

SOULS WEST



Handbook

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From the Director's Desk

There's something special about working for the Master! *Steps to Christ* says,

“If you will go to work as Christ designs that His disciples shall, and win souls for Him, you will feel the need of a deeper experience and a greater knowledge in divine things, and will hunger and thirst after righteousness. You will plead with God, and your faith will be strengthened, and your soul will drink deeper drafts at the well of salvation” (page 80).

Our mission at SOULS West is to prepare young people for Christian service. Students must gain both an intellectual and experiential knowledge of the gospel. Knocking on doors all over the Pacific Union, praying with people, studying the Bible, training church members, learning the beauty of visitation, participating in company (team) evangelism, and so much more! This is our work. I pray that each student will experience a relationship with their Savior, Jesus Christ, while learning to win souls for Him! There are nice achievements in this world, but none compares to bringing a soul to Christ.

2 Timothy 2:2 says, “And the things that you have heard from me among many witnesses, commit these to faithful men who will be able to teach others also.” As a training school, SOULS West does just that. The experience begins with classes like Daniel & Revelation, Christian Marriage and Family, Sanctuary, Salvation, and many more! Then we hit the field where we can minister to people individually and collectively as we work with area churches.

There are too many people in this world dying without a knowledge of God. Are there people about whom you know and care, who have not yet decided for Christ? Now is the perfect time to get to know Jesus for yourself and to follow Him all the way.

What a privilege to be living at this time of earth's history. Now is the time to seek the Lord. To know His heart. To know His mind. To do His will. Jesus is calling for missionaries.

Will you accept His call?

PFY!

Mission

To develop youth into people who can reach others for eternity.

SOULS West provides Christ-centered evangelism training. Our goal is to mentor youth into vibrant, authentic, Bible-based followers of Jesus, empowering them to respond in a leadership role to the divine commission.

SOULS West educates students through mentored field experience as well as classroom instruction. The curriculum integrates literature evangelism, medical outreach, Bible work, public reaping meetings, and local church involvement to promote discipleship and retention in the cycle of evangelism.

SOULS West provides an opportunity for Seventh-day Adventists who desire to exercise their spiritual gifting in literature work and personal evangelism. We strive to foster an environment where students can become self-aware and experience ministry in a variety of locations, using diverse methods, while refining their specific calling in life.

Academics

Certification Requirements

SOULS West operates on a quarter system and uses alternating quarters for classroom (fall and spring) and field (winter and summer) experiences. Graduating students who wish to receive a certificate of completion must meet the following requirements:

1. Each student must maintain a 2.5 grade point average or higher and complete the required classroom and field experiences.
2. Each student must be recommended by their course instructors and the director of SOULS West based on classroom and field evaluation.
3. Students must pass all classes in order to graduate. If a student does not pass a class, he/she must either retake the class or make further arrangements with the class instructor to pass the class.
4. If a student is failing more than 20% of classes (that is, more than one class per quarter), he/she will be subject to academic review.

Curriculum

SOULS West is operated by the Pacific Union Conference of Seventh-day Adventists as a practical evangelism training school. The SOULS West curriculum is designed to give students the background, understanding, and tools needed to confidently lead someone to a relationship with Jesus in the context of His last-day message. All classes may not be offered every year, and in some years, credit hour amounts will vary. Credit hour amounts are in parenthesis. Some courses are taught as intensives.

Note: SOULS West is not accredited by any national, regional, or church accrediting body.

TRACK ONE CLASSES

How To Study the Bible (1-2)

An introduction to methods of studying and understanding the Bible, with special emphasis on developing a strong relationship with God through devotional study. Students will become acquainted with tools for Bible study such as concordances and commentaries, and learn how to use those tools as they study the Bible in context. Students will learn how to write Bible studies for various topics and settings, including and especially outreach evangelism.

Christian Marriage and Family (3)

A study of the principles used in the choice and formation of friendships and lifetime companions. Students will learn how to apply Biblical principles to marriage and family life.

