



# Student Handbook

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Anthem School of Ministry  
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## Attitude Is Everything

“ The longer I live, the more I realize the impact of attitude on my life.

Attitude, to me is more important than the past, than education, than money, than circumstance, than failure, than success, than what other people think, say, or do. It is more important than appearance, giftedness, or skill. It will make or break a company... a church... a home.

The remarkable thing is, we have a choice every day regarding the attitude we will embrace for that day.

We cannot change our past; we cannot change the inevitable. The only thing we can do is play on the one string we have, and that is our attitude...

I am convinced that life is 10% what happens to me, and 90% how I react to it.

And so it is with you... We are in charge of our attitudes.”

Charles R. Swindoll

## Table of Contents...

Letter from Director.....	4
Who We Are.....	5
Our Mission.....	5
Our Strategy.....	5
Anthem Guidelines and Policies .....	6
Standard of Conduct.....	9
Guidelines for Dress.....	9
Anthem Weekly Schedule .....	13
Ministry Opportunities .....	15
Anthem Curriculum.....	15
Anthem Finances.....	17
Corrective Action.....	18
Dismissal Policy .....	18

Raising up the next generation of leaders represents the greatest opportunity we have for making our world a better place. We believe that the men and women who are changing the world right now were set on a path early in their life. They found their anthem and then followed it with their whole heart. They are the leaders who are curing disease, innovating new products, leading companies and non-profits. They are the politicians, leaders, artists, and pastors who we look up to. They didn't get there by accident; they had help to find their calling. That is what we are here to do: help you find your anthem.

For the past 20 years Anthem School of Ministry has trained men and women in three areas of expertise: head, heart, & hands. We train the head with knowledge of who God is and what He has done because everything begins and ends with Jesus. We train the heart to find peace, hope, and healing in Jesus. We believe that the ancient Greek proverb "know thyself" can't be accomplished without knowing who we are in Jesus. Finally, we teach the practical steps of how to get things done in life. We believe that God is all about being and then doing. God calls us to rest in who He is and what He has done -- and then sends us out to advance His kingdom.

We believe that God has a specific, dynamic and exciting calling on every individual's life. The question is, will we listen to God's voice? Will we take the time to join God on His mission to seek and save the lost, to see neighborhoods, cities and countries thriving? God's calling on our lives is first to worship and serve Him. Instead of being the Lord and savior of our own lives, Jesus becomes our Lord and Savior. Then He calls us as artists, leaders, men, women, fathers, mothers, etc. to specifically and uniquely advance His kingdom throughout the world.

Finding your anthem is both an individual mission and a community goal. In Anthem we will grow together as we begin to see how God has made us unique. You will learn to love when it is hard to love, to think in new ways, and how know yourself. You will find your anthem and you will change the world.

Steven Mulkey  
Director of Anthem  
Church of Living Water

## Who We Are

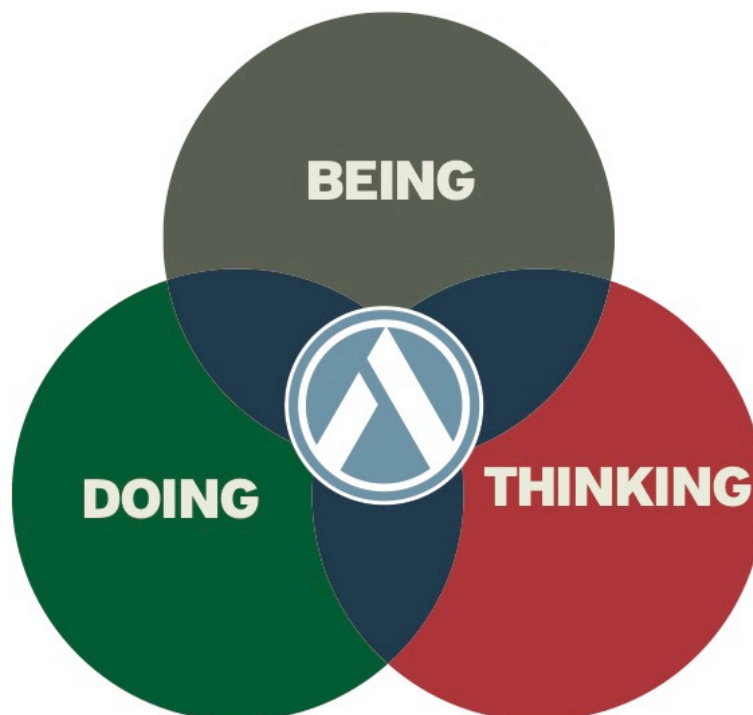
Anthem at Living Water is a leadership development program designed to empower and instruct young adults who are passionate about following Jesus and pursuing lives of meaning and ministry. Anthem is a full-time program where students are immersed into three pools of learning: hands-on training, curricular studies and personal discipleship.

