



STUDENT  
HANDBOOK  
2019 - 2020

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## Zoe Expectations

*“Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity.*

*1 Tim. 4:12*

As a leadership training program, Zoe Interns are expected to be an example in their character and lifestyle, and to live above reproach in all areas. In light of this, specific guidelines have been established to help each intern accomplish this.

Zoe Interns reserves the rights to change, modify, revoke, and add to the policies and/or procedures as described in this Handbook at any time. All changes are effective at such time as the proper authority determines, whether or not those changes are reflected in this Handbook. This Handbook and its provisions do not and should not be construed to create a contract or establish any legally binding conditions or procedures. Information in this Handbook supersedes all previous editions and applies to all students.

# INTRODUCTION

Thank you for your interest in Zoe Interns. Whether you are a potential student looking at Zoe, a parent, or a present student, we hope you find this handbook helpful. The primary purpose of this handbook is to help make our values, beliefs, and expectations clear. We believe that as students and those around them begin to understand and embrace the guidelines of Zoe, great fruit will begin to come in the life of the student.

## I. ZOE MISSION & BELIEFS

### A. Our Mission

At Zoe our mission is to train up the next generation of leaders and influencers, and to equip them with the tools and experience they need to lead. We focus on Theology, Ministry, and Leadership training, as well as crucial life skills. We believe the next generation of leaders should be healthy people who have a vibrant relationship with Jesus as well as others. We believe that good character is a requirement for every leader, and we believe all leaders need to live what they preach whether it's in a sermon, a song, a film, a business or any other sector of society.

### B. Ministry of Joy Church Medford

Zoe Interns is a ministry of Joy Church Medford. As such it reflects the values and beliefs of Joy Church and functions as a part of a larger organization. We believe that the tight knit connection between Joy Church and Zoe is an asset that will help each student grow, not in an academic bubble, but amidst a real life working church. We believe this will also help students as they transfer out to churches around the world.

### C. Doctrinal Beliefs

The following are the beliefs of Joy Church Medford and Zoe Interns.

1. We believe in the plenary-verbal inspiration of the accepted canon of the scriptures as originally given (II Timothy 3:16; I Corinthians 2:13).
2. We believe in the Eternal Godhead who has revealed Himself as ONE God existing in THREE persons: Father, Son and Holy Spirit; but indivisible, (Matthew 28:19; II Corinthians 13:14).
3. We believe in the creation, test and fall of man as recorded in Genesis; his total spiritual depravity and inability to attain to divine righteousness apart from faith in Jesus Christ, (Romans 5:12, 18).

4. We believe in the Lord Jesus Christ, the Savior of man conceived of the Holy Spirit, born of the virgin Mary, very God and very man, (Luke 1:26-35; John 1:18; Isaiah 7:14 & 9:6-7).
5. We believe Christ died for our sins, was buried and rose again the third day, and personally appeared to His disciples (I Corinthians 15:1-4; Rom. 4:15).
6. We believe in the bodily ascension of Jesus to heaven, His exaltation and personal, literal and bodily coming again the second time for the Church (John 14:2-3; I Thessalonians 4:13-18).
7. We believe in the salvation of sinners by grace, through repentance and faith in the perfect and sufficient work of the cross of Calvary by which we obtain remission of sins (Ephesians 2:8-9; Hebrews 9:22; Romans 5:11).
8. We believe in the necessity of water baptism by immersion in the name of the Eternal God head in order to fulfill the command of Christ (Matthew 28:19; Acts 2:38-39 & 19:1-6).
9. We believe in the baptism of the Holy Spirit as an experience subsequent to salvation, with the scriptural evidence, namely speaking in other tongues as the Spirit gives utterance (Acts 2:1-4; 8:14-17; 10:44-46; Galatians 3:14-15).
10. We believe in the operation of the gifts of the Spirit as enumerated in I Corinthians 12-14, as manifest in the Early Church.
11. We believe in the Spirit-filled life, a life of separation from the world and perfecting of holiness in the fear of God as an expression of Christian faith, (Ephesians 5:18; II Corinthians 6:15; 7:1).
12. We believe in the healing of the body by Divine Power, or Divine Healing in its varied aspects as practiced in the Early church (Acts 4:30; Romans 8:11; I Corinthians 12:9).
13. We believe in eternal life for believers (John 3:16: 5:24) and eternal punishment for unbelievers, (Mark 9:43-48; I Thess. 1:9-10; Revelation 20:10-15).
14. We believe in the Table of the Lord, commonly called Communion of the Lord's Supper, for believers, (I Corinthians 11:28-32).
15. We believe in the reality and personality of Satan and eternal judgment of Satan and his angels, (Matthew 25:41; Revelation 20:10-15).

