



STUDENT HANDBOOK/CATALOG

2018-19



CROWN SCHOOL OF TRADES AND TECHNOLOGY – STUDENT HANDBOOK/CATALOG

2018-2019

2307 WEST BEAVER CREEK DRIVE

POWELL, TENNESSEE 37849

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AUTHORIZATION STATEMENT:

The Crown School of Trades and Technology is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

NOTICE OF NONDISCRIMINATION POLICY AS TO STUDENTS:

The Crown School of Trade and Technology admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

INTRODUCTION

to the

STUDENT HANDBOOK

“For our rejoicing is this, the testimony of our conscience, that in simplicity and godly sincerity, not with fleshly wisdom, but by the grace of God, we have had our conversation in the world, and more abundantly to you-ward.”

II Corinthians 1:12

Our desire is that Crown students will learn to live *“in simplicity and godly sincerity.”* As God’s Word confirms through the testimony of Paul, this kind of life is lived *“not with fleshly wisdom, but by the grace of God.”* God’s grace can enable each student to walk in simplicity with the Lord and to make choices in life out of a sincere heart to please God.

We want the spirit of Crown School of Trades and Technology to reflect the spirit of the Lord Jesus Christ. John testified that Christ is *“full of grace and truth”* (John 1:14). Fullness of grace and truth represents a complete life, one in which God’s grace is exhibited toward others, and one in which God’s truth is upheld and practiced.

“Take the High Road”

The motto of Crown School of Trades and Technology is “Take the High Road.” We believe that God’s Word instructs believers to “take the high road” in their daily lives. In Philippians 1:10, the apostle Paul’s prayer for the church at Philippi was *“that ye may approve things that are excellent.”* As followers of Jesus Christ, we are compelled to give Him our best. Taking the high road is not choosing between the *good* and the *bad*, but between the *good* and the *best*, and always choosing the *best*. The *best* is the unending pursuit of the Lord Jesus Christ.

1

GENERAL EXPECTATIONS

NOTE: Due to the students' dual enrollment between Crown School of Trades and Technology and The Crown College of the Bible, much information contained in this Student Handbook will relate to either or both institutions.

1.1 DEVOTIONAL LIFE

All students are urged to maintain their own personal walk with Jesus Christ. Each student is encouraged to develop his own devotional life, including meditating on God's Word each day, communing with God in prayer, and worshipping the Lord in spirit and in truth. A student's personal life with the Lord will be central in his experience at Crown.

1.2 CHURCH ATTENDANCE & MINISTRY PARTICIPATION

God's Word exhorts, *"Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another: and so much the more, as ye see the day approaching"* (Hebrews 10:25). Attendance and participation in the ministry of the local, New Testament church is a vital part of a student's training at Crown.

Crown School of Trades and Technology was established in 2012 as a ministry of Temple Baptist Church in Powell, Tennessee. Students have the privilege of being in the heart of this local church while attending Crown. The members and families of the church enthusiastically welcome students and develop friendships with students that last long after their training is completed. Students put their ministry training into practice by participating weekly in the ministries of the church.

GUIDELINES:

While in the Knoxville area, students are required to attend the regularly scheduled meetings of Temple Baptist Church. This includes the following: Sunday school, Sunday morning, Sunday evening, Wednesday evening, and special meetings. Any exceptions, including internships, must be approved in advance by the administration.

When traveling out of town, students are expected to attend regularly scheduled church services at a church of like faith and practice. Between school semesters, a continuing student is expected to maintain a testimony of faithful attendance and participation in his local church.

Students are expected to serve in a soul-winning ministry of the church each week. An overview of currently available opportunities will be provided at the beginning of each semester. In addition to participation in a soul-winning ministry, students may also enlist as a volunteer in another church ministry as well. Sign-up information will be provided as a part of student orientation.

The Student Ministries Office will coordinate enlistment in soul winning and church ministries at the beginning of each semester and will approve any requested changes within a semester.

When a student enlists in a ministry, he is expected to participate on a weekly basis and to be a faithful member of that ministry team. If an absence is unavoidable due to illness or emergency circumstances, the student should notify both the Student Ministries Office and the director of his ministry.

In order to account for church attendance and ministry participation, each student is expected to submit a weekly Activity Report. The Activity Report is available online and is to be submitted on Monday each week. On the Activity Report, students will indicate their church attendance and participation in a soul-winning ministry during the preceding week.

1.3 HEALTH AND WELLNESS

All students are urged to be good stewards of the bodies God has given them. Proper nutrition and exercise are important to maintaining overall health.

Students are expected to give attention to their own wellness and care for themselves physically. Students should not be around others when carrying illnesses known to be contagious.

The non-medical use of drugs, anabolic steroids, tobacco products, or any controlling substance is prohibited.

1.4 SOCIAL RELATIONS

Students are expected to relate to others in a way that is honoring to Christ. Relationships with others should be characterized by honesty and purity. Students should encourage one another to respect and obey the Word of God.

The language used by students should honor the Lord. Crude or vulgar language is not permitted. Sexual innuendo is considered inappropriate. Also, destructive criticism of others or of authority is not acceptable.

Students should maintain integrity in their business dealings with others, providing proper accountability and transparency.

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CAMPUS LIFE

2.1 STEWARDSHIP OF PROPERTY

The facilities and properties of Crown School of Trades and Technology are to be used responsibly. Students are expected to treat school property with respect and to exercise good stewardship in the use of equipment and facilities. This includes contributing to a clean and orderly campus environment. Also, energy resources should not be wasted through unnecessary use or negligence.

GUIDELINES:

Students should immediately report any property damage or equipment problems to a school staff member.

Food and drinks are not allowed in classrooms or hallways or any carpeted area. Chewing gum is not permitted in any campus building.

When heating or air conditioning systems are operating in buildings or dormitories, all exterior doors and windows should be closed.

Students who cause damage to facilities or equipment, whether willfully or accidentally, will be held responsible for repair expenses incurred by the college.

Any flyer, sign, or advertisement distributed or posted on campus must be approved by the administration beforehand. Flyers may only be posted in designated areas approved by the administration.

All students are required to check their mailboxes and email daily. Failure to respond to administrative and faculty call slips will result in disciplinary action.

Mobile phones and pagers must remain silent at all times in the school buildings and in the church auditorium. Students may not be on their mobile phone to talk or text during classes or church services.

The landline telephones within campus buildings are for business and emergency use only. Only authorized individuals are to use these phones.

Students may not leave items such as laptops, book bags, purses, etc. unattended in any campus building.

The School is not liable for any personal belongings of students in the event of a catastrophe or theft.

2.2 COMPUTER AND INTERNET USAGE

Students are expected to use computers and the internet in a manner that is honoring to the Lord. Proper discretion should be observed to avoid content that violates one's conscience or that is inconsistent with Christian conduct. Online communications via email or social media should be pure and without reproach.

GUIDELINES:

Students may not access the internet during a class unless directed to do so by the instructor. The instructors will regulate all computer use in classrooms.

Students should not post any material on the internet that may portray Crown School of Trades and Technology or Temple Baptist Church in a negative manner. This includes postings on personal web sites, forums, blogs, or any other media.

2.3 SECURITY

Security officers routinely patrol all campuses and are available to assist students with concerns relating to security and parking. All officers may be identified by official badge identification.

GUIDELINES:

Students are not permitted to have weapons of any kind on campuses or in their vehicles. This includes but is not limited to firearms, knives, bows, and law enforcement and martial arts paraphernalia. These items are prohibited and will be confiscated.

If a student has a security concern, (i.e. suspicious person, possible theft, etc.), he should contact Security immediately. Security may be reached at any time by calling (865) 512-1111.

2.4 VEHICLES

Vehicle usage on campus property is considered a privilege and may be revoked if a student does not cooperate with parking and driving regulations. Drivers are expected to exercise extreme caution. College is not responsible for any vehicle property loss or damage.

GUIDELINES:

All student vehicles must be registered with the school at registration. Trailers are also subject to registration fees. Proof of liability insurance, driver's license, and vehicle registration should be brought to registration. A current parking registration sticker must be posted clearly in the lower right corner of the back window of every student vehicle at all times.

All students will be assigned to park in a specific lot and must follow the parking regulations designated by the administration. Students are not allowed to park in the fire lanes beside the buildings at any time. Students may only park in designated, lined parking spaces and may not park on curbs.

2.5 STUDENT CONCERNS

Any student who would like to express a suggestion or concern regarding any aspect of the ministry of Crown School of Trades and Technology should follow the procedures stated below:

1. Fill out the concern/suggestion form found in the Student Services room.
2. Sign, date, and supply your student ID # on the bottom of the form.
3. Place the form in the proper mailbox in the Student Services area.

*All suggestions and concerns will be reviewed weekly and addressed as needed by the administration.

2.6 COMMENCEMENT WEEK ACTIVITIES

All students must attend the baccalaureate service, the commencement ceremony, and other required commencement activities unless prevented by their regularly scheduled employment. A student may be excused by the administration if he is a participant in a wedding or if he must attend the graduation ceremony of an immediate family member.