## Our Mission

Anthem at Living Water exists to raise up generations of young spiritual leaders who will be successful in life and ministry.

## Our Strategy

The following diagram represents the unique blend of the three main components of our Anthem program. A more detailed description follows on the next page.



Anthem employs the strategy of “immersion discipleship,” where students are plunged into three pools of learning: hands-on training, curricular studies, and personal discipleship.

1. *Hands-on Ministry Training—where ministry skills are formed.* One of the major elements of Anthem is its in-the-trenches approach to developing ministry skills. Students spend a great deal of time each week (often over 20 hours) serving in various ministry capacities within the church and out in the community. They are involved in up-front, public ministry and behind-the-scenes work as well.
2. *Intensive Study—where ministry understanding is formed.* Classroom studies help students make the Word of God their foundation for life and ministry. Through instruction, dialog, debate, reading, personal study, memorization and meditation, students hone their understanding of biblical, life-giving ministry.
3. *Personal Discipleship—where the ministering person is formed.* The most important component of Anthem is the focus upon each student’s personal discipleship. Many colleges and internships focus heavily on “doing” and “thinking” but don’t concentrate on who the student is “becoming.” This is not the case with Anthem. On a near-daily basis, students are encouraged and challenged to move to new levels of faith, excellence and righteousness in their private and public lives. This personal discipleship is facilitated by interaction with pastors, Anthem staff, and other leaders at Living Water. Discipleship also occurs as students learn to support one another and hold each other accountable.

## Anthem Guidelines and Policies

Anthem is an intense leadership development program. We have intentionally designed guidelines for Anthem to help keep students *focused* on their growth as maturing ministry leaders, and to *develop patterns* that may serve them well in the years to come. Our desire is to teach our students responsibility through empowerment, by helping them know how to manage their freedoms. All Anthem guidelines and policies are in effect during the entirety of the Anthem year, including weekends, scheduled breaks, times of travel, and mission trips.

### 1. Romantic Relationships

Anthem students abstain from all romantic relationships. Romantic relationships, while not necessarily negative, often demand much personal and group attention. By “fasting” from these relationships during the first year of Anthem, it allows students to focus their attention more fully on the Lord. It also allows for close, unhindered friendships to be established by *all* members of the Anthem community.

The heart of this guideline is to provide a safe place for all students (no matter what their relational background) to grow together in healthy, God-honoring relationships. With this in mind, it is inappropriate for first-year students to “give their heart” to another person (see Proverbs 4:23), even if they never “act romantically” toward the other person. It is also inappropriate for students to discuss “who I might like” or “who might like who.” These things would violate the spirit of this guideline and lead to gossip and disunity.

## 2. Punctuality and Attendance

Part of our credibility as leaders has to do with being where we're supposed to be, when we're supposed to be there! When we are late, we not only miss opportunities to serve, but we show a disregard for those who are waiting for us. Because of this reality, we emphasize punctuality in Anthem. Students must ensure that they are on time or early to each Anthem assignment or other scheduled appointment. Habitual tardiness will be addressed with the individual student by Anthem leadership.

Notes regarding punctuality and attendance:

- When emergencies arise, students *must* contact the Anthem staff along with others who may be affected by their tardiness or absence—Interns, teachers, departmental directors, etc. Make sure to contact these people as soon as the emergency arises.
- Schedule non-emergency appointments (doctor's visits, haircuts, etc.) on Saturdays, Mondays or other "off times."
- Any planned absences must be cleared in advance with Anthem staff. Please plan family trips or vacation times (other than brief weekend times together) during the two-week Christmas break only. Also, check with Anthem staff regarding the Christmas break schedule *prior* to booking any travel tickets.