Philosophy of Education (3)

An introduction to the Christian view of education as found in Ellen White's timeless classic, *Education*. Students will especially reflect on the teaching methods that Jesus used.

Salvation (3)

A journey through the plan of salvation using the sanctuary services as an aid. Students will study the aspects of salvation such as God's mercy, justice, grace, and righteousness, and our faith-response to Christ.

Philosophy of Seventh-day Adventist Publishing (1)

An introduction to the history and purpose of the publishing ministry of the Seventh-day Adventist Church, including its current role and future direction. Emphasis will be placed on the integration of literature work with other forms of church ministries and evangelism, and strategies for its application in today's context.

Principles of Accounting and Money Management (2)

An introduction to basic economic concepts and accounting practices for managing personal and business finances. Students will study budgeting, consumerism, insurance, home ownership, debt, and investments. Students will also study the processes and functions necessary to bookkeeping and financial responsibility in businesses and service organizations.

Seventh-day Adventist Beliefs (3)

A Biblical study of SDA teachings with an emphasis on Jesus Christ in every subject. This class covers teachings not covered in other classes.

Studies in Prophecy: Daniel (3)

An introduction to the book of Daniel, with special emphasis on enabling students to share a heart-warming and confident presentation of end-time truths.

Speech and Communication (3)

Instruction in the oral communication skills needed to minister effectively in one-on-one and group environments. This course examines the preparation, presentation, and critiquing of speeches of various kinds, with emphasis on informative and persuasive communication. Students will study the selection and organization of supporting material, reasoning, appeals, and elements of delivery. This course will focus on application.

Magabook Leadership (3)

This course provides leadership training and experience needed for summer Youth Rush magabook programs. Students will study techniques involving discipleship, training, and team management. A portion of the class will include in-field training in team management.

Seventh-day Adventist History (1)

An introduction to the Biblical, prophetic, and historical background of the SDA church. This course will focus on both the Old and New Testament overview of the faithful people of God and their witness to the world. It gives an overview of the start of the Advent movement at the time of the Millerites and the growth of the church to the current time.

TRACK TWO CLASSES

Apologetics (3)

A study of Christian apologetics, creation apologetics, and Adventist apologetics.

1. Christian apologetics will compare the five major religions and support Christianity relative to Hinduism, Judaism, Islam, and Buddhism.
2. Creation apologetics will examine evolution vs. creation.
3. Adventist apologetics will compare various religions/denominations that believe in Jesus and give reasons why Adventism's Christ-centered teachings are fully trustworthy.

Medical Outreach/Evangelism (1)

This course provides practical training about how to touch someone's heart using health outreach. Students will learn basic health outreach strategies and techniques.

Personal Evangelism/Bible Work (3)

A study of how to discover spiritual interests, how to develop and conduct effective Bible studies, how to lead people to decisions, and how to clear someone for baptism. Through instruction and practice, students will be confident in their presentation of the gospel and in sharing their faith in any setting. Students will also learn how to coordinate training seminars in a local church, engaging members in giving Bible studies and other personal evangelism.

Health and Healing (3)

This course will consider the physical, mental, and spiritual effects of lifestyle, including an overview of the natural prevention of physical disease.

Evangelism (1)

A study of how to use personal evangelism in preparation for successful public evangelistic efforts. The student will learn how to organize and hold a public evangelistic series.

Studies in Prophecy: Revelation Part I (3)

An examination of the end-time prophecies of Revelation, including its symbolism. Special emphasis will be placed on Jesus and His atoning work on Calvary and in the heavenly sanctuary.

Studies in Prophecy: Revelation Part II (3)

This course will examine the more complex prophecies in Revelation, including the rapid movements that will happen just before the coming of Jesus.

Life and Teachings of Jesus (3)

An introduction to the four gospels, including background, authorship, and themes. The student will also study Old Testament Messianic prophecies and Christological typology.

The Sanctuary (3)

A Biblical study of the sanctuary truth and its relationship to the history and message of the Seventh-day Adventist Church. Special attention will be given to the sanctuary's central theme of justification by faith.