2.7 STUDENT DRESS CODE

The student dress code is provided in order to encourage an environment that is orderly, conducive to learning, and consistent with biblical principles. Guidelines for appearance are not be construed as a measure of spirituality; however, one's appearance should not identify with the spirit and culture of the world.

GENERAL GUIDELINES:

Four categories of dress are included in the student dress code. Each one is appropriate for certain events or settings.

1. CHURCH and CHAPEL DRESS

**Church dress is expected for all church services and special meetings.*

Ladies: Church dress is considered a dress or coordinate top and skirt appropriate for church services (not denim), and dress shoes.

Men: Church dress is considered a dress shirt and tie, suit coat or sport coat, dress slacks, dress socks and dress shoes.

2. CLASS DRESS

**Class dress is expected for all class days during normal class hours.*

Ladies: Class dress is considered an appropriate dress or coordinate top and skirt (not denim), and shoes (not sneakers or flip flops).

Men: Class dress is considered a dress shirt and tie, slacks, socks and shoes (not sneakers, flip flops, sandals, or recreational boots).

Trade school students are allowed to wear uniforms to class and lunch. These uniforms must be clean and neat.

3. CASUAL DRESS

**Casual dress is appropriate within the School campus or other facilities after normal class hours have concluded.*

Ladies: Casual dress is considered an appropriate skirt (denim is permitted) and top (not recreational/athletic t-shirts), and casual shoes.

Men: Casual dress is considered casual slacks (not jeans or cargo pants), a collared shirt, socks and casual shoes (not sneakers, flip-flops, or sandals).

4. RECREATIONAL DRESS

Ladies: Recreational dress includes loose-fitting, knee-length recreational/athletic wear, appropriate sport shirts or t-shirt, and casual shoes (sneakers, sandals, or flip-flops are permitted).

Men: Recreational dress includes wind-pants or jeans (not faded, torn, or frayed), appropriate t-shirts, and casual shoes or sneakers (no flip-flops).

GUIDELINES FOR APPEARANCE:

General appearance for students...

Apparel must be modest and neat in appearance. Students should not have a sloppy appearance, even in casual or recreational dress.

Students are not allowed to get tattoos or body piercings. Tattoos previously received should be concealed by clothing as much as is reasonably possible. Ladies should limit ear piercings at two.

Ladies' appearance...

Hairstyles should be neat, orderly, and feminine. Cutting-edge fads and color streaking should be avoided along with cuts so short that they have a masculine look. Hair may not be unnaturally colored.

Hemlines and slits should not come higher than the bottom of the knee (when standing or sitting).

Sleeves are required (no capped sleeves). Sleeveless dresses and tops may be worn with an appropriate blouse, jacket, or sweater. Spaghetti-strap dresses may not be worn.

Necklines should be no lower than three fingers width below the hollow of the neck. Tops must be long enough that the midriff is never exposed.

Clothing must exhibit an ease of fit and not be tight-fitting.

Any apparel that portrays a masculine appearance is not permitted for ladies.

Men's appearance...

Faddish haircuts or hairstyles are not permitted (such as shaved, spiked, or tangled). Hair may not be highlighted or unnaturally colored. Hair should not extend over the top of the ears or over the collar. Sideburns may not extend below the middle of the ear.

Men are not to wear bracelets or necklaces unless they are mandatory for medical emergency purposes. Faddish jewelry is also not permitted.

Men are required to be clean-shaven each day when reporting to classes or other events. Facial hair is not allowed unless it has been worn for the previous five years consecutively or unless it is required for medical reasons. Such facial hair should be neatly groomed at all times.

Shirts that have a tail should be tucked in. A belt should be worn with pants that have belt loops. Appropriate socks should be worn with footwear.

Jeans, sweat pants, fatigues, cargo pants, etc. are considered recreational and/or work apparel and are not to be worn in the campus buildings. When jeans are allowed (recreational or work situations), they may not be frayed, faded, torn, or excessively baggy.

When playing ball in the gymnasium, men may wear appropriate knee-length shorts inside the gymnasium. Warm-up pants should be worn to and from the gymnasium, or when not participating.

Students may wear Trade School uniforms, after lunch and to afternoon classes or activities. These uniforms must be neat and clean.

2.8 DISCIPLINARY SYSTEM

Disciplinary records are maintained through the use of a demerit system. Any faculty member or authorized staff member may determine a violation and issue demerits to students.

Appeals or Grievances

Students have the right to appeal the demerits given to them. All appeals should be made with respect. Students may first appeal directly to the staff member who issued the demerits. Appeal may further be made at the administrative level. After two weeks, demerits are not subject for review.

At the end of each semester, students having received ten or fewer demerits will have them removed from their record.

STUDENT DEMERITS:

- 50 demerits: The student will receive notice and must meet with the Administration.
- 75 demerits: The student will be suspended from classes for two days. Parents will be notified. No credit can be received for class work missed.
- 100 demerits: The student will be suspended from classes for four days. Parents will be notified. No credit can be received for class work missed.
- 125 demerits: The student will be dismissed from the college.

SUSPENSION:

If a student accumulates 50 demerits or more the following will apply:

- The student will not be allowed to participate on the auditorium platform for chapel or church services.
- The student will not travel to represent the school in athletic competition or in Christian service activities such as ministry trips.
- If the level is reached because of a dating violation, the student may not communicate in any way with the other person involved.

If the suspension level is reached within the last three weeks of the semester, an appropriate penalty will be imposed. This action may be imposed at the beginning of the following semester at the discretion of the Administration and may take the form of demerits or suspension.

If the second level of suspension (75 demerits for off-campus students, 100 demerits for dormitory students) is reached in two consecutive semesters, the student will not be allowed to re-enroll the following semester.

If a student reaches the dismissal level of demerits within the last three weeks of the semester and no infraction event exceeded 25 demerits, the student's dismissal may be suspended at the Administration's discretion. This action will be noted on the student's permanent record. The student will then begin the next semester with 25 demerits. Dismissal will not be suspended a second time.

If the student does not return to the school the following semester, the dismissal will be effective (not suspended), and course credit will not be given.

2.9 DATING

As single students seek the Lord's leading regarding a life's mate, they are encouraged to build relationships that are centered on Christ and that are characterized by propriety and purity. (I Timothy 4:12) The school encourages students to communicate with their parents and to follow the advice and counsel of their parents about those whom they presume to date.

For purposes of this handbook, "dating" is considered being with or talking to a member of the opposite sex other than a brief, casual encounter. This would include enjoying a meal together or sitting together at meetings or activities. While it is understood that these may not constitute official dating or courtship, the guidelines apply in these situations as well as more official times.

The following guidelines are enforced for all students; however, it is expected that commuter students will observe these guidelines while on campus or while attending school events.

GUIDELINES:

Students may have dating privileges for church services, meals, chapel, special meetings, and student activities. There are no dating privileges for soul-winning or church

ministries. Also, dating is not allowed during the following times: before first-hour classes (except while at breakfast in the dining hall); before lunch on Saturday; before Sunday School; after lunch on Sunday afternoon.

Couples are expected to treat one another with respect and kindness. Men in particular should observe all rules of courtesy in the way they treat ladies.

Couples are not permitted to have physical contact. This also includes sitting up next to each other.

Couples are not to be in any area alone. Couples may be together in areas where another person (not just another dating couple) is present for accountability. Couples are not permitted to ride alone in a vehicle.

Dating off-campus requires an off-campus pass and an approved chaperone. The Administration will sign passes and approve chaperones. A chaperone may include the following: a student's parent or grandparent, a church family, or a staff member. Married couples serving as chaperones must have been married at least one year.

MISCELLANEOUS:

Loitering after events (such as church services) is not allowed. Also, loitering is not permitted near student parking areas.

Couples are not permitted to stay in the same home overnight. This guideline is in effect throughout the semester, including during any scheduled breaks.

Any outing or gathering off-campus wherein both men and ladies will be present requires securing an off-campus pass from the Administration. An approved chaperone will be required also.

The sins of fornication, adultery, and homosexuality are clearly prohibited in Scripture and, therefore, constitute grounds for dismissal. Students are not permitted to make innuendo or give the appearance of these sexual immoralities in any way.

3

STUDENTS AND THE COMMUNITY

3.1 TESTIMONY IN THE COMMUNITY

GUIDELINES:

Students are expected to demonstrate Christian character and conduct in all their interaction with the local community. Kindness and courtesy should be exercised toward others.

Students should be aware that their attitudes and actions while patronizing local businesses such as restaurants, department stores, convenience stores, etc. contributes much to the overall testimony of the Lord and the school in the community. A testimony should be maintained that is honoring to the Lord.

When community members are visiting the school campus, students are encouraged to treat them with kindness and show good hospitality.

Students should not visit an establishment known for having an atmosphere that is conducive to immoral behavior or that is openly opposed to Christian values.

Students may not attend a concert, play, or other form of entertainment without prior approval from the Administration. Students are not allowed to go to a movie theater.

Students may not go to a tanning salon, coed health club, or similar establishment without prior administrative approval. Some health club or gyms will be acceptable with approval.

In effort to maintain a reverence for the Lord's Day, students are asked not to go shopping on Sundays. It is understood that some emergency or medical needs may arise, but leisurely shopping should be done on other days.