## D. Core Values

**Holiness:** We value keeping oneself holy and set apart for God in every area of life from how we dress, how we speak, or how we think.

**Humility/Teachability:** We value staying humble and open to correction and instruction. Also staying humble and gracious even while pursuing holiness.

**Hard Work/Discipline/Servanthood:** We value working hard and having good discipline to finish what you start. We also believe in being servant leaders like Jesus. This means we are consistently the first to come and the last leave a job. It also means we aren't leaders for what we can get, but what we can give as servants of Christ.

**Positivity:** We value positivity and saying the words "yes we can," more than "no we can't." We are a team who believes in God's power to help us do amazing and challenging things.

**Joy/Fun:** We value walking in joy and having fun everyday. Joy is the name of our church and it is an important part of our culture.

**Community:** We value people and being a real and sincere community of believers working to become more like Jesus and to obey His commands. We believe that we are called to work together and to play together!

**Worship/Devotions/Prayer:** We value both personal and corporate times of worship, devotions, and prayer. The Word of God and the Spirit of God are our greatest assets as believers!

## II. SPIRITUAL LIFE

### A. Personal Devotions

Students are required to maintain a healthy devotional life of prayer, worship, and Bible Reading both on school days and non school days.

**Bible Reading Plan and Bible Journal:** Students are expected to have a strategic Bible reading plan that will allow them to finish the whole Bible at least once a year. Students are also required to journal one or more times a week based upon their Bible reading. The basic format for the journal is R.E.A.P. You read a scripture and write it out in your journal, write an examination, an application, and finally a prayer.

**Morning Prayer:** Each morning at school students participate in worship and then a time of personal prayer, Bible reading or a round table discussion where they share a new entry from their Bible journal.

## **B. Church Services**

We believe in the value of participating in times of corporate worship on a weekly basis. Unless otherwise approved Joy Church Medford will be the home church of each student while they are attending Zoe Interns.

## **C. Ministry Service**

Since the local church is a core value of the Zoe Internship program, students are asked to serve within the church on a weekly basis. Students will be asked to serve within their internship track focus (see “Internships”) in addition to various departments as needed within the church.

## **D. Events, Trips & Conferences**

Zoe Intern students are required to be a part of all applicable Joy Church events and conferences, as well as be able to take Zoe ministry trips throughout the year to various locations.

Students are also required to attend one international missions trip during their 2 years in the Zoe Internship program. Mission trips will be arranged every year through the Zoe Interns and Joy Church, and are self-funded by the student. The average cost of a mission’s trip is \$2,000. Students are encouraged to attend a mission’s trip both years should finances allow it.

# **III. ZOE LIFE**

## **A. Curfew**

Zoe Interns is a committed and busy program. In order for our students to get the very best out of this season, we ask that our students maintain a curfew to insure that they are well rested and ready for the demands each day includes.

### **1. During Zoe Year:**

- Saturday-Wednesday students must be in bed by 11:00pm or 12:00am if doing homework.
- Thursday-Friday, and Sunday students must be in bed by 12:00am.
- Wake up time on all days is no later than 9:00am.

## **2. During Thanksgiving Break:**

- Sunday-Friday students must be home by 12:00am. Saturday curfews are 11:00pm.
- Wake up time is no later than 10:00am.
- Students must contact **Intern Director before Thanksgiving Day** to receive special permission to stay up all night for Black Friday.

## **3. During Christmas/New Year's Break:**

- Sunday-Friday students must be home by 12:00am. Saturday curfews are 11:00pm.
- Wake up time is no later than 10:00am. On New Year's Day wake up time is no later than 11:00am.
- Students may have curfew extensions on Christmas Eve and New Year's Eve but must contact Intern Director before those days.