Church Leadership (3)

An introduction to the principles of leadership in a church setting. This course equips students with strategies to successfully lead youth, fellow church members, employees, and others. Special focus will be given to Jesus and His leadership methods.

Literature Ministries Director (1)

Principles and methods for starting and managing literature and Bible work programs in a conference-wide setting. The focus of this course will be administrative principles for managing a conference ministry, as well as ideas and methods for integrating literature ministry with other conference ministry initiatives.

Student Life

Student Government

SOULS West's student government is a committee composed of the men's and women's resident assistants, religious and social vice presidents, student body secretary/treasurer, student body president, and a staff advisor.

The student government is responsible to the staff for the implementation of student expectations as outlined in the student handbook. Student government is also responsible for overseeing the clerical operations, facility upkeep, and activities carried out by students.

Student Expectations

Biblical Principles

Students are expected to live in harmony with biblical teachings and the guidelines of the Seventh-day Adventist Church.

Automobile Policy

Parking: Students must park in designated parking areas. If parked in a no-parking zone, vehicles may be ticketed or towed.

Speed Limit: A campus-wide speed limit of 10 mph will be enforced. Speeding on campus may result in suspension of driving privileges.

Curfew

At 8:00 pm, the school building will be shut down, and students are expected to retire to their respective areas. Curfew will be at 9:00 pm. At this time, students are expected to be in their respective rooms. Thursday night's curfew will be at 9:30 pm (gym night).

Attendance

SOULS West exists to develop youth into people who can reach others for eternity, and who can lead others in evangelistic outreach. Program participation, class attendance, and punctuality are the responsibility of each student. Students are required to participate in all scheduled classes, events, outreach blitzes, and assigned responsibilities. Failure to participate and/or tardiness will be dealt with on an individual basis by faculty/student government.

Sabbath Observance

The Sabbath hours, from sundown Friday to sundown Saturday, are sacred and joyful times for spiritual renewal, public worship, and Christian fellowship. Secular activities (shopping, business, and distracting amusements) are to be avoided during this time. Attendance at worship services is required unless arrangements are made to accommodate special circumstances.

Forbidden Items

In no case may firearms, recreational drugs, tobacco, alcoholic beverages, pornography, gang symbols, or occult items be permitted in the housing, car, or possession of SOULS students. Discovery of such items is grounds for immediate dismissal without refund. Media items not permitted: video game systems (including violent games on handheld devices), non-Christian movies, and routers or Wi-Fi extenders in student dormitories.

Honesty

All students are expected to have a high standard of personal integrity. All forms of dishonesty, such as cheating and plagiarism, are grounds for dismissal without a refund. Students should also display integrity by avoiding accessing websites of questionable moral nature. Care must be taken in the use of equipment belonging to SOULS and to our host camp. Integrity should also be shown in one's interactions with other students.

Weekend Leaves

Weekend leave requests will be reviewed and approved by staff. The written leave request must be submitted at least one week in advance of the intended leave. Academic standing will be considered. Emergencies will be dealt with on individual basis.

Computers, Phones, & Electronics

Students are encouraged to provide their own computers (SOULS does not have computers for student use), and to use their time and electronics wisely, using the internet, social media, etc., for non-entertainment purposes such as homework and spiritual edification. If not used responsibly, privileges such as internet access may be limited or removed. As with other areas of discipline, student government will deal with each situation individually.

Health

We eat what we sell. To best model the healthful lifestyle that our products represent, and so that we can be at our best for God, students are asked to adopt a vegetarian diet while participating in the SOULS experience, and caffeine in any form is prohibited. (The SOULS kitchen provides plant-based meals.)

