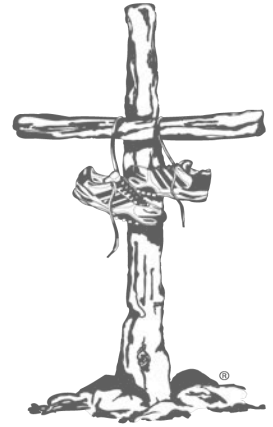


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KANAKUK  
INSTITUTE

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# Student Handbook



2019-2020

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# Introduction

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## Heart of the Handbook

1. Based on 17 years of running the Kanakuk Institute and previous ministry experience.
2. Designed to provide a safe, efficient, unified program in which 60-80 people can live together well.
3. Designed to challenge you to be above reproach, to set your standards high, to hold you accountable, to sanctify you.
4. Leaders of the Kanakuk Institute have determined the following as the best course of action. We welcome feedback, but also ask that you obey the rules which have been set in place.
5. Helps you to know not only what is expected of you, but what you can expect as well.

## Expectations

Many of life's disappointments and frustrations are a result of unmet or un-communicated expectations. At the Kanakuk Institute we strive to live like Christ, serve the Lord, and make godly decisions. However, we are fallen people in need of grace, just like you. This handbook is our attempt to clearly outline our expectations of you, what the year will be like, and to help you align your expectations of us with what we intend to do. In reading this handbook, your expectations will be realistic to the great year ahead of you. Get ready for an awesome year of learning, challenge, growth, and fun.



**“Whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father.”  
Colossians 3:17**

**“Therefore, to one who knows the right thing to do and does not do it,  
to him it is sin.”  
James 4:17**

# Core Values

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## Truth



The Kanakuk Institute provides students with eight months of learning to discern and accurately handle Biblical truth from the Word of God. By the end of the year, students will be able to teach the Bible from cover to cover. Foundational to every aspect of this program is the Word of God. In a world of conflicting viewpoints, students are equipped to discern and accurately handle the truth themselves, using a working knowledge of Scripture.

*"All scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; so that the man of God may be adequate, equipped for every good work." 2 Timothy 3:16-17*

## Community



At the Kanakuk Institute, students are fellowshiping, worshipping, studying, growing, learning, laughing, sharpening, crying, encouraging, challenging, mentoring, praying, and living life all together. This is the body of Christ in action! On-campus living and a commitment to unity creates an intentional atmosphere of community. A commitment to corporate worship and prayer fosters spiritual growth and development.

*"They were continually devoting themselves to the apostles' teaching and to fellowship, to the breaking of bread and to prayer." Acts 2:42*

## Purpose



The Kanakuk Institute aims to help students identify their vision for life, develop a purpose behind everything they do, and understand how their gifts can be used to further the Kingdom of God. With the strengthening of moral character, the program channels the passion and potential of young men and women to be intentional in relationships and make an impact for the cause of Christ. By identifying a concrete vision, students will leave with Biblical skills for a lifetime of ministry.

*"Whatever you do, do your work heartily, as for the Lord rather than for men, knowing that from the Lord you will receive the reward of inheritance. It is the Lord Christ whom you serve." Colossians 3:23*

## Discipleship



The Kanakuk Institute stands firm on our desire to follow the great commission: 'Go therefore and make disciples'. Students are being discipled and learning to disciple others! The Kanakuk Institute equips students to reproduce like-minded Christ followers through the understanding of truth, sharpening within community, development of character, and establishment of one's purpose to mature the whole person spiritually, educationally, emotionally and socially.

*"The things which you have heard from me in the presence of many witnesses, entrust these to faithful men who will be able to teach others also." 2 Timothy 2:2*

## Character



The Kanakuk Institute believes true integrity is shown when no one else is around. Students shape their character through their study of God's Word. Understanding the truth of God and living in a community of believers helps to develop a core belief system. Once established, character is continuously sharpened, resulting in moral integrity, discipline, and excellence in the aspects of daily life. The objective is to develop honest, courageous, humble and devoted followers of Christ from the inside out.

*"Likewise urge the young men to be sensible; in all things show yourself to be an example of good deeds, with the purity in doctrine, dignified, sound in speech which is beyond reproach so that the opponent will be put to shame, having nothing bad to say about us." Titus 2:6-8*

# Our Staff

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**Keith Chancey, President:** Keith is the founder of the Kanakuk Institute and has been doing this for 18 years. He is a visionary with a desire to equip leaders to change their culture. He leads the Institute team and students by setting the example in discipleship and ministry. Keith leads our team, leads a touch point group, teaches several classes at the Institute, and fundraises for the Institute.

**Chad Hampsch, Vice President of Operations:** This is Chad's 18<sup>th</sup> year on staff with the Institute. Chad helped start the Institute with Keith and Karen. As the Director of Operations, Chad has many hats at the Institute, some of them being: finances, human resources, the calendar, and teacher relations. Chad also teaches several classes for the Institute and leads a touch point group.

**Karen Chancey, Director of Women:** Karen has been with the Institute alongside Keith since its beginning. Karen leads the women's staff, discipless the female students, works with alumni relations, and does some teaching at the Institute.

**Cat Hampsch, Women's Staff:** Cat has been with the Institute for 18 years. Cat, along with being a full-time mom of she and Chad's four wonderful kids, leads a touch point group at the Institute and is in charge of our host families, parent's weekend, and assists with other large events throughout the year.

**Lindsay Rother, Dean of Women:** This is Lindsay's second year on staff for the Institute, after graduating from the Institute in 2010 and then working as the Assistant Women's Director of K-West, which is a role she has had since 2010. Lindsay will be co-organizing all student life activities with Grant Gaines, meeting with and following up with female students, leading a touch point group, enforcing and taking attendance, and teaching Inductive Bible study. She will also be carrying on in her role with K-West as the Assistant Women's Director.

**Grant Gaines, Dean of Men:** This is Grant's fifth year on staff for the Institute after graduating from the Institute in 2013. Grant will be co-organizing all student life activities with Lindsay Rother, meeting with and following up with male students, following up with campus jobs and all things on campus, leading a touch point group, enforcing and taking attendance, and helping with teacher relations.

**Joy Oatman, Director of Operations-** This is Joy's tenth year on staff after graduating from the Institute in 2010. Joy will be assisting Chad in his work and travel, organizing events like graduation and parent's weekend, handling teacher travel and relations, helping to manage the office, leading a touch point group, and managing the calendar.

**Jennifer Ford, Recruiting & Women's Discipleship:** This is Jennifer's fourth year with the Institute after attending in 2013 and then working for K-Life Headquarters for several years. Jennifer will be investing into the girls in the class along with Lindsay and Julie. Jennifer will also be a big part of our recruiting team as well as helping to manage our alumni.

**Hortencia Miranda, Chef:** This is Hortencia's eighth year on staff with the Institute. She is our wonderful chef who keeps us well fed with awesome and wonderful food! She also trains our kitchen managers and helps to keep the dining hall and kitchen running smoothly.

**Julie Brinkman, Office and Academic Manager:** This is Julie's third year with the Institute after graduating in 2017 and interning with us last year. Julie will be in charge of all academics. She will pass out assignments and handle everything pertaining grades. Julie will also manage the student internships including placement, tracking of hours, and evaluations. She will also be a part of a touch point group.

**Cody Terrill, Recruiting & Men's Discipleship:** This is Cody's first full year on staff. He began working with the Institute in the middle of the class of 2019. Cody graduated from the Kanakuk Institute in 2013 and has been a part of the program, helping to lead a touch point group each year. Now Cody works part time for KI, jumping in with men's personnel and recruiting. Cody also has an insurance business and manages both jobs so well. Cody will be a part of a touch point group as well.

# Kanakuk Institute Promises to Students

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***“Equipping young men and women with Biblical skills for a lifetime of ministry”***

## Equipping

You to handle God’s Word  
You to have a plan for ministry  
You to passionately pursue Jesus Christ  
You to practically articulate your faith

## Young Men & Women

College Graduates  
Christ Followers  
Future Leaders  
People-lovers

## Biblical Skills

We will teach you how to inductively study your Bible  
We will teach you the fundamentals of your Bible  
We will teach you how to teach the Bible  
We will teach you how to share the gospel by using the Bible

## Lifetime of Ministry

Family—skills to lead your family and to train up your children in they way they should go  
Marketplace—skills to make a defense of the gospel  
Church & Christian Ministries—skills to serve, teach, and lead (as well as employment)  
Community—skills to be disciple makers, Bible study leaders, lights to the world

***And these things which you have heard from me in the presence of many witnesses, these entrust to faithful men, who will be able to teach others also.***

***2 Timothy 2:2***

# Promises

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## Student Promises:

### TO GOD...

#### MODEL CHRIST:

- Meditate on His Word
- Pray Continually
- Keep Body, Mind, & Spirit Pure
- Do What's Right

### TO the COMMUNITY...

#### CARE:

- To be a Christ-like example
- To passionately pursue people for Christ
- To be above reproach in all that we do

### TO the STAFF...

#### HONOR:

- Institute Policies
- Institute Leadership Team

### TO KANAKUK INSTITUTE...

#### PROTECT:

- The Image
- The Facilities
- The Equipment
- The Grounds

## Staff Promises:

### TO GOD...

#### MODEL CHRIST:

- Meditate on His Word
- Pray Continually
- Keep Body, Mind, & Spirit Pure
- Do What's Right

### TO the STUDENTS...

#### POSITIVE CHRISTIAN ENVIRONMENT:

- Unconditional Love
- Everlasting Friendships
- Encouragement to Succeed

#### QUALITY RELATIONSHIPS:

- Mentorship
- Friendship

#### ACCOUNTABILITY:

- To Standards in Scripture
- To Institute Policies
- To Grades
- To Finances

#### TEACHING AND ACADEMICS:

- Quality & Challenging Teaching
- Practical assignments

#### ENVIRONMENT FOR COMMUNITY:

- Provided
- Encouraged
- Equipped

# Conflict Resolution

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Our desire at the Kanakuk Institute is to have relationships that glorify the Lord. Because of this desire, we want to resolve conflict in a manner that edifies those around us, follows scripture, and points others to the Lord. There will be times when we will have conflicts, and in those situations it is important to resolve the issue quickly and in a scriptural manner. Here are some steps for resolving conflict in a Biblical manner:

1. **Get the Log Out of Your Own Eye.** There are generally two kinds of logs you need to look for in yourself when dealing with conflict:
  - A critical, negative, or overly sensitive attitude that has led to unnecessary conflict.
  - Sinful words and actions. You may need an honest friend or advisor who will help you to take an objective look at yourself and face up to your contribution to a conflict.
2. **Overlook Minor Offenses.** As a general rule, an offense should be overlooked if you can answer 'no' to all of the following questions:
  - Is the offense dishonoring to God?
  - Has it permanently damaged a relationship?
  - Is it seriously hurting other people?
  - Is it seriously hurting the offender himself?
3. **Talk Directly to the Person, in Private.** God commands you to go and talk with the offender privately and lovingly about the situation (Matt. 18:15). As you do so, remember to:
  - Pray for humility and wisdom (1 Peter 5:5)
  - Plan your words carefully- how would you want to be confronted (Prov. 15:1-2)
  - Choose the right time and place- talk in person if possible (Prov. 16:21, 27:12)
  - Assume the best about the other person (Prov. 18:17)
  - Listen carefully (Prov. 18:13)
  - Speak only to build others up (Eph. 4:29)
  - Ask for feedback from the other person (Prov. 18:2)
4. **Not Working? Take Someone Else.** If repeated, careful attempts at a private discussion are not fruitful, and if the matter is still too serious to overlook, you should ask Grant (boys) or Brittany (girls) to meet with you and the other person to help you resolve your differences. This conversation will be documented by Grant or Lindsay and shared with Keith & Chad or Karen for accountability reasons (Matt. 18:16-20, 1 Cor. 6:1-8).
5. **Go and Be Reconciled, Forgive.** One way to imitate God's forgiveness is to purpose to live with these actions and attitudes when you forgive someone:
  - I will not dwell on this incident.
  - I will not revisit this incident or use it against you.
  - I will not talk to others about this incident.
  - I will not allow this incident to stand between us or hinder our personal relationship.As you seek to forgive others, continually ask God for grace to enable you to imitate His wonderful forgiveness toward you.

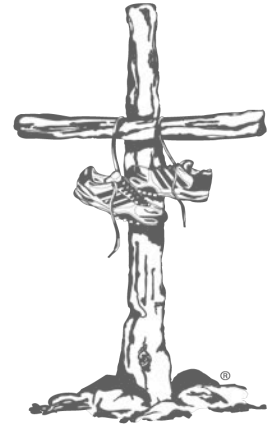
Conflict Resolution information taken from "Lord of the Ring- facing conflict with God in your corner" by Watermark Community Church, Pastor Todd Wagner



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# Student Handbook



Students

# Student Life Guidelines

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## Student's Mission

As a student at the Kanakuk Institute you will be called to the highest standard of excellence in all areas of life. We expect that you will be diligent to study the Word, invest into people, memorize scripture, follow through on your commitments, encourage those around you, and be united in the cause of being equipped for a lifetime of ministry.

