

The
COLLEGE of HEALTH
EVANGELISM



S t u d e n t *H* a n d b o o k

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The COLLEGE of HEALTH EVANGELISM

Mission Statement:

This school has been established to teach men and women how to minister to others, and thus find happiness. The object we have before us is the qualifying of laborers to engage in the all-around work of the Third Angel's Message, by teaching God's plan of restoration of body, mind, and soul, with the aim of sharing a complete gospel.

Welcome:

We are glad you have an interest in the Medical Missionary Training offered here at Wildwood Lifestyle Center & Hospital. This Handbook has been prepared to help you become familiar with our training programs as well as our policies that govern the privileges and responsibilities for our students as members of the Wildwood community. Wildwood is known for providing an atmosphere that encourages spiritual growth through the support of our faculty, staff, and students. We are united in seeking a deeper relationship with our Creator and in helping others find the more abundant life God has provided.

If you have any further questions after going through this handbook, please don't hesitate to email us at college@healthevangelism.com, call us at 706-820-1493 Ext. 412, or visit our web site: www.healthevangelism.com.

May God bless and direct you as you seek to do His will.



James Hartley, Director

Historical Sketch

In January of 1942, a self-supporting evangelistic team of medical missionaries moved to a 500-acre farm nestled in the beautiful hills of northwest Georgia and southern Tennessee. Wildwood Sanitarium Incorporated was chartered as a non-profit association to carry on medical missionary work and training around the world in harmony with the principles of the Seventh-day Adventist Church.

For over sixty years, the Lord has supplied means, materials, and personnel as needed. Teachers, students, workers, nurses, and physicians have faithfully shared in making the envisioned plan a reality. God has blessed their determination to train medical missionaries and provide a place in the country where the sick could come to find healing and to learn principles of health and salvation.

Our comfortable facility provides a program of nutritional vegetarian meals, hydrotherapy, massage, lectures, and counseling for those guests seeking better health through lifestyle changes and for those requiring more acute medical care.

We thank God for His Providential Hand which has guided the development of the Wildwood Lifestyle Center & Hospital. Today, our workers and students experience campus life in the midst of natural beauty while learning Christian principles of life and health as revealed in God's Word, and how to lead others to the Source of all blessings.

What is Medical Missionary Work?

“Medical missionary work is the right hand of the gospel. It is necessary to the advancement of the cause of God. As through it men and women are led to see the importance of right habits of living, the saving power of the truth will be made known. Every city is to be entered by workers trained to do medical missionary work.” Testimonies, Vol. 7, p. 59.

“We have come to a time when every member of the church should take hold of medical missionary work.” Testimonies, Vol. 7, p. 62.

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“Workers—gospel medical missionaries—are needed now. You cannot afford to spend years in preparation. Soon doors now open to the truth will be forever closed.” Testimonies, Vol. 9, pp. 171,172.

As we study the life of Jesus, the greatest Medical Missionary the world has ever known, we find that He used the healing of the body as a means of reaching the soul. His ministry of love is ever before us as our example and pattern.

I. Health Evangelism

Course Description

The *Health Evangelism* course is an intensive six-month program designed to give individuals an understanding of God's methods in the treatment of the sick, while at the same time preparing the student to share the truths of the gospel. Students are given instruction in preventive medicine, natural remedies, Bible, Spirit of Prophecy, and other aspects of God's healing way. This course lays a solid foundation in medical missionary work, needed for effective labor in the Lord's vineyard.

Curriculum

Basic Nursing & First Aid/CPR

Theory and lab on basic patient care. Learn about vital signs, cleanliness, emergency situations, medications vs. herbs, and infection control. Students will also receive certification in First Aid and CPR.

Christian Living

This class uses the Bible and Spirit of Prophecy to reveal God's plan for a happy growing walk with Him, and exposes the devices that Satan uses to weaken God's people especially in these last days. Practical topics for study and discussion include: the prayer life, how to know God's will, recreation, social life, music & worship, diet, dress, and stewardship.

