize Institute of the Five-Fold Ministry and Bible College, P.O. Box 517, Carrboro, North Carolina 27510 or contact the vice-President, Dr. Joseph D. Cohen.

Arize Institute of the Five-Fold Ministry and Bible College (AFFMBC) is committed to encouraging and sustaining a learning and work community that is free from harassment and prohibited discrimination. (See APPENDIX B)

The Bible College prohibits discrimination on the basis of individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status, in the administration of its educational policies, admission policies, employment, or any other of the Bible Institute programs or activity.

It admits qualified students to all the rights, privileges, programs, and activities generally accorded or made available to students.

Sexual harassment and sexual misconduct are forms of sex discrimination and prohibited by the college. (See PowerPoint Presentation, (Preventing Workplace Harassment) or contact: Associate Dean Reverend Anthony Brown).

Arize Institute of the Five-Fold Ministry and Bible College has designated Dr. Joseph Cohen, Vice-President for Institutional Equity & its Chief Diversity Officer, as the individual responsible for the coordination and administration of its nondiscrimination and harassment policies. Questions or comments about discrimination, harassment (including sexual harassment and sexual violence), relationship violence, and stalking can be directed to attention via email _____ or telephone _____.

Additional information, including the complete text of the Policy Prohibiting Discrimination, Harassment and Related Misconduct, and appropriate complaint procedures, may be obtained by contacting the Vice President or visiting the website at <http://www.arizefivefoldministry.info/>. Questions or comments about discrimination, harassment (including sexual harassment and sexual violence), relationship violence, and stalking committed by a student may also can be directed to the Office of Student Affairs at _____; additional information, including the complete text of the policy and complaint procedure for such misconduct, may be found at <http://www.arizefivefoldministry.info/>.

Dr. Zella Berry Case, Founder and President



FACULTY HANDBOOK TABLE OF CONTENTS

Arize Institute of the Five-Fold Ministry and Bible School Structure	4
The Board of Trustees	5
The Commitment	5
Arize Institute of the Five-Fold Ministry and Bible College Commitment	5
Philosophy of Theological Education	6
Purpose and Aims (With Scriptural References).....	6
Governing Documents	7
Mission	7
History and About	9
By-Laws	11
Preamble	12
Article 1 - NAME	13
Article 2 - Covenant	13
Article 3 – Doctrine, Beliefs & Purpose	13
Article 4 – Degree Structure Programs	15
Article 5 – Vision	15
Article 6 – Philosophy of Education	16
Article 7 – Educational Outcome	16
Article 8 – Value Statement	17
Article 9 – Code of Honor	17
Article 10 – Harassment Training	18
Fundamental Principles	
Code of Honor	
Our Doctrine & Affirmation	
Goals	
Senior Financial Advisor	
Vice President	
Treasurer	
Administrative Services	
Division of Student Affairs	
Schedule of Payment	
Conflict of Commitment	
Office of AFFMBC Development Programs	
Confidential Policy	
Faculty Compensation	
Schedule of Payments	

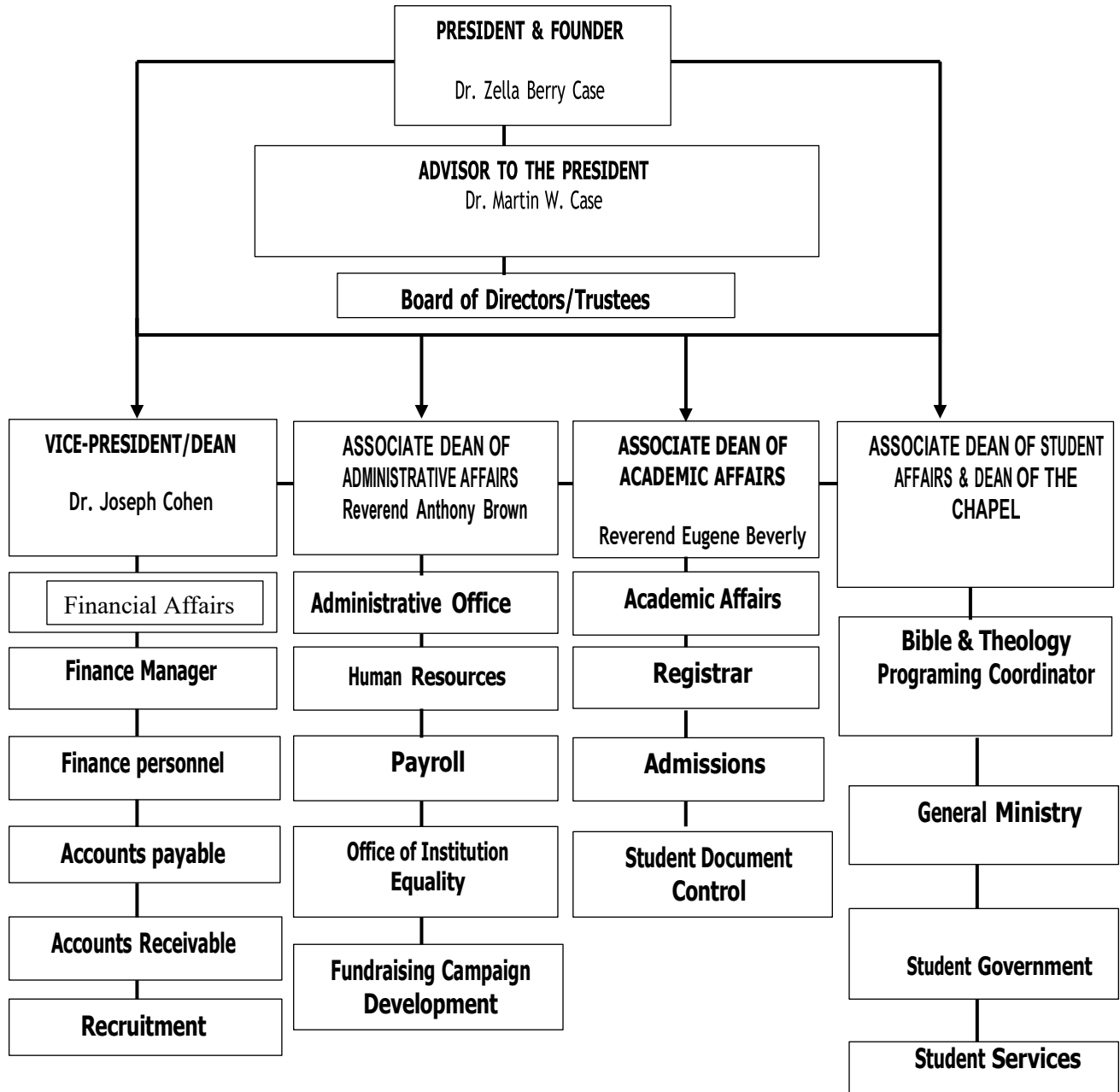


INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

Conflict of Commitment
Faculty/Facilitator commitment to the student
Faculty/Facilitator Responsibilities to Arize
Course Syllabi
Faculty/Facilitator will include the following content on the Course Syllabus
Senior Administration
Notice of Non-Discrimination
Academic Freedom of Student
Grading
Absence from Final Exam
Withdrawal from a course
Religious Holidays
Faculty Absence
Student Absence
Admission Requirements
Equal Opportunity Policy for students
Student Code of Conduct
Excused absences (Student)
Student Withdrawn from attendance.
Privacy Policy (Student)
Rights of the student at (AFFMBC)
Requesting a student's records
Degree Program Disclaimer
Transfer Credits
The Curriculum
Formatting
Academic Probation
Finance and Tuition Policy
Equal Opportunity policy for students
Course materials
Degree programs of study
School organization structure
Giving-Fundraising
Selection of Materials
Credits earned for college course transferred.
Arize Degrees
Appendix A – Audit
Appendix B – Harassment Definition and Procedures



ARIZE INSTITUTE OF THE FIVE-FOLD MINISTRY ORGANIZATION STRUCTURE





INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

THE BOARD OF TRUSTEES

The board consists of three elected members and the president, ex officio, and the board has vested in it as a group the final authority for the operation of Arize Institution of the Five-Fold Ministry and Bible college, hereafter known as (AFFMBC). It regularly meets twice a year, but may call special meetings. Its Executive Committee acts for the board between meetings and normally convenes twice each year.

The board elects from its membership a chair and vice chair and organizes itself into both standing and ad hoc committees. The former includes the Academic Affairs Committee, Audit, Business and Finance Committee, Human Resources Committee, and Undergraduate Education Committee. All standing committees and ad hoc committees may undertake other functions as are delegated to them by the trustees.

However, in all cases the powers and duties of committees are subject to the direction and approval of the board.

President

As chief educational and administrative officer (CEAO) of the Bible Institution, the president is responsible to the Board of Trustees for the supervision, management, and government of the Bible Institution, and for interpreting and carrying out the policies of the board. The President, or someone designated by the president, presides at meetings of the faculty. Under the Bylaws, the president may overrule the decisions of the faculty after stating reasons for such action. The President is responsible for recommending to the trustees, persons to hold the other offices of the university.

A Bible Institution of:

Excellence, Diversity, and Inclusion in Training, Developing, Motivation & pursuing Biblical leadership for those who have been chosen by Christ as seen in Ephesians 4:11-16 in God's Church according to His will.

To achieve our mission and meet the needs of a rapidly changing world, Arize Institute of the Five-Fold Ministry and Bible College strives to create a climate of collaboration, creativity, and innovation within and across disciplines. Our success depends upon the robust exchange of ideas – an exchange that flourishes best when the rich diversity of human knowledge, perspectives, and experiences is heard. We nonetheless acknowledge that our policies and practices have often failed to ensure equality of participation within our community. Our renewed commitment and responsibility to one another is articulated in the following statement.

ARIZE INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE COMMITMENT (to the student)

Because diversity is essential to fulfilling the Bible Institute's mission, Arize Institute of the Five-Fold Ministry and Bible College is committed to building an inclusive and diverse Bible Institute community. Every student, faculty, and staff member—whatever their race, gender, age, ethnicity, cultural heritage, or nationality; religious or political beliefs; sexual orientation or



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

gender identity; or socioeconomic, veteran or ability status—has the right to inclusion, respect, agency, and voice in the Arize Institute of the Five-Fold Ministry and Bible College community. Further, all members of the Bible Institution community have a responsibility to uphold these values, to uphold the institutional statement of values outlined on the <http://www.arizefivefoldministry.info/>.site and actively foster full participation in university life.

HISTORY & ABOUT

Arize Institute of the Five-Fold Ministry and Bible College

An Independent Study with Facilitators/Deans

ARIZE Institute of the Five-Fold Ministry and Bible College is a Facilitated Driven Degree Study formulated To Equip & Mature the Individual chosen in the gifting offices as seen in Ephesians 4:11-16.

Located in Mebane, North Carolina, amid Bishop Apostle Dr. Zella Berry Case’s office, a vision was given to her by Christ more than 20 years prior to opening this institution of biblical higher education – leading towards further studies, entered seminary at Apex School of Theology, which was located during that time in Durham, North Carolina. “ This vision came clearer throughout every year I spent preparing for this assignment, i.e., planting a school that would train those in the Five-Fold Ministry gifting.”

6

When the vision was initial given, (The Reverend Zella Berry Case) was residing in one of the most influential cities in North Carolina, Chapel Hill, North Carolina, the home of the Tarheels of the University of North Carolina at Chapel Hill. ARIZE (at that time was MOP – Ministry of Preparation) was birth in the heart, mind, and soul of Reverend Case. She became committed to doing this assignment given by Christ i.e., (visioning he day that she would) fully open an institution that would lean towards the training of those in the Five-Fold Ministry and beyond).

Progressing in preparation and growth for the school, ARIZE has gone beyond just implementing Biblical principles, but now creating a school to perfect and train those chosen by Christ in the giftings of the apostle, the prophet, the evangelist, the pastor, and the teacher, all of which are for the perfecting of the saints of Christ.

With a belief in the value of an education infused with faith, Bishop Dr. Zella Berry Case in 2019 planted and envisioned a school that was different—one that would instill practical knowledge through a Christian lens developing for Christ in an assignment given to her by Him, a Biblical school that would assist in the training and development of those that He called into the gifting of an apostle, prophet, an evangelist, a pastor, and a teacher according to Paul’s writing in Ephesians 4:11-13.



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

All of the schools of the Five-Fold Ministry, i.e., that of the apostle, prophet/tess, evangelist, pastor, and the teacher are fashioned with God-given mandates to shift the student, the minister, and the Believer, into the deepest part of their relationship and calling in Jesus Christ. This is accomplished through Biblical teaching and foundational applications in ministry and by equipping each student to hear the Voice Of God and live an active lifestyle of communication with the Holy Spirit.

AriZe (AFFMBC) is a hands-on, facilitator-driven, independent study which offers Associate and Bachelor degrees.

Moving forward with the History of Arize Institute of the Five-Fold Ministry and Bible College, in August of 2022 the former name of this school being Arize Institute of the Five-Fold Ministry was changed through the work of the Holy Spirit to Arize Institute of the Five-Fold Ministry and Bible College – August 13th, 2022. With our new name, we have developed a *NEW*

Method of program delivery, both using the same vision with additional coverage to make sure that you get all that you the student need to begin your journey in your calling and biblical studies.

Previously before the name change it was just hands-on, in which the student captured their assignment from a prepared booklet (12 Months for the associates), and three years for the bachelor's degree. Currently using facilitators that will connect with the students on a weekly platform as we continue to go deeper in the provision and perfecting of the school we have added a unique and exciting method for our degree programs that will assist the student for preparation in the ministry of Christ and assisting in the discover of one's calling in the Five-Fold Ministry which perfects the saints of God.

The student will continue to enjoy studying at home on your own yet with the guidance of a complete syllabus, that moves you the student from semester to semester, year to year getting a complete array of courses in your selected degree that keeps you on target to graduate in timely manners.

7

We imported this change to ensure you that you will receive most of your education from qualified Facilitators and Deans that have committed their lives to Kingdom knowledge and Kingdom Building and Principles, which is the first and foremost source in our teaching.

With that said this biblical institution and Bible College are still affirming that we are diligently attempting to keep costs affordable.