## Student Conduct

Our goal is not to be legalistic but instead to live our lives so well that people are drawn to the cross by our example. The following standards apply at all times while under contract with the Kanakuk Institute (September-April, including breaks). We ask for and expect your complete commitment and faithfulness on these issues or you may be subject to dismissal from the program.

1. Our student body does not condone or personally use illegal drugs of any kind.
2. Because of our close ties to ministries, practicum locations, and Kanakuk we hold to a no alcohol, no tobacco policy. In order to keep anyone from stumbling we have set the standard high in this area (1 Cor. 8:11-12). E-cigarettes, vaping, and juuls are included in the category of tobacco and are not allowed.
3. CBD Oil: CBD can be very confusing. CBD oil that contains THC will not be allowed on or off campus. Any student taking CBD must clear the type with a staff member. Full spectrum CBD is not allowed on campus without a physician ordered note.
4. Use of Anxiety Medications: If any students are taking medication for anxiety, they must notify the staff as to the drug as well as why it is being taken. Know that trips in and out of the country may heighten anxiety. Due to liability, a decision must be made by staff beforehand whether the student can go on a trip.
5. We want to glorify God with our speech and conversations with each other. Coarse joking, foul language, inappropriate sexual innuendos, and sarcasm are to be avoided.
6. We also do not condone the act of pornography (any form) and any type of sexual immorality, opposite sex or same sex. We hold to a biblical stance of man and womanhood.
7. Integrity, loyalty, honesty, and faithfulness are the pillars of our student body. We expect all students to report any deviation of Institute policies on or off campus to the Kanakuk Institute immediately.
8. Our teaching staff consists of nationally recognized teachers, pastors, and authors who deserve our utmost respect. There is a reason we have asked each of these teachers to come and share with you. Some will blow you away with their charisma, some with their wisdom, and some with their creativity, and we hope that each one of these teachers will be a '10' in your book. Please take full advantage of the opportunity to ask questions and learn from these teachers. Gratitude, love, honor and respect should be displayed in all interactions.
9. As the staff of the Kanakuk Institute, we have your best interest at heart. We are always willing to hear your feedback and our desire is to make this the best year that it can possibly be. With this as our goal, please understand that every person may not agree with every decision that is made. In these instances we ask that you trust our leadership and ministry experience. If you need further clarification, we would love to meet with you and discuss your thoughts.
10. Link Year students will be living on the K-1 campus and are between the ages of 18 and 20, so our interaction with these students should be how you would interact with a student in your ministry, not as you would with a peer. Every student will get the opportunity to come alongside these students and disciple them.

## Physical Relationships

The Kanakuk Institute will not be a place for physical relationships with other students or with people outside of the Institute. All students will be above reproach and treat each other with the utmost respect and honor. Our actions and intentions must always be pure. The following guidelines should be used regarding student conduct:

1. Male and female students should never be alone together in a private or secluded area.
2. Members of the opposite sex are prohibited in your kabana.
3. Any inappropriate sexual or homosexual behavior may result in instant dismissal from the Institute.
4. Regarding PDA, don't make anyone around you uncomfortable and don't position yourself in a manner that may have a direct sexual link or connotation. Examples:
  - a. OKAY: holding hands, quick hugs, arm around.
  - b. NOT OKAY: sitting in laps, pro-longed frontal hugs, head in lap, lying down, making out in public.
  - c. MARRIED: Please use discretion.
5. You should never be alone with a Link Year student of the opposite sex. PERIOD. Please limit any physical contact with Link Year students to high fives and brief side hugs. Mentorship interaction or one-on-one conversations with same sex students should be in public places. Link Year and Kanakuk Institute students should never be in each other's room areas (Kauai Kabanas or K-1 Lodges).

## Dating Policy

As you have seen, we hope to take away the many distractions that can hinder your ability to get the most out of this year. At the Institute we have a no-dating policy for first semester, meaning that anyone who does not enter the Institute in a dating relationship is not allowed to start dating someone in the Institute until the last day of the first semester. Our heart behind this rule is to look out for your best interest, giving you time to get to know each other and preventing drama within the class. So, we ask that you enjoy the opportunity for no-expectation, no-strings-attached friendships with godly men and women. We're all for Institute dating, and have had great couples come out of every single class, but there is a right way and a wrong way to approach this situation, so please allow us to expound further. The wrong way to approach this rule is to participate in what we like to call stealth dating. Stealth dating takes the sneak approach and finds ways to justify time spent together or deny you're overstepping boundaries. Here are some guidelines for appropriate and inappropriate interaction during the first semester:

- *Appropriate interaction:* going out in groups, occasional one on one chats in public places on the island, getting to know each other as friends and learning each others' character. Don't be in a hurry!
- *Inappropriate interaction:* going out one on one, daily hanging out one on one on campus, common knowledge by most of the class and staff that the two of you are kind of together, etc.

If you have any questions about what actions are appropriate or inappropriate, please seek advice from Keith or Karen in the matter.

Kanakuk Institute students and Link Year students are never allowed to be involved in a dating relationship together at any point during the year.

## **Student Appearance**

We are a representation of a Christ-oriented business. Overall appearance should be chosen to reflect a well-groomed business appearance. We want you to look excellent so you feel excellent and prepared for class.

### **Guys**

Facial Hair: Distinctive Edge, Clean Lines  
Haircuts- clean cut, no bed-head  
No Wild, Colored, or Punk Haircuts  
Tattoos must be covered in class & internships  
No Underwear Showing  
No Earrings or Body Piercing in Class

### **Girls**

No Tight Clothing or Short Shorts (be mindful of running/exercise attire)  
Leggings must be worn with shorts, dress, or shirt long enough to cover your bottom  
Only Modest One-Piece Swimsuits  
No Underwear Showing (Including Bra Straps)  
No Wild, Colored, or Punk Haircuts  
Tattoos must be covered in class & internships  
No Low Cut Tops or Midriffs  
No Body Piercing in Class

***The key is that your appearance is sharp and professional to the teachers who come in and to the community.***

**If we feel you are not representing excellence to our visiting teacher and/or the entire class we will respectfully ask you to change.**

## **Men's Dress Code**

When attending class, male students are expected to wear nice shorts (not athletic-type) or slacks. Jeans with holes or frays are not acceptable. Shirts need to look neat and professional. Collared shirts or plain colored shirts may be worn. Lettered t-shirts and sweatshirts, sweat pants, or white undershirts will not be allowed. Tennis shoes, sandals, and leather flip flops are acceptable (no plastic flip flops). No knit caps, stocking caps, or baseball hats in class. Earrings for men will not be allowed during class and practicum hours.

## **Women's Dress Code**

Women should reflect a casual business appearance. This may include nice shorts (no shorter than mid-thigh), blouses (sleeveless acceptable with modest armholes), skirts, dresses (no shorter than 3 inches above the knee), and nice jeans. Please be sure in everything you wear that you maintain modesty. Sandals are considered acceptable as well as tennis shoes and leather flip-flops (no plastic flip-flops). Unacceptable apparel includes lettered t-shirts and sweatshirts, overalls, sweat pants, and frayed or holey jeans. Leggings are not considered pants and should be worn with a dress or shirt that is at least to your fingertips (enough to cover your bottom) or with shorts over the leggings. No hats will be allowed in class.

## **Entertainment/Media Policy**

- Televisions: TV's will not be allowed in any kabana. There will be a TV for you to access in the bean and the lounge.
- Edifying: Any show that is watched, music that is listened to, or DVD that is viewed should be edifying to the Lord and should not compromise the standards set forth at the Institute.
- Wireless Internet: Anyone wishing to utilize the wireless Internet service must have an Internet filter on his or her laptop. This can be downloaded for free at the xxxchurch.com website. This will be checked by staff in class.
- Video Game Policy: Video games should not be played or brought to the Kanakuk Institute. In the past, these have become a great distraction for some of our students.
- Please understand that all of these policies are to ensure that this year is the greatest year of your life.

## **Summer Employment Commitment**

If you have been on staff with Kanakuk or KAA in summers just previous to coming to the Institute, we would prefer for you to work both the summer previous to the Institute and the summer after. If you are considering not returning to kamp, please communicate with your director; they might have an expectation that you will be coming back to kamp and we want you to communicate well with them. Students who have not worked at kamp before and would like to the summer after the Institute may interview with a Director during the fall semester if they would like to work at kamp, however, this is not required.

## **Discipleship**

At the Kanakuk Institute, we believe that discipleship is one of the most important things a believer can pursue. Our entire program is designed to equip reproducers who will take what they have learned and train others. During your time at the Institute, we invite you to walk alongside our staff and alongside each other with teachable, truth-centered, grace-filled hearts. As Paul said in 1 Corinthians 11:1, "Imitate me, as I imitate Christ." We do not seek to set one another up as the example to be followed we are sinners who fail each other—but we do seek to live life together openly, humbly, running towards the cross. While we as a staff desire to be with you as much as we can, we also have many responsibilities that require us to be in the office. Many times we will wait for you to seek us out. We will make time for you if you desire it.

## **Touch Point Groups**

As the name implies, Touch Point small groups are designed to be a consistent check on how you are doing and what you are learning. Groups will consist of one staff or local leader and 4-8 students who will meet each week. During this time, members will live life together--following up with one another, holding each other accountable, and processing through learning together. As always, what you put into this time will affect what you get out of it. We encourage you to come ready to share, pray, confess, call out, and sharpen. Please, as a student, be proactive in seeking out your leader. They want to invest time in you and be a part of God's work in your life.

## **Accountability Partners**

Leaders are not your only source of accountability. At the beginning of the year, we will have a time for you to get an accountability partner from someone in the class. We recommend that you establish a time to meet weekly with that person. You will be given a list of suggested accountability questions. An accountability/prayer partner is an extremely beneficial person to have in your life! Be in prayer now for this and for your heart in who your accountability partner will be.

## Host Families

Host families are an important part of our program. We are thankful to have so many families that want to open their homes to you, to spend time with you and be your “home away from home”. We ask that you meet with your host family at least six times per semester and that you reciprocate their generosity by offering to serve them as well—do the dishes, offer to babysit for a date night for free, help with homework. Love their kids!!! We want you to bless a family in the community and be blessed too.

Here’s a short list of guidelines when visiting someone’s home:

- Please do not ask host families or kamp families for financial support.
- Ask the families what their house rules are and abide by them. For example, don’t put your feet on the furniture or eat in the living room if they don’t.
- Don’t wear out your welcome.
- Please be considerate of their time as a family, kids’ bedtimes, etc.
- Don’t use the family computer to check email.
- Use good manners and graciously eat what is served.
- If you are invited for dinner, write the time and date on your calendar.
- Please call before you just drop by.
- Don’t expect to be fed unless you are invited.
- Be aware of awkward situations such as female student with Dad or male student with Mom.
- If you can’t meet at a particular time, communicate as to why so they don’t feel slighted.
- At restaurants, don’t expect your host family to pay, and if they do offer to do so, don’t order the most expensive thing on the menu!!
- Don’t ask personal questions about the family finances or the cost of their possessions.
- Please give plenty of notice if you have to cancel getting together.
- Don’t assume it’s OK to bring friends.
- If you end up staying overnight at their house, take the sheets and towels to the washing machine before you leave.
- Be aware that lots of families do not watch TV, especially on a school night.
- If you borrow something, return it. If it is lost or broken, offer to replace it.
- Be a BLESSING ☺

## Tickets

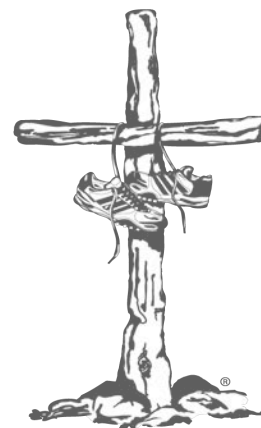
Unfortunately, we do utilize K-Institute tickets as a method of accountability. It is necessary to have a consequence in place for breaking the rules. Ticketable offenses include, but are not limited to:

- Parking Violation--\$10
- Lost Key--\$10
- Missing Dining Hall Duty—First offense=\$10, Others=\$25
- Not Completing Campus Job (correctly or at all)—First offense=\$10, Others=\$25
- Late to Class--\$1 or 10 minutes work per minute late. Attendance will be taken daily. Our heart behind this ticket/rule is to help you transition from the college world to the working world in which punctuality on the job is required. This fee will be added to your financial statement unless you arrange to work off the minutes. If you are 15 minutes late, you will be considered absent.

