

# LETTER FROM THE DIRECTOR

When Jesus described the world mission field to His disciples, He said in Matthew 9:37-39, "The harvest truly is plenteous, but the labourers are few. Pray ye therefore the Lord of the Harvest, that he would send forth labourers into his harvest."

These words were direct and precise then, and their message and effectiveness are still powerful and vibrant today. Presently, the world's harvest fields must be tended! Lost souls are crying out for something real in the midst of great deception and darkness. The message of the Gospel has become watered down in many settings under the banner of "relevance," and moral decay has become accepted and promoted as normal. John Wesley once said, "What one generation tolerates, the next one will embrace" It is our desire at Harvest Time School of Ministry to equip, and to train the next generation to be men and women of God that are so needed in these last days that we are living in.

Lastly, let me say that I am honored to serve as the Director of HTSM. Your spiritual growth and development will be my embraced burden during your time with us, and I will keep you lifted up in prayer before the Lord. May our hearts burn brightly with passion for Jesus. Together, let us grow into His image and likeness, as we enter the harvest fields of this generation!

All for Jesus,

Pastor Matt Gregory  
Director of Harvest Time School of Ministry

# ADMISSIONS

## GENERAL INFORMATION

Harvest Time School of Ministry accepts students twice per year, at the start of the Fall and Spring semesters. Prospective students should apply as early as possible to allow time for the processing of the application.

All the applicants must meet the following requirements to receive consideration for admission:

- Applicants must live in accordance with Godly principles as defined by HTSM.
- Applicants must have completed high school with a diploma, or have a G.E.D.
- Applicants who wish to enroll in the Spring semester must be at least 18 years of age by February.

Applicants must complete the application packet or complete the online application process.

***It is our goal, after graduation, for ALL students to return to their home church with a fire, and a vision to aid their Pastor, and home church in all aspects of ministry.***

***After their time at HTSM, ALL students will be required to return to their home for 90 days to serve at their home church, and seek guidance and council from his/her Pastor concerning future ministry opportunities.***

**IN ORDER TO BE ACCEPTED INTO THE HARVEST TIME SCHOOL OF MINISTRY,**

**ALL STUDENTS MUST AGREE TO THESE TERMS.**

## APPLICATION PROCESS

Prospective students may apply to Harvest Time School of Ministry using one of the following 2 methods:

- Complete the online application available at the Harvest Time School of Ministry Website, and mail to:

**Harvest Time School of Ministry**

**17199 FM 2493.**

**Flint, TX 75762**

- Download the application from the Harvest Time School of Ministry website.

The HTSM application consists of the following:

- Student Application
- Recent Photograph
- Two Personal Recommendations
- Pastoral Recommendation
- Non-refundable \$35 application fee

## **EVALUATION PROCESS**

When the Admissions Office has received all completed forms (including recommendations, transcripts, and fees), the application will enter the Evaluation Process and will be reviewed. Applicants will receive written notification of acceptance or denial within 6-8 weeks after their application enters the Evaluation Process.

## **READMISSION AND ENROLLMENT**

Students who are not enrolled for one semester must submit a readmission form. Students who are not enrolled for two or more semesters must resubmit the entire, application to re-enroll. Readmission is not automatically guaranteed. HTSM reserves the right to refuse readmission to any student who may not have conformed to the basic HTSM principles while away from the school environment and for whom reasonable concern exists about his or her ability to adjust to HTSM's standards and discipline, if re-enrolled.

# **STUDENT POLICIES**

The life of the student at Harvest Time School of Ministry extends far beyond the classroom. HTSM is more than a school, it is a community. Part of the training students receive at HTSM involves developing the private habits and public lifestyle that benefit a minister of the Gospel. As a prerequisite to acceptance at HTSM, students must demonstrate that their lives are in accordance with the biblical requirements of disciples of Jesus Christ. During registration, students must sign a Student Commitment, demonstrating their agreement to abide by HTSM's moral and social standards. While at HTSM students should exemplify high moral standards privately, in devotion to God, and publicly, in relationship with others.

## **STUDENT COMMITMENT TO EXCELLENCE**

HTSM students should possess a commitment to excellence in every area of life, possessing a level of maturity that enables God to entrust them with the calling to which He has appointed them. Each HTSM student is expected to commit to pursue a standard of excellence by doing the following:

- Daily spend time in God's presence through prayer, the Word of God, worship, and devotion
- Pursue academic excellence and integrity

- Cultivate positive social relationships
- Act in ways that promote peace and edify the body of Christ
- Exercise good campus citizenship and stewardship
- Respect the rights and property of others
- Conduct oneself in moral, ethical, and spiritual purity according to God's Word
- Abide by established campus standards, including dress code and attendance policies, and help others to abide by these same standards

Harvest Time School of Ministry reserves the right to dismiss or discipline a student any time such action is deemed necessary to uphold the school's spiritual, academic, and moral standards.