We do this because we do not have expensive overhead costs, such as a building for the college. Past studies show that the maintenance of a large campus, staffing, dorms, etc., can drive up the cost of tuition by nearly 400%, while not increasing the quality of the education. We maintain a very skilled and elite Five-Fold Ministry & Administrative staff that is streamlined and highly efficient. Although the degree program is still hands-on, it now as stated above includes a facilitator which each student will be assigned as they move through the programs. Our programs are monitored to maintain the greatest degree of excellence while remaining financially modest.

ARIZE promotes networking with other students and other churches to maintain a Ministerial Fellowship with one another. We are constantly on the move connecting with seasoned Five-Fold Ministry leaders, churches, and ordained ministers to maintain accuracy in the development of the ministry for Christ.



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

ARIZE (AFFMBC) is a non-profit organization that supports many in the community as well as abroad. Funds that are received go directly into continuing to improve the quality of the education offered, and to compensate our staff.

- ❖ ARIZE focuses on the student.
- ❖ ARIZE is committed to helping the student, in every way possible, fulfill his or her God-given destiny.
- ❖ ARIZE is totally committed to Scripture.
- ❖ We testify and believe that God's Word is the final authority in all matters in life and in college.
- ❖ ARIZE teaches and holds to what is relevant.
- ❖ Many Bible colleges teach material that will seldom be used. We used all materials taught for an application for a wholesome and daily life protection guided through and by the Holy Spirit. ARIZE will give you what is relevant today, allowing you to put it into immediate practice.
- ❖ ARIZE is dedicated totally to equipping each student.
- ❖ ARIZE is not only dedicated to equipping students in the Five-Fold Ministry we also use practical Biblical theology housing the prophetic power of the Scripture and how to apply it.
- ❖ ARIZE Institute of the Five-Fold Ministry is a WISE choice.

PHILOSOPHY OF THEOLOGICAL EDUCATION

ARIZE Institute of the Five-Fold Ministry and Bible College is designed as a “Biblical-based” equipping and training ministry and college of higher learning, according to the word of God. This institution has been ordained by Christ for the purpose of “perfecting the saint, until Christ returns.” The training we provide can be described as “non-traditional” equipping those in ministry.

This biblically based institution gives practical understanding and implementation of biblical knowledge and ministry skills which is the objective—note academic knowledge, credentials, or achievement. Respectively, the President and Founder of the institute of the Five-Fold Ministry's holds a Doctor of Ministry (earned) as well as an Honorary Doctor of Divinity, Master of Arts in Christian Education, Master of Divinity and a Bachelor in Theology, therefore, she believes strongly that one has to, “seek after learning with one's burning” to do the work for Christ effectively. This is not to say that Christ cannot use anointed people from the womb to do His work. Yet, w by His instructions progress a step further in assisting in the developing of one's anointing, proclaiming, and witnessing such anointing with the training and development to do Christ's work and to stay focused on His ministry.

The philosophy of ARIZE Institute of the Five-Fold Ministry and Bible College is founded upon the God-centered view that all truth is from God and that truth is unchanging. The foundation also rests upon the belief that the Bible is the inspired, infallible Word of God. God created all things and does sustain all of His creation. Therefore, the universe and all mankind are dynamically related to God and have the purpose of glorifying Him. As man is a sinner by nature and choice,



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

he can only glorify and know God by choosing God's free gift of salvation through God's Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ. It is our purpose, as a Christian Institute of the Five-Fold Ministry to provide the opportunity for each student to come to know Jesus Christ as his personal Savior and Lord.

PURPOSE AND AIMS (WITH SCRIPTURAL FOUNDATION)

Matthew 22:36-39 "Master, which is the great commandment in the law?" Jesus said unto him, 'thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. This is the first and great commandment. And the second is like unto it, Thou shalt love thy neighbor as thyself.'

Deuteronomy 6:6-7 "And these words, which I command thee this day, shall be in thine heart: And thou shall teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest in thy ways, and when thou liest down, and when thou risest up."

Paralleling this primary purpose, ARIZE Institute of the Five-Fold Ministry and Bible College will, under the guidance of the Holy Spirit:

1. Provide a program imparting Christ-centered knowledge Colossians 2:6-7 "As ye have therefore received Christ Jesus the Lord, so walk ye in Him, rooted and built up in Him and established in the faith, as ye have been taught, abounding therein with thanksgiving."
2. Train our students to produce actions commensurate with this knowledge found in Romans 12:2 "And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God."
3. Strive for excellence in all areas and work to pass this trait on to each student Colossians 3:23 "And whatsoever you do, do it heartily as to the Lord, and not unto men;"
4. Provide born-again, spiritually mature, qualified facilitators/teachers in whom they have an evidence of God's call to teach and a lifestyle that clearly testifies of a sanctified life Ephesians 4:11-13, "And He gave some, apostles; and some prophets; and some evangelists; and some pastors and teachers; for the perfecting of the saints, for the work of the ministry, for the edifying of the body of Christ: Till we all come in the unity of the faith, and of the knowledge of the stature of the fullness of Christ."
5. Furnish the students with an education that is challenging, rewarding, and enjoyable.
6. Consistently enforce high standards of discipline, following the principles set forth in the Bible Proverbs 19:18 "Chasten thy son while there is hope, and let not thy soul spare for his crying."
7. Welcome all students of all racial, social, ethnic, and religious backgrounds who are willing to accept and support the Christian doctrines of the school Luke 14:23 "And the Lord said unto the servant, go out into the highways and hedges, and compel them to come in, that my house may be filled."



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

Governing Documents

The governing documents of Arize Institute of the Five-Fold Ministry and Bible College (mission statement, and bylaws) are as follows:

MISSION STATEMENT

To provide spiritual oversight to individuals, parachurches, ministries, and churches throughout the United States and internationally. These ministries that will become a safe haven for many which will provide spiritual growth through various teachings as Christ leads through the Holy Spirit.

Our mission because we believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and has supreme authority in all matters of faith and conduct, agree in our endeavors to teach, preach, instruct, motivate, inspire each that enter our biblical institute of higher biblical learning will and do commit to doing all within our powers to perform those items mentioned above throughout the student's education.

In addition to the above, we provide through the Holy Spirit a sound foundation of the Word of God.

It is also our mission to increase the knowledge and understanding of the Word of God for daily application and to assist in developing a godly mindset to sustain everyone that we come in contact with giving motivation to search the Scriptures for themselves for a prosperous lifestyle.

It is our mission to provide knowledge of the Five-Fold Ministry, according to Ephesians 4:11-16, and how when planted properly to bring unity and oneness, a body of Believers, dedicated and committed to building an atmosphere of praise and worship to God our Father. "Training, developing, motivating & pursuing Biblical leadership for those who have been chosen by Christ as seen in Ephesians 4:11-16 in God's church according to His will."

It is also our position at ARIZE Institute of the Five-Fold Ministry and Bible College to provide a theological education of the Five-Fold Ministry and biblical courses reflected from the Holy Bible to prepare those that have called by Christ as an apostle, prophet, evangelist, pastor & teacher for service in churches, Christian ministries, and the community. The institution's educational programs are intended to increase the student's level of knowledge, as well as remain committed to maintaining its diverse student body, faculty, and staff.

The institution expresses its commitment to the student's overall development by promoting life-long learning, scholarly inquiry, and a commitment of service to others. Programs and services are geared towards promoting and nurturing student's growth and development as people who appreciate cultural diversity and embody a sense of civic, social, and religious responsibility.

ARIZE will follow an open-door admission policy based on the necessity of responding to each person at the appropriate individual level of ability and development.

ARIZE Institute of the Five-Fold Ministry is an interdenominational, interracial, and gender inclusive community modeled on diversity, which constitutes the Body of Christ. The



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

educational and service programs provide theological education and training to a constituency of mature, bi-vocational, and commuting students. These services are intended to enhance the student's skills, and expand the student's awareness, as well as broaden the student's perspective quality of life.

It is part of our mission to provide a curriculum that is designed and implemented to prepare the clergy and laity for various ministries in Biblical studies, theology, general biblical education, and an individualizing the roles of the Five-Fold Ministry examples found in the Holy Bible.

Furthermore our mission is to establish additional schools of the Five-Fold Ministry that will teach, train, and enhance believers who are chosen, called, appointed, and anointed to be apostles, prophets, evangelist, pastors, and teacher to a mature level in Christ for the perfecting of the saints, for the work of the ministry, for the edifying of the body of Christ.

ARIZE Institute of the Five-Fold Ministry and Bible College By-Laws

These by-laws are the establishment of this religious school and its primary operations to fulfill its purpose before God, we purposely *recognize leadership's fundamental responsibilities biblically*:

Therefore it is for this Bible school in its effort to create a wholesome environment, on-line housing a facilitator which drives the student towards staying on track in the training process, moves and empowers the facilitator to motivate and encourage the student to recognize their call of God, the Great Commission, the need of a lost world, and finally the need for the upholding of instructions given to the Body of Christ (the Church).

1. The Call of God - Hebrews 5:1-5

“For every high priest taken from among men is ordained for men in things pertaining to God, that he may offer both gifts and sacrifices for sins: Who can have compassion on the ignorant, and on them that are out of the way; for that he himself also is compassed with infirmity. And by reason hereof he ought, as for the people, so also for himself, to offer for sins. And no man taketh this honour unto himself, but he that is called of God, as was Aaron. So also Christ glorified not himself to be made an high priest; but he that said unto him, Thou art my Son, today have I begotten thee.”

2. The Great Commission - Acts 1:8 KJV

“But ye shall receive power, after that the Holy Ghost is come upon you: and ye shall be witnesses unto me both in Jerusalem, and in all Judaea, and in Samaria, and unto the uttermost part of the earth.”

3. The Need of a Lost World - Romans 5:12 KJV

“Wherefore, as by one man sin entered into the world, and death by sin; and so death passed upon all men, for that all have sinned:”

4. Need for the Upholding and Instruction of the Body of Christ (the Church) Ephesians 4:10.



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

“He that descended is the same also that ascended up far above all heavens, that he might fill all things.”

Of NOTE...

As these requirements and instructions/by-laws for ARIZE we find that it is not so much the intentions to build a religious school differently from most religious schools, but mainly for establishing terms to which will be defined and explained in our operations/by-laws.

It is our plan and purpose for those who have interest becoming students of this school or establishing covenants with this school or possessing a satellite school that these instructions be placed into their hands for clarity of the operations/by-laws of this religious school and the steps that we take to support, encourage and motivate each other for Kingdom Building. This instruction manual/by-laws will give the desires and vision of this religious school in words and procedures. Though this may seem but a self-deception to some, we must strive for the higher calling in that which truly exist in Christ Jesus. Let us leave the complainers and hopelessly cynic perspectives with hope that they realize that we walk by faith and have a love to search for real answers to the hidden mystery found in the teachings of Christ Jesus.

The Preamble

The Founder of ARIZE Institute of the Five-Fold Ministry, (2019) now known as ARIZE Institute of the Five-Fold Ministry and Bible College (2022), is a vision and assignment given to Bishop Apostle Dr. Zella Berry Case hereunto will be known as the Founder. The Mailing Address is P.O. Box 517, Carrboro, North Carolina 27510.

Learning communities today are truly becoming global. One thing that hasn't changed is that students are juggling full-time jobs, family, church, and community service. Online education at Arize Institution of the Five-Fold Ministry and Bible College is slightly different from most online colleges. The difference is that the student is not entirely alone in the process. We provide facilitators to advance you towards success and preparations for your studying and gifting goals. Our studies for this period of time encompasses the Associates and Bachelor's degrees in sought-after fields of knowledge focusing on the assignment given by Christ as seen in Ephesians 4:11-16. Classes are taught from a biblical worldview. We hold firm that this Bible school is an online school as well as a hands-on training school that presents itself in churches and other ministries in a Zoom or other platforms elected mobile fashion. It teaches baptized believers in Jesus, and that the highest authority in all matters of running the affairs of this Bible college is God.

Article 1. Name

The name of this religious school is ARIZE Institute of the Five-Fold Ministry and Bible College. Whenever the word “Ministry” is used in these by-laws, it shall signify that this non-profit (501c3) school is under no other control of outside forces.

Article 2. ARIZE Covenant

ARIZE Institute of the Five-Fold Ministry and Bible College is in covenant partnership with God, the Father, the Son, and the Holy Spirit. It also is in covenant partnership with The Church



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

of Promise, Mebane, North Carolina.

Article 3. ARIZE Doctrine, Beliefs & Purpose

ARIZE's doctrine is the Holy Bible. We believe and recognize the Bible from Genesis to Revelation without change or additions as the book of religion of the Christian tradition and hold that as a roadmap for daily living. Our doctrine is with the teachings of Jesus Christ as the common aim of fellowship. We follow Christ and practice obedience to the Word of God according to the Holy Scriptures, under the enlightenment of the Holy Spirit and not the interpretation of mankind.

We believe that we are chartered by God to feed the sheep by educating and making disciples for Christ by the standards of the Word of God. To build saints up in all areas of the whole being (body, mind, and soul) in the knowledge of the truth of God's Word and His ways on how to live a holy and victorious life through His Son, Jesus Christ and through the power of the Holy Spirit. These three are One triune God – God the Father, God the Son and God the Holy Spirit. (John 1:1, John 10:30) Jesus Christ is true God and true man. (Philippians 2:5-7) The Holy Spirit is a divine person.

The Old and New Testaments are God's divine inspired words. (II Timothy 3:16-17) All have sinned and come short of the glory of God and are in need of salvation. (Romans 3:23) It is God's will that every believer be filled with the Holy Spirit. (Acts 19:2)

Healing is provided in the redemptive work of Christ and is available to every believer. The Church consists of all who have received Jesus Christ as their Savior. There will be a bodily resurrection of the just and the unjust. There will be a personal, visible return of our Lord Jesus Christ. (I Thessalonians 4:16-17) Observation of Water Baptism and the Lord's Supper. A new heaven and new earth will be created, and the saints will live with Christ forever. (Revelations 21:1-7).

We believe that Jesus was begotten of the Holy Spirit in a miraculous manner, born of Mary, a virgin, as no other man was ever born or can be born of women, and that He is both the Son of God and God the Son (Genesis 3:15; Isaiah 7:14; Matthew 1:18-25; Luke 1:35; John 1:14).