Christian Home

A thorough discussion of the principled guidelines as revealed in the Bible and Spirit of Prophecy regarding steps toward courtship, marriage, and a happy home.

Daniel & Revelation

A careful study of the prophetic books Daniel & Revelation, their fulfillment in history, with special emphasis on the prophetic heritage

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which stands behind the origin and purpose of the Seventh-day Adventist church. This class explores the prophecies that relate to current and soon coming events, and draws out lessons from these books that help us to be ready for these last days.

Disease & Treatment I

Overview of different diseases prevalent in society today -- their causes, cures, and prevention. Diseases covered include AIDS, coronary artery disease, diabetes, circulatory disorders, arthritis, gastritis, and cancer.

Gardening Basics

An activity class in which students gain experience under the guidance of experienced farmers. Learn how to plant, nurture, cultivate, and harvest various common plants.

God's Healing Program

This class surveys Heaven's original program, how sin corrupted it, and how to get it back on track. Included will be distinguishing between true and false remedies from both revelation and science.

Health Evangelism

Learn the role of the health message as a productive entering wedge for public and personal evangelism, endeavoring to pattern after Christ's method of reaching souls. Practicum includes helping in several health expos.

Health Talks

How to prepare brief health talks, and present them in a way that will be interesting and informative to the public. Each student will give two short talks with visuals to teenagers in the public school system of Chattanooga.

Herbs

Insight into the use of natural herbs as preventatives and cures for various ailments, from the common cold to serious disorders. Cultivation, preservation, and preparation of herbs is examined.



Hydrotherapy

A physiological and practical approach to the understanding and use of simple water treatments that will prevent and treat disease.

Lifestyle Physiology

Overview of the various systems of the body -- how they work, what hinders them, and what increases their health and efficiency. The aim is to give each student an appreciation for the creative power and wisdom of God, and a basic working knowledge of the human body.

Massage

A practical class in the ancient art of therapeutic massage, and its healthful effect on the body. Includes instruction on muscular and skeletal anatomy. Students will receive a certificate for Swedish Massage.

Mental Health

A Christian perspective of psychology and the health mechanism of the mind. Learn effective interpersonal communication and how to resolve conflicts. Emphasis is on forgiveness, depression, and disorders resulting from malfunction of the brain.

Ministry of Healing

Study the life of the great Physician as He mingled among men. Learn His methods of soul-winning as recorded in that beautiful masterpiece by Ellen White, "The Ministry of Healing." Through a textual study of this book learn to use the right arm of the gospel to reach all classes of people.

Nutrition

Deals with deficiencies that may be found in a vegetarian diet and how these may be substituted with various foods. Includes study of nutrients and how they are utilized in the body (vitamins, minerals, fiber, etc.). When to use supplements, and how to achieve a good nutritionally balanced diet.

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Plan of Salvation

This course is designed to develop the true principles of Christ in the life of the students and prepare them to lead others to the Kingdom through the ministry of the Holy Spirit.

Prophetic Guidance

An investigation on the role of the gift of prophecy as culminated in the life and ministry of Ellen G. White. Emphasis will be given on her role in the development of the SDA church, and the miracles that testify to her work.

Sanctuary Studies

The importance and uniqueness of the Sanctuary Message to the SDA church. Includes study on the role of Christ in the Sanctuary and how it applies to Christian life today.

Self-supporting Work

Catch the vision of Paul as an example of what laymen can accomplish for the gospel while working to support themselves financially. Study contemporary examples of this model in action.

Studies in Christian Education

Discuss God's plan of education, see its preservation throughout history and contrast it with the world's system of education. Discover the dynamic relationship of education and redemption, while illustrating means by which Christian principles may pervade every facet of education.

Vegetarian Cooking Theory & Lab

Explore food combining, menu planning, vegetarian cooking, and the presentation of these to the public.

Witnessing

Learn to share your faith and inspire others with God love's and care in a variety of practical ways as we learn Christ's method of reaching the people.