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# Student Handbook



## Practicum



# Practicum

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## Practicum

Each student at the Institute will be assigned to a practicum where they will learn how to implement discipleship. We have four sections of practicum: youth ministry, community ministry, kamp ministry, and business ministry.

**Youth Ministry:** At the beginning of the semester we will have a ministry fair, where each of the ministry leaders will come and describe their ministry to the students. Students will get to talk to the ministry leaders and then request a placement in a specific ministry. We will do our best to place each student in the ministry they request, but flexibility will be needed as sometimes we cannot place everyone in their chosen ministry.

**Community Ministry:** Students desiring a specific practicum in the community can propose a plan to staff for approval. This could be involvement in the local high school basketball team, a health clinic, the boys and girls club, etc. In this type of practicum, students will learn how to work in the community through their specific program and will also be involved in discipleship through at least one hour of small group or discipleship work through Link Year. If you are involved in community ministry that has a season to it (like a sport) you will be required to still be involved in a practicum in the off-season as well. If you would like to do this kind of practicum, you must have this finalized by the ministry fair in the beginning of the semester.

**Kamp Ministry:** The kamp ministry practicums are positions within the Kanakuk Kamp Directors offices. This type of practicum will be kamp specific and will be chosen by each kamp's specific director according to their needs. In this practicum, students will get a behind the scenes look at what it is like to run a kamp in the off-season. Students will also be involved in discipleship through at least one hour of small group or discipleship work through the Link Year program. These practicum positions will be requested by individual directors, so talk to your kamp director if you are interested.

**Business Ministry:** Business ministry practicum will be through the Kanakuk business offices. These will be limited in availability. Possible practicum may be with the Circuitree/computer department and the marketing department among others. Students in these practicum would get to assist these business departments in special projects and daily tasks. Along with working in the business offices, the students will also be involved in discipleship through one hour of discipleship work through the Link Year program. If you are interested in one of these positions, please contact us to let us know ahead of time and we will do our best to arrange something for you.

All practicum hours will start the week of September 22<sup>nd</sup>. Students will be required to attain a total of 160 hours for the year. Each student must get 6 hours per week and 8 hours of community service per semester. 5 hours of each week will be dedicated to their specific practicum and one hour will be dedicated to discipleship with a student from the Link Year program. Hours for your practicum can be attained by attending meetings, leading small groups, attending events, doing office tasks, and if in a ministry practicum, spending time with the youth. You must get 5 hours from your specific internship each week, for example, you cannot get 3 hours with Link Year discipleship and 3 with your internship. It must be 5 and 1. Be aware that there may be practicum



locations that require an entire weekend from you, for a retreat, etc. If you are having trouble meeting this requirement, talk to Julie.

### **Small Group**

Through some of your practicums, you'll have a small group Bible study. In some ministries you will partner with local leaders. You will meet weekly for Bible study and events, giving you the opportunity to really live life beside those you are leading in your group. If you dig in deep with one student over the course of your time here at the Institute, you will have successfully experienced discipleship. Everyone will disciple a Link Year student, regardless of what practicum they have and this is a great opportunity to practice one on one discipleship in a small group setting.

### **Contact Work**

If you are involved in a ministry practicum, you can do contact work. This may be a football game on Friday night, a youth event on the weekend, a school play, a phone call or note, or whatever else you can imagine that's fun and in a kid's or community member's world. This does not mean just going to an event, but it means spending intentional time getting to know and encourage the kids and people at the event. We ask that you spend time every week "contacting" those kiddos you know and meeting those you don't.

### Goals of & Expectations for our students in relation to Practicum:

1. **Pursue a daily, intimate relationship with Christ.**
2. **From that overflow, desire to love and serve people with the love of Christ.**
3. **With appropriate persistence, pursue people to connect with.**  
With intentionality, going out into the community—to games, events, churches, one on ones or group activities, etc.—with the purpose of meeting and supporting kids and community members.
4. **Pursue, submit to, support & encourage one's leader. Seek out feedback & ways to help.**  
Immaturity says, "I'll wait for him to come to me". Maturity says, "How am I doing? What can I do to help?"
5. **Enhance giftedness.**
6. **Strengthen weaknesses.**  
Get out of that comfort zone!!! Just because it's hard doesn't mean it's not worth doing.
7. **Follow through.**  
If you're asked to do something, it should be done on time and well. If you promise someone you will be there to do something, they depend on you to do it.
8. **Work on a team of peers.**
9. **Make events happen.**  
A working knowledge of all the components involved in pulling off a successful event or club and taking ownership in making events happen well.
10. **Be faithful, committed, & consistent.**  
The breaks and length of the Institute already limit our consistency. Therefore it is SO important to the well-being of kids that we understand that our commitment is to people, not a grade or to a number of hours. Interns need to be at clubs, small groups, and events as they are scheduled. This is a top priority. Be engaged & intentional and faithful to follow through with kids and community members. Staying in touch after the Institute is highly encouraged, though we cannot mandate it. Just do like Christ would and represent Him well.

## 12. Live to serve.

Matthew 20:26-28 says, “Whoever wants to become great among you must be your servant,<sup>27</sup> and whoever wants to be first must be your slave—<sup>28</sup> just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many.” There are times to be a leader and there are times to be a servant. In ministry there are always ways you can help behind the scenes—administration, set-up, clean-up, gathering supplies, or being an extra chaperone. In events interns are not running, they are expected to play a supporting role.

## 13. Prioritize.

While your practicum is important and something we do want you to invest your time into, you are a student at the Institute first. Practicum comes second to Institute class.

The overall goal is that through their practicum, every student can gain basic leadership skills that will be applicable to EVERY area of life—the workplace, serving in the church, being a parent, and volunteering in the community. Our motto is to “Equip young men and women with Biblical skills for a lifetime of ministry.” And as Keith Chancey always says, “If you can do YOUTH ministry, you can do ANY ministry.” Please view every requirement of this practicum as an opportunity to love others and to gain basic skills for future use.

## Kid Contact Guidelines

Godly discipleship relationships are the heartbeat of what we do at the Kanakuk Institute. We seek to do this in a manner that allows kids to experience the love of Christ in a healthy and safe way. Here are the policies that will allow you to have healthy communication with kids.

- All personal communication with any kid must have parent involvement and/ or approval.
- Ensure all communication and in-person contact is appropriate, K-rated, spiritual, and encouraging for all individuals. Consider what you say and do and how it is perceived.
- If parents do not want you to personally communicate with their child than you must honor their request.
- Be a positive “role-model”.
- Communication must be to same gender.

### 1. Phone Calls/Texts

- All personal phone calls/texts must have parent involvement and/or approval.
- Only call the kid’s home phone or parent’s cell phone, unless you have approval from parents.
- Be considerate. All phone calls & texting must be done between the following non-school hours:
  - Elementary / Jr. High – 8:00am to 8:30pm
  - Senior High – 8:00am to 9:30pm
- Calls should be limited in duration and frequency



### 2. Written Communication (Postcards/Letters)

- Be encouraging to the kid, honoring to the parents, and edifying to the Lord.
- All personal written communication must have parent approval or be done in a transparent way.
- Use postcards so that parents can see what is being sent to their child. If you use a letter address it to the parents.

### 3. Electronic Communication

- Private electronic messages must have parent involvement and/or approval.
  - (Examples: send to parent, cc parent, or get parent's approval)
- Be careful what "friends" are posting on your site.
- Constantly monitor your profiles for inappropriate material.

### 4. Visitation

- Must have parent invitation and/or permission. Never show up unannounced.
- Don't disrupt the flow of the household.
- If invited to stay the night...be respectful of family/ kid privacy.
- Never spend the night in a room with a kid.
- Do not shower/change clothes in front of a kid.
- Go to bed when the family goes to bed.
- Be polite and helpful.
- Leave living area better than you found it.
- No private one-on-one situations anytime.
- Kids should not spend the night at staff's home.

### 5. Counseling/Sensitive Subjects

- Professional counseling should be left to the professionals.
- Personal counseling should be encouraging, uplifting, and Christ-centered. Avoid personal experiences if possible.
- Parents need to initiate and be involved. Encourage parental involvement
- Please choose an appropriate place and setting for conversations.
- This must all be same gender.

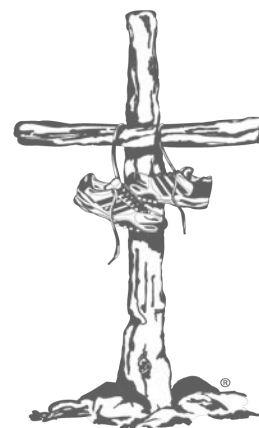
### 6. Practicum

- When offering kids rides, leaders should go in pairs or take kids in pairs. Never be alone in a car with only one student.
- As an Institute student, you must adhere to our policy even if your internship does not require such specific guidelines.
- When you call please introduce yourself in this way:
- "Hi, my name is Keith Chancey, and I'm an intern at First Baptist Branson and also a student at the Kanakuk Institute. I would like to spend time with your son, John, who I met through youth group. My goal would be to meet every Tuesday night at McDonald's for Bible study and prayer and to talk about life. I would like your involvement and permission in this mentor relationship."

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# Student Handbook



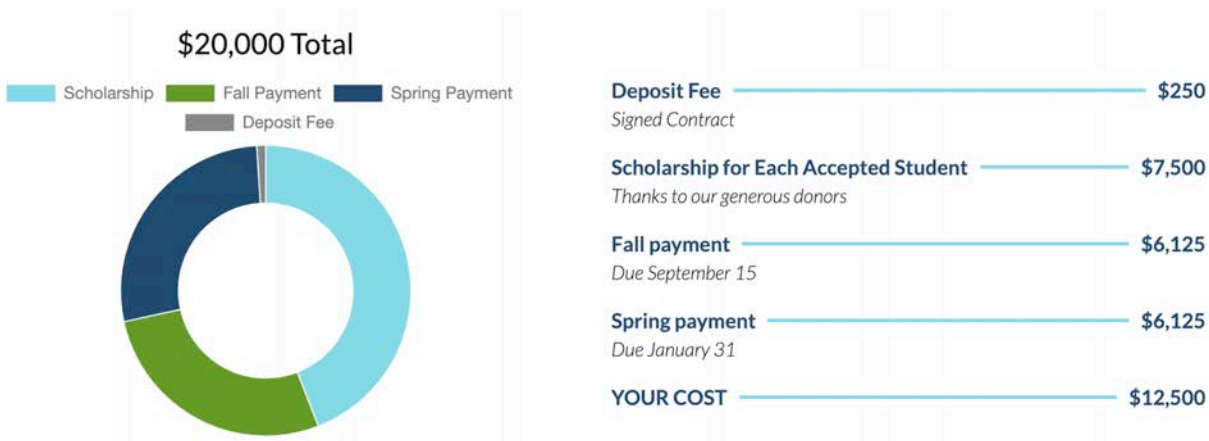
## Finances



# Finances

## Tuition

One of the most powerful ways we see the Lord work in students throughout the Institute year is through their finances. We have set the following dates to keep accountability amongst the students and our staff and to help everyone succeed. Upon arrival in September, every student will be responsible for the full \$12,500. We require consistent communication with Chad regarding your financial status and ask that you meet the tuition deadlines as follows:



If you feel you may be unable to meet a tuition deadline, you must have a special meeting in advance with Chad to develop a fundraising plan.

Please know that we care about you and your personal financial health & habits; also, we are unable, as a company to financially float your expenses while we wait for you to pay. Please understand our need to hold you accountable to your payment commitments.

**Loans:** By April 17<sup>th</sup>, any student with tuition outstanding may be required to take out a loan with the bank or an in-house loan with 5% annual interest.

**Mission/Study Trips:** If you decide to go on a mission/study trip, you must decide and pay a deposit before Christmas break. Please know that your ability to go on a mission trip will be affected by your progress in paying tuition to that point. You must have 80% of your tuition paid before you will be allowed to sign up for a mission trip.

**Student-Led Trips:** If there is a student-led Institute class trip after graduation, your tuition should first be paid in **FULL** before you go on that trip.

## Part-Time Jobs Off-Campus

You may work a maximum of 20 hours at an off-campus job unless you meet with Keith to request a higher working maximum. It is great to have a part-time job off-campus, but remember that you also need to stay on top of your academics. If you are in the JBU program, it can be very difficult to have both a job and the extra JBU work.

### **Work Study (Campus Jobs, Dining Hall Duty, and Special Maintenance)**

As part of the scholarship that Keith offers to every student, you will be asked to maintain a consistent job on Kauai's campus or within our Institute offices. We will keep a balance of hours worked and hours due on your monthly tuition invoice. Thanks for taking care of your campus!! This is the breakdown of the hours required:

- 150 hours total:
  - 25 weeks of dining hall duty x 2 hours per week= 50 hours
  - 25 weeks of campus job x 3 hours per week= 75 hours
  - Special maintenance throughout the year= 25 hours

### **Meals and Leftovers**

The meal program at the Kanakuk Institute is at no cost to you. Keith raises all of the funds for our provided meals. Meals will be provided throughout the week:

Monday, Tuesday, Thursday=breakfast, lunch, and dinner.

