

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 once a year, at the start of the Fall semester. 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 must complete the application packet 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 the following 2 simple tasks:

- Download and complete the online application available at the Harvest Time School of Ministry Website
- Mail the completed application to:

Harvest Time School of Ministry 17199 FM 2493 Flint, TX 75762

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 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 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.

3RD YEAR INTERNSHIP PROGRAM

The 3rd Year Internship Program is an opportunity for students to undergo ministerial studies, glean experience from leaders of National Miniseries, and gain knowledge of the work of the Church at a comprehensive level. It has been designed with the serious-minded, self-motivated, and spiritually-driven student in mind to get the most out of this program. 3rd Year Students will spend a majority of their time separate from the HTSM student body while still sharing HTSM facilities as well as select classes. The following paragraphs reflect a few of the many opportunities each student will have access to in the 3rd Year Internship Program:

Ministerial Licensing

Harvest Time School of Ministry is registered as a Certified Study Group with Global University as the curriculum for an in-depth education for ministerial licensing. Students will be given the resources to take the next steps towards becoming a licensed minister and putting that into the hands of the student. Students will be responsible to be self-motivated and maintain academic progress and accomplish HTSM-set goals in order to graduate the program. Upon completing the required courses, students will be able to undergo the licensing test with their respective organizational structure (i.e. The Assemblies of God, Full Gospel Churches International, etc...)

Sponsored Internships

Along with this, each student will have the opportunity to travel across the country to glean experiential knowledge from leaders of many different ministries. These trips will allow students to follow the lives of pastors, missionaries, administrators, school directors, and various other church leadership who will provide wisdom as well as hands-on experience to 3rd Year students in order to share their experiences in how the work of the Church is getting accomplished.

International Missions

Along with these opportunities, each student will have the opportunity to go on one sponsored missions trip with the School of Christ International missions organization. While on these trips, students will be able to learn the logistical and organizational skills needed to conduct international missions events. 3rd Year Students will also provide aid to the leadership team in order to put their hands to the work of the Great Commission of the hour.

HTSM MISSIONS ELECTIVE

Harvest Time School of Ministry offers a separate program for those called to the foreign mission field. Students that enroll into the Missions Elective will be enrolled in parallel classes as their respective year's students during the first semester, but from the start of the second semester they will branch off into separate classes and be trained by Missionaries from around the world, both in person and virtually. Missions Elective students will still be involved in other HTSM ministries and experiences such as our ministry tours, outreach, & many more ministry opportunities.

After intensive training and preparation all Missions Elective students will spend a minimum of 6 weeks on the mission field, in as many as 2 different countries, accompanied by staff to continue their training and to get hands on ministry experience while doing missions work. During their stay Missions Elective students will be staying at World Harvest Missions, a ministry of Harvest Time Church, facilities. Missions Elective students will be assisting and learning from missionaries in all areas of ministry, included but not limited to: street evangelism, kids' crusades, food & clothing distributions, water filter distributions, preaching, teaching, and much more.

STUDENT POLICIES

The life of the student at Harvest Time School of Ministry extends far beyond the classroom. Part of the training students receive at HTSM involves developing the private habits and public lifestyle that best exemplify 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 Form, demonstrating their agreement to abide by HTSM's moral and social standards. While at HTSM students should practice 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

The students spiritual growth and accountability is of primary importance to HTSM. Jesus Christ, being our Savior and Lord and we, as members of His Body, are accountable to Him, the authority He has placed over us, and to one another for our spiritual development. HTSM students are encouraged to establish accountability relationships with each other, to encourage the maintenance of their daily personal 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 always live above reproach. 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.

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/dress below the knee.
- Men must wear collared shirts during school hours.(Polos are accepted)
- No ball-caps 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 female students.
- One necklace will be allowed for female students
- Tattoos are prohibited. If a student had a tattoo prior to attending HTSM the tattoo should be covered at ALL times.

HAIR

- Men are required to have neat, trimmed haircuts above the ear.
- Female students cannot have male haircuts. No extremely short cuts.
- Hair coloring must be natural colors (blonde, brunette, red, black). 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 first semester of 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 active relationships.
- Students should never be alone with the opposite sex at any time. There must be at least 4 men, and 4 women present at all times!

Communication

Non-dating students are required to refrain from any kind of communication with the opposite sex (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, etc. 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 six or more, (4 men and 4 women). 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

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 and 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 10:00 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. Along with the abundance of medical facilities in Tyler, there are select staff members with medical certifications and training present on campus.

SICK POLICY

No more than five missed days per semester without a doctor's note. If a student misses more than the five days permitted, the student will be subject to a meeting with the Director.

JOB EMPLOYMENT

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 Director.

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 relayed to students via group message, as well as during class hours. Students are responsible for all information communicated through the announcements.

FINANCIAL INFORMATION

HTSM TUITION FOR ENTIRE SCHOOL YEAR (1st & 2nd Year)

Tuition (with room/board)..... \$4,800

Missions Elective Tuition

Tuition (with room/board)..... \$5,900

Internship Program Tuition

Tuition (with room/board)..... \$5,900

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

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 the semester tuition is due at orientation. 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 ministry opportunities.

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 – 0%

Fees are non 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.

MINISTRY POLICIES

HTSM SCHOOL TRIPS

On occasion, Harvest Time School of Ministry offers partially to fully sponsored 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.

Social Media Policy

Harvest Time School of Ministry reserves the right of social media advertising on school sponsored events such as ministry tours, field trips, etc. Students will be instructed as to the appropriate time for personal uploads to social media on such events.

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:

- The Fear of the Lord
- Hermeneutics
- Pneumatology
- Ethics in Ministry
- World Missions
- Confronting Calvinism
- Biblical Marriage/Parenting
- Biblical Stewardship in Finance
- Cults & World Religions
- Personal Evangelism
- Biblical Authority
- Servanthood

- Prayer & Spiritual Warfare
- Soteriology
- Music Ministry
- Media Ministry
- And many more...