Certificates

Upon satisfactory completion of the Health Evangelism Course and having fully met the financial obligations, the student is awarded the following three certificates.

1. Health Evangelism
2. Swedish Massage
3. Hydrotherapy

To obtain the **Health Evangelism certificate**, the entire course must be satisfactorily completed.

To obtain the **Swedish Massage certificate**, the following classes must be completed.

1. Massage & Anatomy
2. All principle classes (Christian Living, Christian Home, God's Healing Program, True Education, Self-Supporting Work)

To obtain the **Hydrotherapy certificate** the following classes must be completed.

1. Hydrotherapy
2. Physiology
3. All principle classes (Christian Living, Christian Home, God's Healing Program, True Education, Self-Supporting Work)

Qualifications

Individuals dedicated to serving the Lord as Medical Missionaries are invited to apply. The applicant should:

1. Have a high school diploma or its equivalent.
2. Be 18 years of age or older.
3. Have command of the English language.

Any exception to the above policy must be approved by the Executive Committee.

Finances

Tuition-- Upon acceptance, students are required to send a deposit of \$290. (10% of \$2900 tuition). The deposit is refundable up to four weeks before classes begin. A Cash Student (CS) will pay the remaining \$2,610 on arrival. Once a student begins classes, tuition refund is given on the following basis: within 30 days 75%, within 60 days 50%, within 90 days 25%. After 90 days, there is no refund.

Work Scholarship Program -- A limited number of students are regularly accepted on the Work Scholarship Plan. Upon acceptance, Work Scholarship Students (WSS) are required to send a \$290 deposit. This deposit is refundable up to four weeks before their scheduled arrival. Once a student has completed his work scholarship agreement, this deposit will be returned.

WSS work 40 hours per week for 6 full months prior to the regular 6-month course. The first sixteen hours covers the student's room and board and the remaining hours pay for the entire tuition. After this, a WSS can enter the regular 6-month Lifestyle Educator program and, like the Cash Students (CS), will continue to work 16 hours per week for room and board. If for some reason the student cannot begin the program he/she has worked for, there can be a cash reimbursement of up to \$1500 only. (See reimbursement plan under tuition for once a student begins classes.)

Room & Board -- All students living on campus work 16 hours a week for room and board. Exceptions made by committee approval only. A \$100 room deposit is required for all students which is refundable at the end of the course provided the room has not sustained any damage.

Textbooks -- Textbooks and class materials cost about \$250 and are available from the campus book store on a cash only basis. A payment of \$35 is required at orientation to cover the expense of handouts throughout the course.

II. Advanced Health Evangelism

Course Description

Our **Advanced Health Evangelism** course is an enhanced Medical Missionary Training program we offer to those students who have completed our regular Health Evangelism course. This six-month program includes exhaustive study of both the Bible and Spirit of Prophecy - designed to deepen and nurture spiritual growth, and ground students on solid Bible doctrine.

Advanced health classes such as Applied Physiology II, Disease and Treatment, and Physical Assessment, are presented with clinical experience in our Lifestyle Center, Hospital, and Outpatient Clinic by our qualified Medical Staff. Throughout the course, students will gain experience creating and presenting health lectures utilizing digital media.

Upon completion of the course, there is opportunity to hold Health and Gospel Evangelistic Campaigns, conduct Medical Missionary Training Schools, and establish permanent Health Centers overseas.

Curriculum

Applied Physiology

A detailed study of the structure and function of tissues, organs, and systems of the human body and how they are affected by lifestyle.

Christian Administration

In contrast to the world's popular methods of management and administration, this class seeks to instill principles of Christian leadership following heaven's form of government.

Christian Counseling

The course will address the areas of character development which affect relationships. This course is based on Scripture, Spirit of Prophecy (Mind, Character, and Personality), and other SDA writings on counseling. It's intent is to prepare students to listen to other's problems

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and address them in such a way as to enable the patient to make wise Christ-centered decisions.