Wednesday= breakfast and lunch.

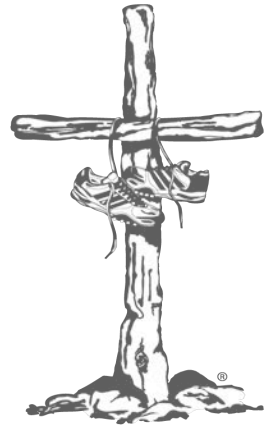
Friday=breakfast.

Friday through Sunday there will be some leftovers in the reach-in fridge in our downstairs section of the dining hall. See the campus life section under dining hall for more details about leftovers.

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# Student Handbook



## Academics



# Academic Guidelines

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## Classroom Behavior

Students should at all times conduct themselves in a respectful way in the classroom.

- *Sleeping/Disturbances*- Students causing a disturbance in class or caught sleeping will be asked to excuse themselves.
- *Snacks*- Food is only allowed to be eaten on the porch outside, no food is allowed in the classroom. Snacks are not to be eaten during class, there are scheduled break times during the class period in which you can eat snacks.
- *Breaks*- Students are not allowed to leave their desk during class until there is a break. Teachers will take breaks every hour, so there is no need to get up while class is going on unless there is an emergency.
- *Computer usage*- unless directed by a teacher, computers should only be used for taking notes during class time. There will be no email or facebook open, no g-chat, and no web-surfing in class. If a student is caught using their computer for these things during class, their computer will be taken away. This is disrespectful to whoever is teaching.
- *Respect*- Throughout the year, you will have the privilege of hearing from many great teachers. We ask that in your interactions with all teachers that you act in complete respect. If you are asking a question, please ask it with respect and maturity, not with the intention of proving them wrong. While in class, please give these teachers your undivided attention.



## Tardiness

Tardiness to any class or event will cost you \$1 or 10 minutes of work time for every minute that you are late. This fee will be added to your financial statement unless you arrange to work off the minutes. If you are 15 minutes late, you will be considered absent. There will be one grace period given for the first time you are late. If you have a small group for your internship that meets in the mornings before class you have to get this approved by Keith. Once approved, you still need to be in class by 8:15.

## Turning in Assignments

All Kanakuk Institute project assignments should be turned in via Google Classroom unless otherwise instructed. Please make sure these assignments are turned in on time and done with excellence. Late assignments will result in a loss of points. Precepts Bible study assignments and scripture memory will be checked on a weekly basis.

## Absence Policy

All absences must be cleared by Lindsay (girls) or Grant (guys). Each student has three flex days and one sick day per semester that they are allowed to miss class for any need they see fit. Absences beyond that will result in 4 hours of work for each class period missed unless otherwise approved by Keith. The heart behind taking a flex day and missing class is that it is done with a purpose, so not just missing class to take a day off, but taking a day off for good reason. Any use of



a flex day must be approved by filling out a “Request to Miss Class” form and turning it in to Lindsay/Grant TWO WEEKS in advance of when you’d like to be gone.

### **Illness**

If you are going to miss a class or event due to illness please contact Grant Gaines (214-769-6489) or Lindsay Rother (580-284-1741). You must contact Grant or Lindsay each day that you are sick to approve missing class. You will be required to get any notes from the missed class period and audio may be available if you choose to listen to it.

## **YEAR/SEMESTER PROJECTS:**

### **Lifeline Statements**

Each Monday morning during the first semester, students will have Lifeline Statements. During this time, a practical theology issue will be presented to the class. The students will then write a belief statement based on what the Bible says about that issue. Once the statement is written, the students will then apply the topic through a variety of interactive methods. At the end of the second semester, students will participate in the Belief Statement panels (see “Belief Statements” below). During this time, students will also be asked a couple of questions about the Lifeline Statement topics as well as Belief Statement topics. Our goal is that students are able to know what the Bible says about these current issues and apply it to their lives.

### **Bible Overview**

During the first few weeks of class, students will have two classes covering the Overview of the Bible from two different teachers. From these classes and the student’s own personal study of the Bible they will make teaching notes of Biblical history. The overview will include personal teaching notes for each of the eras. Once this project is completed, students will make a Bible Overview presentation and outline the entire overview of the Bible to a panel of staff members.

### **Belief Statements**

Much of second semester will be devoted to helping you put together your own personal statement of belief. Students will cover a different assigned topic each week, with the final statement being a topic of choice. These statements should be entirely Biblically-based and backed up with Scripture references. Topics will be introduced briefly in class, and students will be expected to search exhaustively through Scripture and prepare a brief summary of their findings. We will discuss these topics in Monday morning discussion groups. The final assignment will require each student to meet before a panel of Institute staff and community ministry leaders to defend their faith through questions over each belief statement topic. We want to equip you to defend what you say you believe after you leave this program. More specific details on what this assignment looks like and how it is done will be given at the end of the fall semester.

### **Scripture Memory**

This will be a weekly discipline throughout the entire year. Students will memorize two verses each week. Verses will be either assigned by the staff or go with their discipleship outline for the week. We will let you know on a weekly or semester basis. These verses will be written out on a weekly grade sheet each Monday morning at the end of Precepts.

### **Precepts Inductive Bible Study**

Students will study two books of the Bible throughout the year in the Inductive study manner. Precept Bible studies will meet on Monday mornings and will be led by Keith Chancey, Chad Hampsch, or Grant Gaines (guys) and Lindsay Rother or Karen Chancey (girls).

## Student Speakers



Each student will give a talk two to three times throughout the year. A schedule will be given to the students as to when they are speaking and how often they are speaking so that they can be thoroughly prepared. The student speakers will speak each Friday morning. On Monday of the week that a student is speaking, they will be given an assigned passage of scripture related to the previous week's topic that they will teach the following Friday. Talks must include an introduction, organized, valuable, and thought-provoking points, a comfortable,

creative, and confident presentation, along with a conclusion and outline. These talks should walk the audience through the assigned scripture, sharing teaching points gained from that passage. Students will be graded on their talks by staff members.

## WEEKLY PROJECTS:

### Assignments

Each week students will be given an assignment to complete for the week, covering the topic learned in class that week. Each student will complete their project each week so that at the end of the semester they have an entire compilation of these projects for future use. Each project has its own specific requirements. After the assignment is completed, it must be communicated with someone or multiple people via social media or a phone call (blog, Facebook, Instagram, reflection of phone call) so that they can be sharing with others what they are learning. On Tuesday at the end of class, the students will receive a syllabus, listing the requirements for that week, the breakdown of points for their project, and questions to guide their specific project as they work. Projects will be due, uploaded to Google Classroom and posted to the student's social media and/or phone call made and reflection written and uploaded to Google Classroom by Friday night at 11:59pm (12:00am Saturday). The student must also upload the link of the social media to Google Classroom.

### Discipleship Binder:

At the beginning of the year, the students will be given a binder that is divided into sections of the core values of the Institute. Each assignment throughout the year will be printed out and placed in the corresponding core value section. There will be checkpoints throughout the year where the binders will be turned in to check that everything that has been completed so far is in the binder. The heart behind this discipleship binder is that at the end of the year each student will have a binder of all that they have done and learned throughout the year that they could walk someone else through to continue passing on the information they have learned.



## Grade Details:

### JBU/DTS Credit

Each student will receive credit to both John Brown University and Dallas Theological Seminary if they choose to use it for a masters degree or a seminary degree. You must have an 80 or above in your Institute grades in order to receive credit for John Brown or DTS. The JBU grade is a compilation of all of the units or classes put together. For the DTS grade, you will receive a separate grade for each unit or class. The first semester contains 10 hours of credit and the second semester contains 15 hours of credit.

### Grade Cards

Students will receive grade cards throughout the year, at least two per semester. The grade card will state the student's grade for that unit or class, which will be their DTS grade, and their running grade overall for the Institute and JBU.

### Passing Grade

The Kanakuk Institute requires an 80% overall grade in order to receive masters credit. JBU and DTS also require an 80% overall. Each student will be held accountable to this 80% standard by the staff and their Touch Point leaders. While we want each student to achieve the 80% passing standard, we also believe that if you are putting your all into everything you do for Christ, you will achieve above and beyond that.

### Due Dates

All due dates for student assignment and projects will be put in the student's Gmail calendar. We encourage all students to keep track of due dates and be diligent to finish each and every project by the due date. If a student is going to be absent on a due date, they must communicate ahead of time with Julie to approve another arrangement.

### Plagiarism

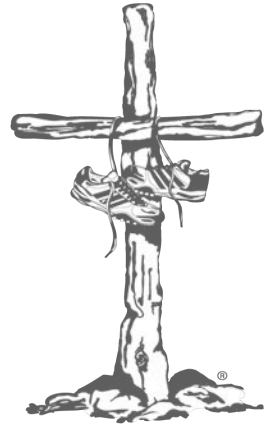
Submitting as part or all of one's work material that is copied or paraphrased from another source, including on-line sources, without the proper citation of that source is plagiarism and may result in a deduction of points or dismissal.



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# Student Handbook



## Campus Life



# Campus Guidelines

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## General Campus Guidelines

We are so thankful that God has blessed us with such an amazing facility to live and learn while at the Kanakuk Institute. Because of our desire to be good stewards of all that God has entrusted to us, the following guidelines exist for the campus.



1. **No vehicles should ever be inside the gates of the K-Kauai campus. This includes nights, weekends, semester breaks and dropping items off or running in for just a moment.** The only people that are exempt from this policy are those with designated parking spots.
2. This campus is first and foremost a learning center. Always be considerate of those trying to study. Specific places that will be reserved for studying are the library and the classroom.
3. Absolutely no high-risk activity can be used without permission from the Kanakuk Institute staff and the properly trained personnel on duty (this includes high elements, zip line, lazy river, treehouse, pool and slides).
4. Due to years of ministry experience, the Kanakuk Institute has adopted a no practical jokes policy. Jokes are fun but ultimately end up hurting one another and breaking down the body. This policy will be strictly enforced.

## Kauai Lounge, Library & Classroom

The following are a few things to keep in mind when using these facilities:

1. All books and study materials must be cleaned up on a daily basis.
2. No drinks will be allowed in the library. Only cups with secure lids are allowed in the classroom. No food is allowed in the classroom; you may snack on the porch and the tile in the back of the classroom only.
3. Please do your part in making sure that the classroom, bathrooms, lounge, and library stay clean. Please also keep an eye on campus and pick up any trash or litter that you may see. Take pride in our campus.

## Link Year

The Link Year program will be on K-1's campus this year. We will have a few joint activities where we may be on their campus or they may be on ours, but for the most part we will remain on our separate campuses. At no time, unless by group invitation, should we be in Link Year's separate areas or they in ours.

The only area of our campus and their campus that will be shared at all times is the lower field area where students may run or walk and the gym area where Link Year will have basketball practice.



Also, the Institute offices are located in K-1 behind the dining hall. Institute students may come there whenever they need to during working hours (8-5).

Kanakuk Institute students should not intrude on Link Year scheduled activities and vice versa. As stated earlier, we will have events throughout the year to get to know some of their students and staff. Also, we will have opportunities for Institute students with unique internships to disciple Link Year students. These meetings will be scheduled to be on one of the campuses and this will be approved time on each other's campuses. Remember, we want interaction to be how you would interact with a student in your ministry, not as you would with a peer.

## A Typical Week

A typical week at the Kanakuk Institute is purpose-filled, but full. One lesson our students learn every year is time management, balancing the components of our program with outside ministry, a Masters degree, and personal life. If you don't already own a calendar, you might want one!

- Students are in class Monday through Friday mornings, with a variety of lecture, inductive Bible study, worship, daily devos, group projects, and discussion groups.
- We serve seven breakfasts, four lunches and three dinners; otherwise meals are on your own with leftovers, groceries, or eating out.
- Afternoons and evenings are often filled with practicum hours, JBU homework, part-time jobs, campus jobs, free time, and personal tasks.
- Occasional KI sponsored student life events will be scheduled on nights and weekends, as an opportunity to have fun and build community. Students are welcome to initiate impromptu or planned group activities at any time.
- Weekends are not scheduled, but students should consider practicum responsibilities and KI community involvement before making weekend plans. We would love to know where you are for your own safety and accountability.
- Break dates are firm. Please do not ask to leave earlier than the scheduled break or to return later than the group. Class is very important; we hope you never have to miss it!