3.2 EMPLOYMENT

GENERAL GUIDELINES:

All students are required to submit information regarding their place of employment to the office.

Students are to be punctual and maintain a good work attendance record.

Students should be clean, neat, and dressed appropriately on the job.

Students may not accept a job that requires them to work on Sunday. Any exceptions (i.e. works of mercy) should be approved in advance by the administration.

Students may not accept a job where alcoholic beverages must be sold by the student. Also, students may not work at a restaurant where alcoholic beverages are served.

Students who are working in sales may not solicit the members of Temple Baptist Church.

Prior to terminating any employment, a student must speak with the Administration. A proper notice must be given to the employer, and the student should leave with a good testimony. Dismissal from employment will be reviewed by the administration and may result in disciplinary action or dismissal from the college.

4

DORMITORY LIFE

Please see The Crown College of the Bible student handbook for dorm information. All Trade School students who stay in dorms must follow their dorm regulations and information while staying in dorms.

Please see your advisor for a copy of The Crown College handbook.

5

FINANCIAL INFORMATION

5.1 BILLING AND STATEMENTS

If any student desires to discuss the status of his account, he may speak with a representative in the Finance Office during regular business hours. Students may also view their billing information online by logging into their FACTS account.

5.2 FINANCIAL TERMS

Semester Rate

Tuition	\$2,600
<u>Room and Board</u>	<u>\$2,400 (if needed)</u>
	\$5,000

The Tuition and Room & Board may be broken into 5 payments. (\$1,000.00 per month for 5 months)

Fees will be drafted separately:

Application fee (one-time fee) 45.00

Regular fees: (per semester)

Dorm Deposit	\$ 325.00
Student services fee	725.00
Information technology fee	310.00
Library fee	200.00
TOTAL	\$1560.00

Trades & Technology

Shop/Lab fee 375.00

Conditional fees: (per semester)

Room and board	2400.00
Car registration fee	150.00

5.4 DROP, ADD or WITHDRAW

A non-refundable fee is required for each drop/add form processed. No fee is required if the student is withdrawing from all classes. Non-attendance will result in grades of “F” for courses not officially dropped.

No student may be admitted to classes without having arranged to meet all his financial obligations. Registration concludes on the last day to add classes each semester.

6

POLICIES, PROCEDURES, PROGRAMS AND PERSONNEL

6.1 ADMINISTRATION

1. Board:
 - a. Dr. Clarence Sexton, President
 - b. Dr. Janice Gilliam, Vice President
 - c. Mrs. Vivian Gayle Washington, Secretary
 - d. Mr. Michael Mabe, Administrative Staff
2. Faculty:
 - a. Mr. Jim Savage, Auto/Diesel Instructor
 - b. Mr. Brandon Savage, Auto/Diesel Instructor
 - c. Mrs. Kelly Carter, Cosmetology Instructor
 - d. Mrs. Phyllis Wiseman, Cosmetology Instructor
 - e. Mr. Stan North, HVAC Instructor
 - f. Mr. Jeff Jennings, Welding Instructor

6.2 FACILITIES and EQUIPMENT

1. FACILITIES:
 - a. Property and Building leased from The Crown College of the Bible at 2307 West Beaver Creek, Powell, TN 37849
 - b. Approximately 30,000 square feet. of space leased from Crown College including classrooms.

2. EQUIPMENT:

- a. All classrooms
 - i. TV monitors and Apple TV's
 - ii. Projectors
 - iii. New tables and chairs
- b. Auto/Diesel
 - i. NC3 Snap-on Diagnostic Equipment
 - ii. Hunter Tire-Changing and Alignment Equipment
 - iii. A variety of project gas and diesel engines and transmissions
 - iv. Brake equipment and lathe
 - v. 6 Hawk Car Lifts
 - vi. 1 Hawk Drive-on Lift
 - vii. Snap-on Specialty Tools
 - viii. Tool kits for each lift/station
 - ix. NC3 Snap-on Precision Measurement Certification equipment
 - x. NC3 Snap-on Multimeter Certification equipment
 - xi. A variety of project cars
 - xii. Heavy-duty truck and equipment, 2014, 2017 diesel motors
- c. Cosmetology (required by TN State Board)
 - i. 20 styling stations
 - ii. 20 styling chairs
 - iii. 5 shampoo bowls and chairs
 - iv. 5 manicure stations
 - v. 5 pedicure stations
 - vi. 10 mannequins
 - vii. 5 hooded chair dryers
- d. HVAC
 - i. Document camera
 - ii. NC3 Trane Certification equipment (4 training modules)
 - iii. Several HVAC units
 - iv. Refrigerator
 - v. Various tools
- e. Welding equipment
 - i. Fume extraction system
 - ii. Rod Oven
 - iii. Welders (TIG, MIG, Stick)
 - iv. Virtual Welder
 - v. Band Saw
 - vi. Drill Press
 - vii. Hand Tools

6.3 CALENDAR OF EVENTS:

August 10	Student Check-in
August 13-14	Student Registration
August 15	Student Orientation
August 16	Employment Job Fair
August 16	Classes begin
August 20-21	Retreat
August 24	Deadline to Add Courses
August 28	Textbook Deadline
September 3	Labor Day Holiday
Sept. 7	Deadline to Drop Courses
Sept. 27-Oct 1	Christian Ministry Weekend/Fall Break
Oct. 8-12	Mid-terms
Oct. 13-17	World Mission Conference
Nov. 1-2	Fall College Days
Nov. 15 -	Pre-Registration
Nov. 21-23	Thanksgiving Holiday
Dec. 3-7	Final Exams
Dec.10- Jan.11	Christmas Break
Jan 11	Students return for second semester
Jan. 13-14	Student registration
Jan. 16	Classes begin
Jan. 25	Deadline to Add courses
Jan. 24	Textbook Deadline
Jan 26	Faithful Men's Banquet
Jan. 27-30	Faithful Men's Conference
Feb. 6.	Deadline to Drop courses
Feb 28-Mar.6	Mid-term
Mar. 28-29	College Days
April 7-11	Baptist Friends International Conference Spring Break (TBD)
Apr. 29-May 3	Final Exams
May 5	Baccalaureate
May 6	Commencement

6.4 MISSION and OBJECTIVES:

Crown School of Trades and Technology seeks to prepare students in three major areas: core skills needed in the industry, Bible-based training to enhance their Christian Life and personal integrity, and critical thinking skills to be successful as an employee. Each program is competency-based, meaning students have to reach mastery level in all tasks before graduation in addition to demonstrating the knowledge needed to be successful in the industry. Each student will receive thorough classroom and hands on training from highly qualified instructors with several years of experience.

All programs include selected foundational Bible classes through The Crown College of the Bible. The student will receive a diploma or associate of science degree from the trade school upon completion of all required contact/credit hours in each program.

Mission

The mission of Crown College is to train men and women to follow the Lord Jesus Christ and to equip them to fulfill His purpose by providing education in which Christ is preeminent, and where the highest academics are united with ministry application for the sole purpose of glorifying the Lord Jesus Christ. This mission continues as graduates of The Crown College of the Bible train others.

Objectives

Spiritual Objectives

Students at The Crown College of the Bible will...

1. Know that the call of God on their lives is a call to follow Christ.
2. Understand that the Christian life is a holy life and that the Word of God teaches we should be separated unto the Lord and separated from the world.
3. Be trained in the work of personal soul winning and be engaged in bringing people to Jesus Christ.
4. Possess a strong conviction that the harvest field is the world and that God's plan is to go into all the world with the gospel.
5. Recognize that it is the responsibility of every Christian to be actively involved in obeying the Great Commission by winning souls to Christ and establishing local New Testament churches.
6. Respect and appreciate men and women of the past who have served the Lord faithfully and have lived holy lives, handing down to us a great Christian heritage.
7. Know that the will of God settles everything in life.
8. Develop a desire to be directed by the Holy Spirit, through the Word of God, and with godly counsel to make Christ-honoring decisions.
9. Understand that no two Christians have the same ability or the same opportunity, but that every Christian must meet Christ at His judgment seat with what he has done with his ability and opportunity.
10. Seek to walk with God each day and live a holy life.
11. Enjoy serving the Lord.
12. Realize that they must be ready at any moment for our Lord's return.

Educational Objectives

Students at The Crown College of the Bible will...

1. Obtain a proficiency in Scripture knowledge and an understanding of how the truths of the Word of God apply to all of life.
2. Understand and articulate the dominant subjects of Bible doctrine and demonstrate an ability to discern truth from error.
3. Employ proper methods of interpretation in Bible study and in Bible teaching.

4. Understand Baptist theology, know the history of Baptist people, and develop a working knowledge of men and women of the past who have identified with biblical Christianity.
5. Write and speak the English language with clarity and competency.
6. Achieve a level of knowledge in general education such as is consistent with higher education learning and have an understanding that all truth rests upon the foundation of the truth of the Word of God.
7. Possess a level of skill necessary to perform duties proficiently in their selected field of study.
8. Gain practical experience in Christian ministry and make the connection between acquiring knowledge and applying it to life situations.
9. Be able to access and use both current and classic resources pertaining to their field of study and necessary for life-long learning.