Disease & Treatment II

Discussion of most common diseases with intervention and disease processes as the primary focus of study. The overall goal is to appreciate the importance of disease prevention and natural treatments.

Education

A careful study of the entire philosophy and practice of the education the Lord desires Seventh-day-Adventists to have. Discussed here are Biblical concepts of education contrasted with the largely erroneous practices found in the world today. Ellen White's book "Education" will be the textbook.

Gospel Workers

A study of the principles involved in being a successful worker for God in the gospel vineyard. Using the book "Gospel Workers," this class is especially for those whom the Lord may call into leadership. Students will gain an understanding of how to be the kind of spiritual leader that Jesus was.

Life of Paul

Using the book "Sketches from the Life of Paul" students will learn many lessons from his life with special attention to his largely self-supporting ministry. As we study Paul and his success in self-supporting work, we can be prepared to carry out effective work today.

Mosaic Teachings

A verse-by-verse study of the book Deuteronomy, containing the final instructions given by Moses to the children of Israel just before his death. Commentary from the Spirit of Prophecy will be used to help understand the meaning of this book for our day.

New Testament Epistles

Primary focus in this class is a verse-by-verse study of the *Epistle of James*, and *Paul's Epistle to the Romans* -- coupled with commentary from

the Spirit of Prophecy. This class will correct largely misunderstood concepts and doctrines gaining acceptance today, especially Justification by Faith.

Physical Assessment

A system-by-system approach to understanding how the human body functions and how this knowledge can be used in formulating a lifestyle regimen based on this information. Emphasis will be on developing assessment skills for conducting patient histories and physicals. Methods of evaluation will be discussed and rehearsed in class.

Practical Bookkeeping

Learn to keep track of personal accounts according to the generally accepted rules of accounting. Set up a simple bookkeeping system for a ministry or small business, and learn how to make and “read” financial statements.

Communications

Designed to take a person through the steps of learning both how to create health lectures, and learning how to use Digital Media to present them attractively. Give health lectures of varying lengths from five to forty-five minutes in various settings. Learn to conduct a health expo from beginning to end and become confident in giving health seminars.

SDA History

A historical survey of the early Advent Movement, the establishment of the Seventh-day Adventist Church, and the key events that have marked this church’s history since that time.

Certificates

Upon satisfactory completion of the Advanced Health Evangelism Course and having fully met the financial obligations, the student is awarded the Advanced Health Evangelism certificate.

Qualifications

Individuals dedicated to serving the Lord as Medical Missionaries are invited to apply.

The applicant should:

1. Have a Health Evangelism Certificate or training of a similar nature.
2. Be 18 years of age or older.
3. Have command of the English language.

Any exception to the above policy must be approved by the Executive Committee.

Finances

Tuition-- The tuition for this course is \$1,900. Tuition is to be paid in full before classes begin. Once a student begins classes, tuition refund is given on the following basis: within 30 days 75%, within 60 days 50%, within 90 days 25%. After 90 days, there is no refund.

Work Scholarship Program -- A limited number of students will be accepted on the Work Scholarship Plan. Upon acceptance, Work Scholarship Students (WSS) for the Health Evangelism course will have two options. 1) A student may work full time to pay off the tuition while waiting for the next course to start. 2) A student may give a \$500 non-refundable deposit and enter the course immediately, then work off the remaining tuition once the course is finished. The \$500 may also be worked off and returned. For either option, it will generally take four months to work off the full tuition. If for some reason students on option #1 cannot begin the program he/she has worked for, there can be a cash reimbursement of up to \$750 only. (See refund plan under tuition for once a student begins classes.)

Room & Board - All students living on campus work 16 hours a week for room and board. Exceptions made by committee approval only. A \$100 room deposit is required by all students.

III. Student Guidelines

Association

For this intensive short course, courtships or special friendships between men and women will be allowed only with the counsel and approval of experienced individuals chosen from an approved list of counselors. Counselors will make recommendation to the Executive Committee for final approval.