The schedule below is an example of a typical week at the Institute. Each student will participate in the activities below, but times may vary.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:00 - 7:45 Breakfast	7:00 - 7:45 Breakfast	7:00 - 7:45 <b>Link Year Discipleship</b>	7:00 - 7:45 <b>Accountability</b>	7:00 - 7:45 Breakfast
8:00 - 9:30 <b>Inductive Bible Study</b>	8:00 - 12:00 <b>Class</b>	8:00 - 12:00 <b>Class</b>	8:00 - 12:00 <b>Class</b>	8:00 - 9:00 Student Speeches
9:45 - 12:00 <b>Lifeline or Belief Statement</b> Teaching and Discussion Groups	12:00 - 2:00 <b>Dining Hall Duty and Lunch</b>	12:00 - 1:00 Chapel (every other week)	12:30 - 2:00 <b>Touchpoint</b>	9:00 - 12:00 Special Speakers & Leadership Development
12:30 - 1:00 Lunch	2:00 - 4:00 <b>Internship</b>	1:15 - 2:00 Lunch	2:00 - 4:00 <b>Internship</b>	2:00 - 4:00 <b>Homework</b>
1:00 - 3:00 <b>Campus Job</b>	6:00 - 7:00 Dinner	2:00 - 4:00 <b>Internship</b>	4:00 - 6:00 <b>Community Service at Jesus is Homeless</b>	6:00 - 7:00 Dinner
3:00 - 5:00 <b>Homework</b>	7:30 - 8:30 <b>Intramurals (Football, Basketball, Soccer)</b>	6:00 <b>Host Family Dinner</b>	6:00 - 7:00 Dinner	8:00 - 10:00 Barn Dance or Fun Event
6:00 - 7:00 Dinner		7:00 - 9:00 <b>Homework</b>		

On the weekends, students are free to use the time however they choose.

Most students do part-time jobs, homework, go on hikes, and enjoy the rich community.

## K-Kauai Dining Hall

The dining hall area is one of your main locations for fellowship and entertainment. Meals will be served in the dining hall at the times specified. Dining hall polices include:

1. No one is ever allowed in the kitchen area at K-Kauai unless for meal duty
2. The dining hall will have wireless Internet access. No student is allowed to use Internet access without an Internet filter. You can download one for free from the xxxchurch.com.
3. No one may use the coffee machines or other machines located in "The Bean." Coffee machines in the dining hall will be operated by staff and students with breakfast duty only.
4. Students will help with meal clean-up about two and a half hours per week, as scheduled. This is part of the scholarship all students receive to attend the Institute.
5. Please be considerate, gracious, helpful, and respectful to the dining hall staff and your peers.
6. When using the dining hall at times other than meals, remember to respect your fellow students and staff as you utilize the provisions and amenities we all share. If you spill it, clean it up. If you drop it, pick it up. If you get it out, put it away. If you uncover it, make sure it is properly re-covered. Leave it better than you found it. Please be mindful of cleaning as you go, as it is used.
7. When being served for meals or when reheating leftovers for the weekend, please be considerate of everyone. At a meal, please make sure everyone has received one full serving of everything before you help yourself to additional servings. On weekends, meals are to be eaten in the dining hall—do not pack food for the whole weekend in your cabana fridge on Friday mornings. Remember, one serving is one piece or one scoop at a time.
8. Turn out lights and fans when you leave the dining hall area. Communicate with fellow students and designate who among you will be responsible.
9. Because we all share a kitchen as the Institute class, there are some rules about what is personal food versus community property:
10. Reach-In Fridge: The dining hall fridge is for community food only, due to the limited space for 70+ people. Please keep personal food items in the mini-fridge in your cabana or in the small fridge located in the bean.
11. Dining Hall Cabinets: Food is only allowed to be stored in the bin located in your cabana number's shelf in the dining hall cabinets or on the shelves in the extra kitchen located by the dining hall bathrooms.
12. Freezers: Since you do not have access to a personal freezer, you may store personal items such as pizzas or frozen dinners in the two freezers located in the dining hall. However, community items are often stored in there as well, so if it's yours, please be sure to label it well!
13. Kitchen: Any food stored in the kitchen shelves, walk-in cooler, or freezer is property of Hortencia! Do not take food from the kitchen out to the dining hall without her expressed permission. She runs the budget and the menu based on food in stock.
14. Dining Hall Leftovers & Snacks: Any leftovers or snacks stored out in the dining hall fridge and cabinets are fair game to everyone. Some items, such as cereal, PB & J, etc., will be available to you at all times.



## Dining Hall Duty

Help us serve you! In fact, let's serve each other!! Each student will be required to participate in one meal of dining hall duty per week (roughly 2 1/2 hours), this is part of the student's scholarship. During dining hall duty, you will work to prep the meal and also clean up the meal. Students must arrive a half hour before each meal. If their assigned meal is after class, they must be in the dining hall as soon as class is done. Training for dining hall duty will be done during the first two weeks of the dining hall. After signing up for a job, students will attend their first working meal, where staff members will show them exactly how to do their specific job. Once students are trained, they will sign off on being trained for their job and then they will be expected to do their job with excellence throughout the year. Working together, we will ensure that our dining hall is clean and our cook isn't overworked and frazzled. Thanks for being willing to serve with a smile.

## K-Kauai Kabanas

Our goal is to provide a comfortable learning environment for our students. Please be considerate of the following guidelines, which will help keep the campus excellent for future classes.



1. All pets are prohibited from the property.
2. Food storage is allowed in kabanas only in a closed Rubbermaid container or tub to prevent bugs. This is especially important during warmer weather, fall and spring.
3. Storage of bikes and other large items in kabanas is prohibited.
4. No outside guests of tenants will be permitted to stay in kabanas except with written approval from Keith Chancey's office. Approval forms are located in the mailbox area and should be turned in to Lindsay or Grant. **All guests must sign a waiver upon arrival.**
5. Kabanas are to remain locked and secured at all times. For the security of kampus and your stuff, please don't leave any keys visible.
6. No student vehicles will be allowed to drive or park inside the camp gates, except for move-in and move-out days.
7. Candles, hot plates, microwaves, coffee pots, blenders or any other device, or items that produce heat are not allowed in kabana rooms because of fire hazard. No kitchen appliances of any kind, please.
8. Please do not bring entertainment systems (XBOX, WII, etc), video games or televisions to the Institute.
9. Students are responsible for the regular cleaning and upkeep of their kabanas. Rooms will be inspected on a scheduled basis by Kanakuk Institute staff.
10. Students are responsible to take trash in their rooms to the receptacles located on kampus on a regular basis.
11. Thermostats should not be moved out of the range that is stated in the room. Help us save money on electricity! If you have a problem with your thermostat please contact Grant Gaines.
12. The closets are off limits and are used for the storing of summertime kamp equipment.
13. **Nothing should be nailed to, pinned to, taped, or sticky tacked to any wall inside or outside the kabanas.**
14. Refrigerators are to be left on middle setting as they will freeze up if they are too cold.
15. Please report any problems with your kabanas (this includes drippy faucets or pipes, running toilets, etc.), using maintenance request forms located in the lounge. Place these forms in the



bin on the wall by the cleaning closet and laundry room in the lounge building and the maintenance team will take it from there!

16. Please do not wash anything but liquids down the sink. Place food scraps, cereal milk, soups, etc., in the trash.
17. Everyone must use a mattress pad on his or her mattresses.
18. Courtesy quiet hours will be from 10PM to 8AM every night in the kabana area. Please go to the dining hall, lounge, or another location to socialize.
19. Upon checking in, each student must fill out a kabana damages checklist. **Any damage incurred after you've checked in will be considered your responsibility.**
20. Please use only approved cleaners while cleaning on campus. We will discuss these and give you recommendations for cleaners during our campus orientation in the first week.

## Activity Usage

We are excited to have a campus where our students can enjoy living, studying, and playing together. The following guidelines will be followed for the areas listed below.

1. Putt-putt course-please make sure equipment is returned undamaged to its proper location when complete.
2. Lower fields-the lower fields do have lights and may be utilized but must have prior permission on the master calendar.
3. Ropes Course, Treehouse, & Zipline-these areas cannot be used.



## Student Mail

All students have mailboxes located in the game room or lounge. Please check yours often and throw away junk mail that you do not want. Keep this area as clean as possible. All student mail should be sent to: 833 Lakeshore Dr.; Branson, MO 65616. Know that this address is a business address, and the post office will not be able to forward your mail from this address at the end of your year here. Therefore, we suggest that you send your most important mail to a more permanent address.

## Liability Policy

The Kanakuk Institute is not responsible for any injury that occurs at the Kanakuk Institute or any event. All sporting activities are voluntary. All students **MUST** have medical insurance coverage. Those who do not have insurance can contact our staff if they would like for a suggestion on who to go through to get insurance from. This matter needs to be taken care of prior to the Institute.

## Using Kanakuk Kamps Grounds

All use of kamps grounds is prohibited. The only area available to students is the K-Kauai campus with the exception of running or walking along the lake trail through K-1. Please respect and enforce this policy as liability has become increasingly difficult. Please also request permission to use facilities, equipment, and have events (such as bonfires, dances, etc.).

## Campus Jobs

At the Kanakuk Institute, K-Kauai is your home, and we hope that you love your tropical "island" oasis. However, since we share that home with about 80 people, it is important that everyone pitch in to keep our home safe, sanitary, and efficient. Therefore, we have instituted campus jobs, in which every KI student is assigned a role. Campus jobs range from administrative work or

cleaning at the KI offices to tidying up around campus to assisting the dining hall staff to helping out the Kauai maintenance men. Your role is essential to keep things running smoothly, and we hope that you will enjoy this opportunity to serve and to cultivate a strong work ethic. During the first two weeks, we will have a campus job draft, where students will find out what their job is. Once students know their job, staff members will train them in their specific job. Students will then sign off on being trained for their job and then will be expected to complete their job with excellence throughout the year. For more specific details about how campus jobs work to offset the cost of tuition, please refer to the financial section of the handbook.

### **Electronic Equipment Usage**

No one should tamper with Kauai's electronic equipment, including sound system, wireless router, projection screen, etc., except for those people specifically trained by an Institute staff member.

### **Champ Cabana**

Keep it clean folks! This will be a monthly competition to see who has the cleanest cabana around. We need to make sure that we are taking care of the rooms that we are blessed to stay in.

Here is what needs to be cleaned in the rooms:

- Bathrooms- tub, shower, chrome (sparkling), toilet, sink, mirror, faucet, tile floor mopped, trash empty.
- Main Room- clothes/clutter put away, beds made, trash empty, floor vacuumed, tile mopped, fridge clean inside & out, baseboards/shelves/furniture dusted, blinds dusted, windowsills wiped out.

Here is a list of suggested cleaning supplies:

- Cascade Gel- for shower/tub and chrome
- Clorox bleach Wipes- for surfaces and chrome
- Sergeant- for toilets
- Xenon (multi-surface cleaner)- for mirrors and surfaces
- Magic Eraser- for scrubbing in bathroom
- Kaboom- we recommend this for any tough stains or grime on anything in your bathroom.

In regards to the monthly competition, bonuses and creativity are welcome and highly encouraged. 😊

### **Weekends**

Community is a big part of the overall Institute experience. Although we will not require students to remain in Branson every weekend, we highly encourage staying in the area to enjoy fellowship together. There will be some weekends when we will have Institute activities planned and we hope that there will be student initiated activities on weekends as well. If you have practicum responsibilities on the weekends, that is your first priority. If there is a conflict (weddings, family functions, etc.), it must be approved by your practicum director.

### **Firearm Policy**

If a student owns a firearm, they are allowed to keep it on campus, however it must be approved and put in writing within 24 hours of arrival by Keith Chancey or Chad Hampsch. The firearm must also be locked at all times when on campus.

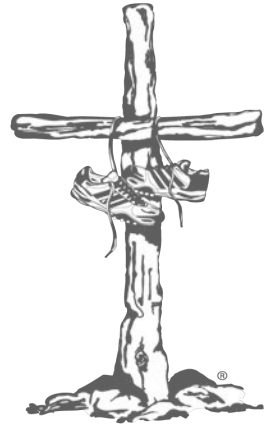
### **Water Safety**

All activities at the lake (swim, canoe, kayak, paddle board) are closed unless approved by Grant Gaines. If approved, Grant will help students get the appropriate equipment. Lake activities are NOT allowed to be used during floodwaters. A lifejacket MUST be worn properly at all times (buckled and fitted properly). We want to keep students safe at the lake front.

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KANAKUK  
INSTITUTE

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# Student Handbook



## Christian Community Policy

# The Christian Community Policy of Kanakuk Institute

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Adopted: March 17, 2018

## **I. Key Characteristics of the Christian Community and Mission.**

Kanakuk Institute is a Christian church community that exists to exercise and express Kanakuk Institute's Christian beliefs in order to accomplish our mission to develop dynamic Christian leaders through life-changing experiences, Godly relationships and spiritual training. These beliefs include Kanakuk Institute's Statement of Beliefs (see Exhibit A) and additional beliefs set forth in this Policy or in other policies adopted by the Board of Directors, including the following affirmation:

We believe that Jesus Christ is "the visible image of the invisible God" and that in Him all Deity dwells in bodily form. We believe that "all Scripture is inspired by God" and it is our final authority for faith and life. In everything we do, our purpose is to glorify Christ and honor His Word.