## 3. Movies, Entertainment, and Gaming

Students are expected to use sound judgment and spiritual maturity when choosing the movies and TV programming they will watch and the music to which they will listen. Students may not watch or listen to morally objectionable programming at any time. Video games are not allowed during the 1<sup>st</sup> month. Anthem Director will assess after that time frame.

## 4. Curfew – Time Management

Monday-Wednesday & Saturday nights, curfew is 11:00 PM for students. Thursday, Friday & Sunday nights, curfew is 1:00 AM.

The reason for a curfew is to remind students that they need to prioritize life, relationships, homework, and rest. On most evenings, students should be at home at the conclusion of Anthem scheduled activities. Any adjustments to the curfew must be cleared in advance by Anthem Staff—do not call at curfew for an extension except in an emergency! Adjusted curfew times should not be needed on a regular basis.

## 5. Outside Employment

Students have the opportunity to be employed outside of Anthem during the school year. Any outside jobs, however, must be a "fit" with the overall focus of the Anthem program. The Anthem

program is intense, heavily scheduled, and incorporates assignments that must be completed on students' personal time—including homework, service projects, etc.

These important guidelines must be followed with any outside employment.

- 1) Jobs cannot interfere in any way with Anthem schedules or responsibilities, including homework, ministry assignments, and travel with Anthem.
- 2) Any job that becomes a hindrance to a student's full success in the Anthem program must be terminated. Termination of employment may be initiated at the discretion of the Anthem Director.

The key to outside employment while in Anthem is flexibility. Employers must be willing to flex with the demands of the Anthem student's schedule. Jobs such as babysitting, house cleaning, and yard work often allow for flexibility, while jobs such as retail or restaurant work may not. Please take this into consideration when considering outside employment opportunities. Students can work on Mondays, Fridays, and Saturdays.

## 7. Cars and Transportation

Each student should plan to provide for their own transportation and auto insurance during their time in Anthem. Those who are unable to have their own transportation, for whatever reason, must seek an exception from Anthem at the time of their application interview.

Students must follow all Washington State laws when driving. Seat belts must be worn by all occupants of moving vehicles. Students must maintain a valid driver's license and auto insurance policy for the entirety of the Anthem program. Proof of Insurance is required. Student's vehicles will be properly maintained and cleaned. Car repairs are the responsibility of each individual student, not Anthem. Persons of the opposite sex are not allowed to ride together alone at any time.

## 8. On-Campus Driving and Parking

Due to the small parking area on our church property, it is necessary that everyone follow specific driving and parking protocol while on campus. When driving on campus, always drive slowly and carefully, watching for pedestrians. Remember that hundreds of children, youth and adults are walking through the parking lot before and after each service. You may not leave a vehicle parked on campus overnight.

## 9. Prohibited Activities - Walking in the Light

Anthem students will abstain from all immoral, illegal and unethical activities. This includes the use of inappropriate, foul, or objectionable language or communication in any form. Tobacco and marijuana use is prohibited. Students need to be sober minded at all times.

## 10. Social Media and Texting

Due to the increasing use of social media and technology, it is important that we use these tools in a way that is pleasing and honoring to the Lord.



# Standard of Conduct

The standard by which students will govern their personal and public lives is drawn from Ephesians 5:1-12. We seek to "be imitators of God" with "not even a hint of sexual immorality, or any kind of impurity," living as "children of light" and finding out "what pleases the Lord".

## Guidelines for Dress

Students are ministry leaders representing the Lord, Anthem, and Living Water. For this reason, basic guidelines have been established for student attire. We ask that extreme styles be avoided, and that students dress in a way that brings honor to the Lord, rather than bringing attention to one's self.

Along with acquiring tattoos or piercings, students are also to refrain from wearing jewelry that draws extra attention to the wearer (this includes, but is not limited to, eyebrow, nose, lip and tongue rings). The Anthem Director reserves the right to use his discretion in regards to these decisions.

We realize students will have their own unique style for dress and we love variety at Living Water, but we expect modesty. We don't want to go through all the "do's and don'ts" regarding a specific dress code. So we simply ask that students take a few things into consideration when getting dressed for the day.

1. Is it professional?
2. Does it look like I just rolled out of bed?
3. Am I setting a good example for those I am leading?

A leader of the same gender will initiate a conversation with you if they observe a violation of these guidelines. In addition, you are encouraged to ask your leaders for input regarding guidelines you have questions about.