## **4. While on Missions/Ministry Trips:**

- Curfew on trips will be given by room leaders in individual rooms or will be announced by staff members on the trip. On trips students must use personal discretion to make sure that they are rested and ready for every day.

## **B. Attendance**

The only way for students to receive from the Zoe Intern experience is to attend. That is why faithful and timely attendance to all Zoe and Joy Church functions is so important. Zoe Interns is integrally connected to the vision of the local church and that integration is also pivotal to our training curriculum for each student. Interns will develop a passion for the local church and gain valuable hands-on experience as they serve in the ministries of Joy Church. Students must attend the weekend services, Connect Group, midweek services, Wednesday youth service and youth functions, church workdays and any specified special services. Students also serve in a variety of volunteer areas. Specific attendance guidelines are listed below.

### **Absent from Zoe or Joy Church Event Because of Sickness:**

- Contact Zoe Directors as soon as possible.

### **Absent Because of Appointment:**

- All appointments need to be scheduled outside of Zoe and Joy Church Event times. Students are asked to take advantage of having Mondays and Fridays off and schedule all appointments on one of those days.
- In the event you must be absent, fill out Absentee form and turn into Zoe Director at least a week in advance to appointment.



**Absent From Zoe or Joy Church Service or Required Event For Other Reasons:**

- Missing Zoe or church for any reason must be approved through the Zoe Intern directors and must be communicated at least one week in advance.
- If missing because of vacation please inform directors at least two weeks in advance.

**Absent Because of Work Schedule:**

- Conflicting work schedules with Zoe or Joy Church events must be communicated to the Zoe Director as soon as work schedule is given. (This includes church workdays, special events, etc.)

**Absent From Connect Group/Leadership Meetings:**

- Must be approved by Zoe Director and Connect Group/Meeting leader and then noted on Zoe time-log (see Zoe Forms).

*Zoe Interns are not allowed to miss more than 3 days of school during any given trimester. Should a student be sick for that length of time, approvals for other absent time may not be given. Absences above the limit can result in the failure of or removal from Zoe Intern classes and/or the program as a whole.*

**C. Internships**

As a part of Zoe Interns, students are allowed the unique opportunity to intern in various departments at Joy Church and obtain hands-on ministry and professional skills. We have broken our internships into 2 main tracks:

**Ministry:** Our ministry internship track allows students to participate in various areas of ministry such as youth ministry, outreach ministry, children's ministry and missions.

**Media:** Our media track allows students the opportunity to learn media, graphic design, video and live service production and creative arts ministry.

In our internships, students will be learning while at the same time carrying varying levels of responsibility for the projects they are assisting with. For this reason, the following expectations are given in regards to internships.

1. Students may be asked to serve extra hours outside normal Zoe hours around the time of events that are specific to their internship track to help make sure the event is a success.

2. Students need to take ownership of Joy Church and Zoe Intern events and projects, recognizing that it is their responsibility to make sure they are a success.
3. Students must communicate with their leaders/track directors for all projects, classes, and responsibilities that they hold and need to ask for help when necessary. Students should seek to consistently over-communicate and not under-communicate.
4. Students need to be willing to serve wherever they are needed and will do so with a joyful attitude.
5. Students need to deliver products on time, on budget and with excellence.

*\*\*\*The successful completion of an internship track is a requirement for graduation from Zoe Interns.*

#### **D. Zoe Forms**

Zoe Interns are required to fill out certain forms on a daily, weekly and monthly basis.

**Sign-in:** Zoe Interns are required to sign-in every day for classes, church services and special events.

**Time logs:** Zoe Interns are taught the importance of time management and accountability. Every week, students fill out a time budget of what they are planning to do in the coming week as well as what they actually did during their previous week.

**House-parent Form:** Once per month, students submit a House-Parent Form that is to be filled out by their parent, house parent (if living in Zoe housing) or other trusted and approved person who they live with. Students are rated by their parent on their general habits around their home and in their off-hours.

**Zoe Budget:** Each Zoe Student is required to submit a financial budget and hold to that budget throughout the year. Expense logs will be turned in monthly.