Kanakuk Institute is committed to living out its faith through its work, because we demonstrate our faith through life, deed, word, and sign. Kanakuk Institute exercises and expresses its Christian beliefs through all we do, including:

**A. *As a Community.*** Kanakuk Institute believes that God calls people to live out their faith in community with other believers, and that accordingly Kanakuk Institute's Christian community is itself an exercise and expression of its Christian beliefs.

**B. *Through its Activities.*** Kanakuk Institute believes that all of its activities, including the responsibilities of every *representative*, should express Kanakuk Institute's beliefs and be rendered in service to God as a form of worship. As such, all Kanakuk Institute activities further Kanakuk Institute's mission and are an exercise and an expression by Kanakuk Institute, and by each participating *representative*, of Kanakuk Institute's Christian beliefs.

Kanakuk Institute's Christian community consists of both *representatives* and *participants*. Our community *representatives* include Ministry Leaders as well as all other ministry staff, teachers and volunteers. Ministry Leaders include all of Kanakuk Institute's members of the Board of Directors, officers and members of the management team (executive directors, directors and managers). Each *representative* serves Kanakuk Institute's mission and is an integral part of the community. All *representatives* play a critical role in the culture and traditions of Kanakuk Institute by cultivating and transmitting shared ideals and beliefs, thereby fostering a Christian religious environment that propagates Kanakuk Institute's beliefs by joining in a common religious endeavor.

The community *participants*, including students and other guests at Kanakuk Institute events (including worship services) or facilities, contribute to Kanakuk Institute's Christian community, but they do not represent Kanakuk Institute unless they are also serving in a *representative* role.

## **II. Community Standards for Kanakuk Institute Representatives, Ministry Leaders and Participants.**

### **A. Roles and Expectations for Representatives**

In response to God's calling on their lives, Kanakuk Institute *representatives* work together to advance Kanakuk Institute's Christian mission. *Representatives* are responsible for cultivating and transmitting shared ideals and beliefs, thereby fostering a Christian religious environment that propagates Kanakuk Institute's Christian beliefs by joining in a common religious endeavor. Kanakuk Institute expects all *representatives* to work in harmony so that every guest may experience Jesus Christ.

- (i) *Life Style.* All *representatives* must affirm that Kanakuk Institute's Christian community requires them to have a posture of honoring Kanakuk Institute's Statement of Beliefs. In addition, all *representatives* shall at all times (both during working and non- working hours) (a) strive to model Kanakuk Institute's Christian beliefs for others, (b) endeavor to comply with Biblical standards of conduct exercising or expressing Kanakuk Institute's Christian beliefs, including community standards adopted by the Kanakuk Institute Board of Directors or management from time to time, and (c) refrain from statements or conduct inconsistent with Kanakuk Institute's Christian beliefs or community standards.
- (ii) *Reporting.* All *representatives* are expected to report immediately any deviation of Kanakuk Institute's rules, policies, or practices to Kanakuk Institute leadership.

### **B. Roles and Expectations for Ministry Leaders**

Kanakuk Institute Ministry Leaders are *representatives* that are particularly responsible for defining, cultivating and leading our Christian community as an ambassador of the faith. As such, our Ministry Leaders must not only comply with the standards applicable to other representatives, but must also affirm their agreement with Kanakuk Institute's Statement of Christian Beliefs and with additional distinctive Christian beliefs of our community adopted by the Board of Directors. All Ministry Leaders may be asked to sign a statement to this effect upon hiring or taking such a position and/or regularly thereafter.

Ministry Leaders shall not subscribe to or promote any religious beliefs inconsistent with these beliefs and shall have a duty to assist others to cultivate intimacy with God and growth in Christ-like character through personal and corporate spiritual disciplines. In addition, each Ministry Leader shall perform all of their responsibilities in service to God as a form of worship and be ready, willing and able to lead, participate in or contribute to distinctly Christian activities such as service projects, outreach events, and worship or prayer services.

### **C. Roles and Expectations for Participants**

In furtherance of its mission, Kanakuk Institute provides programs and facilities for worship services, Christian education, retreats and conferences. Although students and guests generally do not represent Kanakuk Institute's Christian community, they do contribute to the community, to the experiences of other guests, and to the accomplishment of Kanakuk Institute's mission. Accordingly, students and other guests participating in Kanakuk Institute activities or using Kanakuk Institute facilities must respect Kanakuk Institute's beliefs and abide by the Christian community standards applicable to community participants.

Independent contractors are not considered to be *representatives* of Kanakuk Institute's Christian community. Nevertheless, in the course of their service with Kanakuk Institute, such persons are expected to respect and support Kanakuk Institute's mission and values, and to abide by Christian community standards applicable to *participants*. Moreover, Kanakuk Institute may give preference for such service to independent contractors who share Kanakuk Institute's Christian beliefs.

**D. *Standards for Community Activities and Facility Use***

Kanakuk Institute engages in activities and uses its facilities solely to exercise and express its Christian beliefs and to further its Christian mission.

**III. Implementation.**

**A. *Compliance with Community Standards***

(i) *Spiritual Discernment.* The determination as to whether any particular *representative, participant, activity* or use of Kanakuk Institute facilities complies with the applicable standards requires spiritual discernment applied to each particular circumstance and shall be made in the sole discretion of Kanakuk Institute Ministry Leaders designated by the President or the Board of Directors (Acts 20;28).

(ii) *Noncompliance by Representatives.* If any Kanakuk Institute *representative* does not comply with the obligations set forth above, such individual shall have an obligation to disclose such noncompliance to Kanakuk Institute. If Kanakuk Institute determines, through such disclosure or otherwise, that a *representative* is not complying with an applicable Christian community standard, then Kanakuk Institute may, in its sole discretion, determine the impact of any initial noncompliance on Kanakuk Institute's exercise and expression of its Christian beliefs, and whether such individual intends or is likely to continue in such noncompliance.

Kanakuk Institute may also discipline or dismiss such individual from his or her position on the basis that such individual's noncompliance either (a) reflects that the individual does not affirm the Christian beliefs required for such position or (b) undermines the expression and exercise of the Kanakuk Institute community. Such action may be taken in accordance with any applicable procedures adopted by Kanakuk Institute.

(iii) *Employment.* It is imperative for Kanakuk Institute to have complete confidence in its *representatives*. For this reason, all employment decisions will be subject to the strictest standards and control, ensuring that *representatives* are in line with Kanakuk Institute's beliefs and behavioral requirements. Kanakuk Institute effectively shapes its own faith and mission through said appointments, so to compromise on employment standards is to compromise on our strongly held beliefs and sacred calling.

(iv) *Mission-Based Exceptions.* In some situations, Kanakuk Institute may best exercise and express its beliefs and advance its mission through a *representative, participant, activity* or use of a facility not in compliance with one or more of the foregoing obligations. In any such situation, the

President or Chief Operating Officer shall have the discretion to authorize an exception to this Policy. Anyone granted an exception shall be asked to respect Kanakuk Institute's beliefs and abide by the applicable community standards in the course of his or her service to Kanakuk Institute, activity participation, or use of facilities.

**B. *Delegated Authority***

To exercise or express Kanakuk Institute's Christian beliefs more fully, the President or designees may establish additional standards and guidelines based on Kanakuk Institute's Christian beliefs for the activities- and facilities of Kanakuk Institute or for *representatives* or other community *participants*.

**C. *Scope***

Kanakuk Institute's Board of Directors may amend this document at any time. This document is not intended to create any express or implied contract of employment or to alter the at-will employment relationship between Kanakuk Institute and its employees.

**IV. Additional Standards for Kanakuk Institute Community.**

In response to current cultural and legal trends, Kanakuk Institute has determined to articulate more specifically its Christian beliefs and associated community standards on the following subjects:

**A. *Human Sexuality and Marriage***

Kanakuk Institute believes that (a) God creates human beings in His image as two distinct sexes, male and female, and that the sex of an individual is determined by such individual's biological sex at birth (Genesis 1:27), (b) has instituted marriage as a covenant relationship between one man and one woman (Genesis 2:24), and (c) calls husbands and wives to exclusive sexual fidelity

(Hebrews 13:4), and unmarried singles to abstain from sexual relations (1 Corinthians 7:2). Therefore, Kanakuk Institute believes that sexual conduct outside of marriage (whether among individuals of the same or opposite sex) undermines God's design for human sexuality. Kanakuk Institute further believes that pornographic materials undermine the dignity and image of God in individuals and promote sexual conduct contrary to Kanakuk Institute's Christian beliefs (Matthew 5:27- 28).

- (i) *Standards for Representatives related to human sexuality and marriage.* All representatives are expected to live in accordance with our beliefs regarding human sexuality and marriage. All *representatives* shall avoid pornographic materials.
- (ii) *Standards for Community Activities.* Kanakuk Institute shall apply these beliefs regarding human sexuality and marriage in all policies and programs in Kanakuk Institute's Christian community. Among other things, Kanakuk Institute shall recognize only such marriages consistent with the foregoing Christian beliefs. In addition, all uses of Kanakuk Institute facilities for weddings or other marriage related activities must involve only such marriages. Also, no pornographic materials may be present in any Kanakuk Institute facilities or activities.

- (iii) **Standards for Community Participants.** Kanakuk Institute *participants* shall not affirm or promote sexual relations or marriage contrary to Kanakuk Institute's beliefs in connection with their use of Kanakuk Institute facilities or participation in Kanakuk Institute activities. Kanakuk Institute expects all *participant* couples who are not married in accordance with Kanakuk Institute's beliefs to refrain from sexual relations while at Kanakuk Institute facilities or participating in Kanakuk Institute activities. Kanakuk Institute also expects *participants* not to actively criticize Kanakuk Institute's beliefs and to refrain from inappropriate public displays of physical affection while at Kanakuk Institute facilities or participating in Kanakuk Institute activities. Kanakuk Institute expects *participants* with different beliefs to respect Kanakuk Institute's beliefs while participating in Kanakuk Institute activities or using Kanakuk Institute facilities. Kanakuk Institute does not permit outside guest activities that have the purpose of promoting beliefs contrary to Kanakuk Institute's beliefs.

**B. Controlled Substances, Alcohol, and Tobacco**

Kanakuk Institute believes that the use of controlled substances (including marijuana), as well as the use of alcohol and/or tobacco, may be detrimental to a believer in that it can be harmful to the body and mind (1 Corinthians 6:19-20). Therefore, all *representatives* shall avoid the use of controlled substances (Romans 13:1), and no such products may be used in any Kanakuk Institute facilities or activities (except as prescribed by a licensed medical practitioner for legally authorized medical reasons). In addition, all *representatives* are encouraged to avoid using alcohol and tobacco, and no use of alcohol or tobacco shall be permitted in any Kanakuk Institute activity or facility, Kanakuk Institute may impose additional restrictions on Ministry Leaders and other *representatives* who have specific responsibilities with our guests (2 Corinthians 6:3, Matthew 16:23, Romans 14:13). Finally, no *representative* may promote the use of any such products contrary to Kanakuk Institute's beliefs.

**C. Healing and Speaking in Tongues**

Kanakuk Institute believes that God gives spiritual gifts for the common good and the glory of God (not self-edification) (1 Peter 4:10), and that God can heal those with spiritual, physical, and emotional needs (James 5:14). However, Kanakuk Institute has prayerfully chosen that speaking in tongues, interpretations, and public "healing ceremonies" are not part of the ministry of Kanakuk Institute,

**D. Appearance**

Kanakuk Institute believes that certain forms of dress or physical appearance may express (or be perceived as expressing) views that undermine or conflict with Kanakuk Institute's Christian beliefs. Therefore, *representatives* are encouraged to maintain a healthy lifestyle and shall comply with appearance standards as established by Ministry Leaders from time to time (2 Corinthians 6:3).

**E. Social Media and Other Public Statements**

In any public forum, including social media, Kanakuk Institute expects *representatives* to have a posture of honoring Kanakuk Institute's Christian beliefs and not challenging, disparaging or undermining them. If a *representative* chooses to express disagreement with a particular belief, we expect such *representative* to do so in a manner that respects our belief and makes it clear he or she is not expressing the view of Kanakuk Institute.



**F. Religious Activities**

Kanakuk Institute engages solely in activities that further its Christian mission. Because Kanakuk Institute believes that all such activities are conducted in service to God as means for spiritual growth, Kanakuk Institute considers these activities to be a form of worship (Colossians 3:17).