Dress Code

Dress is truly individualistic. Each person has a right to his or her own likes and dislikes. SOULS, however, reserves the right to require certain dress standards. Due to the unique nature of the school, its environment, and its ministry, students are asked to use the following dress code:

- **Neat:** Clean, ironed clothes and impeccable personal hygiene (daily showers, hair well-groomed, etc.).
- **Professional:** First impressions make lasting impressions and are extremely important as Christians and for door-to-door work. Because of this, students are asked to dress professionally during school and off-campus field time. Business casual attire is preferred.
- **Men:** Slacks (no jeans), collared shirts with sleeves. No large advertising emblems on shirts such as those associated with rock bands, colas, sports, etc. No jewelry of any kind, please. Hair must be trimmed & neat (long hair on males is perceived as unprofessional at doors). Young men must be clean shaven with no facial hair during any field time. When in class, any facial hair must be well groomed.
- **Women:** Dresses or skirts (loose-fitting dresses/skirts are encouraged) that are knee-length or longer, or slacks (no jeans), tops with sleeves. No large advertising emblems on shirts such as those associated with rock bands, colas, sports, etc. No jewelry of any kind, please.

Modesty. Modesty is a part of the Christian life, and in this area Christians should be particularly separated from worldly dress. Clothes should not be tight fitting or revealing in any way. This is important for personal safety on the streets. Modesty must also characterize your clothing while off-duty. Shorts worn outside of the classroom or during non-work hours must be loose fitting and cover the thigh.

Our belief in Christ's death and soon coming separates the Christian from the world. This is shown in all aspects of life. Dress is a major area which distinguishes a Christian as different. Students are asked to study dress and its principles from the Bible and Ellen White's writings.

Music

Music has the potential to be spiritually uplifting or debilitating. Personal music choices should be based on the spirit of the artist, the inspirational character of the music, and the lyrical content, abiding by biblical principles. Music played in public must be easy listening, acoustic Christian music (where the rhythm is not heavily accentuated over the melody and harmony), at the discretion of staff.

Health Insurance

SOULS West does not provide health insurance for students. Each student is responsible for his/her own health insurance and/or healthcare costs.

Dating Policy

SOULS West seeks to apprentice youth for the purpose of creating strong future leadership within the Seventh-day Adventist Church. One of the greatest temptations to leaders, and the downfall of many successful leaders, is the inability to relate properly to the opposite sex.

In the last thirty years divorce has increased dramatically, and Christians have not been immune. Today's leaders are especially prone to these types of failures simply because of the extra stress that leadership responsibilities place on marriage and family life. It is with the hope that SOULS West can instill principles that create strong marriages and families among leadership that the following guidelines are made.

SOULS West recognizes that dating/courtship and marriage are God-ordained gifts to restore the image of God in human beings. To promote mature dating/courtship and to discourage immature infatuation, thus protecting the future success of couples, we ask that:

1. All male-female relationships are conducted in an overt, not covert, manner.
2. All male-female relationships seek a godly, experienced counselor who is mutually acceptable to the couple and SOULS West staff.
3. Couples enhance the relationship's potential by strengthening their verbal communication skills in advance of the physical aspects of communication. Therefore, SOULS West asks that all couples refrain from all physical expressions of affection.
4. Relationships are disclosed. In compliance with SOULS West's no-fraternization policy, students must sign an agreement that, in addition to the points above, a) the relationship is consensual, b) they will not violate our campus harassment or discrimination policies, and c) they will act respectfully by not engaging in conduct that might make other students feel uncomfortable.
5. All couples commit to study the principles of courtship and marriage as found in the Bible and the Spirit of Prophecy.
6. Refusal to follow these guidelines is grounds for probation and/or dismissal.

Because of the challenging nature of the leadership training program, students are asked to refrain from developing a male-female relationship until they have completed the Christian Marriage and the Family class offered by SOULS West.

Due to the potential for favoritism and conflicts of interest, SOULS West maintains a no-fraternization (no-dating) policy between staff and students. Any consensual, intimate, or romantic relationship between any SOULS West staff and student is prohibited.

Disciplinary Procedures

Most students do not encounter disciplinary action while attending SOULS West. It is our policy that each situation be treated on an individual basis, in a Christian manner, and with the least possible personal embarrassment and disruption of the student's education. Violation of SOULS West's guidelines may result in disciplinary action. If a student comes under disciplinary action by violating SOULS regulations and policies, the administration will seek a solution to the problem and obtain appropriate support that may involve contacting the student's parents, restitution, and any one of several levels of discipline. (Discipline does not necessarily proceed consecutively through each of the following levels.)