### **DEVOTION TO GOD**

An important HTSM characteristic is our emphasis on each students' spiritual accountability. Since Jesus Christ is our Savior and Lord and we are members of His Body, we are accountable to the Lord, to the authority He has placed over us, and to another for our spiritual development. HTSM students are encouraged to establish accountability relationships with each other, in order to encourage the maintenance of their daily quiet time with God.

## **Disciplined Lifestyle**

The vision of HTSM includes raising up radically committed disciples who glorify God in their private and public lives. Therefore, in the training of a HTSM student, the daily spiritual walk is just as important as the classroom experience. Students must comply with all published regulations and disciplinary procedures. If there is any question as to whether an activity violates the intent of the guidelines, students should avoid the activity and consult the HTSM Office for advice on the matter.

Students should avoid all activities that promote temptation to sin or that might place a student in a compromising position. The following is a partial list of activities HTSM students are not permitted to engage in:

- Alcohol consumption
- Tobacco use
- Profanity, obscenities, or vulgar gestures or behavior
- Gambling
- Social dancing
- Listening to worldly music of any form
- Watching movies or television in which any behavior is promoted that would not be accepted at HTSM

Students are expected to live above reproach at all times. HTSM students seek to be imitators of God with the desire to "find out what pleases the Lord" (see Eph 5:1-12) This standard governs our social life, relationships, and entertainment.

## **DRESS CODE**

Harvest Time School of Ministry regards personal holiness more important than dress and appearance. Nevertheless, as ambassadors of Christ, students should assure that clothing and appearance reflect modesty, neatness, cleanliness, appropriateness, and gender distinction, whether on or off campus.

### **General Guidelines:**

#### **Clothing**

- Clothing for classes and services may be moderately casual but should avoid an overall appearance that is extremely casual or sloppy.
- T-shirts with obscene messages, and shorts are not Permitted while in attendance at HTSM.
- While during school hours or any form of ministry activity, all men are required to wear appropriate jeans or dress pants and all women are required to wear a modest skirt below the knee.
- No hats allowed during school hours

#### **Makeup**

- Natural appearing makeup only
- No colored nail polish (French tip or clear polish only)



## **Jewelry**

- Only 1 watch and 1 ring will be allowed. Only one small stud earring in each ear is allowed for girls.
- Tattoos are prohibited. If a student had a tattoo prior to attending HTSM the tattoo should be covered at ALL times.

## **Hair**

- Boys are required to have neat, trimmed haircuts above the ear.
- Girls cannot have boy haircuts. No extremely short cuts.
- Hair coloring must appear natural. No dramatic highlights or unnatural colors.

NOTE: HTSM Leadership has the right to require students to adhere to alternate dress code standards while on ministry trips, if deemed necessary.

## **RELATIONSHIPS WITH OTHERS**

### **Purity In Relationships**

*During their time at HTSM students are required to refrain from any new dating relationships during the school year. This formative time should be seen by students as an opportunity to dedicate themselves to learning and growing in God. Adherence to this policy will help new students avoid distractions.*

Student conduct should bring honor to God, enhance individual spiritual growth, and present a clear testimony to the world. It should not distract, offend, or create an uncomfortable atmosphere for others.

***If a potential student has an existing relationship prior to being accepted into HTSM, it must be disclosed to administration on the application.***

***If accepted, guidelines for dating will be applied to these students by HTSM staff.***

### **Relationship Guidelines**

- No communication allowed after *lights out*.
- No physical contact with the opposite sex, including those in an active relationships.
- Students should never be alone with the opposite sex at any time. There must be at least 2 boys, and 2 girls present at all times!

### ***Communication***

Students of the opposite sex are required to refrain from any kind of communication (phone calls, txt msg, social media, etc.) during the first semester.

***At no time will classmates of the opposite sex be allowed to communicate via phone calls, txt msg, social media, ect. during their time at HTSM.***

***HTSM reserves the right to modify these rules at any time***

### **Housing Arrangements**

Under certain circumstances, and with prior approval, single students may live with host families. The general guidelines for such living arrangements are as follows:

- Families may not host singles whose gender is opposite that of teenagers or single adults already living in the home.
- Single students living with a family may never be in the house alone with only one individual of the opposite sex, even if children or young teens are also present. The host family must provide sufficient advance notice in such situations, and it is the responsibility of the student to make arrangements to vacate the dwelling during that time.