Kanakuk Institute distinguishes between exclusively religious activities and integrated religious activities. Exclusively religious activities refer to activities that primarily further only religious purposes, such as devotional worship or chapel services conducted by Kanakuk Institute. Integrated religious activities refer to activities that substantially further both religious and nonreligious purposes. Such activities are often similar to activities conducted by nonreligious organizations and may include outdoor education programs and humanitarian and social service activities. Kanakuk Institute conducts such activities in response to God's calling and in furtherance of and in accordance with its Christian beliefs. In addition, Kanakuk Institute presents its Christian viewpoints in such activities as applicable.

With respect to restrictions that may be imposed on the use of funds, facilities or other benefits, Kanakuk Institute shall not agree to any restriction that would preclude Kanakuk Institute from conducting its integrated religious activities in furtherance of its Christian mission and in accordance with its Christian beliefs. Kanakuk Institute may agree not to use designated funds, facilities or benefits for exclusively religious activities.

**G. Sanctity of Life**

Kanakuk Institute believes that all individuals are created by God in His image commencing at conception/fertilization (Genesis 1:27; Jeremiah 1:5; Job 31:15). Kanakuk Institute accordingly believes as a matter of Christian conviction that no procedures should be performed or actions taken for the primary purpose of terminating a pregnancy and taking the life of an unborn child (such procedures are referred to herein as abortions)(Jeremiah 7:6 and 20:17; Exodus 20:13). As dictated by these beliefs, Kanakuk Institute as an institution shall not fund abortions in any manner, including through a health care benefit plan that covers drugs used to induce abortions, unless in a particular situation (i) any such drug is prescribed and used solely for a non-abortive therapeutic treatment of a covered medical condition and (ii) coverage is approved by the duly appointed benefits committee at Kanakuk Institute. Any requirement to facilitate abortions by offering such coverage or participating in such a program, and any penalty for failing to offer such coverage or participate in such a program, would directly and substantially burden and undermine Kanakuk Institute's exercise and expression of its Christian beliefs.

# Kanakuk Family of Ministries

## Statement of Christian Beliefs

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### **ONE TRUE GOD**

We believe the one true God has revealed Himself the eternally self-existent "I AM", the creator of Heaven and Earth. Genesis 1:1; Exodus 3:14; Isaiah 43:10-11

### **THE LORD JESUS CHRIST**

We believe that Jesus Christ is the "Image of the invisible God" and that in Him "all deity dwells in bodily form." We believe in His virgin birth, His sinless life, His death on the cross as the atonement for sin, His literal bodily resurrection from the dead, His present ministry of intercession in Heaven, and His personal future return to the earth. He will come again to judge the living and the dead and His Kingdom will have no end. John 1:1,14,18; Heb.1:1-9; Luke 1:35, Colossians 1:15-22; 1Thessalonians 4:16; 1 Peter 3:18

### **THE HOLY SPIRIT**

We believe the Holy Spirit convicts men of sin and regenerates, indwells, seals, sets apart, and empowers believers for service and for holy living and a holy life. We believe God bestows spiritual gifts on each believer. We believe that "God is at work within us both to will and work to His good pleasure" and that "He will continue to perfect us until the day of Christ Jesus." John 14:16; John 16:7-11, Romans 8:14-16; Ephesians 1:13; Philippians 1:6; Philippians 2:13; 1 Corinthians 2:12,13; Ephesians 4:1-16,30

### **THE GODHEAD**

We believe in the unity and trinity of the Godhead existing in three persons: The Father, the Son, the Holy Spirit. These three persons are One God having the same nature, attributes, and perfection. Genesis 1:1, 26, John 1:14, 10:30, 15:26, 17:21; 2 Corinthians 13:14; Ephesians 4:4-6

### **MAN**

We believe that man was created in the image of God but was separated from God by sin and shall be judged; and that only through the Blood of Christ and regeneration by the Holy Spirit can salvation and spiritual life be obtained. Genesis

1:27, Genesis 2:22, Romans 2:2-5, 3:23, 5:12; Ephesians 2:1, 2:8-9; Hebrews 9:27

### **SALVATION**

We believe that salvation comes through God's transforming grace alone. God's offer of grace for us is completely free and is merited for us by the death and resurrection of Jesus Christ, God's one and only Son. This grace is available to all who believe in Jesus. By grace we are brought from death to life and into the family of God. God's grace cleanses us of all our sin and transforms us in the image of Christ Jesus who is Lord over all. Mark 16:16; John 1:12, 5:24; Acts 4:12; Romans 3:22, 10:9-13; 1 Corinthians 15:3-4; 2 Corinthians 5:17-21; Galatians 2:20; Ephesians 2:8-10; Hebrews 11:1

### **THE SCRIPTURES**

We believe both the Old and the New Testaments of the Bible to be the infallible Holy Word of God, inspired in every part by the Holy Spirit. The Bible is the revelation of God for the equipping of man and is authoritative for all matters of faith and life. 1 Thessalonians 2:13; 2 Timothy 3:15-17; Hebrews 1:1-3; 2 Peter 1:19-21

### **THE CHURCH**

The Church is the people of God gathered for worship, holiness, service and mission. It is the body of Christ and derives its life, direction, and power from Jesus Christ its head. Romans 12:4-5; Ephesians 1:22, 2:19; Galatians 5:24-25; Acts 1:8; Acts 22:15; Ephesians 5:23; 2 Timothy 2:2; Matthew 28:19-20; 1 Cor 11:18, 14:19, 28, 34-35 Phil 3:6.

### **THE CHRISTIAN LIFE**

We believe that Christians are called to a life of service to Christ with the power of the Holy Spirit. Believers are to take the gospel message to the whole world and equip believers to grow in the grace and the knowledge of our Lord Jesus Christ. Colossians 3:23-24; 2 Peter 1:3; Romans 12:1; Galatians 5:24-25; Mark 16:15; Ephesians 4:11-12; 2 Timothy 2:2, 2 Peter 3:18

# Kanakuk Family of Ministries

## Doctrinal Convictions

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### **Soteriology**

- a. We believe all men are sinful and in need of a Savior. (Rom 3:23, 5:8, 6:23, 10:9-10, 12:1-2)
- b. We believe God's message to the lost is this: that Jesus died for all people and His substitutionary atonement for sin was offered for all who believe. (1 Tim 2:3-4, 2 Peter 3:9, Rom 1:16, 1 John 2:2, 1 Cor 5:21)
- a. We believe salvation is by grace alone,
- c. through faith alone, in Christ alone. (Eph 2:8-9, 2 Tim 1:9-10)
- a. We believe that the Holy Spirit "stirs a person's soul" and gives that person the conviction to seek salvation. (John 6:44, John 16:8)
- b. We believe God's message to believers is this: once a person is saved, that person becomes a member of God's predestined, chosen, elect church body. (Eph 1:4-5, 1 Peter 1:1-2)
- c. We hold in tension God's sovereignty and man's responsibility. (Rom 8:29, 11:23-24, Eph 5:15-17)

### **Eschatology**

- a. We believe that the bible teaches the rapture of Christ's Church where all believers will instantly be "caught up" to Jesus Christ. This event will be followed by a period of "tribulation and distress." (1 Thes 4:16-17, Daniel 9:27, 12:1-2)
- b. We believe in the personal and physical second coming of Jesus and the Saints to planet Earth. (Rev 19:11-12)
- c. We believe in a literal thousand-year reign of Christ following His second coming. (Rev 20:4)
- d. We believe in the great white throne judgment followed by the new heaven and the new earth. (Rev 20:11-15, 21:1-2)

### **Israel**

We believe that Scripture teaches that the Church is called to support Israel; not replace Israel. We also believe that ethnic Israel and the Church will rule through the thousand-year reign of Christ. (Gen 12:1-3, Rom 11:25-29, Daniel 9:24)

### **Pneumatology**

We believe scripture that the Holy Spirit immediately and permanently takes up residence in the heart of a sincere believer at the moment of salvation, and no second "baptism of the Holy Spirit" is required. (Rom 8:9-10, Eph 1:13)

### **Spiritual Gifts**

- a. We believe that Scripture teaches that all believers are given one or more spiritual gifts. They are given by God's grace and not earned or obtained by human strength. (1 Cor 12:11, Rom 12:7-12)
- b. Spiritual gifts exist to glorify God. (1 Peter 4:11, Eph 3:20)
- c. Spiritual gifts exist to build up the body of Christ. (1 Cor 14:12, Eph 4:12-13, 1 Peter 4:10, 1 Cor 12:7)
- d. The exhibition of the gift of "tongues" or any other particular gift is not necessary for proof of the indwelling Holy Spirit. (1 Cor 12:6, 12:19, 12:30, Eph 1:13-14)

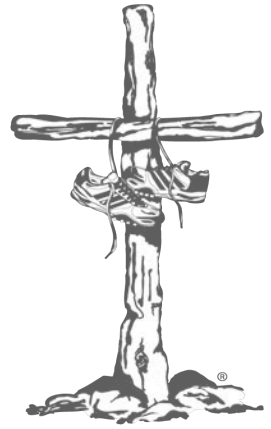
### **Water Baptism**

We believe that scripture teaches that post salvation water baptism is an outward sign of a regenerated life that has been joined into the body of Christ. (Rom 2:2-6, Matt 3:13-17, Mark 1:9, Luke 3:21-23, Eph 2:8-9)

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# Student Handbook

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## Appendix

# The Kanakuk Family of Ministries

*Revolutionizing America's youth culture by developing Christian leaders through the relentless pursuit of excellence in Christian sports camping.*

## Our Mission

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**Evangelizing and equipping the next generation to reach the world for Christ.**

### **Kanakuk Kamps**

Since 1926, Kanakuk has been the Christian summer camp for over 450,000 youth. As a world leader among Christian summer camps, Joe White and his committed Kanakuk staff provide children with fun, safe and professional outdoor youth camping experiences that grow them spiritually, physically, emotionally, and socially.

### **The Heart of a Mom Gathering**

The Heart of A Mom hosts dozens of Gathering events across the United States every year, welcoming women from all walks of life to an event created especially to thank Moms for all they do.

### **AfterDark**

**AfterDark is a one-night outreach event taking the Gospel to college campuses across the country. Over 530,000 students have been impacted, with a goal to reach 1 million students.**

### **Kanakuk Link Year**

Kanakuk Link Year is a nine-month program for 18-20 year-olds designed to build a solid Biblical foundation within each student and offers up to 20 hours of college credit through John Brown University.

### **Kanakuk Haiti**

Kanakuk Haiti, in partnership with Cross International, provides the children of Haiti with Christian education, daily nutrition, and a personal knowledge of Jesus Christ.

### **KLIFE**

KLIFE is a discipleship ministry for youth and their families with 30 chapters across America, impacting over 12,000 students each year.

### **Kids Across America**

KAA is building Christian leaders by encouraging, equipping, and empowering urban youth and their mentors through camping and education.

# KI Scriptural Foundation

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## The Scriptures

Every word in the original writings is inspired by God and is without error. It is accurate in all matters to which it speaks, spiritual, historical, and scientific. The Scriptures of the Old and New Testaments are the foundation of the faith and practice of The Kanakuk Institute (II Tim. 3:16; II Pet. 1:21)

## God

God exists eternally in 3 persons: the Father, the Son, and the Holy Spirit. The three have distinct personalities and yet are of the same substance, one God. (Gen. 1:1; John 10:30; John 4:24; Deut 6:4; Matt. 28:19; II Cor. 13:14)

## Man

Man is created in the image and likeness of God. In Adam, all mankind fell into sin with the result that all men are sinners. Men are justly condemned to eternal judgment and can do nothing to merit salvation. (Rom. 2:2,3,5; Eph. 2:8,9; Gen. 1:27, 9:6; Rom. 5:12; 3:23; Eph. 2:1)

## Jesus Christ

The eternal Son of God became incarnate in the Lord Jesus Christ, being born of the Virgin Mary, and is true God and true man. He died physically on the cross and was bodily resurrected three days later. (John 1:1,14,18; 5:18; Heb. 1:1-9; 5:8; I John 5:20; I Tim. 2:5; I Cor. 15:1-5)

## Salvation

Salvation is given to those men chosen by God and drawn to Christ by the Holy Spirit. The only means to their salvation is belief in Christ's substitutionary death and resurrection. (Acts 4:12; 13:38,39; I Cor. 15:1-4; Rom. 4:4,5; 5:1; John 3:16; Eph. 2:8,9; Acts 16:31; Eph. 1:4,5; Rom. 8:29,30)

## Sanctification

Every believer is promised positional, progressive, and ultimate sanctification. (Heb. 10:10,14; John 17:15-17; Eph. 5:26-27; I Thess. 4:3,4; I John 3:2; I Cor. 6:11)

## Assurance

All who are born of the Spirit through faith in Christ can have assurance of salvation and are eternally secure in Christ. (Rom. 5:1; I John 5:13; John 10:27-29; 17:12; II Tim. 1:12; Eph. 4:30. John 6:37)

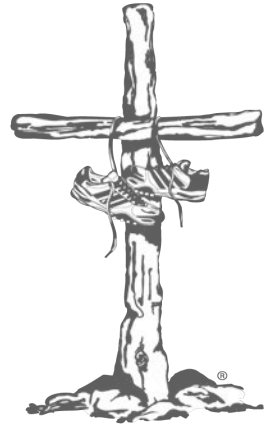
## The Holy Spirit

The Holy Spirit is the third person of the Trinity. He regenerates, indwells, baptizes, and seals all believers in Christ and empowers those yielded to God. (Matt. 28:19; John 3:3-7; Titus 3:5; I Cor. 6:19; Rom. 8:9; I Cor. 2:12; 12:13; Eph. 4:30; Col. 3:14)

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# Student Handbook



## Crisis and Risk Management



# Crisis Guidelines

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## Purpose:

It is the responsibility of every student and staff member to identify potential hazards found around campus and to report them to the necessary staff member. Reports of hazards should go first to Grant Gaines, who will then communicate to Cary and Shane, and if needed, to Chad Hampsch and/or Keith Chancey.