Attendance

A Tardy is given if a student is later than on the hour. An Absent is given if a student is later than 15 minutes after the hour.

Tardies and absences to a class may be either excused or unexcused. Three unexcused tardies to a class is the same as one unexcused absence. Unexcused tardies and absences will affect a student's grade or ability to pass a class according to the individual teacher's discretion.

Cafeteria

An excellent vegetarian breakfast and lunch are served in the student cafeteria seven days a week.



Rules for the Cafeteria:

1. Please ask a staff member to obtain any food items that are not available on the table.
2. Please be responsible for rinsing your dishes after your meal, prior to placing them in the dishwasher.
3. If food is spilled, please notify the cafeteria staff for clean up to avoid serious accidents.
4. Please use plastic plates for second helpings. (This helps prevent the spreading of germs.)
5. Breakfast will not be served past 7:30 a.m.

Visitor meals

- A. Adults -\$5.00 & children under 12 - \$3.00 / meal
- B. Former workers or students: \$4.00 per meal
- C. OCI-affiliated institution workers: \$2.50 / meal

Church Attendance

Friday Night Vespers is considered part of the education received here at Wildwood and students are expected to attend, unless the student has an approved weekend leave.

Church: Wildwood operates five churches in the surrounding vicinity and encourages the students to participate in them.

Classroom

1. Please be on time to class (see attendance policy).
2. No food in the classroom. Drinking water is allowed in the classroom.
3. Please keep the classroom neat and clean. Do not leave your personal belongings in the classroom as these will be removed daily.
4. To preserve order, please raise your hand when you wish to speak to the class, or ask the teacher a question. Be respectful if you do not agree with what is being said.
5. Please leave all the equipment in the classroom. If you need to borrow an item, you should first ask permission from the Director.
6. Do not move classroom furniture around.
7. Since proper dress helps create an atmosphere for learning, we ask that students attend class with appropriate and dignified clothing (which means, in part, no jeans or T-shirts).
8. The teachers will inform you of their preference of how they want to be addressed.
9. Please do not track mud into the building, as it is very time consuming to clean up.

Computer Use

A computer lab, outfitted with eight “eMacs” is available for student use in the Education building. These computers are equipped with high speed internet access, Microsoft Office 2004, & Photoshop Elements 2.0. Students will be given a user name and password to be able to use the computers. Wireless internet access is also available for students with personal laptops.

Please follow the rules listed below. Respect these rules as the use of these computers is a privilege.

Computer rules:

1. Do not view any material that is inappropriate for the Christian.
2. The computers are **not** to be used between the hours of:
Sunday thru Thursday- 9:00 p.m. thru 6:00 a.m.
Friday- 3:00 p.m. thru Sunday morning
3. When you finish using the computer, you must log off so that no other person can use your account.
4. Do not share your account (this will result in the loss of the accounts of both individuals involved).
5. Please ask if you need specific programs on the computer.

Failure to comply with any of these rules may result in a suspension of the student's access privileges.



Discounts *(with green card)*

You will be issued a green plastic card with your name imprinted on it. You need to present this card to receive the following discounts:

Book store- 10% off

Country life- 10% off products and meals

WW Country Store- 10% off products

Dental clinic- 25% off all services

Herb room- 10% discount off all products

Hospital- 25% off all services in Wildwood's hospital



Purchases are not to be made for anyone else at discounted prices. Failure to honor this will result in loss of discount privilege.

Dormitory

1. All students are expected to take part in Friday night vespers.
2. Beds should be made and lights turned off before leaving the dormitory every morning.
3. Students are expected to participate in keeping the dormitory clean at all times. Daily assigned chores and Sabbath preparations should be done conscientiously.
4. Students should take care of the dormitory property as they would their own personal belongings.
5. Attendance is required at dormitory meetings as scheduled by the Dean.
6. No visitors of the opposite sex are allowed in dormitory rooms, and must leave the dormitory by 8:00 p.m.
7. Students must be in the dormitory and 'quiet' by 9:30 p.m. except when on duty. No phone calls after 9:30 p.m., except in case of an emergency or an international call. Lights need to be turned off by 10:00 p.m.
8. Visitors may sleep in the dormitory with permission from the Dean, and no student is to sleep elsewhere except with permission from the Dean.