We believe that the salvation of sinners is divinely initiated and wholly of grace through the mediatorial offices of Jesus Christ, the Son of God, Who, by the appointment of the Father, voluntarily took upon Himself our nature, yet without sin, and honored the divine law by His personal obedience, thus qualifying Himself to be our Savior; that by the shedding of His blood in His death he fully satisfied the just demands of a holy and righteous God regarding sin; that His sacrifice consisted not in setting us an example by His death as martyr, but was a voluntary substitution of Himself in the sinner's place, the JUST dying for the unjust. Christ the Lord bearing our sins in His own body on the tree; that having risen from the dead He is now enthroned in Heaven and uniting in His wonderful person the tenderest sympathies with divine perfection. He is in every way qualified to be a suitable, a compassionate and an all-sufficient Savior.

We believe that faith in the Lord Jesus Christ is the only condition of salvation. Repentance is a change of mind and purpose toward God, prompted by the Holy Spirit, and is an integral part of saving faith (Jonah 2:9; Ephesians 2:8, Acts 15:11; Romans 3:24, 25; John 3:16; Matthew 18:11; Philippians 2:7, 8; Hebrew 2:14-17; Isaiah 53: 4-7; John 4:10; 1 Corinthians 15:3; 2



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

Corinthians 5:21; 1 Peter 2:24).

We exist to bring together those of like beliefs and faith into a community of unity supplying help and directions for those in the Five-Fold Ministry and beyond. We are a faith-based school who is an initiative driven to help connect faith-based and other community organizations together, forming a powerhouse of helps-ministry in the Community of Faith for teaching the entire Scripture. We have the capacity, tools, and education that will assist the believer in conducting their religious school which will flourish hope, peace, and love using the principles set forth in the Bible.

ARIZE provides theological education of the Five-Fold Ministry and biblical courses reflected from the Holy Bible to prepare those that have called by Christ as an apostle, prophet, evangelist, pastor & teacher for service in churches, Christian ministries, and the community. The institution's educational programs are intended to increase the student's level of knowledge, as well as remain committed to maintaining its diverse student body, faculty, and staff.

The institution expresses its commitment to the student's overall development by promoting life-long learning, scholarly inquiry, and a commitment of service to others. Programs and services are geared towards promoting and nurturing student's growth and development as persons who appreciate cultural diversity and embody a sense of civic, social and religious responsibility.

ARIZE follows an open-door admission policy based on the necessity of responding to each person at the appropriate individual level of ability and development.

ARIZE is an interdenominational, interracial, and gender inclusive community modeled on diversity, which constitutes the Body of Christ. The educational and service programs provide theological education and training to a constituency of mature, bi-vocational, and commuting students. These services are intended to enhance the student's skills, and expand the student's awareness, as well as broaden the student's perspective quality of life.

The curriculum is designed and implemented to prepare the clergy and laity for various ministries in theology, general biblical education, and individualizing the roles of the Five-Fold Ministry examples in the Holy Bible.

Article 4. Degree Structured Programs

ARIZE provides programs structured for studying the Five-Fold Ministry biblical, theological studies, and general biblical education, all of which moving towards a completion of an Associates in Arts in Biblical Studies with the emphasis on Christian Education, Associate in Arts in Biblical Studies with an emphasis on the Five-Fold Ministry, Bachelor of Arts Degree in Biblical Studies with the emphasis on Christian Education and Bachelor of Arts in Biblical Studies with the Emphasis on the Five-Fold Ministry. Additionally, ARIZE stresses character development, which includes religious, cultural, social, and ethical values. We collectively endeavor to create a schedule offering nontraditional hours, building in the flexibility necessary



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

to accommodate all who may enroll.

ARIZE purposes to prepare students for the mature performance of their vocation. Worship is central to online and hands on training and development, which will include several worship experiences that each student will be encouraged to attend during the course of their studies for their personal spiritual development. It hopes to develop in each graduate a disciplined intelligence, life-long prayer life, informed by sound learning and equipped for worthy Christian Ministries.

Article 5 – Vision

To nurture, train and develop servant leaders, integrative thinkers, and effective communicators of God’s Word.

Article 6 - Philosophy of Education

ARIZE is a Christian higher education institution with a diverse Christian Worldview culture. It is a spiritual community grounded in agape (love). The School follows its motto: “Apprehending rich illumination and zeal in the effectiveness that the Five-Fold Ministry has within the church and the community.” The philosophical and theological foundation is the Word of God as presented in the Holy Scriptures. The Triune Godheads work together as one. Godhead the (Father) is our source of all truth; His Son who is Jesus the Christ is the center and the Holy Spirit reflects and leads us towards those truths.

God created humankind in His image and likeness at creation. We are saved by grace through faith. The Christian is enabled to live a life that values others and God’s creation. Christian Education better prepares student learners to share their Christian gifts in chosen fields of service. ARIZE seeks to provide a learning process that allows the student freedom of inquiry in a religious learning community of exchange between faculty, staff, and administration. Learning is a process of community wholeness as stated in our Value Statement.

Article 7 - Educational Outcomes

In support of ARIZE’s Philosophy and Mission Statements, the school endeavors to provide the student with spiritual and intellectual pursuits that will:

1. Equip the student with practical skills in ministry that they may be competent and determined in their approach to their vocation.
2. Foster collegiate level competencies in writing, speaking, reading, analytical reasoning, computer literacy, and library research. (Given in workshops and seminars)
3. Convey methods of rightly dividing the Word of Truth that the student may be thorough expositors of the Bible and thusly enhance their personal lives and ministries.
4. Explore the moral value and ethical dimensions in the disciplines offered by ARIZE, Institute of Five-Fold Ministry & Bible College.
5. Thoroughly exposed the student to the factual content of the Word of God and its relationships to their personal life.



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

6. Promote the fusion of academic knowledge and Christian values that maturing of spiritual, intellectual and social behavior may take place.
7. Provide firsthand observation, interviews, and discussion enabling the student to reach all humankind to make a better world.
8. Develop skills, which relate to a distinct Christian Service Ministry inclusive of world events, global issues and a life of Christian evangelism and discipleship.

Article 8 - Value Statement

1. We believe that God's word is central and foundational for all knowledge and wisdom, and that the word of God is the catalyst for transformation.
2. We believe that for education to be effective, it must be both theoretical as well as practical in application.
3. We believe that the church is God's vehicle for worship and world discipleship.
4. We believe that lost people matter to God and; therefore, ought to matter to us.
5. We believe that excellence in education honors God and inspires people.
6. We believe that Christian Education requires agape (love) as its foundation, koinonia (fellowship) as its building blocks, and mentoring interaction of the administration, faculty, student body, and community for Kingdom Building.

Article 9 - ARIZE Code of Honor

The faculty, administration, and staff, as well as students, enrolled at ARIZE Institute of the Five-Fold Ministry and Bible College (AFFMBC) work together as a faith community dedicated to common ideals, and we acknowledge the Sovereignty of the Lord Jesus Christ as we seek to grow and become fully prepared to do the work that shall be entrusted to us by our Lord.

Therefore, the faculty, administration, staff, and students are required to sign the Code of Honor. Such action indicates that each member of the School family is willing to comply with the moral and spiritual principles of a daily walk with Jesus Christ. It is the Bible that not only determines one's doctrinal belief, but also one's lifestyle. In an ever-changing world, the Christian has an unchanging standard, the Word of God. The Code of Honor is rooted in the principles of

personal integrity, common sense, reverence for God, esteem for other men and women, and respect for spiritual, natural, and social laws. In order to ensure that a high Christian standard is maintained by faculty, staff, administration, and students, and to encourage an environment that facilitates spiritual and academic excellence, we set forth activities that will not be tolerated. These include the use of alcoholic beverages, tobacco, illegal drugs, sexual immorality, and other worldly activities or forms of entertainment which are inconsistent with biblical instructions. We ask and advise faculty, administration, and students including volunteers to adhere to the statement below concerning our standards of conduct for this Institution.

I as a Christian, we believe the Bible to be the verbally inspired Word of God. I accept its teachings as the final authority on all staff matters of faith and



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

conduct; and as a student and/or faculty and staff member at ARIZE, I will maintain the moral and spiritual ideals of the School, render respect to those who are my peers, subordinates, and those in authority over me; conform to its social, academic and spiritual requirements; and recognize my responsibility of Scripture (see 1st Corinthians. 6:19, 20; Romans 12: 1,2; Romans 13:14; 1st Thessalonians 4:1-8;

Galatians 5:16-26; Ephesians 5:18; Colossians 3:17). principles. This includes music, which reflects the influence of either the occult or drug culture. Those who, through attitude or conduct, show their unwillingness to abide by the lifestyle outlined in this Code of Honor will be asked to meet the Dean and may be subject to dismissal from the School at the Administration's discretion.



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

Article 10 – Harassment Training, Harassment prevention, gender equality, disability equality.

This area is a resource for faculty, students and staff concerning issues of harassment, discrimination, gender equity, and disabilities equality. Questions, concerns, or complaints that might implicate policies regarding harassment, non-discrimination, discrimination, or harassment in employment based on race, color, national origin, age, sex, or religion can be directed to the Officer of Institution Equality. Another important component of the program is providing education, training, and support services to encourage and sustain work and learning environments that are inclusive and free from harassment or prohibited discrimination. For detailed information

SEE Appendix B.

Harassment (or bullying) is the intentional action by an individual or group of individuals to inflict physical, emotional, or mental harm or suffering on another individual or group of individuals when there is an imbalance of real or perceived power. The following is a list of behaviors that demonstrate harassment/bullying. A person who demonstrates a negative behavior may not always be a “bully.” It is the goal of ARIZE to reduce/eliminate bullying by addressing these behaviors as they occur. “Harassment or Bullying” may include but is not limited to...

- Physical: Pushing, hitting, shoving, biting, scratching, tripping, damaging, or stealing property, making faces or rude gestures, initiating, or forcing inappropriate touching, etc.
- Verbal: Name calling, put downs, racist remarks, teasing, threats, spreading rumors, etc.
- Social: Ostracism or exclusion, alienation, etc.
- Indirect: Using other people to threaten, intimidate, or humiliate; encouraging others to violate the non-harassment policy, etc.
- Psychological: Acts that instill a sense of fear or anxiety, etc.
- Electronic: Sending inappropriate or threatening messages (social media apps, email, text, Facebook, or other); creating or posting inappropriate, defamatory, or threatening information or pictures on websites.
- Summary: Any act that insults or demeans an individual in such a way (even if “meant in good fun”) as to cause distress, reluctance to attend school, or behavioral problems.

Why do this training?

We want to provide the safest place for people to work as well as having a safe environment to go to school. This training not only emphasis that no one should be harassed in any form including verbal, in sexual statements including and making unwanted sexual innuendos, or be subject to an that is not free of all kinds of harassment.

This training (APPENDIX B) is designed to define and give examples of harassment, outline what to do if you experience harassment while at Arize Institute of the Five-Fold Ministry and Bible College, and to explain the consequences of engaging harassing behavior while an employee of the college.

Please keep in mind, as an employee or representative of AFFMBC, you can be accused of sexual harassment from supervisors, or other employees, students and even from people you interact within the community.



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

What is Arize Institute of the Five-Fold Ministry and Bible College official policy on Harassment?

Arize Institute of the Five-Fold Ministry and Bible College is committed to providing a work environment and student friendly, protective and is non-tolerated in such behaviors. We are free of discrimination, harassment, or hostile work situations. In keeping with this commitment, the school maintains a strict policy prohibiting unlawful harassment, including sexual harassment.

Sexual harassment involves not only unwelcome touching and demands for sexual favors, but also any unwelcome sexual oriented behavior or comments that create a hostile or offensive environment.

It is important for everyone to understand that jokes, stories, cartoons, nicknames, and comments about appearance may be considered offensive to others. In no way should the above-listed examples be considered all-inclusive, but they are intended to provide guidance as to what may constitute a form of harassment.

Sexual harassment of employees or students by supervisors, coworkers, or others who visit AFFMBC(i.e. vendors) is prohibited.

If any facilitator or staff believes he or she is being or has been harassed or discriminated against in any way, or has observed harassment in any way, they must report the facts of the incident or incidents to the Executive Officer immediately, without fear of reprisal.

In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated, and documented in writing.

Every complaint will be taken seriously, investigated promptly, and held highly confidential. Arize Institute of the Five-Fold Ministry and Bible College (AFFMBC) will take affirmative steps to ensure that such behavior is not allowed or tolerated. Offenders may be disciplined up to and including termination and the loss of any accrued benefits.

What constitutes Harassment?

Harassment, legally defined, is unwelcome verbal or physical behavior that is based on race, color, religion, sex (including pregnancy), gender/gender identity, nationality, age (40 or older), physical or mental disability or genetic information.

When does Harassment become unlawful?

Although the law does not prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive environment or when it results in an adverse work environment and a decision, such as the victim being fired or demoted occurs.

How are Bible Colleges different when it comes to discrimination?

Religious organizations and religious educational institutions are exempt from certain religious discrimination provisions.

What does non-sexual harassment look like?

Harassing conduct may include, but is not limited to:

- Spreading malicious rumors, gossip, or innuendo.
- Excluding or isolating someone socially.
- Intimidating a person.
- Undermining or deliberately impeding a person's work.



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

- Physically abusing or threatening abuse.
- Removing areas of responsibilities without cause.
- Constantly changing work guidelines.
- Establishing impossible deadlines that will set the individual to fail.
- Withholding necessary information or purposefully giving the wrong information.
- Making jokes that are ‘obviously offensive’ by spoken word or e-mail.
- Intruding on a person’s privacy by pestering, spying or stalking.
- Assigning unreasonable duties or workload which are unfavorable to one person (in a way that creates unnecessary pressure).
- Underwork – creating a feeling of uselessness.
- Yelling or using profanity.
- Criticizing a person persistently or constantly.
- Belittling a person’s opinions.
- Unwarranted (or undeserved) punishment.
- Blocking applications for training, leave or promotion.
- Tampering with a person’s personal belongings or work equipment.
- Using racist slang, phrases, or nicknames.
- Making remarks about an individual’s skin color or other ethnic traits.
- Displaying racist drawings, or posters that might be offensive to a particular group.
- Making offensive gestures.
- Making offensive reference to an individual’s mental or physical disability.
- Sharing inappropriate images, videos, e-mails, letters, or notes in an offensive nature.
- Offensively talking about negative racial, ethnic, or religious stereotypes.
- Making derogatory age-related comments.
- Wearing clothing that could be offensive to a particular ethnic group.