1. Verbal and/or written warning from SOULS West student government or staff member for a minor offense.
2. Reprimand with restriction of privileges.
3. Monetary fine or other restitution.
4. Behavioral contract.
5. Dismissal from SOULS West.

The SOULS Director, and/or staff, will communicate with the student at each stage of disciplinary procedures. Parents may be notified if a student violates SOULS policies and/or if discipline threatens the student's stay in school. A student may file a written response at any time to be kept on file.

Student Dismissal

Students are asked to assist the staff and other attendees by showing a cooperative, harmonious attitude. Students must complete assignments by the date requested, meet community outreach goals, and abide by written rules as outlined in this handbook. If students have concerns, questions, or special circumstances, they are encouraged to discuss them with SOULS administration. Every effort is made to carefully resolve each issue. (See "Grievance Policy.") SOULS West reserves the right to dismiss a student, without a refund, who fails to abide by SOULS West guidelines.

Refund Policy

If a student is dismissed for willful refusal to follow SOULS' policies as listed in this handbook or as shared with him/her throughout the SOULS course, there will be no refund of tuition/fees already paid to SOULS.

If a student wishes to leave the program by his/her own choice within the first 30 days of the program, he/she will receive a 50% refund of the total tuition amount, less any scholarships that were granted by SOULS. If a student wishes to leave the program by his/her own choice after the first 30 days, no refund will be given. No scholarships of any kind are refundable.

Overnight Guests and Visitors

SOULS West is hosted on the campus of Camp Yavapines, which is owned and operated by the Arizona Conference of Seventh-day Adventists. Guests and visitors are welcome on campus provided the following guidelines are observed:

1. All guests and visitors must check in with the Camp Yavapines office as soon as they arrive. Because other groups may be present at the camp while SOULS West is in session, it is important for the camp office to know who is on the premises and to which group they belong.
2. If visitors wish to spend the night, arrangements must be made with both SOULS West staff and the Camp Yavapines office. Guest room accommodations must be pre-arranged with Camp Yavapines, and reservations can be made by calling (928) 445-2162.
3. All overnight guests and visitors must also check in with the men's or women's dean, respectively.

General Grievance Policy

Our grievance procedure policy explains how students can voice their complaints in a constructive way. We want to resolve conflicts as soon as possible; our organization desires to foster a supportive and pleasant setting for everyone as they conduct their missionary activities. This policy refers to everyone in the organization regardless of position or status. Grievances can relate to harassment, health and safety, supervisor behavior, etc.

Students should try to resolve less important issues informally before they resort to a formal grievance. When this isn't possible, here is how to file a grievance:

1. Communicate informally with their direct supervisor. The supervisor will try to resolve the problem. When students desire to complain about their supervisor, they should first try to discuss the matter and resolve it between them. In that case, they're advised to request an informal meeting. Supervisors should try to resolve any grievance as quickly as possible. When supervisors are unable to resolve a grievance, or when students feel uncomfortable addressing a complaint with their supervisor, the supervisor or student should refer the matter to the SOULS West Director. If resolution is still not obtained, the matter should be referred to the Pacific Union Literature Ministries Director.
2. If the grievance relates to criminal activity, violence, or sexual harassment or misconduct by a supervisor, students should refer their grievance directly to the Pacific Union Literature Ministries Director.

Note: This procedure may vary according to the nature of the grievance.

Students or supervisors who face allegations have the right to receive a copy of the allegations against them, respond to the allegations, and appeal any formal decision to the Pacific Union Literature Ministries Director.

Note: If any staff or staff volunteer is directly related to (for example, spouse) the SOULS West Director, and if any staff/student has a grievance, complaint, or conflict relating to that staff or staff volunteer, then the procedure guidelines are amended to state that when, after an informal meeting between the two parties, resolution is not obtained, they should refer the matter, not to the SOULS West Director, but to the Pacific Union Literature Ministries Director.