9. Overnight/weekend leaves may be granted by the Dean. Students will be granted one leave per month unless given permission by the Director. Leave slips must be completed and signed by the Director.
10. Sign out whenever going off campus.
11. Televisions are not allowed in the dormitory rooms without permission from the Director, and spiritual discernment is expected to be used in the use of any audio/video equipment.
12. A vegetarian diet is to be observed in the dormitory kitchen. There is to be absolutely no kitchen activity after 8:30 PM.
13. No pets are allowed.
14. You may lock your room but the dean must have a key.

Failure to follow these guidelines will result in disciplinary action from the Dean and/or Director.

Dress

1. Sleeveless tops, low-necked clothing, or other revealing features are not to be worn by men or women.
2. Women are expected to wear dresses or skirts at all times. Culottes are permitted outside of the classroom if they are feminine in appearance and loose fitting. All dresses must fall well below the knee when the wearer is seated. Slits in dresses will only be acceptable if the slit is well below the knee when the wearer is seated and if the dress is loose-fitting.
3. Shorts are not to be worn by men or women.

Note: These principles help us all in Christian growth and witness.



Grades

For each class taken, a student receives a grade of

A	Excellent
B	Good
C	Passing Grade
I	Incomplete
F	Fail
Aud	Audit only



Grading will be done on the following basis:

- 1 Attendance
- 2 Tests, quizzes, and assignments
- 3 Effort
- 4 Attentiveness in class

Hospital and Lifestyle Center

The Lifestyle Center is the private home of the guests while they spend their time with us. Their rights to quietness and privacy should be sacredly respected.

Clinic: The students are welcome to make appointments by calling the clinic nurse. Students should have their own medical insurance and after the insurance payments are used, Wildwood will grant a 25% discount on services performed by Wildwood.

Children: Do not allow your children to wander in the Lifestyle Center or Hospital.

Dress: “Our appearance in every respect should be characterized by neatness, modesty, and purity. But the word of God gives no sanction to the making of changes in apparel merely for the sake of fashion—that we may appear like the world. Christians are not to decorate the person with costly array or expensive ornaments.” --MYP 358:2

Emergency room: Not open to the general public. Available for campus use through the clinic or nurses’ station.

Hydrotherapy: All Hydrotherapy treatments must have a doctor’s order. If the treatment is done during working hours, the student will

be charged and a 25% discount allowed. If the treatment is done after working hours the treatment will have no fee but you are encouraged to bring your own towels, linen, and clean up after yourself, leaving the facility ready to be used by guests and patients.

Laundry: Laundry facilities are available in the dorms and the Education Building. Hospital laundry is not for personal use by the students. It is reserved for the Lifestyle guests and Hospital use.

Literature: There is literature placed all around the Lifestyle Center for the guests. Students should not feel free to take this for personal use. If there is a desire to take it for a guest, then permission should be obtained from the Lifestyle Director or Hospital Administrator.

Parlor: This room belongs to the Lifestyle guests. Permission must first be obtained from the Director of Lifestyle or the Hospital Administrator if students want to use it.

Spa: The spa is available to students on Sunday and Monday evenings from 6:00-8:00PM. (This policy is subject to change depending upon the student's demonstration of responsibility.)

Speech: "The sanitarium parlor, where are gathered a promiscuous crowd of patients, is not the place to talk upon doctrinal subjects. Let our consistent lives win confidence and awaken a desire to know why we believe as we do. Then invite those who inquire to attend the Sabbath meetings."—Ev 539:3

Library


The library is located on the second floor of the education building as a non-lending library and is available to all of Wildwood.

Hours:

Sun-Thur 6 a.m. - 9 p.m.

Fri 6 a.m. - 3 p.m.

