



MENORAH

MISSION SCHOOL

BIBLE • HEALTH • AGRICULTURE

STUDENT HANDBOOK
2017 - 2018

We are glad that you have an interest in the Menorah Mission School training program. We hope that you will find the information contained in this handbook informative and helpful.

If you have any further questions after going through this handbook, please don't hesitate to email us at apply@menorahmissionschool.org.

Admission Process

Menorah Mission School admits students who have a commitment to the Lord Jesus Christ and His Word that are at least 18 years old by the starting date of the program and are citizens of the Schengen area and/or of the European Union (for details about this, see the *Out of EU Applicants* section).

Menorah Mission School will only consider and review completed applications. The application process before May 15th 2017 is as follows:

1. Menorah Mission School receives your completed application (see more below).
2. You will have a short Skype interview (or if not possible a phone interview), at an agreed time, from the school's director or a staff member appointed by him.
3. Applications will be reviewed starting from May 15th 2017.
4. After staff review, you will be notified with either acceptance or denial by email not prior to May 22nd 2017.
5. If accepted, you will receive all information to submit your donation for your total tuition.
6. A minimum deposit payment of about 20% of your tuition cost (€ 1000,00) will be due by no later than June 26th 2017.
7. The final payment of your total tuition cost will be due by no later than August 7th 2017.

If the full capacity of the school is not reached through the applications received by May 15th 2017, applications will remain open until full capacity is reached or until the beginning of the course (August 29th 2017). The application process for those who apply to Menorah Mission School after May 15th 2017, will be as follows:

1. Menorah Mission School receives your completed application (see more below).
2. You will have a short Skype interview (or if not possible a phone interview), at an agreed time, from the school's director or a staff member appointed by him.
3. Your application will be reviewed shortly after the interview.
4. After staff review, you will be notified with either acceptance or denial by email, in a few days.
5. If accepted, you will receive all information to submit your donation for your total tuition.
6. A minimum deposit payment of 20% of your tuition cost (€ 1000,00) will be due by no later than June 26th 2017, or immediately after receiving notification of acceptance (if notified after June 26th 2017).
7. The final payment of your total tuition cost will be due by no later than August 7th 2017, or immediately after receiving notification of acceptance (if notified after August 7th 2017).

Completed Application

A completed application includes ALL of the followings:

1. Completed online Menorah Mission School application form (<http://www.menorahmissionschool.org/apply.html>)
2. Three (3) reference forms sent directly to Menorah Mission School by the individual that filled it out (better if sent by email) at the following email: reference@menorahmissionschool.it

3. Non-refundable application processing cost of € 20 (submitted as indicated in the donation page, specifying as Reason for Payment “Application processing cost – [Name] [Surname]”).
4. Good health certificate (this may be in the form of a doctor’s note stating your current health, not older than 6 months).
5. A recent photograph of yourself (online through application form preferred).
6. A scan of the information page of your passport (online through application form), that will be needed to buy the tickets for the mission trip. The passport should be valid until at least the end of 2018. A scan of your ID card is NOT a valid substitute for this, unless differently communicated.
7. Your Curriculum Vitae including details about your education, work experience and hobbies.

Every single application will be taken in consideration with much prayer and asking for God’s guidance. We ask all applicants to do the same as they proceed with their application.

References

References are to be filled out by three individuals that have known you for at least one year. Reference forms filled out by immediate or extended family members will not be accepted. Ideally, due to the nature of the questions on the reference form, it is best to find individuals that know you in a spiritual or academic setting, but this is not required.

Reference suggestions include church ministers, teachers, elders/deacons, chaplains, etc. Reference forms can be completed by sending individuals the PDF that we provide you once you apply. Reference forms should be emailed directly to Menorah Mission School (email: reference@menorahmissionschool.org) from the person filling out your reference and must remain confidential from the prospective student.

Good Health Certificate

A good health certificate dated within 6 months of the first day of class is required to be on file for all students. This ensures that Menorah Mission School is aware of any medical or physical issues that a student may have. The form that you submit may be a letter or note from a doctor that states your current medical/health status after performing a physical examination.