Literature Missionary Program

The God-ordained outreach of literature evangelism teaches responsibility, economy, self-discipline, and promotes spiritual growth. *Literature evangelism provides a foundation from which other personal evangelism methods can be taught.* In order to stay enrolled at SOULS, all students are required to participate in scheduled literature evangelism efforts. By enrolling at SOULS West, students commit to a minimum of 45 days of literature evangelism “blitz” missionary participation, and a minimum of 45 days of winter practicum participation. These missionary periods do not include employment; no remuneration of any kind will be given from these days of missionary participation.

Life Application Training

To provide opportunities in leadership and a diversity of skill development, students will periodically be given responsibilities in classroom teaching, teaching assistantships, literature distribution, developing and giving Bible studies, and school operations. Students may be asked to participate in various tasks such as facility cleaning, cooking, remodeling, gardening, business tasks, and a variety of other practical duties. These duties are intended to teach life skills and will provide opportunities for students to learn leadership as they share the responsibility of overseeing other students.

Harassment and Discrimination

SOULS West believes that all people are created in the image of God, and therefore should be treated with dignity and respect. SOULS West does not discriminate in its policies and practices on the basis of race, national origin, color, sex, familial status, disability, or any other basis prohibited by law. SOULS West is a religious missionary program and a part of the Seventh-day Adventist Church.

Scope

SOULS West's policy on the prevention of harassment, discrimination, and retaliation applies to the behavior and activities of all who are involved, including students, faculty, staff, volunteers, and guests, whether on or off campus. Such activities include, but are not limited to, classes, meetings, events, field time, and practicums. Additionally, guests, volunteers, consultants, or any person who provides services to SOULS West, are expected to comply with the provisions of this policy.

Note: SOULS West reserves its lawful rights where appropriate to take actions designed to ensure and promote the Seventh-day Adventist Christian principles that sustain its mission and heritage. *As a religious entity, SOULS West exercises its right to accept only those employees, students, and volunteers who believe in and seek to support SOULS West's mission. While SOULS West opposes harassment, discrimination, and retaliation, it does not waive any exemptions afforded to religious nonprofit entities under the U.S. Constitution, or any other federal, state, or local law.*

HARASSMENT, DISCRIMINATION, AND RETALIATION POLICY

SOULS West is committed to providing an educational, ministry, and employment environment where individuals with diverse backgrounds and experiences can work to advance its mission free from unlawful harassment, discrimination, and retaliation. To accomplish this goal, it is essential for all people to be treated with dignity, decency, and respect. Therefore SOULS West will not tolerate harassment or unlawful discrimination, but seeks to prevent, correct, and discipline behavior that violates this policy. In addition, SOULS West will not tolerate retaliation against an employee engaging in a lawfully protected activity, such as participating in the grievance process or opposing conduct that constitutes a policy violation.

Allegations of harassment, discrimination, and retaliation shall be administered by the SOULS West Director in consultation with the Pacific Union Literature Ministries Director. This policy also contains the complaint resolution process for all SOULS West participants, volunteers, employees, and students. The process may vary depending on who is involved, the type of

conduct, and the severity of the conduct and/or consequences. Sanctions for violating the policy by a non-student may be governed by another entity's policy, depending on the role of the person who violated the policy.

The free exercise of religion is guaranteed by the United States Constitution. SOULS West is a religious nonprofit ministry, owned and operated by the Pacific Union Conference of Seventh-day Adventists as an integral part of the Church's evangelistic ministry. Federal and state law recognize the right of SOULS West as a religious entity to give preference in employment of faculty and staff and admissions of students to members of the church which sponsors the institution.

Furthermore, nothing in this policy or in third-party training programs or materials shall constitute, or be interpreted as, a waiver of any right, privilege, or exemption SOULS West possesses as a nonprofit religious entity under the U.S. Constitution, or any other federal, state, or local law. SOULS West continues to reserve all such rights, privileges, and exemptions.