What does sexual harassment look like?

All harassment includes, but is not limited to:

- Sharing sexually inappropriate images or videos, such as pornography, with co-workers.
- Sending suggestive letters, notes, or e-mails.
- Displaying inappropriate sexual images or posters in the workplace.
- Telling lewd jokes or sharing sexual anecdotes.
- Making inappropriate sexual gestures.
- Staring in a sexually suggestive or offensive manner, or whistling.
- Making sexual comments about appearance, clothing, or body parts.
- Inappropriate touching, including pinching, patting, rubbing, or purposefully brushing up against another person.
- Asking sexual questions, such as questions about someone’s sexual history.
- Making offensive comments about someone’s sexual orientation or gender identity.

What should I do if I experience harassment?

As a first step, assuming it was a minor incident, generally, we encourage you to talk with the person first, before filing a formal complaint. You can do this yourself directly, or feel free to ask a trusted coworker to be present with you.

If the incident was not minor, was repeated, or you simply do not feel comfortable approaching the person, we encourage you to report the harassment immediately. The Vice President is the primary contact for harassment claims. If for some reason you do not feel comfortable going the Vice-



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

President, or they are unavailable, you can also report your complaint to the President. In case that both, the President or the Vice-President are both unavailable, and you feel uncomfortable approaching either of them, you can go to any staff member (for example, a woman who feels that she has been sexually harassed may feel more comfortable going to a female) to file your complaint.

What can I expect when I report harassment?

- You can expect to be taken seriously.
- You can expect that your complaint will be followed up on as quickly as possible. This will include sitting down with you to take your statement, which will be written down in writing and kept on file. It will be helpful if you know the time, dates, witnesses, etc. of the harassment when taking this statement, but even if you do not have them, again, you will be taken seriously and your complaint will be followed up on.
- You can expect to be protected. Harassment is a protected activity (i.e., you cannot be fired or dismissed as a student, otherwise retaliated against for a good-faith report).
- You can expect that everything will remain highly confidential.

What are the potential consequences of being found guilty of harassment?

Arize Institute of the Five-Fold Ministry and Bible College will take affirmative steps to ensure that such behavior is not repeated. Offenders may be disciplined, up to and including termination and the loss of any accrued benefits.

GENDER IDENTITY AND SEXUALITY

Biological sex means the biological condition of being male or female as determined at birth based on physical differences, or when necessary, at the chromosomal level. As believers in the words of Christ, we all come short of the glory of God, and we must repent to get in the correct relationship with Christ when we do sinful acts that make Him frown.

Though the Bible does not directly speak about bisexuality, it frequently addresses issues related to sexual ethics. However, it is clear from the Bible's denunciations of homosexuality that bisexuality would also be considered sinful. Leviticus 18:22 declares having sexual relations with the same sex to be an abomination. Romans 1:26-27 condemns sexual relations between the same sex as abandoning what is natural. An additional look at some of these principles offers clarity regarding God's view of the practice of bisexuality.

First, sexual relationships were created by God to take place within the context of marriage between a man and a woman. Genesis 2:24 teaches, "Therefore a man shall leave his father and his mother and hold fast to his wife, and they shall become one flesh." Though the Bible records other forms of relationships, it only specifically presents one man and one woman enjoying sexual relations within marriage as God's design.

Second, since bisexuality includes sexual relationships outside of marriage, it is a form of sexual immorality. First Corinthians 6:18 clearly teaches, "Flee from sexual immorality. Every other sin a person commits is outside the body, but the sexually immoral person sins against his own body."

Third, bisexuality is also excluded from Christian practice since it includes same sex relationships that are prohibited in the Bible. In the Old Testament, same sex activity was called an abomination (Leviticus 18:22). In the New Testament, Jesus speaks directly of marriage (and



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

sexual relations) between one man and one woman (Matthew 19). The apostle Paul mentioned that some of the believers in Corinth had been involved in same sex relations before becoming believers, saying, “And such were some of you. But you were washed, you were sanctified, you were justified in the name of the Lord Jesus Christ and by the Spirit of our God” (1st Corinthians 6:11). Same sex activity is clearly excluded from the lifestyle of those who follow Christ. This would certainly also include bisexual relations.

The Bible nowhere describes homosexuality as being any less forgivable than any other sin. A bisexual is the same number of steps away from salvation as the “moral” legalist – one. God offers forgiveness to anyone and everyone who will trust in Jesus Christ for salvation. This includes those involved in bisexuality. Once salvation through Christ is received, God will begin the process of destroying the acts of the flesh (Galatians 5:19-21) and developing the fruit of the Spirit (Galatians 5:22-23). Sometimes God removes our desire for a particular sin and other times He gives us strength to resist temptation. The process of transformation takes a lifetime. When we fail, God is faithful to forgive and cleanse (1 John 1:9). He is also faithful to complete His work in us (Philippians 1:6). The promise of a “new creation” is available to anyone who will trust in Christ (2 Corinthians 5:17).

A brief word should be mentioned regarding the distinction between temptation and practice. Some people claim they have desired same sex or bisexual relationships since a young age and that they were therefore “born” that way. While it is unclear if this is the case, it does not mean bisexual or same sex relationships are acceptable for believers in Christ. A person may be tempted or have thoughts or inclinations toward various actions, yet these desires must be evaluated to determine whether they are consistent with God’s teachings. When a desire is inconsistent with God’s will for our lives, it should not be acted upon.

Bisexual relations are certainly outside of God’s plan for human sexuality according to the Bible. While Scripture is clear that unbelievers are sometimes involved in such practices, believers in Christ are commanded to live differently. In addition, believers are called to show kindness and grace to those they meet who may be involved in such practices in order to share the good news of Jesus (John 3:16) and help others to experience the perfect love that only God can provide.

STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.)

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1st Cor 6:18; 7:2-5; Heb 13:4.)

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

We believe that in order to preserve the function and integrity of ARIZE as the local Body of Christ, and to provide a biblical role model to the community, it is imperative that all persons employed by ARIZE in any capacity, or who serve as volunteers, agree to, and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14- 16; 1st Thess. 5:22.)

We believe that God offers redemption and restoration to all who confess and repent of their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the statement of faith.

Article 11 - Admissions Requirements

The requirements for admission, as described in this section of the by-laws, have been established by the college as providing minimum qualifications for admission. The college follows an open admissions policy for those who meet the spiritual and educational qualifications outlined. All applicants for admission to ARIZE must show evidence of Christian character and scholastic competency by providing a spiritual autobiography.

Article 12 - Spiritual Qualifications

The student shall subscribe to, or not be antagonistic toward, the Statement of Faith. Successful applicants should also embody a godly life and possess a teachable spirit.

Article 13 - Educational Qualifications

A diploma from an accredited high school or GED is the standard educational requirement for admission to ARIZE.

Article 14 - Special Admissions

When a student does not possess a high school diploma or its equivalent, the student must demonstrate the ability to benefit from the educational programs offered by ARIZE. Such a student must achieve an acceptable score on the Arize Character Analysis and Gifting Evaluation. This test is administered separately from all other test within the institute admissions.



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

Article 15 - Fees

Admission and Application Requirements

- Application
- Application Fee - \$50.00
- Three Letters of Reference
- Written Spiritual Autobiography
- High School Transcript • College/University/Seminary Transcripts (if applicable)

Article 16 - Prohibited Activities

No part of the net earnings of the Institution shall inure to the benefit of or be distributable to, its members, directors, officers, or other private persons except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of purposes set forth in these articles of incorporation. No substantial part of the activities of the Institution shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Article 17- Distribution of Funds

ARIZE is controlled and managed by a board of directors consisting of a president, vice president, and three deans, all of which are acting under authority of the Articles of Incorporation and Bylaws of this Nonprofit Corporation. No member of the board is personally liable for the acts, debts, liabilities, or obligations of the corporation, nor subject to qualification and compliance with the applicable provisions of the Internal Revenue code. The organization will not be affected by the death or withdrawal of a member. This organization can be dissolved by compliance with the Nonprofit Corporation Act, either voluntarily, administratively, or judicially, G.S. 55-14-01 to 55-12-40. All funds remaining after dissolving will either be distributed equally among board members or given to a charitable organization.

Article 18 - Board of Directors

President – Dr. Zella Berry Case

Advisor to the President – Dr. Martin W. Case

Associate Dean of Student Affairs – Reverend Eugene Beverly

Associate Dean of Administration - Reverend Anthony Brown

Associate Dean of Student Affairs and Pastor of the Chapel – Dr. Michael Stackhouse



FOUNDATIONAL PRINCIPLES

The Bible

The Scriptures, both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct.

Evangelistic Urgency

The Bible teaches that humanity is lost, in danger of eternal damnation, and is in desperate need a Savior. The Bible further teaches that Jesus Christ, the Son of God, died to save mankind from their sins, a salvation which can only be obtained through faith in the Lord Jesus Christ and His finished work upon the cross and in the resurrection.

Five-Fold Ministry

When God redeems people, He calls individual believers to glorify Him through love, holiness, and a life of ministry within the context of a local church. Through this we advance the Kingdom globally to reflect God's love for men and women of all ethnicities until "a great multitude which no one could number, of all nations, tribes, peoples, and tongues" worship before the throne of God (Revelation 7:9).

Kingdom Building

Our Lord Jesus Christ has entrusted the mission of bringing the Kingdom to men and women through the power of the Holy Spirit. We believe God supplies supernatural power to accomplish His work today, including signs, wonders, healings, and deliverance from works of darkness and demonic powers.

Kingdom Living

The means by which God advances His Kingdom is by calling men and women for the Fivefold Ministry, who in turn equip the church and body of Jesus Christ to come unto Him.

Church for ministry.

"And He gave some as apostles, and some as prophets, and some as evangelists, and some as pastors and teachers, or the equipping of the saints for the work of service, to the building up of the body of Christ." (Eph. 4:11-12)

CORE VALUES

The following core values express our finest aspirations and serve as guiding principles in the pursuit of our mission to equip students for effective Christian ministry. We commit ourselves



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

to reflect on the following values.

- Learning and Instruction. We acknowledge the inspired truth of Scripture as the reference point for our educational process.
- We seek to develop lifelong learners with a Christian worldview.
- We are committed to academic and professional excellence.
- We desire to achieve balance in our curriculum through the integration of intellectual, spiritual, and practical studies.

Arize Institute of the Five-Fold Ministry and Bible College

Code of Honor

Founded in 2019, ARIZE Institute of the Five-Fold Ministry and Bible College is an Independent, Non-Profit, Bible-based college that educates and trains men and women of God to go out and spread the Gospel of Jesus Christ, using their gifts given by Him and anointed through Him, to do His will!

ARIZE Institute of the Five-Fold Ministry and Bible College will work together with other leaders associated with this school to represent itself as a faith community dedicated to common ideals, as we acknowledge the Sovereignty of the Lord Jesus Christ seeking to grow and become fully prepared to do the work that shall be entrusted to us by our Lord and Savior, Jesus the Christ. Therefore, the Founder, staff, administration, and those associated with this school are required to sign this Code of Honor. Such action indicates that each member of the College family is willing to comply with the moral and spiritual principles of a daily walk with Jesus Christ.

It is the Bible that not only determines one's doctrinal belief, but also one's lifestyle. In an ever-changing world, the Christian has an unchanging standard, the Word of God.

This Code of Honor is rooted in the principles of personal integrity, common sense, reverence for God, esteem for other men and women, and respect for spiritual, natural, and social laws. In order to ensure that a high Christian standard is maintained by the Founder/Dean, teachers, administration, and students, and to encourage an environment that facilitates spiritual and academic excellence, we set forth activities that will not be tolerated.

Those activities include the use of alcoholic, tobacco, illegal drugs, sexual immorality, and other worldly activities or forms of entertainment which are inconsistent with biblical principles will not be tolerated. This includes music, which reflects the influence of either the occult or drug culture. Those who, through attitude or conduct, show their unwillingness to abide by the lifestyle set forth in this Code of Honor will be asked to meet the Vice-President and upcoming ***School Disciplinary Committee***. And may be subject to dismissal from the School at the Administration's



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

discretion.

SENIOR FINANCIAL ADVISOR

The Senior Financial Advisor is Arize Institute of the Five-Fold Ministry and Bible College Chief Financial Officer as well as the Advisor to the President who oversees and in some cases advise Arize Institute of the Five-Fold Ministry and Bible College's financial operations, including fundraising.

VICE-PRESIDENT

The vice president is the legal adviser, and successor (in case of death of the President) to and is responsible for all matters of a legal nature concerning Arize Institute of the Five-Fold Ministry and Bible College including litigation and the preparation or approval of all contracts, deeds, conveyances, or other legal documents.

TREASURER

The treasurer directs the preparation of the annual statement of the Arize Institution of the Five-Fold Ministry and Bible College - (AFFMBC) assets, liabilities, and operating results; serves as primary liaison with external debt rating agencies; manages AFFMBC external debt and the related reporting and payment requirements associated with external debt compliance matters; and is responsible for AFFMBC's banking relations.

ADMINISTRATIVE SERVICES

The Associate Dean of Administrative Affairs oversees the Administrative Services Division, which is the group of offices and operations that provide the central administrative support for AFFMBC: accounting, budgeting, sponsored programs, & fundraising, & human resources,

DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs comprises a wide array of departments, programs, and services, mostly focused on students. Departments in Student Affairs are critically engaged in all aspects of students' lives –healing, challenging, counseling, and educating from the time students accept their offers to attend AFFMBC until the time they leave and beyond.

OFFICE OF ARIZE INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE DEVELOPMENT PROGRAM

The office of Development for Arize Institute of the Five-Fold Ministry and Bible College is committed to fund-raising for Arize Institute of the Five-Fold Ministry and Bible College's greatest needs and will become a priority, within the school's functioning. Fund-raising teams within AFFMBC include Major Gifts and Special Initiatives, Principal Gifts Programs, Gift Planning (specializing in deferred gifts and complex gift plans).