***Please refer all related inquiries to the HTSM Office.***

### **Mixed Gender Gatherings**

Mixed gender gatherings among students are permitted only with groups of four or more, (2 boys and 2 girls). We expect that at each gathering, the standard of holiness is evident in all conduct and conversation. Any inappropriate conduct or conversation will be subject to disciplinary action.

With approval, males and females may share rides to their homes during school breaks.

### **Student Ministries**

As part of a ministry training school, it is important that students understand themselves as ministers of the Gospel who will be active in a variety of ministry experiences while at HTSM. It is also important, however, that students understand that they are in training for ministry. Therefore, student ministry experiences will be selective and when possible, supervised. Harvest Time School of Ministry may also select students to serve as ministry team leaders. Student-initiated praise and worship, intercession, prayer, and Bible studies are

encouraged. Such activities are subject to the following conditions:

- No prophecy that is directional or predictive is permitted unless it has first been submitted to the HTSM Office before it is given to another student
- No exorcism, or deliverance sessions are allowed.

***Deliverance needs should be reported to the HTSM Office***

### **Speaking Engagements**

Solicitation of speaking engagements is discouraged. If churches or groups want a student to minister to them, they should initiate contact with that student. All student speaking engagements must be pre-approved, unless;

- The invitation is from your home church, and you will be under the authority of your home pastor
- It is a HTSM sanctioned event or trip

All other speaking engagements must be pre-approved. Students should submit a HTSM Ministry Approval form at least 2 weeks before the requested ministry date.

### **Ministry Guidelines**

- Difficulties or conflicts encountered at speaking engagements, should any occur, must be reported as soon as the student returns.
- Prophetic ministry may only be practiced with the approval and oversight of the local church leadership

## **PERSONAL**

### **Church Service Attendance**

All students must attend Harvest Time Church weekly services. Spiritual maturing, fellowship, guidance, and local church family support are vital to spiritual life. Harvest Time Church welcomes students into our church family.

### **Curfew**

As part of a disciplined, focused lifestyle, and in light of the demands of students' schedules, all students are expected to comply with Harvest Time School of Ministry curfew standards. Students must be in their residences by 11:00 p.m. on all nights. Any extension of curfew must be requested at least twenty-four hours in advance. Curfew rules do not apply during school breaks.

Lights out will be at 12:00 a.m. on school nights. No communication (phone calls, txt msg, social media, etc.) will be allowed after lights out.

### **Health care**

Each student is fully responsible for his/her own medical expenses and for those of family members. HTSM cannot assume any financial responsibility for health services rendered to HTSM students and their family members.

### **Sick policy**

No more than 3 missed days per semester unless you have an excuse from a Doctor. If a student misses more than the three days permitted, there will have to be disciplinary action taken.

### **Job Employments**

Students will be allowed to work on a part time job during their time at HTSM. Any employment must be within the city limits. Students work schedule should not interfere with classroom hours, or any regular services at Harvest Time Church. Students work schedule should be compatible with any scheduled ministry trips or events. Students will be given a 2 week notice in advance for any trips, or scheduled events that are mandatory to attend. All job opportunities must be pre-approved by HTSM staff before commitment by students.

### **Insurance/Personal Property**

Harvest Time School of Ministry assumes no responsibility for insuring personal items belonging to students or students' families. Additionally, HTSM assumes no liability for any loss of personal property on campus. Students may choose to secure personal property insurance for losses from fire, theft, or liability. Students' personal property including musical instruments and vehicles, are the sole responsibility of the owner.

### **Fasting**

Fasting is encouraged, however, students who desire to fast for a period longer than three consecutive days must first meet with the HTSM Office and have their fast approved.

## **PASTORAL CARE**

The HTSM Director is available to help with students' personal needs and is available to help with any students needing counseling. Counseling and help with personal decisions and concerns will be handled as expeditiously as possible.

## **DISCIPLINARY PROCEDURES**

Students are expected to demonstrate a Christ-like attitude and lifestyle that reflects a growing personal relationship with Jesus Christ. Each student should carefully read the policies and rules contained in the Handbook. If a student's attitude, conduct, speech, or behavior conveys failure to comply with HTSM's standards, the following procedures will apply;

- 1) The student may be dismissed from class, with readmission to class to be determined by the HTSM Office in conjunction with any appropriate faculty members.
- 2) The student will be required to meet with the Director to discuss accountability.
- 3) Failure to respond to correction will result in the student being placed on probation or possibly dismissed.
- 4) A lack of improvement during the probationary period may result in immediate dismissal.