Medical Issues

Because Menorah Mission School cares deeply for the safety and best interest of the students and program, it is very important that potential students disclose to the staff any medical issues that require professional attention. Since the staff and the school location is not equipped to handle certain medical issues, a student requiring professional help may not be eligible to attend the program or may be asked to leave the program according to the staff’s discretion.

Book Order Form

In case your application will be accepted, you will receive a list of books that all the students will have to own during the course. Not all of the books are necessary to purchase if you already own any that are listed. Electronic versions of the books are acceptable for the purpose. Students are asked to provide themselves the material.

Out of EU Applicants (not regarding those from Schengen area or European Union)

Menorah Mission School is not an accredited school, but rather a training program of the True Light Cultural Association. Therefore, people coming to attend our program are not ‘college

students' and, therefore, will not be able to apply for and obtain a special visa for international students studying abroad.

Arrival and Course Dates

All students will be required to arrive at Menorah Mission School on August 29th 2017. All students will have to communicate their arrival time and if they need a pickup from the airport or train station. Classes will end on December 21st for Christmas break (departure will be from December 22nd) and start again on January 8th 2018. It will not be possible for students to remain at the school during the Christmas break. All students will be required to be back by January 7th 2018. The course will close with the graduation day on June 3rd 2018.

Accommodation

Students will be accommodated in the house and placed two or three per room of the same sex. The students' rooms and classroom are all located in the Menorah Mission School building. Each room has two or three beds and furniture to store clothes. There are community bathrooms with shower for personal hygiene. Students are responsible for keeping their living quarters clean and neat. The staff reserves the right to randomly check rooms for tidiness and general upkeep. Every damage to the facilities will have to be paid directly by the student who caused it.

Married Couples and Relatives' Accomodation

Accomodation for married couples, due to logistical limits, will have to be evaluated during the application process. In this regard, it may be necessary to rent an external accomodation, determining higher tuition costs. Married couples in which both are attending the course will be preferred. The school building is not able to accommodate students with accompanying family members who are not attending the program. Any exception to this policy must be approved by the Executive Board of the school.

Transportation fees

All transportation that is part of the program is included in the course cost (outreach, planned trips and similar) and will not be charged extra. For arrival/departure for the course/break free transportation will be provided toward the closest train stations (Albenga or Imperia). Every other trip, for personal reasons, to or from a train station/airport will be charged. The costs are 20 euros to be picked up/brought to the train stations in Albenga or Imperia and 100 euros to be picked up/brought to Nizza or Genova airport.

Accreditation

Menorah Mission School is not an accredited school, therefore we cannot guarantee college/university credit for the completion of the Menorah Mission School program.

Curriculum

Menorah Mission School program is admittedly intensive. During the nine months we strive to include as much instruction, practical training, and ministry opportunity as possible without overloading the student. The curriculum is divided into three main parts:

Bible and Evangelism: the main focus of this section is to utilize the Bible as a tool for discipleship and evangelism.

Health: the main focus of this section is to utilize the health message as an evangelistic tool, learning its value in God's plan of preaching the gospel to the world.

Leadership: this section will give to the student the opportunity to learn leadership skills necessary to work in different missionary lines.

The classes are divided into the following areas and may be subject to change:

Bible and Evangelism

How to Study the Bible
Bible Doctrines
Personal Evangelism
Plan of Redemption
Sanctuary
Daniel
Revelation
Homiletics
Public Evangelism
Media Evangelism
Principles of Teaching
Church History
Adventist History
Spirit of Prophecy
Relationships
Christian Living
Outreach

Health

God's Healing Plan
8 Laws of Health
Anatomy and Physiology
Massage
Herbs
Nutrition
Cooking Class & Food Preservation
Hydrotherapy
Natural Remedies
Mind Cure and Stress
Health Evangelism
Basic Nursing
Charcoal & Poultices

Leadership

Christian Education
Self-Supporting Ministry
Team Management

The curriculum includes more than 40 hours of practice in the fields of Homiletics, Teaching, Massage or Hydrotherapy (eligible by each student).