Social Objectives

Students at The Crown College of the Bible will...

1. Know how to develop friendships and develop a mature and Christ-honoring manner in speaking with people.
2. Learn to behave with wisdom and propriety toward members of the opposite sex.
3. Regard the sacredness of marriage and know how to establish the spiritual foundation that is necessary in a Christian home.
4. Fulfill their responsibilities as citizens and know and appreciate the Christian heritage of the United States of America.
5. Respect the office of those who hold positions of leadership in both the government and the church and will learn to pray for those who are in authority.

Institutional Objectives

The Crown College of the Bible provides an effective learning environment, support services, staff, and faculty to enable students to:

1. Develop an understanding of the Word of God and make the Scriptures the foundation of their lives.
2. Recognize the value of our Christian heritage and live as true followers of the Lord Jesus Christ.
3. Learn to think critically and biblically in reading, researching, speaking, and writing.
4. Advance the work of Jesus Christ, using the abilities and opportunities God has given them to proclaim the gospel and to train others.

Crown School of Trades and Technology Learning Outcomes

In addition to The Crown College objectives, The Crown School of Trades and Technology provides an effective learning environment, support services, staff, and faculty to enable students to:

1. Live a **Christ**-centered life
2. Demonstrate **competence** and knowledge to meet entry-level industry standards
3. Demonstrate **critical thinking** and problem-solving skills

6.5 PROGRAM DESCRIPTIONS:

6.5.1 AUTODIESEL TECHNOLOGY

The Auto Diesel Technology Program is a two-year competency-based program designed to prepare students to become proficient, entry level position technicians in both gas and diesel systems.

The student will receive comprehensive instruction from experienced instructors who have several years of professional experience. Thorough classroom and hands-on training using techniques and industry standard tools for computer diagnostics, engine overhaul, transmissions, brakes, steering, suspensions, electronics and all other systems and sub-systems for cars, light, medium and heavy-duty trucks.

Program Learning Outcomes:

Students will be able to:

1. Perform preventive maintenance
2. Maintain vehicle engine
3. Repair electrical systems
4. Maintain heat ventilation and air conditioning systems
5. Maintain suspension system
6. Maintain transmission system
7. Maintain brake system
8. Perform diagnostics and service gas and diesel systems
9. Perform engine overhauling
10. Maintain vehicle audio/video/navigation systems
11. Communicate with clients, coworkers, supervisors

This program includes training in gas and diesel fuel systems. Upon graduation, the students will be trained as entry level technicians in both systems

Students are required to complete the following certifications to receive their diploma or degree (complete at least one from each category (ASE, NC3, EPA):

Automotive Service Excellence (ASE) (Knowledge-based certifications)

For more information:

<https://www.ase.com/Tests/ASE-Certification-Tests.aspx>

NC3 Certifications (Performance-based certifications—complete at least one)

Diagnostics (Gas and Diesel)

Torque

Multimeter

Precision Instruments

For more information: <http://www.nc3.net/>

EPA (handling refrigerants)

These are the standard in the automotive industry, highly recognized and respected as a high standard of achievement.

The following options are available to students:

Auto/Diesel Technology Diploma

52 credit hours and 1845 contact hours

Includes 13 credit hours of Foundation Bible Studies

Auto/Diesel Technology Associate of Applied Science Degree
69 credit hours and 1995 contact hours
Includes 16 credit hours of Foundation Bible Studies

The Bible courses and Trade School courses are scheduled concurrently so all are completed within the two years. Students may also register for Foundation Bible Courses online fall, spring, and summer semesters on the online registration system. Bible courses are offered through Crown College of the Bible. Students may complete additional credits to earn the Foundation for Christian Life Certificate (31 credit hours required). Students must maintain at least a 2.0 GPA.

AUTO/DIESEL

DIPLOMA

TYPICAL COURSE SCHEDULE

<u>Rubric/Number</u>	<u>Course Title</u>	<u>CRED HRS</u>	<u>LEC CONT</u>	<u>LAB CONT</u>	<u>EXP LRNG</u>	<u>WKLY CONT</u>
<u>FIRST SEMESTER (YEAR ONE)</u>						
BI 100	Introduction to the Bible	3	3	0	0	3
BU 141	Office Computer Applications	3	3	0	0	3
OR 100	Freshman Orientation	1	1	0	0	1
TAD 100	Introduction to Automotive Service	3	1	6	0	7
TAD 120	Hydraulic Brakes	3	1	6	0	7
TAD 140	Steering and Suspensions	3	1	6	0	7
	SEMSETER TOTAL	16	10	18	0	28
<u>SECOND SEMESTER (YEAR ONE)</u>						
BI 200	Introduction to Bible Doctrine	3	3	0	0	3
TAD 130	Power Fundamentals with Engine Overhaul I	3	1	6	0	7
TAD 190	Internship I	1	0	0	10	10
TAD 170	Electrical Systems	3	1	6	0	7
TAD 220	Heavy Duty Brakes	3	1	6	0	7
	SEMSETER TOTAL	13	6	18	10	34
<u>THIRD SEMESTER</u>		<u>YEAR TWO</u>				
CM 442	Marriage and Family	2	2	0	0	2
CM 100	Evangelism and the Christian Life	3	3	0	0	3
TAD 192	Internship II	1	0	0	10	10
TAD 260	Diesel Fuel Systems	3	1	6	0	7
TAD 262	Fuel, Ignition and Emission Systems	3	1	6	0	7
	SEMSETER TOTAL	12	7	12	10	29
<u>FOURTH SEMESTER</u>		<u>YEAR TWO</u>				
OR 400	Senior Forum	1	1	0	0	1
TAD 150	Power Trains I	3	1	6	0	7
TAD 193	Internship III	1	0	0	10	10
TAD 250	Power Trains II	3	1	6	0	7
TAD 270	Heating and Air Conditioning Systems	3	1	6	0	7
	SEMESTER Total	11	4	18	10	32
	PROGRAM CREDIT HRS TOTAL	52	27	22	3	
	PROGRAM CONTACT HOURS TOTAL		14	66	30	1845
	FOUNDATION BIBLE STUDIES TOTAL	13	13			

**AUTO/DIESEL ASSOCIATE OF APPLIED SCIENCE
TYPICAL COURSE SCHEDULE**

Rubric/Number	Course Title	CRED HRS	LEC CONT	LAB CONT	EXP LRNG	WKLY CONT
<u>FIRST SEMESTER (YEAR ONE)</u>						
CM 100	Evangelism and the Christian Life	3	3	0	0	3
BU 141	Office Computer Applications	3	3	0	0	3
ED 321	Human Growth and Development	2	2	0	0	2
OR 100	Freshman Orientation	1	1	0	0	1
TAD 100	Introduction to Automotive Service	3	1	6	0	7
TAD 120	Hydraulic Brakes	3	1	6	0	7
TAD 130	Power Fundamentals with Engine Overhaul I	3	1	6	0	7
	SEMESTER TOTAL	18	12	18	0	30
<u>SECOND SEMESTER (YEAR ONE)</u>						
BI 100	Introduction to the Bible	3	3	0	0	3
EN 101	Grammar and Composition I	3	3	0	0	3
MA 220	Probability and Statistics	3	3	0	0	3
TAD 140	Steering and Suspensions	3	1	6	0	7
TAD 150	Power Trains I	3	1	6	0	7
TAD 170	Electrical Systems	3	1	6	0	7
TAD 190	Internship I	1	0	0	10	10
	SEMESTER TOTAL	19	12	18	0	30
<u>THIRD SEMESTER (YEAR TWO)</u>						
BI 200	Introduction to Bible Doctrine	3	3	0	0	3
TAD 192	Internship II	1	0	0	10	10
TAD 260	Diesel Fuel Systems	3	1	6	0	7
TAD 262	Fuel, Ignition and Emission Systems	3	1	6	0	7
TAD 270	Heating and Air Conditioning Systems	3	1	6	0	7
SC 401	Creation Science	3	3	3	0	6
	SEMESTER TOTAL	19	12	21	10	43
<u>FOURTH SEMESTER (YEAR TWO)</u>						
BU 273	Small Business Management	3	3	0	0	3
CM 442	Marriage and Family	2	2	0	0	2
OR 400	Senior Forum	1	1	0	0	1
TAD 193	Internship III	1	0	0	10	10
TAD 220	Heavy Duty Brakes	3	1	6	0	7
TAD 250	Power Trains II	3	1	6	0	7
	SEMESTER Total	13	8	12	10	30
		CRED HRS	LEC CONT	LAB CONT	EXP LRNG	TOTAL CONT
	FOUNDATION BIBLE STUDIES (FBS) TOTAL	16				
	PROGRAM CREDIT HOURS TOTAL	69	44	23	3	
	PROGRAM CONTACT HRS TOTAL		44	69	30	1995

6.5.2 HEATING, VENTILATION AND AIRCONDITIONING (HVAC)

The Heating, Ventilation, and Air Conditioning (HVAC) Technology Diploma Program is a two-year training program designed to prepare students to become proficient, entry level HVAC Technicians, demonstrating the skills needed to install, maintain and troubleshoot today's complex heating, air conditioning, and refrigeration systems, including residential and light commercial.