## Table of Contents:

- 911 Assistance
- Staff Telephone Numbers
- Non-Emergency Medical Numbers
- Emergency vs. Urgent Needs
- Critical Situation Procedures
- Important Facts to Remember
- Communicable Diseases
- Fire Procedure
- Unarmed Threatening Intruder
- Potential Drowning
- Tornado Policy
- Accident Protocol
- General Guidelines
- Chainsaw Use
- Visitors on Campus
- Voluntary Recreational Usage
- Insurance
- Safety Tickets

## 911 Situations

If a situation warrants calling 911 emergency services, here is some helpful info:

Have the following information available for a 911 dispatcher:

1. Your name & location
2. Name of injured
3. Age
4. Approximate weight
5. Conditions: consciousness, heart rate, breaths per minute
6. Suspected injuries
7. Nature of the accident

### Kampus Address:

833 Lakeshore Drive, Branson, MO 65616

### Giving directions to first responder:

Kauai is approximately 1 mile southeast of Branson off of Hwy 76 East. Turn left onto Lakeshore Drive & follow approximately 1.75 miles. The metal bamboo gates on the left are K-Kauai. Someone will meet you on the street to assist you in getting through the gated entrance.

### Getting in the gate:

Standing in front of any of the gate sensors will open the gate for emergency vehicles. Sensors are located near the flowers stenciled on the asphalt.

***Immediately notify a staff member, starting with Keith Chancey or Chad Hampsch.***

### Staff Telephone Numbers:

Keith Chancey	417-263-2242
Karen Chancey	417-263-2243
Chad Hampsch	417-263-2241
Grant Gaines	214-769-6489
Cody Terrill	847-848-0249
Lindsay Rother	580-284-1741
Cat Hampsch	417-263-2248
Joy Oatman	417-773-7582
Kathleen Puryear	903-466-6815
Callie Nieder	417-294-7563
Hortencia Miranda	417-263-1534
Julie Brinkman	469-585-2208
Jennifer Ford	214-457-2043

### What constitutes an emergency:

1. Any incident involving a **loss of consciousness and/or loss of respiration or pulse.**
2. **Massive bleeding** that requires measures other than a small amount of direct pressure to the site of injury to stop the bleeding.
3. Any suspected or actual **head, neck or spinal injury.**
4. Any other **life-threatening incident**, including vehicular accident and water accident.

### Critical Situation Procedures:

1. ABC's – Start CPR if necessary
2. Stabilize victim emotionally.
3. Notify Institute staff member
4. Determine the need, if any, of an emergency vehicle.
5. Someone will accompany victim for medical treatment.
6. Institute staff member will determine level of parental contact needed at this point.

**The following are urgent, but not necessarily life-threatening:**

1. Any incident involving **any type of broken bone.**
2. Any **lacerations that require stitches.**
3. **Any disaster situation**, such as fire, severe weather, or explosion.

**Non-Emergency Important Numbers:**

<b>Poison Information:</b>	1-800-366-8888
<b>Local Emergency Room:</b>	
Branson Cox Hospital	417-335-7000
Springfield St. John's Regional Health Center	417-820-2115
Cox Medical Center	417-269-4083
<b>Urgent Care:</b>	
Cox Urgent Care, Branson	417-335-7218
Mercy Urgent Care, Branson (On Hwy 248 before Culvers)	417-337-5000
<b>Taney County Sheriff:</b>	417-546-7250

**Important Facts to Remember:**

- Do not move a victim with suspected head, neck or spinal injury unless in immediate danger or if the victim needs CPR.
- If victim needs to be moved for the above reasons, use the Log Roll method, keeping head, neck and spine in correct alignment without twisting of the head, neck or spinal.
- Start CPR when victim has been moved to his/her spine properly as described above.
- If you suspect a head, neck, or spinal injury assess signs and symptoms:
  - Pain in head, neck, or spine
  - Pain in abdomen and spinal area (degree of pain is not indicative of the severity of injury)
  - Numbness or tingling down an arm or leg
  - Weakness, loss of sensation, or paralysis in arms or legs
  - Inability to move part of body at will
  - Loss of bladder or bowel control
  - Shock (pale skin color, clammy skin, bluish lips, decreased alertness)

IF THERE IS ANY CHANCE THAT IT IS A NECK OR SPINAL INJURY, we are obligated by law, national safety and first aid standards to call EMS to properly stabilize and transport the victim to prevent permanent damage.

**Communicable Diseases:**

1. IMPETIGO: No lake swimming. Begin prescription medication.
2. PINK EYE: Infected person will spend 12 hours in quarantine, prescription for eye drops and good hand washing. 24 hours away from any food preparation.
3. STREPT PHARYNGITIS: Begin medication. Infected person will stay 24 hours in quarantine.
4. MONONUCLEOSIS
5. CHICKEN POX
6. LICE: Need lice shampoo treatment, laundering of linens in hot water, spray furniture.

## Flu Protocol:

1. Take temperature, if above 100 do NOT come to class.
2. Go to Urgent care or the doctor.
3. Dr. may or may not prescribe Tamiflu. Tamiflu lessens symptoms in 12-24 hours (it is VERY hard on your stomach so you must keep food in your stomach or it will make you sick). There is a chance that you could get the flu again if you take Tamiflu as it may not give you a chance to build an immunity to the flu...but it will make you better alot faster!
4. Notify Grant Gaines #214-769-6489 or Lindsay Rother #580-284-1741. They will notify Hortencia for meals.
5. Roommate must Rejuvenol your cabana (all door handles, faucets, sink, toilet, etc.)
6. Roommate or other designated person needs to make sure you have meals.
7. Your roommate should be the only person in and out of your room while you are sick, they should probably spend the night in a neighbor's cabana. (We might quarantine to the Kauai staff housing if necessary)
8. Meals are in disposable containers and the sick person needs to empty the indoor trash to the outside trash. Gloves must be used to empty the outside trash.
9. Some of you may be vomiting, others may not. (Tamiflu will make you sick to your stomach if you take it without food). If you are vomiting and can't get to the bathroom, use a small trash can. You will have to fill it with water and empty it in the toilet yourself.
10. Call Grant or Lindsay if your symptoms don't get better after 48 hours. You won't be feeling GREAT, but shouldn't be as bad or fever as high. We would prefer that you call once a day to let us know how you are doing.
11. Thermometers will be put in quarters, you must use the plastic covers when you take your temperature.
12. The flu may last from 4-10 days.
13. You cannot leave until your temperature is below 100 for 24 hours WITHOUT USING TYLENOL to get it there.

This is what to expect for meals while you are sick:

### *BRATS*

B- bananas (potassium)

R- rice (or a starch and sodium like chicken noodle soup, or potato)

A- applesauce

T- toast or crackers

S- sprite

## Fire Procedure:

1. No bonfires are to be built on campus without staff member present. Permission must also be granted from Keith Chancey to have a bonfire on campus.
2. In case of fire, building should be evacuated as quickly and orderly as possible.
3. Move as far away as possible.
4. Make emergency phone calls as soon as possible.
5. Do not involve yourself in a major fire-fighting effort.
6. Things to discuss with students and staff:
  - Location of fire extinguishers on campus.
  - Usage of fire extinguishers
  - Emergency meeting place in case of fire.
    - Alert all persons in a loud voice.
    - Organized evacuation of burning (smoking) building. Leave the building at once. If smoke is present, instruct all persons to keep low, close to the floor as they evacuate.
    - As quickly as possible after the presence of a fire is confirmed notify the Fire Department and Sheriff.
    - Call a Kanakuk staff member immediately.
    - From meeting place, attempt to account for all staff and students. Start with the Roommate Buddy system.
    - Do not investigate. When the building has been cleared of all personnel, then an experienced inspection of the scene may be conducted.

### **Unarmed threatening intruders:**

When presented with an unarmed threatening individual who has entered the campus it is important to:

- Maintain control. This begins immediately after you realize you have a threatening person on campus.
- Act in a calm professional manner. This denies the fear response that the aggressor is hoping to provoke, which diminishes the force of their threat.
- Identify yourself and ask the threatening individual to identify themselves, if you have never met before. Tell them this is private property and ask who they are here to see.
- If dealing with a threatening person, immediately call for back-up—guys, staff, the police or security as needed.
- In dealing with a threatening person, it is important to let them communicate what they are upset about. Ask them what is troubling them.
- Maintain control by limiting the amount of venting.
- After hearing the problem, it is wise to restate their problem in different words, avoid using any aggressive terms they may have used.
- Once the problem is confirmed, it is necessary to tell the aggressor what they should do. The best way to do this is to ask questions that they will answer “yes” to. This gives the impression that you care and are interested in helping.
- This will make it easier for you to make a request for them to do what you want them to do e.g. leave, sit, wait for the authorities.
- It is important to carefully explain the positive and negative options, which will hopefully help this person realize what they have to lose if they do not cooperate.

These steps can help defuse many potentially dangerous situations. Remember, the average person is not a hostage negotiator or counselor and should call for help if they personally feel threatened.

### **Potential Drowning:**

- Call 911 and send for as many people as are available.
- Form a human chain. Comb the suspected area and search for the person.
- Administer CPR (with certified personnel) to drowning victim.
- Call an Institute staff member.
- Transport person to hospital as quickly as possible for further medical care

### **Tornado Procedure:**

1. Please first contact a member of the Kanakuk Institute staff if a tornado warning is in place. Start first with on campus staff, if they are reachable.
2. If you have time, gather your cell phone, radio if you have one, blankets and pillows to protect yourself.
3. Notify as many others as you can safely. Knock on doors, make calls so your friends can head to safety too.
4. If you have enough warning, relocate to another building. The safest places on campus are:
  - The Nurses Station/Conference Room area under the K-Kauai offices—staff have a keycard to access.
  - The Computer Lab & Library in the Student Center
  - The walk-in fridge in Kitchen
5. If you do not have enough warning to relocate to another building:

As quickly as possible, go down to the first floor kabanas and congregate in the central most rooms. The bathrooms are central; pull a mattress up over the opening into the bathroom hallway. Use blankets, pillows and mattresses for protection and wait until it is safe to come out.

In any instance, please attempt to determine the whereabouts of your roommate without jeopardizing your own safety, and keep the Institute staff informed over cell phone.

### **Accident Protocol:**

The vehicular accident presents a particular challenge to the person in charge. The following steps are IMPORTANT to the safety and well being of all persons.

- 1 Be calm, assess the overall extent of the injuries and how many persons are injured.
- 2 Evacuate the vehicle if, and only if, the lives of the injured are deemed to be in danger if they remain in the vehicle
- 3 Send for emergency personnel and call an Institute staff person.
- 4 Apply direct pressure to any victim that has excessive bleeding.
- 5 If unconscious, check for breathing by looking, listening & feeling also check for pulse.
- 6 Begin mouth-to-mouth resuscitation if the victim is not breathing.
- 7 Begin CPR chest compressions if the victim has no pulse.
- 8 Enact all remaining necessary medical procedures.
- 9 Staff member will direct you concerning insurance, etc.

### **Visitors on Campus:**

Any visitor on Kauai's campus must sign a waiver, located in the mailbox area of the student lounge. Completed waivers may be turned into the Institute offices mailbox.

Any overnight visitor must be pre-approved by Keith or Karen using the provided Guest Form.

Please be advised that volunteers sustaining injury while on Kauai's campus will assume any and all financial responsibility, as well as the filing of all medical claims.

### **Voluntary Recreational activities:**

All students are required to understand and agree that the Institute will not be held liable for any injury sustained while in the Institute program.

### **Insurance:**

Health insurance is required for every student.

### **Safety Tickets:**

Safety tickets will be issued for unsafe practices on Kauai's campus or at Institute functions. Anyone may write you a safety ticket if it is for a legitimate offense. Those receiving tickets must contact Keith Chancey (417-263-2242) within 24 hours of receiving ticket. Repeat offenders may be charged, given work assignments, or punished more severely at the discretion of Keith. Please take safety seriously!