Nondiscrimination

SOULS West believes that all people are created in the image of God, and therefore should be treated with dignity and respect. The SOULS West ministry does not discriminate in its admissions, financial aid, policies, practices, and activities on the basis of race, national origin, color, sex, familial status, disability, or any other basis prohibited by law.

Discrimination for purposes of this policy is an unlawful prejudicial and/or harmful action taken against a person on the basis of a protected classification. It is a violation of SOULS West's nondiscrimination policy to unlawfully discriminate, if the basis of that discriminatory treatment is, in whole or in part, a person's protected class. Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment.

Harassment

SOULS West prohibits conduct that is disrespectful, unprofessional, or harassment based on the above-mentioned protected classes (see introduction). Actions, words involving slurs, and other verbal or physical conduct relating to an individual's protected characteristic may constitute harassment when such conduct:

- a. Has the purpose or effect of creating an intimidating, hostile, or offensive environment,
- b. Has the purpose or effect of unreasonably interfering with another's ministry/work performance, or
- c. Otherwise adversely affects an individual's ministry or employment opportunities.

Employees, students, volunteers, guests, others providing services to SOULS West, and any other persons are prohibited from engaging in such actions, which are intolerable, may be illegal, and will result in appropriate discipline, up to and including dismissal. If such action persists or if the person feeling harassed is uncomfortable in confronting the offender, the complaint procedure outlined below should be followed.

Sexual Harassment Policy

SOULS West is committed to providing a respectful learning, living, and working environment that is free of sexual harassment, retaliation, and unlawful sex discrimination. Conduct may constitute sexual harassment when submission to sexual conduct is made a term or condition of employment, when submission to or rejection of sexual conduct is used as a basis for employment decisions affecting individuals, or when it unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment. A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities. This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or pervasive and objectively offensive. SOULS West reserves the right to address offensive conduct and/or harassment that does not rise to the level of creating a hostile environment.

SOULS West does not tolerate sexual harassment of any employee, student, or guest. Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex of those involved. Sexual harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking. SOULS West will act to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a "hostile environment."

Retaliation

SOULS West is committed to providing a working environment that is free from retaliation for an employee, student, or volunteer engaging in a lawfully protected activity. No hardship, loss, benefit, or penalty may be imposed on someone in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment
- Participating in the grievance process of a complaint
- Supporting a Complainant or Respondent
- Assisting in providing information relevant to an investigation
- Acting in good faith to oppose conduct that constitutes a policy violation

Acts of alleged retaliation should be reported immediately to the SOULS Director. SOULS West shall take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

Lodging a bona fide complaint will in no way be used against the one who lodges it, nor have an adverse impact on the individual's student, volunteer, or employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation. Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including termination of employment or expulsion.

Harassment, Discrimination, and Retaliation Grievance Process

Our grievance procedure explains how complaints can be addressed in a constructive way. We want to resolve conflicts as soon as possible; our organization desires to foster a supportive and pleasant setting for everyone as they conduct their missionary activities.

A. Initial Action

Anyone who feels that another person is harassing him or her, or acting in an unlawfully discriminatory manner (hereinafter "offending behavior"), should request without delay that the offending behavior be stopped. If the action perceived as offensive was indeed unintentional or innocent, simply drawing the offender's attention to it could resolve the problem. If the offending behavior persists, if the person is uncomfortable in confronting the offender, or if the offending behavior is sufficiently serious, he or she should follow the complaint procedure outlined below.

B. Complaint Procedure

Individuals who believe that they have been subject to offending behavior by supervisors, students, clients, or non-employees (also referred to as complainant) should immediately follow this complaint procedure:

- a. Report the offense immediately (within 24 hours, if possible) to facilitate prompt follow-up and any necessary investigation.
- b. Report to the SOULS West Director, or the immediate supervisor of the person the complainant feels has engaged in offending behavior.
- c. Submit the initial complaint orally or in writing. Oral complaints must be subsequently submitted in a written and signed document by the complainant before a formal investigation begins.
- d. Note: If any staff or staff volunteer is directly related to (for example, spouse) the SOULS West Director, and if any staff/student/volunteer has a grievance, complaint, or conflict relating to that staff or staff volunteer, then the matter should be referred, not to the SOULS West Director, but to the Pacific Union Literature Ministries Director.