## **E. Zoe Schedule**

Zoe class days are Tuesday-Thursday from 8:00am – 4:00pm (4:30pm on Tuesdays). Tuesday evenings are to be set aside for student life activities (see Student Life) and homework. Students are also required to attend all Joy Church Sunday and Wednesday services, special events, church workdays and conferences.

### ***The following is a typical Zoe schedule:***

#### Tuesday:

- Worship & Prayer
- Leadership Development
- Campus Ministry
- Bible College
- Student Life/Homework Time

#### Wednesday:

- Worship & Prayer
- Spiritual Formations
- Practical Serving
- Hand-on Ministry
- Youth Service

#### Thursday:

- Worship & Prayer
- Spiritual Formations
- Office Hours
- Mentoring & Accountability
- Service Projects
- Additional Hand-on Ministry

## **F. Work & Employment**

We realize that students may need to obtain part-time employment in order to meet basic expenses. Due to the rigorous schedule and commitment required during this season, students are required to limit their part-time workweek to 20 hours or less.

## **G. Tuition & Financial Guidelines**

Zoe Interns are to be good stewards of the resources that God has given them. In order to do this here are a few guidelines:

- Turn in a personal monthly budget to the Zoe staff and maintain this budget throughout the year.
- As followers of Jesus, we want to give according to how we are taught in God's Word. Zoe Interns are expected to make tithing and giving (10%+) a part of their financial planning and a part of their life.

### **Tuition & Fees**

*1 year Zoe tuition: \$4,500*

- Tuition includes 10 Vision International University Classes for 1 school year. (Books included).
- Exclusive Zoe Life Classes (Books Included)
- All Zoe Interns Travel and Experiences unless otherwise stated.
- 1 Mission's Trip at student's own expense is required during the 1<sup>st</sup> year of the program to graduate. Mission's Trip opportunities are available through Zoe Interns and Joy Church Medford. Average Trip Cost is \$2,000.

### **Zoe Tuition Payment Schedule:**

#### ***Option 1:***

1st day of Zoe: Paid in Full

November 1st: Deadline to sign up and pay for Missions Trip.

#### ***Option 2:***

Payment Plan: \$20 per month fee until paid in full.

1st day of Zoe: \$2,500

October 1st: First Payment Due

November 1st: Deadline to sign up and pay for Missions Trip.

June 1st: Final Payment

*Appointments with the Finance Manager can be arranged if needed for remaining balance of tuition. Tuition subject to change on a year-to-year basis.*

\*\*\*Please make checks payable to Joy Church Medford with Zoe Tuition as the memo.

## **H. Student Life**

Student life is a large part of the Zoe experience. Twice per month on Tuesday nights we have student life activities. Student life activities include hikes, sporting events, family dinners, team building activities, and fellowship times. This is a time for students to connect with one another and build relationships outside of the classroom as well as spend time with the Zoe Directors and Zoe alumni.

Student life is a large value of Zoe, and for that reason, students are required to attend all student life activities.

## **I. Housing**

Zoe Interns and Joy Church provides affordable housing for students in need of it. Room and Board varies depending on living situation, but typically runs between \$200-\$300 per month. All students living in any form of Zoe Housing will be required to comply with the Zoe Housing Handbook that will be given to them upon expressing interest to be housed with Zoe Interns.

### ***Zoe Girl's House:***

The Zoe Girl's House is located on the Joy Church property and can house up to 7 students and 1 house parent at any given time. Room and board is \$200 per month.

### ***Zoe Guys House:***

The Zoe Guy's House is located on our senior pastor's property and can house up to 4 men and 1 house parent at any given time. Room and board is \$250 per month.

### ***Host Families:***

Zoe Interns and Joy Church have worked with host families to provide healthy and affordable living environments in the case that either the Zoe Girl's House or Zoe Guy's House is at full occupancy. Specific terms and rates vary upon the student and host family specific situations.

## **IV. ACADEMIC LIFE**

### **A. Zoe Year Programs**

Zoe Interns is a 1-3 year program geared to specifically train two types of students. The first type of student is someone seeking to establish a solid foundation of spiritual and life skills before entering traditional college, university, or the workforce. The second type of student is someone wanting a deep training in theology and ministry. The second student may even plan on ministering as a full time vocation.