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

The office of Development coordinates fundraising efforts with senior administrators and with development personnel based in AFFMBC.

CONFIDENTIAL POLICY

All documents contained in files of Arize Institute of the Five-Fold Ministry and Bible College with the exception of the materials directly submitted by the candidate are considered confidential, as is the identity of all external reviewers. The total dossier is made available only to those individuals officially responsible for recommendations and/or decisions on the candidate's status. These individuals include:

- 1) The President.
- 2) The Vice-President/Dean
- 3) The associate deans of the degree program that they are in charge of, may vote for the candidate (s).
- 4) The Board of Trustees.

FACULTY COMPENSATION

Several important policies govern faculty compensation. The policies discussed in this section do not govern compensation to faculty/facilitators members for consulting outside of AFFMBC.

AFFMBC policy on consulting and other outside activities is treated separately. Initial recommendations may be made by the Senior Executive Advisor of the President and Financial Affairs. The Vice-President/Dean and the Associate Dean of Administrative Affairs. Vice-President and assistant deans (or heads of analogous authorized faculty hiring units, in accordance with the organizational structure and budgetary practices of the school.

The recommendations, from the Dean of Administration Affairs are approved by the President - Vice-President/Dean respectively. Approved salary recommendations become part of the budget proposal approved annually by the Board of Trustees.

SCHEDULE OF PAYMENT

Because the academic year runs from _____ through _____ faculty appointments begin in _____. This is the policy for Arize Institute of the Five-Fold Ministry and Bible college to pay new faculty on nine-month appointments their initial one-twelfth (1/12th) of salary in _____ of their first year and to continue payment through _____ of their terminal year.

For various reasons, this policy is at times unsatisfactory. In cases where duties are to be assumed prior to _____, arrangements may be made for the appointment to begin in _____ or _____. The formal appointment letter is provided from the office of the Dean of Administrative Affairs.

Files must accurately reflect the appointment date. If the appointment commences in a month other than _____, then the final payment in the faculty/facilitator member's terminal year is adjusted accordingly. Regardless of the appointment term, all paid



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

employees receive their compensation in twelve (12) monthly installments.

CONFLICT OF COMMITMENT

A conflict of commitment can be said to exist when a member of the Arize Institute of the Five-Fold Ministry and Bible College community has an outside relationship that requires a commitment of time or effort to non-AFFMBC activities, such that an individual, either implicitly or directly, cannot meet her/his obligations to the Arize Institute of the Five-Fold Ministry and Bible College.

In addition, the distribution of a faculty member's effort among, for example, being a committed facilitator, committee (if applicable) responsibilities, and outside consulting or other activities may raise issues of conflict of commitment. Any faculty/facilitator planning to do any event for the government under a stipulation that a specified fraction of her/his effort will be devoted to entities beyond their control, such as jury duty, the individual should check with the Dean of Administrative Affairs regarding procedures to ensure demonstrable.

FACULTY/FACILITATOR'S RESPONSIBILITIES TO STUDENTS

Arize Institute of the Five-Fold Ministry and Bible College faculty/facilitators takes its teaching very seriously. Members of the faculty expect AFFMBC students to meet high standards of performance and behavior. It is only appropriate, therefore, that the faculty adheres to

comparably high standards in dealing with students. The following list of specific faculty responsibilities to students is predicated on the fact that students are fellow members of the Bible School community, deserving of respect and consideration in their dealings with the faculty.

- 1) **Class Attendance** - In accordance with the Faculty Handbook, Facilitators are expected to attend all class meetings.

Course Content Instructors will update their courses periodically to reflect the latest scholarship in the fields they facilitate.

- 2) **Grading** - Instructors will make clear on their syllabi at the outset how grades will be determined, what work in the course will be graded, and what standards will be applied.
- 3) **Letters of Recommendation** - Students depend upon faculty recommendations when applying for jobs. If a faculty member agrees to write such a letter, it will be prepared promptly, accurately, and thoroughly.
- 4) **Office Hours** – Faculty/facilitators, including part-time faculty, will be available in their offices at least two hours per week. If unable to keep those hours, a faculty member will post a note to that effect.
- 5) **Scheduling of Examinations, Papers, and Other Exercises** - Examination schedules and deadlines for term papers will be established early in the semester and kept. Ideally, these should be published in the course syllabus.
- 6) **Syllabi** - At the beginning of each semester, faculty members will distribute course syllabi to their classes in order to provide students with a clear prospectus on their



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

attendance and grading policies, and their schedules and deadlines for exams and term papers.

- 7) **Academic Integrity** - Faculty members have a responsibility to promote a climate of academic integrity. This includes talking with students about the importance of academic integrity, being guided by the institutional statement of values and culture, role modeling for students, creating an environment that promotes trust and making clear expectations for the class, including appropriate attribution and the extent to which collaboration is permitted.
- 8) **Exclusion of Disruptive Students** – The successful conduct of courses depends upon a basic spirit of mutual respect, godly behavior, and cooperation among the participants. If a student disrupts a class in such a way that it seriously compromises the educational experience of the course for the students and/or prevents the instructor from accomplishing the goals of the course as outlined in the syllabus the instructor may require the student to leave the class meeting/Zoom meeting.

The student's academic dean will be notified of this action. Subsequent to this action, as necessary and appropriate, the following process will be implemented:

- It is expected that the instructor and the student will meet to discuss and agree in writing the conditions under which the student may return to the course.
 - The student may not return to the course until the matter has been resolved. The student's academic dean will receive a copy of this written agreement.
 - If the instructor and the student fail to reach an agreement, then the matter is referred to the student's academic dean who will begin the process of removing the student from the course.
 - If the student is permanently excluded from the course, a grade of W will be assigned.
 - If an agreement is reached but the disruptive behavior continues, the instructor may again require the student to leave the class meeting and refer the matter to the student's academic dean who will begin the process of removing the student from the course. If the student is permanently excluded from the course, a grade of W will be assigned.
 - In addition the academic dean may determine that the matter should also be referred to the Office of Student Conduct for consideration of formal charges in violation of university policies including "Classroom Disruption," "Disorderly Conduct," and/or "Failure to Comply."
- 9) **Academic Dishonesty Students at AFFMBC** – Students are responsible for maintaining high standards of academic honesty and personal integrity in all matters, including reporting the results of their studies and field education, and in taking quizzes, tests, and examinations.

When a faculty member makes an academic dishonesty allegation, the faculty



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

member should first consult with the appropriate Dean of Student Affairs.

An established, below you will find a procedure that AFFMBC uses to ensure that a student who commits repeated academic dishonesty violations will not go undiscovered as a result of being dealt with by independent faculty members in isolation.

The Office of Student Conduct is charged with handling cases in a manner that balances students' educational interests with AFFMBC interests in maintaining consistent and high standards.

AFFMBC disciplinary process is independent of, and in addition to, a Facilitator's decision on how to grade academically dishonest work. Facilitators are expected to communicate with students the Bible School's policy regarding grading of an academically dishonest assignment (e.g., zero on the assignment, reduced/failing grade for the course, or other approach). A Facilitator may only implement this penalty if the student has accepted responsibility for the error.

10) Repetition of Courses - Arize Institute of the Five-Fold Ministry and Bible College Students earning a failure (F) in a required (core or foundational) course must retake the course. Students earning a D (D+, D, D-) in a core or foundational course shall be obliged to retake a regularly scheduled final examination in that course and pass said examination with a grade of C- or better. The retake does not alter the existing grade.

11) Audit - With the Facilitator's permission, students may register to audit no more than one course in a semester.

Auditors are not required to submit assignments or take examinations and receive no credit for audited courses. Once audited, a course cannot be repeated for credit. The record shows AD (Audit) to indicate that a course has been audited.

Students may not change a course to or from audit after the end of drop/add. Students must follow the procedures described on AFFMBC (**Appendix A**) for recording the grading status by the published deadline. If a student fails to attend an audited course regularly or abandons it midway, the Facilitator is expected to submit a grade of WA (Withdrawal) at the end of the semester.

FACULTY FACILITATORS RESPONSIBILITIES TO ARIZE

The responsibility of the Facilitators of Arize Institute of the Five-Fold Ministry and Bible College are four-fold. They are responsible to:

- Jesus Christ,
- The Founder,
- The college and
- The student.

Dr. Zella Berry Case, the Founder and President of Arize Institute of the Five-Fold Ministry



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

and Bible College, proclaims that, “Our responsibility is to get God’s words to the student’s ears. Only God can get the word from their ears to their heart.”

AFFMBC partners with God Himself when instructing students. AFFMBC’s Faculty and Facilitators humbly shoulder the responsibility of getting the truth of God’s word to each student entrusted to their care. We the Facilitators are committed to the highest standards of academic excellence and Christian values. Members of Arize Institute of the Five-Fold Ministry and Bible College community, faculty, staff, students, and administrators, are responsible for maintaining the standards of the institution and of the various communities in which we live.

We value integrity, honesty, and fairness and strive to integrate these values into our daily practices.

Our ethical expectations are found in Holy Scripture, the Bible College Mission Statement, the founding vision of Bishop Dr. Zella Berry Case, and the AFFIRMATION. Holy Scripture provides the ultimate source for our ethical standards, including the two great commands taught by Jesus: the duty to love God and love one’s neighbor as oneself. (Matthew 22: 37-40).

COURSE SYLLABI

The facilitator gives each student a copy of their course syllabi. A syllabus is simply an outline of the academic content of a course, but it also serves to communicate course organization and process. AFFMBC Syllabi are distinctive, following the personality of the facilitator and the course itself; thus, there are no strict formulae for creating their syllabus. However, it is required that facilitator/faculty develop syllabi that communicate effectively to students’ key areas of course organization and content. The following is intended to aid the process of syllabus development in order to facilitate effective communication with AFFMBC College students.

FACILITY/FACILATOR WILL INCLUDE THE FOLLOWING CONTENT ON THE COURSE SYLLABUS.

- Instructor Information
- Professor name and professional title
- Professor/Facilitator `contact information
- Office hours and office location. You must hold office hours at regular times at least three days per week.
- Course Information:
 - Course title and catalog number
 - Course Description/Purpose
 - Meeting time and meeting place (Zoom ID)
- Any required course materials (textbooks, lab manuals, etc.)
- The Student Learning Outcomes (SLO’s)



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

- Support of the Bible College Mission: A brief statement on the relationship between the course and the Mission of AFFMBC.
- Course Calendar and Topical Content
- Grading: The methodology used for assessing student learning and the assignment of a course grade should be clearly defined.
- Late and attendance policies also should be clearly defined.
- Final Examinations: The date and time of the final examination.

SENIOR ADMINISTRATION

Administrative Officers Responsibilities and duties of the trustees and administrative officers of the Bible Institution are provided in the bylaws of Arize Institution of the Five-Fold Ministry and Bible College.

NOTICE OF Non-DISCRIMINATION

ARIZE is a private, nonprofit, nondenominational institution founded for the purpose of developing and implementing an educational program that is thoroughly Christian both in content and practice. As such, ARIZE recognizes that in Christ, “There is neither Jew nor Greek, slave nor free, male nor female.” (Gal 3:28.) Therefore, ARIZE Institute of the Five-Fold Ministry admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Academic Freedom of Students

When and if a complaint is lodged against any faculty member asserting that he or she has abridged an individual's academic freedom, the dean of the appropriate degree program shall receive that written complaint and use his or her good offices/Zoom meeting arrange by the Facilitator to resolve the matter in an agreeable fashion.

If the dean wishes faculty aid in establishing the merits or extent of the complaint, the dean should appoint a disinterested two-person subcommittee of other deans or faculty to provide advice. Cases not resolved by the dean may be brought to the attention of the Vice-President/Dean.



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

Grading

Grade	Grade Points	Percentage
A+	4.3	99-100
A	4.0	93-98
A-	3.7	90-92
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79
C	2.0	73-76
C-	1.7	70-72
D+	1.3	67-69
D	1.0	65-66
F	0.0	0-64

Absence from Final Examination

Whenever students are absent from a final examination, they receive an X instead of a final grade unless the student's grade in the class is failing, in which case the Facilitator may submit an F.

If no acceptable explanation for the absence has been presented to the appropriate dean's office within forty-eight hours after the scheduled examination time, the X is converted to an F.

In extraordinary circumstances, an academic dean may excuse a student's absence from a final examination. It is the responsibility of the student to consult the academic dean within forty-eight hours of the missed exam.

However, deferral of a final exam will not be authorized by the academic dean if it is ascertained from the Facilitator that the student has a history of excessive absence or failure to complete coursework in a timely fashion for the class.

If the absence is excused, the student arranges with the dean and the Facilitator for a makeup examination to be given at the earliest possible time. A student's X not cleared by the end of the fifth week of the following semester (or an earlier date if continuation is at issue) is converted to an F. If not enrolled in AFFMBC during that following semester, students are given until the end of the fifth week of the next semester of matriculation to clear the X.

W --Withdrawal from a Course

Students withdraw from courses for a variety of reasons, including medical circumstances. Because withdrawal from a course always requires approval by the student's academic



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

dean, Facilitators should refer students to their dean to discuss whether a course withdrawal is advisable or permitted. The (grade) (W) is used to indicate officially approved withdrawal from a course.

In order to withdraw from a course, students must procure a course withdrawal form from their academic dean, secure the signature of the instructor, and return the form to the dean's office. If a student discontinues a course without the permission of the appropriate dean, a grade of (F) is recorded.

Religious Holidays

In recognition that observances of religious holidays may affect classroom attendance and the submission of graded work, members of the various religious organizations inform the dean of major religious holidays that occur when classes are being held each semester. In the event of a conflict, students wishing to observe a specific religious holiday should request from their Facilitator to arrange for a postponement or makeup of work. If a Facilitator is unable or unwilling to grant the request, students should consult their academic deans.

Faculty/Facilitators' Absences

In the event that instructors have legitimate professional commitments that result in absence from class, they should notify both the Dean of Academic Affairs and the students as early as possible.

The class time must be made up by appropriate means to be approved by the academician.

Students' Absences

AFFMBC places the responsibility for class attendance upon the student. Students are expected to attend classes regularly and punctually, and to recognize and accept the consequences of failure to attend. Facilitators may refer to the appropriate academic dean those students who are causing their work or that of the class to suffer because of their absence or tardiness.