C. Investigation Process

The SOULS West Director will confer with all involved persons attempting to determine with appropriate objectivity whether offending behavior did occur, and utilize the following process:

- a. If the facts presented appear to justify further investigation or action, the SOULS West Director may appoint a three-member investigative team of persons appropriate to the type of offending behavior. The team will obtain written statements and will seek to define and remedy the problem.
- b. If the investigating team determines that the complaint of offending behavior is substantiated, immediate and appropriate disciplinary action will be taken. Depending on the severity of the offending behavior, the discipline may include, but not be limited to, a written warning to the offender (with a copy to his or her personnel file), to relocation, suspension, expulsion, or termination of employment. The offender may respond in writing to any written warning or discipline. That written response will be placed in the offender's personnel file.
- c. The SOULS West Director (or designee) will then explain to the complainant what type of action has been taken.

D. Confidentiality

During the sequence of complaint, investigation, and (if necessary) disciplinary action, personnel responsible for investigating an alleged incident of offending behavior will do their work as expeditiously as care and thoroughness will allow, and as confidentially and as objectively as possible. Because of the sensitive nature of allegations of offending behavior, both those interviewed and those on the investigating team will be instructed to respect the rights of privacy of all participants by refraining from divulging information to third parties except as required by law. They will also be asked and expected to refrain from any retaliatory behavior.

E. Supervisor's Reporting Responsibility

All supervisors serving at SOULS West who are aware of incidents of offending behavior in the workplace are responsible for reporting such incidents to the SOULS West Director (or designee). Failure to report such incidents may result in disciplinary action.

F. False Allegations

Unfounded allegations of offending behavior can irreparably damage one's reputation and can limit a person's ability to perform his or her duties. Therefore, though SOULS West encourages individuals to report incidents of offending behavior that they sincerely perceive, any staff, student, or volunteer who maliciously brings false allegations of offending behavior will be subject to disciplinary action, which may include, but not limited to, a written warning (a copy of which is placed in the individual's personnel file) to relocation, suspension, expulsion, or termination of employment.

Financial Policies

1. Tuition for the 2024-2025 school year is \$4,950 (\$3,955 for tuition and \$995 for room & board). A \$95 registration fee and a \$175 mandatory student accident insurance are also due. **All students must pay these amounts in full at the time of registration.** These amounts include all tuition and fees for the entire school year. Any remaining balances from previous terms must be paid in full at registration.
2. The tuition & fees listed above include:
 - a. Tuition
 - b. Room
 - c. Board
 - d. Registration fee
 - e. Basic student accident insurance fee
 - f. School-owned automobile insurance fee
3. Personal expenses such as books, phone, laundry, computer, etc., are the responsibility of the student.
4. As part of the training experience, many students are approved to drive school-owned or rented vehicles. The Pacific Union Conference has insurance that allows individuals under 25 to drive, which is included in the “tuition & fees” amount, above.
5. All students are required to pay a fee of \$175 for basic student accident insurance.
6. Please make checks payable to SOULS West. A \$35 fee will be charged to the student for checks returned for insufficient funds.
7. Each student’s account must be paid in full in order to participate in classes and graduation services, to receive certificates, to request transcripts, or to register for additional courses.
8. SOULS West reserves the right to change tuition rates at any time.
9. No refunds, except as noted above (“Refunds”), will be issued.

Contact Information

Phone Numbers:

Registrar – 480.283.3212

Camp Yavapines – 928.445.2162

Email:

office@soulswest.org

Website:

soulswest.org

Mailing Address (please use this for mail):

PO Box 10036, Prescott, Arizona 86304

Physical Address (for packages only):

2999 Iron Springs Rd., Prescott, Arizona 86305

Please use the P.O. box for all correspondence and mail. Use physical address only for packages delivered via FedEx/UPS/etc.