All Anthem students are required to have and occasionally wear the following items of clothing for the duration of Anthem: black dress pants, plain black T-shirts, black socks, and all black closed-toed shoes.

## Anthem Schedule

Anthem students have a rigorous schedule, filled with programmed events as well as many other unscheduled opportunities to learn and serve. Students are expected to use their time wisely, ensuring that each commitment is fulfilled with excellence, while also maintaining a healthy lifestyle. This will be a fast-paced, intense year resulting in tremendous growth in students' lives.

- Participation at all of Living Water's weekend services is an important part of the Anthem experience. Please work with your Ministry Leader to ensure that you will be able to attend one of the services each weekend.
- Evenings are typically filled with things to do—some mandatory, and others optional. Students are expected to take care of all mandatory responsibilities during the evening hours (including departmental meetings, drama or worship practices, Anthem homework, etc) *before* time is taken for spending time with friends/roommates or other personal activities.
- Students will be given Monday, Friday Saturday to use as workdays to make money for needed support/finance for the year and/or raise money for the year-end mission trip. There are many job opportunities within the church and local community that will work around your schedule.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
6:30	Work Day/ Sabbath				Work Day/ Sabbath	Work Day/ Sabbath	Morning Services		
7:00									
7:30									
8:00		Morning Chapel (8:00-9:00)	Worship & the Word (8:00-9:00)	Class Set-Up					
8:30									
9:00		Team Meeting (9:00-9:30)	Systematic Theology (9:00-10:30)	Staff Devotions (8:30-9:30)					
9:30		Scripture Test (9:30-10:30)						Intro to Biblical Literature (9:30-11:00)	
10:00		Break							
10:30			Campus Ministries (10:30-1:00)	Break					
11:00		Life Skills/Self-Awareness (11:00-12:30)						Grasping God's Word (11:30-1:00)	
11:30									
NOON									
12:30		Accountability Lunch	Lunch	Break					
1:00									
1:30		Authentic Communication (1:30-3:00)	Men's/Women's Class (1:30-3:00)	Tracks (1:30-4:00)					
2:00									
2:30									
3:00		Break							
3:30		Identity (KYLO, Relationships, CC) (3:30-5:00)	Tracks (3:00-5:00)						
4:00									
4:30									
5:00				Family Meeting/Dinner					
5:30									
6:00									
6:30									
7:00									
7:30	Free Time	Free Time		Family Night (7:00-9:00)					
8:00			GUC (7:30-9:00)						
8:30									
9:00									
9:30									
10:00									
					Free Time				

## Ministry Opportunities

One of the most important aspects of Anthem is the involvement our students have in hands-on ministry. To best integrate students into the ministry life of our church, each one get the opportunity to serve in a ministry area under the covering of "Generation United" or GU. This is mandatory and not an option. Generation United is the coming together of junior high, senior high, and young adults in a powerful movement of God in our city. We believe it is God's heart to see a generation united in serving and advancing the Kingdom of God both in our city, and wherever else the Lord may send us.

In addition to Generation United, there are a couple other major ways that students engage in hands-on ministry during Anthem.

- During the Anthem year we receive opportunities for Anthem to minister in a variety of capacities: GU Winter Retreats, school chapel services, worship leading, youth rallies, serving at conferences, etc. We accept as many of these opportunities as possible to provide our students with a well-rounded ministry experience.
- Sometime during Anthem year we devote two to three weeks for ministry travel. Over past years Anthem has ministered in the Dominican Republic, England, Norway, Mexico, Israel, Cambodia, Haiti, and a number of destinations in the United States. This mission trip becomes a highlight for the year, a cumulative expression of what has been learned and experienced during Anthem.
- Students are also given the privilege of serving with our church staff and volunteers in the weekend services at Living Water. The different ministries in our church body that students may serve in are: LW Kids, Creative Arts, First Impressions, Youth, Ushering, or serving in leadership positions.

## Anthem Curriculum

Each Anthem course is designed to help students grow in the knowledge and wisdom of God. Great care is taken to ensure that students receive a balanced curriculum that will challenge them and equip them for the future. We also take great care to bring instructors into the classroom that will help to mentor our students—not just lecture. In addition to the great classes that we offer, we also include Life Pacific College classes in the tuition. We believe in higher learning and education and hope that having every student enrolled in correspondence classes will encourage a lifelong pursuit of education.