### **Zoe Gap Year (Year 1)**

The Zoe Gap Year is a 9-month Bible based college discipleship program designed to prepare students spiritually, emotionally, relationally, and intellectually to enter college, university, vocational training, or the workforce. Students will graduate with core habits for daily living, leadership skills, interpersonal skills as well as a solid theological and worldview foundation to strengthen them for the future. Students will also participate in one international missions trip during their Zoe Gap Year.

### **Zoe Ministry Year (Year 2)**

The Zoe Ministry Year is perfect for students planning on a life of professional or volunteer ministry or those who want to continue the holistic life building training they began during their Gap Year. In year 2, students will go dramatically deeper into the study of theology and ministry training. Students will graduate with an Associate's Degree in Ministry from Vision International University.

### **Zoe Leadership Year (Year 3+)**

Students who have graduated the first 2 years of our program are eligible to apply for a 3rd year advanced internship opportunity. Students in the Zoe Leadership Internship assist the Zoe and Joy Church staff by taking an active leadership role in both the program and in specific ministries within the church.

## **B. Vision International University**

Zoe Interns is proud to partner with Vision International University to offer Bible College. Since 1974, Vision has been equipping students with training centers in every continent of the world.

We are structured to provide a flexible method of obtaining college level courses with hands on training and ministry experience. The desired result for each and every student that completes these courses is a fruitful and rewarding lifetime of service to fulfill God's purpose in the earth of spreading the Kingdom of God and fulfilling the Great Commission.

At present, students have the ability to earn their Associates or Bachelor's degrees during their time in Zoe Interns, with the ability to go on for higher education through Vision International University in the future.

Through our internship tracks (see "Internship") our students are also learning practical areas of ministry within the local church setting. This enables the student to put into practice the things they are learning. We award ministry credits for this involvement.

*\*\*Note to Students: Credits earned at Vision International University may or may not be transferable to other colleges. Credit acceptance is at the discretion of the receiving institution.*

## **C. Zoe Life Classes**

Zoe Life Classes are at the core of the Zoe Intern training program. They are classes that students take each term on a variety of both spiritual and practical topics. Each class is thoughtfully selected to provide students with a foundational knowledge in many different important areas of life. The broad categories of

training are designed to help train the student in practical, spiritual, and leadership skills.

#### **D. Classroom Protocol**

It is our desire that our classes have not only exemplary content but that students are also provided with an excellent classroom environment that is ideal for learning. Because of this, the following classroom protocol is to be followed.

1. Please be on time to class with all necessary materials.
2. You may bring a drink to class only if it has a secured lid. Please refrain from bringing food to class.
3. You may use a laptop computer, tablet or cell phone during class to take notes and for Bible reference. If caught using for other purposes, the use of these devices may be restricted. Certain professors may also ask for these devices not to be used, so students are expected to always have a pen and paper on hand for note-taking as well.
4. Appropriate interaction and discussion can increase learning within the classroom. However, irrelevant conversations and joking can decrease learning. Please stay focused on the topic being discussed.
5. Working on assignments or study is not allowed during lectures or class times. These are to be accomplished outside of class times or during designated study hours.
6. Do not leave classes early unless it is an emergency or otherwise approved by Zoe Directors in advance.
7. Proper respect is to be shown to all teachers, professors and Zoe and Joy Church staff members at all times, both in and out of the classroom.

#### **CODE OF ETHICS/ACADEMIC INTEGRITY**

Zoe Interns believes that every student should desire to pursue their academic work with honesty and integrity. Academic violations of integrity would include but are not limited to: Cheating, Plagiarism, and Academic Dishonesty such as fabricating nonexistent resources. Students who engage in activities that violate the code of ethics will be subject to the following course of action:

1<sup>st</sup> Violation – Warning and Academic Probation

2<sup>nd</sup> Violation – Expulsion from Zoe Bible College and Non-Refund of tuition for enrolled courses.

#### **STUDENT DISMISSAL**

Zoe Interns reserves the right at any time to place a student on Academic Probation or to dismiss a student for failure to meet the Academic Standard or for violation of Zoe Intern's Pledge of Honor.

## **V. PERSONAL & SOCIAL LIFE**

### **A. Morality & Ethics**

It is our desire at Zoe Interns for our students to seek to pattern their lives after Christ and live above reproach in both character and practice.