Our Doctrine and Affirmation

ARIZE Doctrine, Beliefs & Purpose, and Affirmation

ARIZE's doctrine is the Holy Bible. We believe and recognize the Bible from Genesis to Revelation without change or additions as the book of religion of the Christian tradition and hold that as a roadmap for daily living. Our doctrine also is and focuses on the teachings of Jesus Christ as the common aim of fellowship. We follow Christ and practice obedience to the Word of God according to the Holy Scriptures, under the enlightenment of the Holy Spirit and not the interpretation of mankind.

We believe that we are chartered by God to feed the sheep by educating and making disciples for Christ by the standards of the Word of God. To build saints up in all areas of the



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

whole being (body, mind, and soul) in the knowledge of the truth of God's Word and His ways on how to live a holy, righteous, and victorious life through His Son, Jesus Christ and through the power of the Holy Spirit. These three are One triune God – God the Father, God the Son, and God the Holy Spirit. (John 1:1, John 10:30) Jesus Christ is true God and true man. (Philippians 2:5-7) The Holy Spirit is a divine person.

The Old and New Testaments are God's divine inspired words. (2nd Timothy 3:16-17) All have sinned and come short of the glory of God and are in need of salvation. (Romans 3:23) It is God's will that every believer be filled with the Holy Spirit. (Acts 19:2)

Healing is provided in the redemptive work of Christ and is available to every believer. Arize Institute of the Five-Fold Ministry and Bible College founder, officers, and Board Members all have received Jesus Christ as their Savior. We believe that there will be a bodily resurrection of the just and the unjust. There will be a personal, visible return of our Lord Jesus Christ. (1st Thessalonians 4:16-17) There will also be observation of Water Baptism and the Lord's Supper. A new heaven and new earth will be created, and the saints will live with Christ forever. (Revelations 21:1-7).

We believe that Jesus was begotten of the Holy Spirit in a miraculous manner, born of Mary, a virgin, as no other man was ever born or can be born of women, and that He is both the Son of God and God the Son (Genesis 3:15; Isaiah 7:14; Matthew 1:18-25; Luke 1:35; John 1:14).

We believe that the salvation of sinners is divinely initiated and wholly of grace through the mediatorial offices of Jesus Christ, the Son of God, Who, by the appointment of the Father, voluntarily took upon Himself our nature, yet without sin, and honored the divine law by His personal obedience, thus qualifying Himself to be our Savior; that by the shedding of His blood in His death he fully satisfied the just demands of a holy and righteous God regarding son; that His sacrifice consisted not in setting us an example by His death as martyr, but was a voluntary substitution of Himself in the sinner's place, the JUST dying for the unjust. Christ the Lord bearing our sins in His own body on the tree; that having risen from the dead He is now enthroned in Heaven and uniting in His wonderful person the tenderest sympathies with divine perfection. He is in every way qualified to be a suitable, a compassionate and an all-sufficient Savior.

We believe that faith in the Lord Jesus Christ is the only condition of salvation. Repentance is a change of mind and purpose toward God, prompted by the Holy Spirit, and is an integral part of saving faith (Jonah 2:9; Ephesians 2:8, Acts 15:11; Romans 3:24, 25; John 3:16; Matthew 18:11; Philippians 2:7, 8; Hebrew 2:14-17; Isaiah 53: 4-7; John 4:10; 1st Corinthians 15:3; 2nd Corinthians 5:21; 1st Peter 2:24).

We exist to bring together those of like beliefs and faith into a community of unity supplying help and directions for those in the Five-Fold Ministry and beyond. We are a faith-based school who is an initiative driven to help connect faith-based and other community organizations together, forming a powerhouse of helps-ministry in the Community of Faith for teaching the entire Scripture. We have the capacity, tools, and education that will assist the believer in conducting our school which flourishes hope, peace, and love using the principles set forth in the Bible.

We believe in the Ordinances of the Church:

- a) Baptism in Water. The ordinance of baptism by immersion is commanded in the



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

Scriptures. All who repent and believe in Christ as Savior and Lord are to be baptized. Thus, they declare to the world that they have died with Christ and that they also have been raised with Him to walk in newness of life (Matthew 28:19; Mark 16:16; Acts 10:47, 48; Romans 6:4).

- b) Holy Communion. The Lord's Supper, consisting of the elements bread and the fruit of the vine is the symbol expressing our sharing the divine nature of our Lord Jesus Christ (2nd Peter 1:4); a memorial of His suffering and death (1st Corinthians 11:26); and a prophecy of His second coming (1st Corinthians 11:26); and is enjoined on all believers "till He come!"

We believe in the Baptism in the Holy Spirit. All believers are entitled to and should ardently expect and earnestly seek the promise of the Father, the baptism in the Holy Spirit and fire, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian church. With it comes the enduement of power for life and service, the bestowment of the gifts and their uses in the work of the ministry (Luke 24:49; Acts 1:4, 8; 1st Corinthians 12:1-31). This experience is distinct from and subsequent to the experience of the new birth (Acts 8:12-17; 10:44-46; 11:14-16; 15:7-9). With the baptism in the Holy Spirit come such experiences as an overflowing fullness of the Spirit (John 7:37-39; Acts 4:8), a deepened reverence for God (Acts 2:43; Hebrews 12:28), an intensified consecration to God and dedication to His work (Acts 2:42), the operation of the gifts of the Spirit (1st Corinthians 12:4-10) and a more active love for Christ, for His Word, and for the lost (Mark 16:20).

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We believe in Sanctification which is an act of separation from that which is evil, and of dedication unto God (Romans 12:1, 2; 1st Thessalonians 5:23; Hebrews 13:12). Scriptures teach a life of "holiness without which no man shall see the Lord" (Hebrews 12:14). By the power of the Holy Ghost we are able to obey the command: "Be ye holy, for I am holy" (1st Peter 1:15, 16) Sanctification is realized in the believer by recognizing his identification with Christ in His death and resurrection, and by faith reckoning daily upon the fact of that union, and by offering every faculty continually to the dominion of the Holy Spirit (Romans 6:1-11,13; 8:1,2,13; Galatians 2:20; Philippians 2:12,13; 1st Peter 1:5). Sanctification applies to all areas of one's life including marriage, which God has ordained to exist between one man and one woman (Gen 2:18-24), with



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

absolute marital fidelity in all respects, including sexuality (Romans 1:26-32; 1st Cor. 6:9-11; Galatians 5:19)

STATEMENT OF FAITH

As a Bible-based entity, it is important that ARIZE clearly identifies the basic theological beliefs which form the foundation of our view of central spiritual issues. The following statements clarify our core beliefs. How do we speak concisely about our faith? We have adopted this from the core belief and creed of the President and Founder's Creed of Adjoining Life Ministry Unlimited which is where the President is the Presiding Prelate Bishop.

OUR CREED

“We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: The Father, the Son, and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus-Israel's promised Messiah was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven, and sits at the right hand of God the Father as our High Priest and Advocate.

We believe in the personal, bodily, and return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service, and energetic mission.

Finally, we believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely. Secondly, love others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.”

THE GODHEAD

We believe that there is one living God, Jehovah, perfect, infinite and eternal, who is unchangeable in His being, wisdom, power, holiness, justice, goodness, love and truth; who exists in one essence as three persons, Father, Son, and Holy Spirit, who are equal in their divine perfection and harmonious in the execution of their distinct offices. (References: Ps. 83:18; Ex. 6:2-3; Matt. 5:48; 1st Kings 8:27; Ps. 90:2; Mal. 3:16; 1st Tim. 1:17; Gen. 17:1; Isa. 6:3; Ps. 19:9; Ex. 34:6; Jn. 3:16; Matt. 28:19; Jn. 5:17; Jn. 14:16-17; Jn. 15:26; Eph. 2:18; 1st Jn. 5:7.)



THE FATHER

We believe that God is the Father of our Lord Jesus Christ, His only begotten Son, and spiritual Father of all believers in Christ. He is the Creator, Preserver, and Ruler of the Universe. (References: Jn. 20:17; Jn. 3:16; Gen. 1:1; Heb. 11:3; Neh. 9:6; Heb. 1:2; Ps. 103:19; Eph. 1:11.)

THE SON

We believe that in the fullness of time the Son humbled Himself and assumed human nature by being born of the Virgin Mary, thus uniting organically and indissolubly the divine and human natures in the one unique person of Jesus Christ. By becoming man, He was made like us, and having a body, He offered it as a sacrifice for us. Being eternal God; and without sin, the sacrifice He made on Calvary was infinite in value. He rose bodily from the grave and ascended into heaven, both as a confirmation of His divinity and of His ultimate triumph over sin and death. (References: Isa. 9:6; Matt. 1:18-25; Jn. 1:14; 1st Tim. 3:16; Heb. 2:14; Heb. 10:9-10; Jn. 8:58; 2nd Cor. 5:21; Heb. 4:15; Jn. 1:29; Jn. 2:1-2; Rom. 1:4; Rom. 1:25.)

THE HOLY SPIRIT

We believe that the Holy Spirit is the third person of the Trinity, co-equal with the Father and the Son. He proceeds from the Father and the Son. His principle ministry since His coming at Pentecost is to remove or convict the world of sin, of righteousness, and of judgment: to restrain the progress of evil until God's purposes are accomplished; to bear witness to the truth preached; the regeneration of those who repent of their sins and exercise faith in Christ; to instruct, comfort, and guide God's children; to sanctify them; to empower them for life and service; and to give life to their mortal bodies by the Holy Spirit is baptized by the Holy Spirit; and sanctified by the Holy Spirit. The believer is told not to grieve, not to quench, but to yield to, and to be filled with the Holy Spirit. (References: Matt. 28:19; Ex. 17:7 with Heb. 3:7-9; 1st Cor. 3:16; Jn. 15:26; Jn. 16:8-11; 2nd Thess. 2:7; Acts 5:30-32; Jn. 3:3-8; Titus 3:5; Jn. 14:16-18, 26; Jn. 16:13; 2nd Thess. 2:13; 1st Peter 1:3; Rom. 8:2; Acts 1:8; Eph. 3:16; 1st Cor. 2:14; 1st Thess. 1:5; Eph. 1:13; 2nd Cor. 12:13; 2nd Thess. 2:13; 1st Peter 1:2; Eph. 4:30; 1st Thess. 5:19; Rom. 6:13-19; Eph. 5:18.)

CREATION

We believe that human beings were created by an immediate act of God and not by a process of evolution; that the purpose of our creation is to glorify God; that humanity was created in the image of God, possessing the character for Christ-likeness; and that humanity was endowed with power of rational and responsible choice between good and evil. (References: Gen. 1:27; Col. 3:10; Acts 17:24-28.)

THE FALL

We believe human beings were subjected to trial in the Garden of Eden, in order to test their loyalty to God. Under trial they lost their holy estate by voluntarily transgressing God's positive command and yielding to the enticement of Satan, were alienated by God, and became



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

depraved physically, mentally, morally, and spiritually. In consequence of this act of disobedience, the entire human race became involved in sin so that in every heart there is by nature that evil disposition, which eventually leads to responsible acts of sin and to just condemnation. (References: Gen. 2:15-17; Gen. 3:1-6; Heb. 1:8-10; Rom. 5:12-18, 3:10-12, 23, 1:19-31; Eph. 4:18.)

REDEMPTION

We believe that God has provided redemption for all human beings through the mediatorial work of Christ, who voluntarily sacrificed Himself on Calvary as a perfect sacrifice for sin, the just suffering for the unjust, being made sinful for us, bearing sin's curse, and tasting death for every person. (References: Matt. 20:28; Heb. 9:11-12; 1st Peter 3:18; 2nd Cor. 5:21; Gal. 3:13; Heb. 2:9; 1st Tim. 2:5-6.)

SALVATION, JUSTIFICATION, AND REGENERATION

We believe that salvation is wholly of grace, but conditional on repentance toward God and acceptance of Christ's work on the Cross by faith. When the sinner believes the Gospel and puts trust in Christ, God justifies and regenerates him. Justification is a judicial act of God whereby the believer is declared righteous on the basis of Christ's punishment on the Cross. Regeneration makes the believer a new creation in Christ Jesus by the operation of the Holy Spirit through the Word, the believer is given a disposition to obey God. (References: Eph. 2:8-9; Titus 3:5; Acts 4:12; 16:31; 2nd Cor. 7:10; Rom. 5:1-9; Rom. 4:4-5; Acts 13:39; 2nd Cor. 5:17; Jn. 3:3-5; 1:12-13; 1st Peter 1:23.)

SANCTIFICATION

We believe that in positional sanctification the believer is cleansed and set apart for God. In progressive sanctification the believer becomes conformed to the image of Christ. Ultimate sanctification, and complete victory over sin, awaits us at the coming of Christ. (References: 1st Cor. 6:11; 2nd Cor. 3:18; 1st Jn. 3:2.)

ETERNAL SECURITY AND PERSEVERANCE OF SAINTS

We believe that once saved we can never be lost for we are born of incorruptible seed. We are given everlasting life, are sealed for the day of redemption, and our life is hidden with Christ in God. We are given knowledge and assurance of eternal life. We are nevertheless warned not to accept the grace of God in vain, but to work out our own salvation with fear and trembling, to seize the hope set before us, and to take heed, lest there be in anyone an evil, unbelieving heart, leading one to fall away from the Living God. (References: 1st Peter 1:23; Jn. 5:24; Jn. 10:27-29; Eph. 4:30; Col. 3:3; 1st Jn. 5:11-13; 2nd Cor. 6:1; Phil. 2:12; Heb. 6:18; Heb. 3:12.)