The students will receive comprehensive instruction from certified HVAC instructors with years of professional experience.

The program includes thorough classroom and hands-on training using modern techniques and industry standard tools for training in HVAC theory, diagnostics, and repair procedures. The program also incorporates an understanding of environmental issues and indoor air quality standards that are associated with the HVAC industry.

The objective of this program is to prepare graduates to be quality entry level technicians prepared for the residential and commercial HVAC industry. The students will graduate with EPA certifications and the qualifications and integrity to meet the demands of a highly competitive workforce. Students must maintain at least a 2.0 GPA and complete 65 credit hours and 1920 contact hours. This includes 13 credit hours in Foundation Bible Studies.

The HVAC Technology Diploma program is divided into four semesters over two years (fall, spring, fall spring). The Bible courses and Trade School courses are scheduled concurrently so all are completed within the two years. Students may also register for Foundation Bible Courses online fall, spring, and summer semesters on the online registration system. Bible courses are offered through Crown College of the Bible. Students may complete additional credits to earn the Foundation for Christian Life Certificate (31 credit hours required). Students must maintain at least a 2.0 GPA.

Program Learning Outcomes:

Students will be able to

1. Duties
2. Perform Safety/OSHA Procedures
3. Comply with government regulations, including proper installation, handling and disposal of refrigerants.
4. Perform service call
5. Maintain the HVAC/R system
6. Install HVAC/R system
7. Perform comprehensive start-up procedure
8. Knowledge/Skills
9. Demonstrate the use of testing equipment and tools.
10. Read blueprints and follow design specifications for installing an HVAC System, in both new and existing structures.
11. Demonstrate computer skills and use technology to install systems and complete job assignments.
12. Analyze and troubleshoot HVAC systems to detect and repair problems.
13. Communicate effectively with customers, supervisors, and employees.

Students are required to take and pass the following the before receiving their diploma or degree.

EPA 608 Universal Certification Exam Link for more information:

<https://www.epa.gov/section608/section-608-technician-certification-0>

NC3 Certifications

4 Trane Certifications

1. Air Flow
2. Air to air heat pumps
3. Refrigeration Diagnostics
4. Variable Speed Motors

For more information go to this website: <http://www.nc3.net/>

HVAC DIPLOMA
TYPICAL COURSE SCHEDULE

<u>Rubric/Number</u>	<u>Course Title</u>	<u>CRED HRS</u>	<u>LEC CONT</u>	<u>LAB CONT</u>	<u>EXP LRNG</u>	<u>WKLY CONT</u>	<u>TOTAL CONT</u>
<u>FIRST SEMESTER (YEAR ONE)</u>							
CM 100	Evangelism and the Christian Life	3	3	0	0	3	45
BU 141	Office Computer Applications	3	3	0	0	3	45
OR 100	Freshman Orientation	1	1	0	0	1	15
MA 122	Introductory Algebra	3	3	0	0	3	45
HVA 101	Tools and Service Techniques	3	3	0	0	3	45
HVA 102	Basic Electricity	3	3	0	0	3	45
HVA 106	HVAC Shop I	3	0	9	0	9	135
	SEMESTER TOTAL	19	16	9	0	25	375
<u>SECOND SEMESTER (YEAR ONE)</u>							
BI 100	Introduction to the Bible	3	3	0	0	3	45
HVA 203	Fundamentals of Refrigeration	4	4	0	0	4	60
HVA 206	HVAC Shop II	3	0	9	0	9	135
HVA 231	Basic A/C	3	3	0	0	3	45
HVA 190	Internship I (Math Placement test/MA122)	1	0	0	10	10	150
	SEMESTER TOTAL	14	10	9	10	29	435
<u>THIRD SEMESTER (YEAR TWO)</u>							
CM 442	Marriage and Family	2	2	0	0	2	30
HVA 230	Air Properties	3	3	0	0	3	45
HVA 306	HVAC Shop III	3	0	9	0	9	135
HVA 330	Heating Fundamentals	3	3	0	0	3	45
HVA 340	Automatic Controls	3	3	0	0	3	45
HVA 290	Internship II	1	0	0	10	10	150
	SEMESTER TOTAL	15	11	9	10	30	450
<u>FOURTH SEMESTER (YEAR TWO)</u>							
BI 200	Introduction to Bible Doctrine	3	3	0	0	3	45
OR 400	Senior Forum	1	1	0	0	1	15
HVA 220	Duct and Gas Piping Design	3	3	0	0	3	45
HVA 406	HVAC Shop IV	3	0	9	0	9	135
HVA 410	Heat Pumps	3	3	0	0	3	45
HVA 460	Commercial Refrigeration	3	3	0	0	3	45
HVA 390	Internship III	1	0	0	10	10	150
	SEMESTER Total	17	13	9	10	32	480
	FOUNDATION BIBLE STUDIES TOTAL	13	13				
	PROGRAM CREDIT HRS TOTAL	65	50	16	3		
	PROGRAM CONTACT HRS TOTAL		50	48	30		1920

6.5.3 COSMETOLOGY

The Cosmetology Program is a two-year program using modern techniques and equipment. Competency-based and internationally recognized Pivot Point LAB learning system provides students skills needed to work in today's salon and beauty industry: product knowledge, safety, Cosmetology State Board rules and regulations, hair structure and chemistry, hair coloring, nail and skin care, chemical texturing, design, sculpting for men and women, customer service, and salon management. Highly qualified licensed instructors with several years of experience provide students with the skills needed to be professional artists and consultants.

Program Learning Outcomes:

The student will be able to:

1. Prepare the client for services
2. Perform design services
3. Perform hair sculpture services
4. Perform chemical services
5. Perform haircoloring services
6. Perform nail care services
7. Perform skin care services
8. Demonstrate knowledge of safety and state board rules and regulations.
9. Demonstrate knowledge of diseases and disorders to insure client safety.
10. Communicate with clients, coworkers, and supervisor.
11. Integrate technology in providing services and managing the salon.
12. Apply critical thinking and problem-solving skills.

This is a female only program and is designed to prepare our graduates to qualify to take and pass their state license exam by teaching them in both classroom theory and complete a minimum of 1500 contact hours of hands-on training in a salon environment.

The Bible courses and Trades and Technology School courses are scheduled concurrently so all are completed within the two years. Students may also register for Foundation Bible Courses online fall, spring, and summer semesters on the online registration system. Bible courses are offered through Crown College of the Bible. Students may complete additional credits to earn the Foundation for Christian Life Certificate (31 credit hours required). Students must maintain at least a 2.0 GPA.

Students must maintain at least a 2.0 GPA, complete a minimum of 1500 cosmetology contact hours to apply to take the cosmetology licensing exam, complete required performances, and take and pass the State Board Licensing Exam (or other similar state exam) before receiving their diploma or degree. Students must be on track to complete all course work in the diploma or associate of applied science degree in Cosmetology to sit for the State Board Licensing Exam (see next pages for details of the options available):

- a. Diploma program: 68 credit hours and 1890 contact hours, which meets the state board of cosmetology minimum of 1500 hours in cosmetology theory and practice, and also 13 credit hours of the Foundation Bible Studies Certificate.
- b. Associate of Applied Science Degree: 79 credit hours and 2055 contact hours, which meets the state board of cosmetology minimum of 1500 hours in cosmetology theory and practice, and includes 16 credit hours of the Foundation Bible Studies Certificate.

COSMETOLOGY

**DIPLOMA
TYPICAL COURSE SCHEDULE**

<u>Rubric/Number</u>	<u>Course Title</u>	<u>CRED HRS</u>	<u>LEC CONT</u>	<u>LAB CONT</u>	<u>WKLY CONT</u>	<u>TOTAL CONT</u>
<u>FIRST SEMESTER (YEAR ONE)</u>						
CM 100	Evangelism and the Christian Life	3	3	0	3	45
BU 141	Office Computer Applications	3	3	0	3	45
COS 111	Cosmetology Concepts I	4	4	0	4	60
COS 112	Cosmetology Salon I	5	0	15	15	225
OR 100	Freshman Orientation	1	1	0	1	15
SEMESTER TOTAL		16	11	15	26	390
<u>SECOND SEMESTER (YEAR ONE)</u>						
BI 100	Introduction to the Bible	3	3	0	3	45
COS 103	Trichology & Chemistry I	4	2	6	8	120
COS 211	Cosmetology Concepts II	4	4	0	4	60
COS 212	Cosmetology Salon II	5	0	15	15	225
COS 213	Hair Color	4	2	6	8	120
SEMESTER TOTAL		20	11	27	38	570
<u>THIRD SEMESTER (YEAR TWO)</u>						
BI 200	Introduction to Bible Doctrine	3	3	0	3	45
COS 311	Cosmetology Concepts III	4	4	0	4	60
COS 312	Cosmetology Salon III	5	0	15	15	225
COS 313	Trichology and Chemistry II	4	2	6	8	120
SEMESTER TOTAL		16	9	21	30	450
<u>FOURTH SEMESTER (YEAR TWO)</u>						
CM 443	Marriage and Family	2	2	0	2	30
COS 411	Cosmetology Concepts IV	4	4	0	4	60
COS 412	Cosmetology Salon IV	5	0	15	15	225
COS 413	Advanced Sculpting & Design	4	1	9	10	150
OR 400	Senior Forum	1	1	0	1	15
SEMESTER Total		16	8	24	32	480
PROGRAM TOTALS						
<i>PROGRAM CREDIT HOUR TOTAL</i>		68	39	29		
PROGRAM CONTACT HOUR TOTAL			39	87		1890
FOUNDATION BIBLE STUDIES TOTAL		13				