Mission Trip

The Mission Trip will give an opportunity to the students to have an "out of the comfort zone" experience, a wonderful opportunity to grow in their character, share the knowledge gained during the course and see their lives and the lives of others changed. The Mission Trip will occur in the beginning of 2018 in a third world country that will be communicated to the applicants before the beginning of the course.

Daily Schedule (times may be subject to changes)

Monday-Friday

Before 07:30 am	Personal Devotions
07:30-08:00 am	Breakfast
08:15-08:45 am	Morning Worship
08:55-12:55 am	Classes / Study Time *
01:00-01:45 pm	Lunch
02:00-05:00 pm	Practical Work **
05:30-06:00 pm	Evening Prayer Meeting ***
06:00-06:30 pm	Light Supper
06:30-09:30 pm	Free Time

Sabbath: Sabbath School and worship service at church. No classes.

Sunday: Outreach in the morning from 9:30 am to 1:00 pm or off, with shifts. Lunch is at 1:30 pm. Afternoon off.

* Every second Friday, the morning will be devoted to Practical Work.

** Outreach on Wednesdays (4:00-8:30 pm) and Sabbath preparation on Fridays.

*** Sunset prayer and vespers on Fridays (7:00-8:00 pm).

Personal Devotions

One of the keys to experience the full potential of the program is faithfulness in the area of personal devotions. This personal time spent between the soul and God enables and empowers the student for dynamic Christianity and effective ministry. Far from being a burdensome requirement, it is a blessed privilege!

“When the mind of man is brought into communion with the mind of God, the finite with the Infinite, the effect on body and mind and soul is beyond estimate. In such communion is found the highest education. It is God’s own method of development. ‘Acquaint now thyself with Him’ (Job 22:21), is His message to mankind” (“Acts of the Apostles”, page 126).

Morning Worship, Evening Prayer Meetings and Friday Vespers

These are special times when teachers, staff and students meet together to encourage and be encouraged. This is considered a part of the school life. You may contribute through preaching a short devotion or giving a testimony, sharing prayer request, playing an instrument or singing for special music.

Outreach

Various outreach activities are a regular part of each student’s training experience. The outreach activities will be held twice a week and will include various evangelistic approaches to reach out to the local community.

Practical Work

We believe that education should be theoretical and practical at the same time: usually in the mornings we have theoretical as well as practical classes and in the afternoons we have practical work (9-10 hours a week). Make sure to bring work clothes.

Duty Rotation

You will participate in various daily duties and jobs to keep the facilities clean, help in preparing the meals and keep the house in good conditions for everyone. The duties are a very important part of the program. Students will be divided in groups and put into a rotation. These duties foster a sense of unity, responsibility and organization.

Meals

The kitchen will provide three healthful plant-based meals each day. Meal serving times are:

7:30-8:00 am: Breakfast

1:00-1:45 pm: Lunch

6:00-6:30 pm: Light Supper

Night Curfew

“Early to bed, early to rise, makes a man healthy, wealthy and wise” (B.Franklin). Two good hours of sleep before twelve o’clock is worth more than four hours after! You are encouraged to live a life of temperance and self-discipline. This will greatly enhance your ability to gain as much as possible from the training provided. Students are required to be in their rooms by 9:30 pm. Lights must be off no later than 10.00 pm. No phone calls after 10:00 pm, except in case of an emergency.

Sabbath Preparation and Observance

Every Friday afternoon is designated for cleaning and preparing the facilities and ourselves personally for a day of Sabbath rest.

The Sabbath hours are to be sacredly guarded (and, of course, thoroughly enjoyed!) by all students. Secular activities must be avoided during the Sabbath. Attendance at all worship services is required, unless other arrangements have been made with the Director.