The standards stated for our students reflect Biblical absolutes and principles, as well as Joy Church community standards. We ask that our students demonstrate Christian morality and ethics both publically and privately by abstaining from the following practices:

1. Dishonesty in any and all forms
2. Abusive behavior or any kind including bullying
3. Sexual immorality (any sexual activity outside of marriage whether heterosexual or homosexual)
4. The possession and/or use of drugs and marijuana
5. The use or possession of pornographic or morally degrading material
6. The use or possession of tobacco or vaping products
7. The use or possession of alcohol. While the Bible does not clearly prohibit the consumption of alcohol, it does prohibit drunkenness. We require our students to refrain from the consumption of alcohol as a reflection of wisdom from church leadership to protect students from potentially harmful situations both physically and spiritually, to allow for a safe and productive learning environment and to protect vulnerable youth and adults in our church as a whole.
8. Gambling of any form
9. Social dancing that is sensual, seductive or provocative in nature.
10. Going to dance clubs
11. The use of vulgar, profane or suggestive language

### **B. Appearance & Dress Code**

Zoe Interns is a leadership-training program. Your personal presentation is important. Students are asked to groom themselves in a clean manner that is appropriate to the church/school context. In keeping with a standard of Christian modesty, the following guidelines should be observed:

- Dress should be modest, clean, pressed and appropriate. Business casual is a good guideline. Jeans are allowed if paired with a nice shirt.
- No shorts, spaghetti straps, excessively torn or ripped jeans, sleeping attire,



athletic wear or immodest clothing is allowed.

- Hair should not be styled in an extreme manner.
- Work clothes will be allowed on specific days. There will also be dress down days at different times.

### **MALE STUDENTS**

Shirts must be worn at all times. No excessively tight-fitting clothing is permitted.

### **FEMALE STUDENTS**

Clothing must be modest and appropriate. The mid to lower back, stomach and undergarments are not to be seen at any time. Tank tops must have a strap width of at least 2 inches, no spaghetti straps, halter tops, strapless or off-the-shoulder garments are allowed. No excessively tight-fitting clothing is permitted.

*Zoe Interns and Joy Church reserve the right to ask a student to adjust their personal appearance as is deemed appropriate.*

## **D. Media Guidelines**

As a leadership training program, Zoe Interns desire to live a life above reproach. Romans 16:19 says "...I want you to be wise in doing right and to stay innocent of any wrong." In light of this, media choices are important.

Here are a few guidelines:

- What students watch, read, listen to or participate in should be above reproach. A good filter is asking the questions: Am I following Jesus in every area of my life? Does this media help me accomplish this?
- Students must obtain permission to watch any movies or content over a PG-13 rating. If in doubt, please check an appropriate review system such as "[kidsinmind.com](http://kidsinmind.com)" or others or contact a member of the Zoe staff.
- Students must use discretion when using social media of any kind. Students need to recognize that the way they use social media reflects not only themselves, but Zoe Interns and Joy Church as well.

## C. Male & Female Relationships

For students in Zoe Interns, we believe this season is dedicated for the development of intimacy with God and His Word. It is also a time to learn how to interact with each other as brothers and sisters in Christ. We ask our students to set this time aside to focus on their training and to refrain from dating relationships for the duration of the program. Keeping this focus helps maintain the integrity of the program so each intern can obtain the full benefit of what this program was designed to produce.

Here are some guidelines for Zoe Interns to follow:

- The affection shown to anyone is expected to be the same as that shown to anyone else in the group or congregation. Based on this students are asked not to communicate via any form of texting, social media, internet, phone or other form of communication with anyone of the opposite sex or other romantic interest. This includes people in and out of the program. This also includes any physical displays of affection public or private.
- Students are asked not to pair off with interns of the opposite sex. This includes riding together as couples outside of an assigned carpool, ministry trip or an event approved by a member of the Zoe staff.
- Students are asked not to be involved in any Internet, social media, phone or Internet messaging for any reason with the opposite sex either romantic or social.

*The Zoe staff has an open door policy. We are here to help students grow as leaders and disciples of Christ. If a student is struggling in this area or any other area of their life, they are encouraged to please come and talk to one of the Zoe staff.*