COSMETOLOGY ASSOCIATE OF APPLIED SCIENCE
TYPICAL COURSE SCHEDULE

<u>Rubric/Number</u>	<u>Course Title</u>	<u>CRED HRS</u>	<u>LEC CONT</u>	<u>LAB CONT</u>	<u>WKLY CONT</u>	<u>SEM CONT</u>
<u>FIRST SEMESTER (YEAR ONE)</u>						
CM 100	Evangelism and the Christian Life	3	3	0	3	45
BU 141	Office Computer Applications	3	3	0	3	45
COS 111	Cosmetology Concepts I	4	4	0	4	60
COS 112	Cosmetology Salon I	5	0	15	15	225
ED 321	Human Growth and Development	2	2	0	2	30
OR 100	Freshman Orientation	1	1	0	1	15
	SEMSETER TOTAL	18	13	15	28	420
<u>SECOND SEMESTER (YEAR ONE)</u>						
BI 100	Introduction to the Bible	3	3	0	3	45
COS 103	Trichology & Chemistry I	4	2	6	8	120
COS 211	Cosmetology Concepts II	4	4	0	4	60
COS 212	Cosmetology Salon II	5	0	15	15	225
COS 213	Hair Coloring	4	2	6	8	120
	SEMSETER TOTAL	20	11	27	38	570
<u>THIRD SEMESTER (YEAR TWO)</u>						
BI 200	Introduction to Bible Doctrine	3	3	0	3	45
BU 273	Small Business Management	3	3	0	3	45
COS 313	Trichology and Chemistry II	4	2	6	8	120
COS 311	Cosmetology Concepts III	4	4	0	4	60
COS 312	Cosmetology Salon III	5	0	15	15	225
FA EL	Humanities/Fine Arts Elective	3	3	0	3	45
	SEMSETER TOTAL	22	15	21	36	540
<u>FOURTH SEMESTER (YEAR TWO)</u>						
CM 443	Marriage and Family	2	2	0	2	30
COS 411	Cosmetology Concepts IV	4	4	0	4	60
COS 412	Cosmetology Salon IV	5	0	15	15	225
COS 413	Advanced Sculpting & Design	4	1	9	10	150
OR 400	Senior Forum	1	1	0	1	15
SC 401	Creation Science	3	3	0	3	45
	SEMESTER Total	19	11	24	35	525
	PROGRAM TOTALS	CRED HRS	LEC	LAB		TOTAL
	CREDIT HOUR TOTALS	79	50	29		
	CONTACT HOUR TOTALS		50	87		2055
	FOUNDATION BIBLE STUDIES TOTAL	16				

6.5.4 WELDING TECHNOLOGY

The Welding Technology Program is a two-year competency-based program designed to prepare students to become proficient, entry level Welding Technicians, demonstrating the skills needed to perform welding techniques used in manufacturing and fabrication industries. Welders use hand-welding or flame-cutting equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products. Welding processes learned include MIG, TIG, and Stick/ARC, and flex core and pipe welding. The students will receive comprehensive instruction from certified instructors with several years of professional experience.

The program includes thorough classroom and hands-on training using modern techniques and industry standard tools for training in welding and fabrication theory and practice.

Program Learning Outcomes include:

1. Demonstrate safety procedures and comply with OSHA regulations
2. Identify various metals and alloys such as mild steel, nickel copper, aluminum, stainless, etc.
3. Demonstrate the use of measuring devices and gauges to determine thickness and size of metal.
4. Identify and demonstrate the use of basic welding supplies, tools, and equipment such as arc welder, oxygen/acetylene torch, welding rods, chipping hammer, etc.
5. Demonstrate the use of Mig, Tig, Arc welders
6. Demonstrate techniques used in Flex Core and Pipe welding
7. Demonstrate fabrication techniques.
8. Demonstrate the use of oxygen/acetylene torch for cutting metals.
9. Demonstrate the use of a grinder and other hand and power tools required to grind, bevel, fit metals together, and remove slag.
10. Perform welding and cutting of metals in vertical or horizontal positions.
11. Demonstrate communication skills with customer, coworkers, and supervisor
12. Demonstrate critical thinking and problem-solving skills

The following program options are available to students:

Welding Technology Diploma

480 credit hours and 1410 contact hours

Includes 13 credit hours of Foundation Bible Studies

Welding Technology Associate of Applied Science Degree

67 credit hours and 1665 contact hours

Includes 16 credit hours of Foundation Bible Studies

The Bible courses and Trade and Technology School courses are scheduled concurrently so all are completed within the two years. Students may also register for Foundation Bible Courses online fall, spring, and summer semesters on the online registration system. Bible courses are offered through Crown College of the Bible. Students may complete additional credits to earn the Foundation for Christian Life Certificate (31 credit hours required). Students must maintain at least a 2.0 GPA.

The Welding Technology Program is divided into four semesters over two years (fall, spring, fall spring). The Bible courses and Trades and Technology School courses are scheduled concurrently so all are completed within the two years. Students may also register for Foundation Bible Courses online fall, spring, and summer semesters on the online registration system. Bible courses are offered through Crown College of the Bible. Students may complete additional credits to earn the Foundation for Christian Life Certificate (31 credit hours required). Students must maintain at least a 2.0 GPA.

Students are required to take and pass the following the before receiving their diploma or degree.

AWS Certification Tests

Welding Plate and Pipe Certifications

For more information: American Welding Society / AWS. www.aws.org

NC3 Certifications

Torque

Multimeter

Precision Instruments

For more information: <http://www.nc3.net/>

WELDING

**TECHNOLOGY DIPLOMA
TYPICAL COURSE SCHEDULE**

Rubric/ Number	Course Title	CRED HRS	LEC CONT	LAB CONT	WKLY CONT	TOTAL CONT
<u>FALL SEMESTER FIRST YEAR</u>						
CM 100	Evangelism and the Christian Life	3	3	0	3	45
OR 100	Freshman Orientation	1	1	0	1	15
WLD 100	Welding and Cutting Fundamentals	3	1	6	7	105
WLD 120	Shop Orientation & Safety	2	1	3	4	60
WLD 170	Blue Print Reading	3	1	6	7	105
	SEMSETER TOTAL	12	7	15	22	330
<u>SPRING SEMESTER FIRST YEAR</u>						
BI 100	Introduction to the Bible	3	3	0	3	45
WLD 130	Basic Arc Welding	3	1	6	7	105
WLD 140	Gas Tungsten Arc Welding (TIG)	3	1	6	7	105
WLD 150	Gas Metal Arc Welding (MIG)	3	1	6	7	105
	SEMSETER TOTAL	36	20	48	68	1020
<u>FALL SEMESTER SECOND YEAR</u>						
BI 200	Introduction to Bible Doctrine	3	3	0	3	45
WLD 260	Arc Welding II	3	1	6	7	105
WLD 262	Adv Tungsten and Arc Welding (TIG)	3	1	6	7	105
WLD 290	Pipe Welding and Fitting	3	1	6	7	105
	SEMSETER TOTAL	12	6	18	24	360
<u>SPRING SEMESTER SECOND YEAR</u>						
CM 442	Marriage and Family	2	2	0	2	30
OR 400	Senior Forum	1	1	0	0	15
WLD 270	Adv. Blue Print Reading	3	1	6	7	105
WLD 220	Adv. Gas Metal Welding (MIG)	3	1	6	7	105
WLD 250	Fabrication Processes	3	1	6	7	105
	SEMESTER Total	12	6	18	23	360
	PROGRAM CREDIT HOUR TOTAL	48	25	23		
	TOTAL CONTACT HOURS		25	69		1410
	FOUNDATION BIBLE STUDIES TOTAL	13	13			