Rules:

1. No books or magazines should be taken  the library. All are to be used in the library or classroom.
2. Food is not to be stored or eaten in the library.



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3. Do not leave personal belongings in the library.

Mail

Mail is delivered daily from the local post office to each dormitory.

The complete mailing address is:

Your Name
435 Lifestyle Lane
P.O. Box 129
Wildwood, GA 30757-0129



Stamps are available at the personnel office.

Local post office hours:

7:30-11:30AM and 1:30-4:30PM Mon-Fri

Recreation

Wildwood Trails: Students are encouraged to enjoy walking around 25 miles of Wildwood Trails.

Swimming in Lake Edna:

1. For safety no one is to engage in any lake side activity at any time alone.
2. Life jackets are to be worn by those who cannot swim or who are weak swimmers, when they are in the water or in a boat.
3. Children under 18 are not allowed to engage in lake side activities without parental or adult supervision.
4. Only adults who are 18 years or older and are competent swimmers can be classified as supervisors.
5. Men and women are not allowed to swim at the same time, with the exception of families.
6. Everyone must complete and sign the “Release for Responsibility for Lake Edna Form” and turn it in directly to the Personnel office.

7. Appointment times are not to be overlapped by staying longer than the assigned time. Ask for a Lake Edna schedule.
8. There is no fishing allowed in the lake.

Camping: The Education Department will organize at least one student camp-out per course.

The Wildwood guidelines are also to be followed on Wildwood recreational trips (camp-outs and hikes).

Sabbath Ministry

Because of the necessity of maintaining service during the Sabbath hours for the sick in the Wildwood Lifestyle Center & Hospital, we ask our staff to participate in this special ministry. This helps relieve those personnel who serve during the week in patient care and who need suitable periodic relief from their duties.

The personnel office prepares a monthly schedule in which staff and students serve usually one weekend per month in some capacity for a portion of Friday afternoon or during the Sabbath hours. This ministry is done only in the departments essential for care of the sick.

Jesus Himself lived among men “as He that serveth,” and indicated it was lawful to do good on the Sabbath.

You will receive a copy of the Sabbath ministry schedule with your name highlighted. Please be attentive and faithful to this ministry. If you do not know how to perform your duty, please check with the department supervisor a week or two before time so you can be trained appropriately. If your hours exceed 4 hours, you may be issued the privilege of counting those hours towards your account. Please see the time sheet supervisor in the Education Department.

Telephone

The telephones on the Wildwood campus are inside lines and cannot be used to call long distance except with a pre-paid phone card. Phone cards for all countries are available at the Wildwood Country Store. To

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use the phone system here, you must dial a 9 for an outside line and then follow the directions on your card.

If you desire to have your own Bell South phone line in the dormitory, you will be fully responsible for it, and this phone service must first be approved by the Education Director.

Any private phones require a credit card and a deposit of \$100 in case a bill is left unpaid. The deposit is refundable two months after the phone is disconnected.

(See dormitory guidelines also.)

Weekend Leave

(See dormitory guidelines.)



Work Assignments

Every student on campus is expected to work 16 hours per week for his/her room and board. Work assignments are made by the Personnel Director, and are given on the basis of:

1. The specific needs of the institution
2. The individual's previous expertise
3. The individual's interests

Note: If you wish a change of work during the course, you may midway in the program request a change from the Personnel Director to work in another department.

Work Time Sheets

Time sheets are available on the door of the Education office.

Time sheet instructions:

1. Please fill out accurately and daily your time sheet.
2. Weekly and monthly totals are essential in the appropriate squares.
3. Totals must be written in hour and minute form.
4. The time sheet needs to be evaluated and signed by the work supervisor.

5. Use a separate time sheet for each department every month. Please do not lump the hours of two or three departments together on one time sheet.
6. Time sheets are due no later than the 5th of each month. A late fee of \$3 dollars a day is charged to the account after the 5th of the month.
7. Please deposit the time sheets directly to the College Registrar.



Notes

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