***Harvest Time School of Ministry reserves the right to dismiss any student who was unprepared to comply with HTSM discipline policies.***

## **Grievances**

Any grievances with Harvest Time School of Ministry should be addressed to the appropriate department. If unsatisfactorily resolved, the grievance may be addressed to the administrator.

# **FACILITIES**

## **LOCATIONS AND USAGE**

Food and beverages, except for water in clear containers, are not allowed in the classroom areas. Students are expected to pick up any personal papers or trash at the end of class sessions and to dispose of them in the receptacles provided. Any requests regarding adjustments to the thermostats in the classrooms should be directed to a school leader.

## **CLASSROOM**

### **Literature and Fundraising**

Literature should not be distributed on campus without prior approval from the administrative office. On-campus fundraising or solicitation is also not allowed, including collections for special events, like birthdays or weddings, without prior approval.

### **Electronic Devices**

Laptops, tablets, and other electronic devices can only be used during class for class-related purposes, and must have the sound turned off. Cellphones may not be used during class time (this includes using a cellphone to read the Bible). Students may not bring audio recorders into HTSM classrooms without prior approval from an HTSM leader.



**Announcements**

Announcements are generally texted to the students, and posted to the student website. Students are responsible for all information communicated through the announcements.

# **FINANCIAL INFORMATION**

## **FULL TUITION COSTS FOR ENTIRE SCHOOL YEAR**

**Tuition (with room/board)..... \$4,100**

**Tuition (without room/board).....\$3,300**

Students who pay in full for the year at the time of registration will receive a 5% discount on tuition.

Students are required to purchase all books and supplies associated with their classes. All fees are subject to change without notice.

## **PAYMENT PLAN**

HTSM has instituted the following payment plan to help assist students who are unable to pay for their schooling in full at the time of registration:

- 50% of tuition plus full cost is due at registration. The remaining balance is broken up into 4 monthly payments.
  
- A late fee of \$25 will be assessed for each payment that is more than 5 days delinquent.

## **FINANCIAL PROBATION**

Students who are more than 5 days delinquent on their payment will not be allowed to attend classes again until the payment has been made, including the \$25 late fee.

Failure to fulfill all financial obligations to HTSM will result in a student being placed on financial probation. This may result in the student being unable to register for new classes, electives, or receive school documents such as report cards and transcripts.

## **REFUND POLICY**

A student who withdraws before the first day of the semester will receive a refund of 100% of tuition and fees minus a \$25.00 withdrawal fee.

A student who withdraws from school on or after the first day of the semester, or a student who withdraws from an individual course which meets for the duration of the semester, will receive a refund of tuition as follows:

First week of the semester-100%

Second week of the semester-80%

Third week of the semester- 60%

Fourth week of the semester-40%

Fifth week of the semester-20%

After the fifth week of the semester - None

Fees are not refundable on or after the first day of the semester. A tuition adjustment will be made for students whose full-time or part-time status changes due to dropped or added classes.

A refund will be issued within ten business days.

Students who withdraw from a course may return the textbooks for that course through the second week of the semester, provided there is no writing or noticeable wear. Books returned after the second week, or books in unacceptable condition, will not be refunded.

### **FINANCIAL AID**

Unfortunately Harvest Time School of Ministry does not offer scholarships.

# **MINISTRY POLICIES**

## **HTSM SCHOOL TRIPS**

On occasion, Harvest Time School of Ministry offers school trips during the semester. Students must be in good financial standing to qualify for these trips. Students must also be in good standing with regard to their attendance.

## **PRACTICAL MINISTRY**

Along with sound Biblical classroom teaching, HTSM offers students a wide range of ministry opportunities. These practical ministry experiences are designed to provide hands-on training, the opportunity to develop in confidence and ability to minister, and to encourage a heart of service and compassion for the lost. Students also learn to work and minister as a team. Outreaches are usually done in conjunction with Harvest Time Church.