WELDING TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

TYPICAL COURSE SCHEDULE

Rubric/ Number	Course Title	CRE D HRS	LEC CON T	LAB CON T	WKL Y CONT	TOTA L CONT
<u>FALL SEMESTER FIRST YEAR</u>						
CM 100	Evangelism and the Christian Life	3	3	0	3	45
BU 141	Office Computer Applications	3	3	0	3	45
ED 321	Human Growth and Development	2	2	0	2	30
OR 100	Freshman Orientation	1	1	0	1	15
WLD 100	Welding and Cutting Fundamentals	3	1	6	7	105
WLD 120	Shop Orientation & Safety	2	1	3	4	60
WLD 170	Blue Print Reading	3	1	6	7	105
	SEMSETER TOTAL	17	12	15	27	405
<u>SPRING SEMESTER FIRST YEAR</u>						
BI 100	Introduction to the Bible	3	3	0	3	45
HI 101	History of Civilization I	3	3	0	3	45
MA 220	Probability and Statistics	3	3	0	3	45
WLD 130	Basic Arc Welding	3	1	6	7	105
WLD 140	Gas Tungsten Arc Welding (TIG)	3	1	6	7	105
WLD 150	Gas Metal Arc Welding (MIG)	3	1	6	7	105
	SEMSETER TOTAL	15	9	18	27	405
<u>FALL SEMESTER SECOND YEAR</u>						
BI 200	Introduction to Bible Doctrine	3	3	0	3	45
BU 111	Business Communication	3	3	0	3	45
CM 442	Marriage and Family	2	2	0	2	30
WLD 260	Arc Welding II	2	1	3	4	60
WLD 262	Adv Tungsten and Arc Welding (TIG)	3	1	6	7	105
WLD 290	Pipe Welding and Fitting	3	1	6	7	105
	SEMSETER TOTAL	16	11	15	26	390
<u>SPRING SEMESTER SECOND YEAR</u>						
BU 273	Small Business Management	3	3	0	3	45
OR 400	Senior Forum	1	1	0	1	15
SC 401	Creation Science	3	3	0	3	45
WLD 220	Adv. Gas Metal Welding (MIG)	3	1	6	7	105
WLD 250	Fabrication Processes	3	1	6	7	105
WLD 270	Adv. Blue Print Reading	3	1	6	7	105
	SEMESTER Total	16	10	18	28	420
PROGRAM CREDIT HOURS						
TOTAL		64	42	22		
PROGRAM CONTACT HRS TOTAL			45	66	1620	
FOUNDATION BIBLE STUDIES						
TOTAL		16	16			

6.6 Registration and Admissions

6.6.1 Admission Requirements:

Student must have a High School diploma or equivalent

Clear testimony of faith in Christ for Salvation

Membership and service in a local New Testament Church.

Willing to follow guidelines and standards of Crown

School of Trades and Technology and Crown College.

6.6.2 Pre-registration

All continuing students are required to pre-register for the next semester with their academic advisor during the current semester. The date for pre-registration will be announced.

Students who are not planning to re-enroll for the next semester must meet with their advisor and alert them during the pre-registration appointment.

Demerits will be issued to any student who fails to meet with their advisor for pre-registration.

6.6.3 Readmission conditions

Former students seeking readmission after one year or more of absence (two consecutive semesters) must submit a new *Application* form, pay the current non-refundable application fee, and submit a new *Pastor's Recommendation* form.

If readmitted, the student will come under the current program requirements, as they are at the time of readmission.

Readmission of a student cannot be considered unless all previous obligations to the school, including the Finance Office, Admissions, etc. have been met.

6.6.4 Registration procedures

A student cannot register without official acceptance.

Freshman will enroll on the first day of registration.

Late registration for any semester requires special permission. An additional fee may be charged.

6.7 Attendance:

Attendance to chapel

Students are required to attend all chapel services. (unless they are working)

Working students having a class scheduled before or after chapel (an 8:30am class or an 11:00am class) must attend chapel (including final exam week).

Attendance to classes

Students are expected to attend every scheduled class session of the courses in which they are enrolled.

A student is considered absent if he enters the classroom more than 10 minutes after the class has begun.

Students are permitted class absences equivalent to two times the number of class meetings per week. For example, if a class meets 3 times per week, a maximum of 6 absences (3x2), whether excused or unexcused, will be allowed before a student is dismissed from the class.

It is the student's responsibility to know his current standing concerning class absences.

It is the student's responsibility to be aware of and complete all course work assigned during an excused absence.

If the total of excused and unexcused absences exceeds the allotted amount, the student will be dismissed from the course and will not receive credit for that course. The final decision as to whether the absence limit has been exceeded shall rest with the instructor.

Dismissal from the course may be suspended upon the student's appeal to the administration until a final decision is made.

Students will receive ten (10) demerits for each unexcused absence. Class work or tests missed cannot be made up.

Class absences will only be excused for illness, for approved ministry trips, for doctor or dental appointments, for weddings or funerals, or for absences created by the Administration. In such cases, the following approval procedures must be followed. In case of illness, the student must follow these instructions:

Call the Office of the Registrar before 8:30 a.m. Before regular office hours, the student may leave a message reporting the illness on the voicemail. If the onset of an illness occurs during the day, the student must notify the school office prior to missing classes.

In the event that a student receives approval for extended absence due to a personal issue, absences will be excused but will count toward the limit of allowed absences.

Class excuse slips (available in the Student Services center) must be submitted to the Administration and prior approval must be granted for the following:

Doctor or dentist appointments – These must be necessary as determined by the Administration. Every effort must be made to schedule appointments outside of class time.

Weddings or funerals – If an absence is necessary, a maximum of two school days will be excused. In the case of a wedding, the student must be a participant, or it must be the wedding of a close family member. If driving more than 300 miles one way, three school days may be approved depending on the circumstances. All information on location, time, and family members must be given on the class excuse slip.

Absences allowed or requested by the Administration – This includes work during class periods by request of a supervisor, taking other students to the doctor or hospital by request of the nurse, or any other absence by the request of the Administration.

The Administrator or designated representative must personally request the absence from class in writing to the Instructor beforehand.

Tardiness

A student is considered tardy if he enters the classroom after the class has begun. Three tardies equal one unexcused absence.

Students who are tardy to chapel will be penalized under the same procedure as class absences.

If a student is tardy by more than 10 minutes, that tardiness will be recorded as an unexcused class absence.

6.8 Grading:

Academic achievement in each course is represented in the grading scale:

Grade	Point	Grade	Point
A+	4.0	C+	2.3
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
		F	0.0

Academic achievement is summarized by the cumulative grade point average (GPA).

The following grades do not affect GPA:

<u>Grade</u>	<u>Explanation</u>
I	Incomplete
W	Withdrawal
WF	Withdrawal failing
WP	Withdrawal passing

A minimum GPA of 2.0 is required to graduate.

Student progress reports may be accessed through the online learning system at any time throughout the semester.

Graduation Requirements:

Minimum GPA of 2.0 is required to graduate.

Minimum grade for any course is 60% (D-).

All financial responsibilities satisfied.

6.8.1 Student appeal of grades

If a student feels that his or her final semester grade in a given course is not equitable, the student should consult first with the instructor of the course.

If the student is not satisfied, he may then appeal in writing to the Trade School Director. The Director will confer with the instructor involved. The resolution of the matter will rest with the discretion of the Director.

6.9 Student grievances

When a student has a grievance concerning grades, demerits, policies or any other concern he or she should seek resolution by respectfully appealing to the individual(s) involved. Most situations can and ought to be resolved at this level.

If there is no resolution of an issue after having dealt with the instructor, the student may present the matter to the Administration. Administration will mediate with the parties involved to resolve the situation.

The student should call (865-938-8186 Ext. 445) and set up an appointment with the Trade School Director and personally share his or her concerns.

If this issue cannot be resolved at the institutional level the student should contact THEC at 615-741-5293

6.10 Student records confidentiality

Crown School of Trades and Technology conforms to the requirements of the Family Education Rights and Privacy Act of 1974.

Neither student records nor information from them are made available to any third party without the student's written consent, with the following exceptions:

Pertinent information about the student considered public information or in the public interest can be released unless the student files an official request with the Registrar that it not be released.

Student information can be released within the school to faculty, advisors, and administrators if such information is needed for educational function.

6.11 Tests

Students must have an excused absence to make up a test or exam.

The test or exam must be made up within ten school days after the student returns to class. No test or exam may be taken after the deadline.

Permission to make up a test or exam due to a planned excused absence must be obtained one week prior to the test. Tests or exams may be given early at the instructor's discretion.

6.12 Textbooks

Students must obtain all required textbooks and materials for their courses.

Instructors will determine if students have all required textbooks for the course they are teaching.

Students must have the required textbooks by announced textbook deadline, which is typically the fourth day of regular classes. In some circumstances, students who have a book on order may show a receipt of purchase until the textbook arrives. No other exceptions will be allowed. These students are still responsible for all work assignments given.

Students without textbooks and materials will not be permitted to attend class after the textbook deadline. Absences incurred because a student does not have his required textbooks and/or materials will be considered unexcused.

6.13 Transcripts

Student transcripts are released only by written request of the student.

A fee is required for official transcripts. No transcripts can be issued or released until a student's tuition account is paid in full.

6.14 Withdrawal from the school

Students who voluntarily withdraw from the school must notify the Administration in person.

For those withdrawing prior to midterm exams, a grade of "W" will be assigned to each course for that semester.

For those withdrawing after midterm exams, a grade of "WF" or "WP," depending on the grade at the time of withdrawal, will be assigned to each course for that semester.

Students who are dismissed from the school at any time will receive a grade of "W" for each course for that semester and a statement of dismissal on their permanent record.

A student withdrawing from school will be expected to pay the full charges due.

Exceptions to the withdrawal policies can only be made by the Administration.

6.15 Transfer of Credits:

Transferring credits from other institutions for previous education, training and experience may be accepted toward a certificate from Crown School of Trades and Technology. Each transfer will be decided on a case by case bases depending on the institution and the student's GPA.