RESURRECTION AND IMMORTALITY

We believe that, at the return of the Lord, the righteous dead will be raised and the living believers will be changed so that both will have literal, spiritual, and immortal bodies like Christ's own glorious body. (References: Rom. 8:23; 1st Cor. 15; 1st Thess. 4:16-17; Phil. 3:20-21; cf. Luke 24:36-43;



THE CHURCH

We believe that the church invisible and universal is an organism composed of all those who are called out of the world, separated to God and vitally united by faith to Christ, its living Head and Ruler; that the church local and visible is an organization made up of a company of professed believers in Christ, voluntarily joined together and meeting at stated times for worship and instruction in the Word, to observe the ordinances, and to administer discipline. It is the duty of the church to give the Gospel as a witness to all people.; (References: 1st Peter 2:9; cf. Jn. 15:18; Eph. 1:22-24; 4:15-16; 1st Cor. 12:12-27; Acts 2:46-47; 20:7; 1st Cor. 16:2; Matt. 18:15-17; 1st Cor. 5:1-5; Matt. 28:18-20; Acts 1:8; Acts 5:42; Jude 20-21; Eph. 4:11-12; 16; Acts 20:32; Acts 6:1-9; James 1:27; 1st Peter 4:11.) What special services do we share together? **ORDINANCES:** We believe that two Christian ordinances were appointed by Christ to be administered in each church, not as a means of salvation, but as visible signs and symbols of the facts and realities of salvation.

BAPTISM

We believe that baptism by immersion in water is the public confession of Christ as Savior and Lord. It is a symbol of one's union, by faith, with Christ in death, burial, and resurrection, and therefore is to be administered by immersion only to those who have given evidence of faith in Christ as their personal Savior. In effect, baptism identifies the believer with the visible body of Christ. (References: Matt. 28:19; Mark 16:16; Acts 2:38-41; Rom. 6:3-5, Col. 2:12; Acts 8:36-39.)

THE LORD'S SUPPER

We believe that the Lord's Supper should be observed by all believers in obedience to the command, "This do in remembrance of Me." It consists of partaking of the bread and cup, which symbolize the death of Christ for the remission of our sins, our need for self-examination, and union with Christ and with other believers. The Lord's Table is open to all believers who are in right relationship with God and one another, regardless of denomination. (References: 1st Cor. 10:17; Matt. 26:26-30; Luke 22:19-20; 1st Cor. 10:16; 1st Cor. 11:23-26.)

ATTITUDE TOWARD SOCIETY

We believe that civil government is ordained of God for the punishment of evil-doers, and for the protection of the good. We therefore consider it our duty to pray for rulers and magistrates; and to be obedient to their authority, except in things contrary to the will of God. We are not to withdraw from the world, but to endeavor to be its salt and light, doing all in our power to bring righteousness and justice to human institutions and relationships. (References: Rom. 13:1-7; 1st Tim. 2:1-3; Titus 3:1; 1st Peter 2:13-14; Acts 4:19; Acts 5:29; Matt. 23:10; Matt. 5:13-16; 1st Cor. 5:9-10, John 17:15.)

CHRIST'S SECOND COMING

We believe in the personal, visible, pre-millennial and imminent return of Christ. First, Christ will descend into the air to catch away His waiting bride, the Church. Christ will descend with His saints to establish the long-promised kingdom, and to reign upon the earth for a thousand



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

years. Prior to Christ's ultimate return to reign, the great tribulation judgments will be visited upon the apostate and rebellious world. (References: Jn. 14:1-3; Acts 1:10-11; Mark 13:34-37; 1st Thess. 4:14-18; 1st Cor. 15; Rev. 3:11; Jude 14; Rom. 8:16-19; Col. 3:4; Rev. 19:14; Dan. 7:13-14; Luke 1:32-33; Rev. 5:9-10; 20:4-6; Jer. 30:7; Matt. 24:21; 2nd Thess. 1:3-10; Rev. 6-19.)

JUDGMENTS

We believe that the believer's sins are judged in Christ on the Cross; and that the believer's works will be judged for rewards at the judgment seat of Christ at the time of His coming. We believe that the unrepentant wicked will appear before God for judgment at the great white throne after the Millennium to be consigned to the lake of fire, there to suffer torment forever with the devil and his angels. (References: 2nd Cor. 5:21; Gal. 3:13; Jn. 5:24; 1st Cor. 3:8-15; 4:5; 2nd Cor. 5:10; 2nd Tim. 4:8; Eccl. 12:14; Matt. 10:28; Mark 9:43-48; Rom. 2:8-9; Heb. 9:27; Rev. 20:10-15; cf. Rev. 14:9-11.)

THE ETERNAL STATE

We believe that after all God's enemies are consigned to punishment, the present order of things will be dissolved and the new heaven and the new earth, wherein dwells righteousness, shall be brought in as the final state in which the righteous will dwell forever. (References: Isa. 65:17; 66:22; 2nd Peter 3:10-13; Rev. 7; 21:1-22.)

THE FIVE-FOLD MINISTRY

"It was He who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." (Eph 4:11-13)

In the letter to the Ephesians, the apostle Paul describes the kind of leaders God has provided for His church for it to attain maturity and Christ-likeness, becoming the spotless

Bride of Jesus. In this passage, Paul lists five offices that are referred to as the five-fold ministry: apostles, prophets, evangelists, pastors, teachers.

APOSTLES GOVERN

"When it comes to a study of the five-fold ministry in the New Testament, prophets are mentioned a few times, the evangelist is specifically mentioned a couple of times, pastors and teachers are referred to occasionally, but apostles are mentioned often."

And yet, apostleship is the most misunderstood of all of them. How can that be? Over the centuries, the term "apostle" disappeared from usage, until a recent new awakening of interest over the past two decades. That does not mean that apostles did not exist; they were often called "missionaries" or "pastors." Yet, the dispensational belief that the Holy Spirit had stopped moving with the end of the apostolic age taught that all apostles had to have disappeared. Today, many are



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

trying to gain a biblical understanding of what an apostle is supposed to look like in our day, in their pursuit of restoring the church to the normative of the first century. Unfortunately, the result has often been an unhealthy elevation of the office of an “apostle” feeding into people’s need for power and recognition. On the other hand, this abuse seems to justify dispensational concerns (e.g. certain “things” have passed) of apostleship being unscriptural today. However, theological concerns about apostleship result from a lack of distinction between the first twelve apostles and the office of an apostle. Those who seek to teach that apostles have disappeared overlook the many other apostles listed in the book of Acts as well as the Epistles. Those in favor of apostleship who also abuse the office seem to have overlooked that Paul calls himself a servant and a father, and that he paid a price none of them would be willing to pay:

“Are they servants of Christ? (I am out of my mind to talk like this.) I am more. I have worked much harder, been in prison more frequently, been flogged more severely, and been exposed to death again and again. Five times I received from the Jews the forty lashes minus one. Three times I was beaten with rods, once I was stoned, three times I was shipwrecked, I spent a night and a day in the open sea, I have been constantly on the move. I have been in danger from rivers, in danger from bandits, in danger from my own countrymen, in danger from Gentiles; in danger in the city, in danger in the country, in danger at sea; and in danger from false brothers. I have labored and toiled and have often gone without sleep; I have known hunger and thirst and have often gone without food; I have been cold and naked.”

2ND Cor 11:23-28

PROPHETS GUIDE

“A man or woman who represents the interests of God to the people. Having stood in the council of God, the prophet releases a clarion call to the people of what is in God’s heart at the moment.”

Prophets reveal God’s heart to His people, giving guidance to individuals and the body, giving revelation, as well as interpretation, application, and timing. We see several examples in the book of Acts. In Acts 21, Agabus is a good example of where prophecy can be rightly interpreted, yet applied wrongly, as Paul was urged not to go to Jerusalem, escaping the predictive prophecy of his fate. In this case, we see prophecy as foretelling, yet it is also forth-telling which is often neglected by those who run after prophetic words.

With the new acceptance and recognition of the office of a prophet over the past twenty years, believers turning to them as fortune-tellers have become a real problem that has driven many to totally reject prophets. God has established prophets in His church, and the church will not be complete if we reject their ministry out of fear. Many pastors live in fear of prophets, feeling threatened by what they might say to the church or even himself, and at times rightly so since too many prophetic people exalt themselves and the words they speak instead of being humble servants to the body, allowing leadership to weigh their words and judge them as commanded by Scripture.



EVANGELIST GATHER

An evangelist carries a great burden for those who are not a part of the kingdom of God yet, and an anointing to preach the gospel to them that comes with great conviction and draws them to the Lord. They will often have signs and wonders following them to confirm their message.

The prime example of an evangelist in the New Testament is Philip. He was one of the men chosen to serve the widows in Acts 6, and he is the only one specifically called an evangelist (Acts 21:8). In Acts 8 he obeys the Holy Spirit and brings the Ethiopian eunuch to a believing knowledge of Christ.

“Evangelists create converts, while apostles create disciples.” Their foremost desire is to see people come into the kingdom, then leaving the discipling to others. They love teaching others how to win people, and never feel like they are actually doing enough and accomplishing their task. While they are grieved to see believers’ indifference regarding the lost, they do have an anointing to impart God’s broken heart to the body. Evangelists are absolutely crucial for numeric growth in the local church and the kingdom of God.

PASTORS GUARD

The pastor is the heart of the church. He is a shepherd who deeply cares for his sheep, ready to lay down everything for them. He wants them to be fed, to grow, to be equipped, to develop their giftings and step into the calling of God for them. In the local church they are the bridge between the different offices and functions, listening to all sides and restoring calm and order where necessary. Jesus, the supreme Shepherd, taught a lot about shepherding the sheep, giving us a great example of what a pastor should look like. The pastor’s greatest concern is always the well-being of his sheep and His body, not only bringing training, but correction and protection where necessary.

The office of the pastor is the one most recognized today of all five. Because of a lack of understanding of the other four, those called by God to these other offices have often had to become pastors, therefore filling shoes that were not theirs, and creating tension in their churches because they could not meet their sheep’s need. It is time for the church to allow evangelists, teachers, apostles, and prophets to be what they are called to be and take their rightful place in the church.

TEACHERS GROUND

Teachers teach and edify the church, imparting divine life and anointing to their listeners who become hungrier for the Word of God, as the teacher illumines Scripture and brings forth truth never seen by their listeners before. While prophets reveal the heart of God, teachers reveal His mind. Prophets and teachers balance each other in the church, which can also create tension. Prophets have revelations of hidden things in the future, while teachers of the hidden things in the Word. Teachers reveal the specifics of the revealed truth, while prophets reveal the spectrum. While prophets possess foresight, teachers have insight. While prophets are risk takers, teachers move by understanding and are planners. And the list could go on.



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

Teachers are very essential in the body of Christ, to give the sheep a good foundation of the word of God. Sometimes, churches that place a high emphasis on being “Spirit-led” neglect the solid grounding of the Word. A simple saying to remember: Teaching of the Word without the Spirit, and we will dry up. Chasing the Spirit without teaching of the Word, and we will blow up.



GOALS

Principles	Institutional Goals	Objectives
Bible	Foster and promote a collegiate climate in which the Bible is central to every area of life	Foster and promote a collegiate climate in which the Bible is central to every area of life.
Evangelistic Urgency	Create an atmosphere that nurtures a sense of urgency to share the gospel to the lost.	AFFMBC students will be taught to urgently evangelize those who are lost and in desperate need of salvation from Jesus. Every SUM student consistently engages in evangelistic ministry, developing a lifelong habit.
Five-Fold Ministry	Value the gifting and calling of individual believers and provide programs that nurture towards effectiveness in walking in the unique call of being an apostle, a prophet, an evangelist, a pastor, and a teacher.	AFFMBC students will fulfill the mission of God by following their calling in the Fivefold ministry to equip the church and build up the body of Christ as apostles, prophets, evangelists, pastors, and teachers.
Non-traditional denomination	Appreciate our Evangelical, Kingdom Building Message as seen in the Holy Word of God in view our servanthood presentations in the communities as we serve	AFFMBC students fulfill their calling in the mission of God through the power of the Holy Spirit. They seek to trust God who supernaturally supplies power to accomplish his work today including a variety of signs, wonders, healings, and deliverance from works of darkness and demonic powers.
Kingdom Living	Create an environment that encourages and facilitates Kingdom lifestyle.	Students learn to glorify God through love, holiness, and a life of ministry within the context of a local church.



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

ADMISSION REQUIREMENTS

Application materials are available on the Arize Institute of the Five-Fold Ministry and Bible College website at www.arizefivefoldministry.info. If the internet is not accessible, call 1-919-304-0725.

The following items are required:

1. **Application:** an application form may be submitted by email. Email address: ARIZEFFMBC2019@GMAIL.COM. Call 1 (919) 304-0725 and request an application.
Transcripts: Applicants will submit an official high school transcript from public, private, or home school, or official transcripts of studies undertaken at all colleges or universities.
2. Applicants who have not graduated from high school must successfully complete the General Educational Development (GED) exam before admission. Special consideration will be given to students currently enrolled in high school who have completed their sophomore year. They must provide a letter from their high school guidance counselor indicating their ability to take courses and a letter of permission from their parents. Please contact the Office of Admissions for details.
3. **Tuition Deposit:** when an applicant has been given accepted status, they will pay a \$50 tuition deposit.

EQUAL OPPORTUNITY POLICY FOR STUDENTS

Arize Institute of the Five-Fold Ministry and Bible College does not discriminate on the basis of race, color, sex, national or ethnic origin, disability, age or veteran status in admissions, treatment or access to its programs and activities, nor does (AFFMBC) discriminate based on religion, except as necessary to comply with Arize Institute of the Five-Fold Ministry and Bible College Standard of Personal Conduct.

STUDENT CODE OF CONDUCT

Honor is one of the cornerstones of Christianity. Honor means integrity, upright, respect, or having a good name. By applying as a student for (AFFMBC), you are committing to living a lifestyle of honor & consent to the following:

1. Faithfully serve God, be faithful in their attendance to their local church, actively serve in ministry and submitted to their Senior Pastor.
2. Earnestly strive to abstain from blatant sin and to live a Godly lifestyle.
3. All work must be completed and turned in on time. No exceptions!
4. Do not participate in any academic dishonesty including plagiarism nor completing assignments jointly with others.
5. Students commit to abide by the rules and regulations of (AFFMBC) that may be altered



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

or changed from time to time.

6. Students understand that in order to maintain the highest levels of training and to safeguard its ideals of spiritual and moral values, (AFFMBC) reserves the right to require the withdrawal of any student, if in the judgment of (AFFMBC), the conduct of the student is deemed to violate (AFFMBC)'s ideals as a religious institution.