# **CLASSROOM INFORMATION**

## **GENERAL CLASSES**

General classes will vary throughout each semester. Classes include, but are not limited to;

- Old Testament Survey

- New Testament Survey
- School of Christ
- Undercover
- Apologetics
- Homiletics

## CLASS SCHEDULE

### Monday

8:00 - 9:00 ~ Prayer

9:10 - 10:00 ~ Keys to Spiritual Advancement - *Rotation*

10:00 - 10:15 ~ Break

10:15 - 11:00 ~ School of Christ - *Sis Skylah Smith*

11:00 - 11:50 ~ The High Calling of Servanthood - *Bro Darren Smith*

11:50 - 1:20 ~ Lunch

1:30 - 2:10 ~ School of Christ - *Video w/ Clendennen (Bro Steve Mullins)*

2:25 - 3:30 ~ Biblical Marriage Class - *Bro Scott & Sis Lori Williams*

### Tuesday

8:00 - 9:00 ~ Prayer

9:10 - 10:00 ~ Keys to Spiritual Advancement - *Rotation*

10:00 - 10:15 ~ Break

10:15 - 11:00 ~ School of Christ - *Bro Stephen Taylor*

11:00 - 11:50 ~ Biblical Men/Women - *Bro Brian Davis*

11:50 - 1:20 ~ Lunch

1:30 - 2:10 ~ School of Christ - *Video w/ Clendennen (Bro Steve Mullins)*

2:25 - 3:30 ~ Business & Finance - *Dave Ramsey/Pastor Matt*

### **Wednesday**

8:00 - 9:00 ~ Prayer

9:00 - 9:10 ~ Break

9:10 - 10:00 ~ Chapel

10:00 - 11:00 ~ School of Christ - *Sis Skylah Smith*

11:00 - 12:30 ~ Lunch

12:30 - 1:15 ~ School of Christ - *Video w/ Clendennen (Bro Steve Mullins)*

1:15 - 2:00 ~ Marriage Class - *Bro Scott & Sis Lori Williams*

2:15 - 3:30 ~ Outreach

### **Thursday**

8:00 - 9:00 ~ Prayer

9:10 - 10:00 ~ Keys to Spiritual Advancement - *Rotation*

10:00 - 10:15 ~ Break

10:15 - 11:00 ~ School of Christ - *Bro Stephen Taylor*

11:00 - 11:50 ~ Business & Finance Class - *Dave Ramsey/Pastor Matt*

11:50 - 1:20 ~ Lunch

1:30 - 2:10 ~ School of Christ - *Video w/ Clendennen (Bro Steve Mullins)*

2:25 - 3:30 ~ Vision Casting/Table Talk - *Rotation*

## **Second Semester**

### **Monday**

8:00 - 9:00 ~ Prayer

9:10 - 10:00 ~ Leadership Class - *Rotation*

10:00 - 10:15 ~ Break

10:15 - 11:00 ~ School of Christ - *Sis Skylah Smith*

11:00 - 11:50 ~ Cults & World Religions - *Bro Darren Smith*

11:50 - 1:20 ~ Lunch

1:30 - 2:10 ~ School of Christ - *Video w/ Clendennen (Bro Steve Mullins)*

2:25 - 3:30 ~ Parenting Class - *Bro Scott & Sis Lori Williams*

### **Tuesday**

8:00 - 9:00 ~ Prayer

9:10 - 10:00 ~ Leadership Class - *Rotation*

10:00 - 10:15 ~ Break

10:15 - 11:00 ~ School of Christ - *Bro Stephen Taylor*

11:00 - 11:50 ~ Christian Apologetics - *Bro Brian Davis*

11:50 - 1:20 ~ Lunch

1:30 - 2:10 ~ School of Christ - *Video w/ Clendennon (Bro Steve Mullins)*

2:25 - 3:30 ~ Outreach

### **Wednesday**

8:00 - 9:00 ~ Chapel

9:00 - 9:10 ~ Break

9:10 - 10:00 ~ Prayer

10:00 - 11:00 ~ School of Christ - *Sis Skylah Smith*

11:00 - 12:30 ~ Lunch

12:30 - 1:15 ~ School of Christ - *Video w/ Clendennen (Bro Steve Mullins)*

1:15 - 2:00 ~ Keys to Ministry - *Bro Stephen Taylor*

2:15 - 3:30 ~ Discipling - *Bro Scott & Sis Lori Williams*

### **Thursday**

8:00 - 9:00 ~ Prayer

9:10 - 10:00 ~ Leadership Class - *Rotation*

10:00 - 10:15 ~ Break

10:15 - 11:00 ~ School of Christ - *Bro Stephen Taylor*

11:00 - 11:50 ~ Keys to Ministry - *Live Stream*



11:50 - 1:20 ~ Lunch

1:30 - 2:10 ~ School of Christ - *Video w/ Clendennen (Bro Steve Mullins)*

2:25 - 3:30 ~ Vision Casting - *Rotation*