Transferring credits to other institutions from Crown is controlled by the receiving institution, therefore Crown does not guarantee transferability.

6.16 Job Placement Assistance:

Crown will offer their advice and personal references as needed for any job opportunity that one of our student may encounter, but does not offer at this time any official placement assistance.

6.17 Disclosure Statement:

Crown School of Trades and Technology reserves the right to add to, discontinue, and/or modify the policies contained in this handbook at any time, as the Administration deems necessary.

6.18 Veterans' Benefits:

GI BILL (C) - VETERANS' BENEFITS. This financial aid is available to resident students qualified through service in the armed forces to receive veterans' benefits for educational purposes. Some veteran family members may also qualify. Veteran benefits under chapters 30, 31, 33, and 35 are available to students eligible to receive such benefits. Eligible students must complete and submit a Veteran's Certification Request to the Office of the Registrar each semester at Registration. Crown College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Crown College of the Bible and the Crown School of Trades and Technology only certifies student enrollment and academic progress. All questions concerning eligibility and payment should be directed to the Department of Veteran's Affairs at 1-888-442-4551 (1-888-GI-BILL1) or gibill.va.gov. Please contact the Certifying Official in the Registrar's Office for more information.

Crown School of Trades and Technology

TRANSFERABILITY OF CREDIT DISCLOSURE STATEMENT

Per SB3789/HB3857, the State of Tennessee requires all educational institutions operating within Tennessee to provide the following transferability of credit disclosure statement to prospective students, prior to enrollment:

Credits earned at Crown School of Trades and Technology may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Crown School of Trades and Technology. You should obtain confirmation that Crown School of Trades and Technology will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Crown School of Trades and Technology to determine if such institutions will accept credits earned at Crown School of Trades and Technology prior to executing an enrollment contract or agreement. The ability to transfer credits from Crown School of Trades and Technology to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Crown School of Trades and Technology if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Crown School of Trades and Technology and of other educational Institutions in the future. You should know the transfer policy of the credits earned at Crown School of Trades and Technology before you execute an enrollment contract or agreement.

STATEMENT OF FAITH

The Scriptures

We believe the Holy Scriptures of the Old and New Testaments to be the Bible, “as it is in truth, the Word of God...” (I Thessalonians 2:13). We believe in verbal, plenary inspiration in the original writings, and God’s preservation of His pure words to every generation (II Timothy 3:16, Psalms 12:6-8). We believe that the Scriptures are inerrant, infallible, and God-breathed.

The Masoretic Text of the Old Testament and the Received Text of the New Testament (Textus Receptus) are those texts of the original languages we use; the Authorized King James Version of the Bible is the English version we use in the English-speaking world. The Bible is our sole and final authority for faith and practice.

The Godhead

We believe in one Triune God, eternally existing in three persons--Father, Son, and Holy Spirit, co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections (Deuteronomy 6:4; II Corinthians 13:14). We believe that God created the entire universe in six, literal, twenty-four-hour days (Genesis 1:1-27). We believe in one Triune God, eternally existing in three persons--Father, Son, and Holy Spirit, co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections (Deuteronomy 6:4; II Corinthians 13:14). We believe that God created the entire universe in six, literal, twenty-four-hour days (Genesis 1:1-27).

The Person and Work of Christ

We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful men (John 1:1-2, 14; Luke 1:35; Isaiah 9:6; 7:14; Philippians 2:5-8; Galatians 4:4-5).

We believe that the Lord Jesus Christ accomplished our redemption through His finished work on the cross as a representative, vicarious, substitutionary sacrifice; and that our justification is made sure by His literal, physical resurrection from the dead (Romans 3:24-25; I Peter 2:24; Ephesians 1:7; I Peter 1:3-5).

We believe that the Lord Jesus Christ was raised bodily and that He ascended to Heaven, and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (Acts 1:9-10; Hebrews 9:24, 7:25; Romans 8:34; I John 2:1-2).

The Person and Work of the Holy Spirit

We believe that the Holy Spirit is the Person who reproves the world of sin, of righteousness, and of judgment; and that He is the Supernatural Agent in regeneration, indwelling all believers and sealing them unto the day of redemption (John 16:8-11; II Corinthians 3:6; Romans 8:9; Ephesians 1:13-14).

We believe that the sign gifts of the Holy Spirit, such as speaking in tongues and the gift of healing were temporary. We believe that speaking in tongues was never the common or necessary sign of the baptism or filling of the Holy Spirit and that ultimate deliverance of the body from sickness or death awaits the consummation of our salvation in the resurrection, though God frequently chooses to answer the prayer of believers for physical healing. (II Corinthians 12:12; I Corinthians 13:8; Hebrews 2:3-4; Mark 16:17-20; I Corinthians 1:22, 14:21-22).

Satan

We believe in the reality of the person of Satan and that he and the fallen angels wage a spiritual warfare against the plan and purposes of God (John 13:2; Acts 5:3; Ephesians 6:11-12). We believe that Satan is a created angelic being who rebelled and who tempted man, to join him in rebellion against God (Isaiah 14:12-17; Ezekiel 28:11-19; Genesis 3:1-57).

5). We believe his power is supernatural, yet limited; and that he cannot act without the permission of God (Job 1:6-12; I John 4:4). Satan's eternal end is everlasting torment in the Lake of Fire (Revelation 20:10).

Man

We believe that man was created in the image and likeness of God, but that in Adam's sin the race fell, inherited a sinful nature, and became alienated from God; and therefore man is totally depraved, and, of himself, utterly unable to remedy his lost condition (Genesis 1:26-27; Romans 3:22-23; Ephesians 2:1-3, 12). The sacredness of human personality is evident in that God created man in His own image and is mindful of him, and in that Christ died for man; therefore, every individual possesses dignity and is worthy of respect and Christian love. (Psalm 8:4-9; Colossians 3:9-11).

We believe that the only marriage recognized by Scripture is the joining of one man and one woman. (Genesis 2:24; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22-23) We believe that God expressly forbids intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are perversions of God's intended purposes and therefore, sin. We believe that God forbids any attempt to alter one's God-given gender identity by any means, including surgery or appearance. (Genesis 2:24; Genesis 19:5, 13; Genesis 26:8-9; Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 5:1, 6:9; 1 Thessalonians 4:1-8; Hebrews 13:4)

The Way of Salvation

We believe that the clear message of salvation is "repentance toward God and faith toward our Lord Jesus Christ" (Acts 20:21). We believe that salvation is "by grace" plus nothing minus nothing. We believe that Jesus Christ died for every man, and that each individual chooses to accept or reject the grace of God (Hebrews 2:9; I John 2:2). We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ. (Ephesians 2:8-10; John 1:12; I Peter 1:18-19) 58

We believe that all the redeemed, once saved are kept by God's power and are thus secure in Christ forever. We believe that eternal life is the present possession of every believer (John 6:37-40, 10:27-30; Romans 8:1, 38-39; I Corinthians 1:4-8; I Peter 1:4-5; Jude 1, 2).

The Church

We believe that the New Testament church is a local assembly of baptized believers who have voluntarily joined themselves together to carry out the Great Commission. The Lord is doing His work in this world through local churches. The establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures (Acts 14:27; 20:17, 28-32; I Timothy 3:1-13; Titus 1:5-11).

We believe in the autonomy of the local church free of any external authority or control. Christ is the only head of the church (Acts 13:1-4, 15:19-31, 20:28; Romans 16:1, 4; I Corinthians 3:9,16; 5:4-7,13; I Peter 5:1-4).

We recognize the ordinances of baptism by immersion in water and the Lord's Supper as a Scriptural means of testimony for local churches in this age (Matthew. 28:19-20; Acts 2:41-42, 18:18; I Corinthians 11:23-26).

Biblical Separation

We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord; and, that separation from all religious apostasy, all worldly and sinful pleasures, practices and associations is commanded of God (II Timothy 3:1-5; Romans 12:1, 2, 14:13; I John 2:15-17; II John 9-11; II Corinthians 6:14-7:1).

The Return of Christ

We believe the "Blessed Hope" of our Lord's return is literal, personal, visible, imminent, premillennial, and pretribulational. Believers will be caught up to be with the Lord prior to the seven years of tribulation, and at the end of the tribulation Christ will return with His saints to establish His thousand-year reign on the earth (I Thessalonians 4:13-18; Titus 2:13; I Thessalonians 1:10; Revelation 3:10; Zechariah 14:4-11; Revelation 19:11-16, 20:1-6; Psalm 89:3-4). 59

Our Eternal State

We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment (Matthew 25:46; John 5:28, 29, 11:25-26; Revelation 20:5-6, 12-13).

We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when spirit, soul, and body are reunited to be glorified forever with the Lord (Luke 23:43; Revelation 20:4-6; II Corinthians 5:8; Philippians 1:23, 3:21; I Thessalonians 4:16-17).

We believe that the souls of unbelievers remain, after death, in conscious misery until the second resurrection, when with soul and body reunited they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting, conscious punishment (Luke 16:19-26; Matthew 25:41-46; II Thessalonians 1:7-9; Jude 6-7; Mark 9:43-48; Revelation 20:11-15).