ATTENDANCE POLICY

The attendance grade is the most important grade at Arize Institute of the Five-Fold Ministry and Bible College. All grades matter, but the heart of Arize Institute of the Five-Fold Ministry and Bible College (AFFMBC) is for students to sit under the Word, i.e., the WORD that is taught in the courses. That is not possible if the students are not here.

Faithfulness is a key facet of discipleship. Students are expected to be in class every school day for the entire year. When a student does miss class due to sickness or extraordinary negative circumstances the student is expected to reach their facilitator in the manner for which the facilitator instructs for any lessons you the student has missed. If your absence is for an excused reason, you must notify the Assistant Dean of Students Affairs over their class/s as soon as possible.

45 The semester cannot be passed if a student has failed attendance (anything below 70%), so failing attendance will result in an immediate academic discipline. Only some reasons for absences are excused (see section on Excused Absences, but all absences should have a valid reason. Staying within the limit of allowed absences, and leaving the class meeting for unexpected situations, is the responsibility of each student. Exceptions will be extremely rare and only under very extenuating circumstances. All absences will be looked at in those cases, not just the ones over the limit. Students are encouraged to make AFFMBC a priority in order to get the full experience. Sometimes students uproot their entire lives to come to college, but then lose focusing day-to-day life. These policies are here, and are enforced, to help minimize that. There will be an attendance grade for each semester, and those grades will be included in the GPA for the semester.

EXCUSED ABSENCES

Students must be given an opportunity to complete work which is reasonably close to, but not necessarily identical to, missed work.

1. Personal illness (school may require doctor's note verifying absence after 10 days).
2. Quarantine under the direction of a health officer.
3. Personal medical, dental, optometric or chiropractic appointment.
4. Funeral services for a member of the immediate family (limited to one day in the state, and three days out of state).
5. Student serving on jury duty.



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

6. Exclusion for illness or medical appointment of a child of whom the pupil is the custodial parent.
7. Personal court appearance (requires verification).
8. Observance of a religious holiday or ceremony (recommend three (3) days advance notice to (AFFMBC).
9. Religious retreat (limited to four hours per semester).
10. For the purpose of serving as a member of a precinct board for an election.
11. Religious observance or exercise for moral or religious instruction is limited to four (2) days per semester.

WITHDRAWN FROM ATTENDANCE

1. A student may be withdrawn from attending classes for failure to:
 - Comply with Admission Requirements.
 - Respond to official notices from AFFMBC within the requested time.
 - Comply with the Student Code of Conduct.
 - Under no circumstances may a student who has been withdrawn from a course receive a grade for that course.
 - All students are required to attend online orientation. Online orientation will acquaint the student with AFFMBC policies and procedures, as well as answer any questions the student may have about AFFMBC.

PRIVACY POLICY

What is the privacy policy pertaining to students? In order to protect the privacy of student and graduate records. AFFMBC will not respond to personal or telephone requests to comment on or release any information relative to a student's or graduate's program. Requests for confirmation of a student's or graduate's current status must be submitted on professional stationery to establish a "reasonable need to know" status of the individual requesting the property of Arize Institute of the Five-Fold Ministry and Bible College 2022. All Rights Reserved. Any Unauthorized Duplication or use is Prohibited information. Only a student's name, degree program, date of enrollment or a graduate's graduation date, and/or degree title would be provided.

No additional information will be provided unless a release, signed by the student or graduate, is attached to the request for information. We do not publish a list of students, their grades, degree programs, etc. online nor do we make that information readily available except as



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

related to the aforementioned. Student information may also be released in the event of a valid legal request in accordance with state and federal laws.

RIGHTS OF THE STUDENT AT ARIZE INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLEGE

Arize Institute of the Five-Fold Ministry and Bible College is a private, not for profit Bible College. We are not funded by any government institution. Even though we are not a state or federal funded school and are not legally bound to respect the constitutional rights of their students, i.e., as the protections of the First Amendment because we are not a campus which house physical students, we do affirm to some of the statues that apply to moral and bible principles for respecting the students' rights to voice their opinion as long as it applies to our standard of conduct policy.

Being a private Bible Institution we are not directly bound by the First Amendment, which limits only government action. However, the vast majority of private universities and Bible Colleges have traditionally viewed themselves—and sold themselves—as bastions of free thought and expression. Accordingly, private colleges are held to the standard that they themselves establish.

Furthermore, AFFMBC does and is bound to each student the promises found in this catalog.

It is important to note, however, that if we desire as a private college to place a particular of moral, philosophical, or religious teachings above a commitment to free expression, we have every right to do so. The freedom to associate voluntarily with others around common goals or beliefs is an integral part of a pluralistic and free society.

REQUESTING A STUDENT'S RECORDS

Students/alumni, internal AFFMBC staff/faculty, and external parties may request a student's record. We do maintain any records regarding sex- and/or gender-based harassment if the report was made to AFFMBC. If you wish to receive such records, you will need to contact the Registrar's Office at (919) 304-0725 and ask for the Registrar or by emailing ARIZEFFMBC2019@gmail.com.

DEGREE PROGRAMS DISCLAIMER

Please note that these descriptions do not in any way guarantee or imply that employment will be obtained or is guaranteed nor does completion of any degree programs do not guarantee a position in ministry at Arize Institute of the Five-Fold Ministry and Bible College nor any other organization. We also do not grantee at this time that our course curriculum will be accepted at any other Biblical college or institution of higher learning unless the institution that you maybe applying to gives permission of such.



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

TRANSFER CREDITS

Transfer credits to AFFMBC is accepted from accredited institutions of higher learning for subjects appropriate to the curricula of AFFMBC programs. All applicants who have attended other colleges or universities are required to have all official transcripts mailed directly by the issuing school(s) to the AFFMBC admissions office.

In addition to the transcript, it is sometimes necessary to provide a catalog, course description, or other documentation from the former college or university to help determine the content and applicability of a class. The registrar will evaluate the transcript and award applicable transfer credit(s). Note: Transcript evaluations will not be completed until application has been made to AFFMBC and all transcripts received. Credit will only be considered for “C” grades or above. The grades earned for courses transferred from other institutions will not be counted toward a student’s cumulative GPA at Arize Institute of the Five-Fold Ministry and Bible College.

DEVELOPMENT OF THE PERSON

We hold that theological education involves shaping the whole person. Therefore, we value the development of moral and ethical integrity, physical and emotional health, and spiritual maturity, all as the demonstration of character through a holy lifestyle.

SERVICE AND MISSION

- We prepare students to engage in practical ministry.
- We value the demonstration of leadership and servanthood to meet the spiritual and social needs of our world.
- We encourage interdependence with local churches and diverse ministry contexts where our students can utilize their gifts and graces for service to the church and to the world.



THE CURRICULUM

What this portion of the Student Manual is Designed to do for the student.

This Program Summary of the Curriculum is designed to assist the students, their pastors, and potential coordinators/teachers in evaluating ARIZE curriculum and program. Since our concept of teaching, structure of materials, methodology, and philosophy of theological education are unique, it is essential for potential parties to fully understand the nature of ARIZE Institute of the Five-Fold Ministry and Bible College, and how it is implemented.

We offer the following:

1. Bachelor of Arts in Biblical Studies with the emphasis on Christian Education.
2. Bachelor of Arts in Biblical Studies with the emphasis on the Five-Fold Ministry.
3. Associate of Arts in Biblical Studies with the emphasis on Christian Education.
4. Associate of Arts in Biblical Studies with the emphasis on the Five-Fold Ministry.

FORMATTING

APA Format – 12 pt. Doubled spaced. See internet on APA formatting.

ACADEMIC PROBATION

ARIZE enrolls students with varying ranges of academic capabilities. We expect each student to do their best work at the tasks assigned to them. This is expected by our Lord, and the teaching staff. Each student will be given work at a level that allows him to succeed in passing the course. Most students will need to put forth a diligent effort to be successful. We will not promote nor graduate students who do not meet the criteria established by the school. To this end, we have established an academic probation policy. Our policy is stated below. Any student whose average drops below 75% or who has any grade below 70% at the time of an official report will be placed on academic probation and will have to repeat such courses.

FINANCES & TUITION POLICY

- \$250 per semester hour fee
- \$125 for Course Audit fee
- \$150 for Math or English Lab fee
- \$50 per semester Tech and Library Fee

Financial responsibility is an important part of spiritual growth and maturity. All students will be billed at the beginning of each semester for the entire semester. Students will not receive updates or reminders to pay tuition. Each student is responsible for checking their tuition status.

Tuition per Credit Hour.....\$250.00



**INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE
FACULTY HANDBOOK**

Audit per Credit Hour \$125.00

Arize Institute of the Five-Fold Ministry and Bible College refunds tuition according to the following withdrawal schedule:

- 100% Week 1 Days 1-3
- 75% Week 2 Days 4-6
- 50% Week 3 Days 7-9
- 25% Week 4 Days 10-12
- Week 5 Days 13-21 - None

Fees and other charges are non-refundable.

Tuition is our primary source of income for the school. It is crucial that payments be made in a timely fashion. The responsibility for tuition payments lies with each student individually and not their spouse or family members. The school will pray for families, encourage them, and offer financial counsel. The school will not carry the burden of unpaid tuition, act in the capacity of a credit company or collection agency or allow debts to be in arrears without taking action on such matters.

We require a registration fee at the time of registration. This fee is non-refundable. It is in addition to the stated tuition fee. The fee is intended as evidence of the individual student to definite commitment to coming to ARIZE.

Portions of the tuition are also non-refundable. Should a student leave the school at any time after we have provided the curriculum and hired our staff, the school will keep or expect payment of 20% of the total tuition. The purpose of this is to cover expenditures made by the school based upon your commitment. Any tuition you have paid above that amount will be refunded on a prorated basis. No tuition will be refunded after 28 days.

Exceptions to the refund policy will be for any student, who is asked to leave the school because of misconduct, living immoral lives or practicing non-biblical principles i.e., unseeingly of one representing Christ.

A student may not be considered officially enrolled if he has an outstanding balance at another school. We will not forward the records of any of our students until his outstanding balance is paid. Tuition is to be paid on time. If you have a difficulty that precludes you from making a payment on time, please contact the proper officials of ARIZE in advance of the payment. This courtesy allows us to work with you and gives us time to try to adjust our own budget.

The school may apply late fees for past due tuition. This will be determined by the frequency of late payments.



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

NEW STUDENT TESTING

A **Bible knowledge** and content test is administered as a baseline for assessment of subsequent learning. In addition, several inventories are required of students during the enrollment/orientation process.

EQUAL OPPORTUNITY POLICY FOR STUDENTS

Arize Institute of the Five-Fold Ministry and Bible College does not discriminate on the basis of race, color, sex, national or ethnic origin, disability, age or veteran status in admissions, treatment or access to its programs and activities, nor does (AFFMBC) discriminate based on religion, except as necessary to comply with Arize Institute of the Five-Fold Ministry and Bible College Standard of Personal Conduct and Statement of Christian Community and Mission.

COURSE MATERIALS

Specific information for each course is provided in a description with the registrar, academic guidance counselor or the student's facilitator which identification is noted on your syllabus.

DEGREE PROGRAM OF STUDY

A Program of Study is a group of selected courses bundled to provide training in a specific area. Each Program of Study is designed to assist the student in focusing on what is required to graduate in the degree program they have selected of specialized areas of interest. Programs of Study consist of some traditional core classes, along with workshops (announced) and practical experience.

SCHOOL ORGANIZATION STRUCTURE

ARIZE Institute of the Five-Fold Ministry and Bible College is a not-for-profit organization operating as a ministry.

GIVING: FUNDRAISING

All fundraising activities will seek to provide economic resources to the school both by routine sustained activities and by specific short-term projects whose purposes are consistent with the school's mission statement. All fundraising activities will in every aspect glorify God and further the mission of the school.

SELECTION OF MATERIALS

At ARIZE, teachers are encouraged to choose supplemental materials to enrich their regular curriculum. Teachers should select materials which:

5. View the subject from a Christian viewpoint if those materials are available.
6. Provide a variety of views or a balanced view of the issues.



INSTITUTE OF THE FIVE-FOLD MINISTRY AND BIBLE COLLEGE FACULTY HANDBOOK

7. Carry out the school's mission and goals. Do not champion an immoral worldview, portray evil or unbelief in an approving or deceptive manner or lead students to distorted conclusions about the Christian faith.
8. Have been reviewed by the Dean of the School or President (or official designee) whenever the teacher has any reservations about whether the proposed materials satisfy the standards of selection or whenever a formal complaint has been written.

CREDITS EARNED FOR COLLEGE COURSES TRANSFERRED TO FULFILL A DEGREE PROGRAM OR GRADUATION REQUIREMENTS WILL BE CONSIDERED ON A CASE-BY-CASE BASIS USING THE FOLLOWING CREDIT CONVERSION:

- 3-4 credit college courses = 1 credit
- 2 credit college courses = 0.5 credit
- 1 credit college courses = 0.25 credit



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APPENDIX A – AUDIT

When doing an Audit at Arize Institute of the Five-Fold Ministry and Bible College you'll get all the benefits of an in-depth Bible education, without the time commitment required to pursue a degree. Auditing a course means that you receive no academic credit for it, and you are not responsible for tests or homework. In place of the grade, transcripts will show as "AU." You're welcome to participate fully in each class, and you can do as much coursework as your schedule allows. Auditors receive full access to all zoom meetings, assignments, and course materials. You can learn about the tuition of the class per hour by visiting our website, www.arizefivefoldministry.info.

APPENDIX B – HARRASSMENT TRAINING:

Harassment training will be transmitted and taught by Associate Dean Anthony Brown using a PowerPoint Presentation. It includes but not limited to:

9. Preventing Workplace Harassment
10. Scope of Course
 - Workplace Harassment
 - Inappropriate conduct
 - Sexual harassment
 - Bullying
11. What will we Learn?
12. What is Workplace Harassment
13. Civil Rights Act of 1964/1991
14. Categories of Workplace Harassment
15. Why is Harassment Prohibited?
16. Discrimination Includes...
17. Respectful Workplace Policy
18. Bullying
19. An Act relative to Harassment Prevention Orders
20. What is Sexual Harassment?
21. Offensive Speech
22. Nonverbal...
23. Physical
24. Responsible for Harassment, Who's Liable?
25. ETC.



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75



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FACULTY HANDBOOK**

76