Punctuality and Attendance

Because of the intensity of the program, students are not allowed to work while attending Menorah Mission School. You are required to attend all scheduled classes and outreach projects unless other arrangements have been made and approved by the Director. If one is unable to attend the scheduled class or work time, the Dean or Director should be notified immediately. An absence is considered excused if it is approved by the Dean or Director beforehand. Habitual unjustified tardiness and/or absence may lead to disciplinary measures.

Student Guidelines

All students are expected to live in harmony with biblical principles, and to adhere to the standards and practices of the Seventh-day Adventist Church.

Class Time

In-class instruction makes up an important part of the program and we strive to provide an environment that is conducive to learning and spirituality. You are expected to show respect to both instructors and fellow classmates at all times, avoiding distractions and trying to make the best out of your class time.

Dress

Since proper dress helps create a spiritual atmosphere we expect students’ dress to be clean, modest, appropriate and in keeping with biblical principles.

Sleeveless tops, low-necked clothing, shorts, skirts above the knee, tight or see through clothes are not to be worn. Students are also required not to wear jewelry and visible makeup.

For Sabbath and outreach it is required for men to bring elegant clothes, such as slacks, khaki pants, long or short-sleeved shirts and for women to bring skirts below the knee or loose-fitting sleeved dresses below the knee.

Work clothes can include sweat pants and loose jeans or pants for both men and women.

Relationships

All students are expected to maintain a high standard of moral purity, avoiding the appearance of evil and inappropriate attentions to the opposite sex.

Menorah Mission School program is intensive and in order to stay focused on the education provided and nurture a closer relationship with Christ, dating relationships between students and between students and staff are not supported. The formation of “special friendships” where men and women frequently pair up together, or which produce an attachment to the exclusion of others is strongly discouraged. We recommend you to postpone your courtship until the course is over.

To avoid the appearance of evil, communication with the opposite sex should be maintained in public areas, and during the hours of darkness, only in public areas inside of the school building. Bedrooms are separated according to gender and visits by the opposite sex are not permitted.

If a student is already involved in a formal dating relationship prior to admission, the school expects to be informed of this ahead of time in order to reach an understanding that does not conflict with the principles of this school.

Prohibited Items

Under no circumstances will any illicit drugs, tobacco, alcoholic beverages, caffeine, theine, pornography, occult items, T-shirts with un-Christ-like logos or slogans, weapons or any other ungodly items be tolerated on campus. Discovery of any of these items may lead to immediate expulsion.

Media Devices

We would like to maintain a positive Christian atmosphere with music which is uplifting and in harmony with a high Christian standard. The music played must not disturb others. Played music or videos should be kept at a volume that is not public. The sound can be played in a room with the consent of those in the room.

Cellular phones may be used during classes, work, church services, or during any other officially scheduled event only for purposes directly connected with the current activity (not for personal calls or messaging).

Computer Use

The school provides an Internet connection from 1:00 pm to 9:00 pm. Laptop computers are to be used only for class hours, study hours, and communication purposes.

Pets

At Menorah Mission School we love nature and animals. Yet the presence of a student’s personal pet during the course implies a significant logistical effort. For this reason students are not allowed to bring any pet along with them during the course.

Leave from School

If one needs permission to leave the school for any off-campus activity, it is necessary to request permission to the Dean or Director. If one needs permission to leave overnight for any off-campus

activity, it is necessary to present a written request to the Dean or Director giving the following information: date of departure and return, purpose and destination. This must be presented at least 48 hours prior to the desired departure date, except in case of emergency.

Tuition Cost

The tuition cost is € 4.900,00: this donation will cover board and lodging, tuition, mission trip, outreach activities and other expenses.

A minimum deposit payment of 20% of your tuition cost (€ 1000,00) will be due by no later than June 26th 2017 (submitted as indicated in the donation page, specifying as Reason for Payment “20% deposit – [Name] [Surname]”).

The final payment of your total tuition cost will be due by no later than August 7th 2017 (submitted as indicated in the donation page, specifying as Reason for Payment “tuition cost – [Name] [Surname]”).