Our current 1<sup>st</sup> year curriculum includes the following list of courses:

- Relationship Classes - Addresses such issues as dating, marriage and family relationships, etc.
- Interpreting God's Word - Examines the life and teachings of Jesus through an in depth study of the gospels; includes an introduction to hermeneutics.
- Biblical Theology – A comprehensive overview of scripture, beginning in Genesis, all the way through to Revelation.
- Financial Management - Uses Dave Ramsey's Financial Peace University curriculum to teach godly principles of money management.
- Life Skills/Authentic Communication - Addresses drama, writing and production as well as the development of public communication skills and life skills.

In addition to our Anthem courses, all students participate in other seminars and settings in which topics such as prayer, worship, devotional life, personal purity and setting life goals are developed.

As a Certified Bible Institute with the Foursquare denomination, Anthem seeks to maintain excellence in our academic standards. Grades are given for each course, and transcripts are kept for each student. Students must complete all assignments at a satisfactory level in order to pass classes and avoid corrective measures.

## Anthem Finances

Fee	Description	Amount	Due
Application	This fee is due at the time of application and is non-refundable.	First-year students: \$50	Time of application
Tuition	Included in this fee is everything related to a student's participation in Anthem except food costs and the mission trip: all classes, course materials, books, retreats, administrative support, and are provided by Anthem. Tuition is due in the Anthem office one month prior to our program start date. See below for payment plan info.	First year \$5,000 Second year \$2,000	First year \$1,500 deposit due July 31. Second year \$750 deposit due July 31.
Mission Trip	These funds are raised while in Anthem prior to the mission trip. While we will work on fundraisers together to help generate these funds, each first-year student and Anthem intern is responsible for his or her amount. This fee is due 6 weeks before travel, near the end of the Anthem year.	Varies according to mission, approximately \$2,000 – \$2,600	Varies according to mission, approximately \$2,000 – \$2,600

Checks should be made payable to "Anthem." We do not accept credit cards.

If you wish to take advantage of our payment plan, you must notify our office in writing, requesting a payment plan agreement, at least one month prior to our program start date. Our payment plan is as follows: a non-refundable \$1,500 minimum deposit is due in the Anthem office three weeks prior to our program start date. The remaining balance will be divided into eight equal payments. These payments are due in the Anthem office on the first business day of the month, beginning in October. If one payment is missed, the student will receive notice and may be subject to late fees. If two consecutive payments are missed, the student will be suspended until payment is made. If three consecutive payments are missed, the student will be dismissed from the program. Students are responsible for all work missed due to suspension.

Students who have paid the full tuition prior to the Anthem start date are eligible for a partial refund if, for any reason, they depart from Anthem during the first two months of the program. During the first month of the program, 75% of all fees will be refunded. During the second month of the program, 50% of all fees will be refunded. After two months no fees will be refunded. Students utilizing a payment plan are ineligible for a refund. This refund policy applies whether a student chooses to depart from the program, or whether a student is dismissed.

## Corrective Action

The freedom of the Anthem environment requires a high level of self-management. Any student struggling to make wise choices will receive quick and direct confrontation, which is designed to help draw out the greatness within the student. Our staff and pastoral teams are trained and empowered to apply strength and grace in whichever areas necessary of students' lives.

**Curfew & Tardy Policy:** Anthem defines “tardy” as 1-15 minutes late. There will be grace for the first tardy during a week. Continued tardiness can result in dorm probation or some other consequence. Repetition of weekly tardiness on a consistent basis will result in a corrective meeting with Anthem Staff.

**Scripture Tests & Late Homework:** Failed Scripture tests will be retaken on the following Friday at 8am. Late homework will also be turned in during this time. Failure to pass a scripture test or turn in homework on Friday will result in dorm probation through Monday. If dorm probation fails to encourage the student to have homework completed in a timely fashion this could result in further disciplinary action by the Anthem Staff.

## Dismissal Policy

It is always the goal of Anthem staff to seek restoration with students whenever Anthem policies or guidelines have been violated. If corrective actions have not helped a student to keep from repeating violations, however, or if the violation was significant, dismissal from Anthem could become necessary. Corrective actions, short of dismissal, are always considered in order to bring about restoration. If dismissal from Anthem is deemed necessary by Anthem staff and church leadership, it would result in the loss of a significant portion of a student's Anthem tuition. A refund schedule is included in the “Anthem Finances” portion of this manual.