

ELEVATE LEADERSHIP INSTITUTE CATALOG

“WHATEVER YOU NEED.”



Published by Elevate Leadership Institute

The ELI Catalog contains policies and guidelines for the purpose of aiding students, this is not to be considered a contractual agreement. Program requirements, course content, and other regulations are subject to change at the discretion of the controlling entities within the Institute

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A MESSAGE FROM OUR FOUNDER

When I was 9 years old I was called to ministry. I did not grow up in ministry and had no idea what being “called to ministry” meant. Throughout the remainder of my adolescence I continued to discover and develop my passion for God. After graduating from high school, I had one option to learn ministry: go to Bible Institute.

It was academic, but not practical: it was informational, but not transformational; It was higher learning, but not a learning experience; it was lecture driven but not leadership training.

But now everything has changed...

Welcome to Elevate Leadership Institute. It is more than a school of learning; it is a hands-on, practical ministry experience, leadership-training program. My hope for you is that you will seize this opportunity to fulfill God’s call on your life and be fully equipped to become the leader God has called you to be.



Pastor Keith Craft
Lead Pastor
Elevate Life Church

THE INTERN HANDBOOK

This handbook is designed as a guide for life as an intern at Elevate Leadership Institute. It can help to inform interns on what to expect, at ELI as well as understand what expectations are placed on individuals while they are in the internship.

ELI focuses on the personal growth and development of leaders as it relates to both character as well as academics. It is the responsibility of all interns to read, understand and become familiar with all expectations placed on them while at ELI.

The desire of the leadership is that all interns graduate from Elevate Leadership Institute, understanding what it takes to be a leader in a practical way and have all the tools necessary for success. More importantly, it is our hope that interns experience God on a new and deeper level and are able to receive more than basic academic instruction. The goal for each student is to experience love, compassion, and the heart of God for His people like they never have before.

GENERAL INFORMATION ABOUT ELEVATE LIFE CHURCH

Elevate Leadership Institute is a direct expression of the mission of Elevate Life Church which is to, *“To Elevate Jesus, Equip Families, and Empower Leaders.”*

Elevate Life is a non-denominational church founded in Frisco, Texas with a focus on leadership. Elevate Life is more than just a place to receive transformational teaching, but it is a place where people are loved, by God and others, and where people can develop beneficial lifelong relationships with people that seek to be great for God.

ELC VISION:

"Leading people to Discover God, Develop Themselves and Be Deployed into Leadership with a Biblical Worldview."

ELC BELIEFS:

God

We believe in one God, revealed co-equally as Father, Son and Holy Spirit. (Genesis 1:1, 26, 27, 3:22; Psalm 90:2; Deuteronomy 6:4; John 1:1; II Corinthians 13:14)

Jesus Christ

We believe that Jesus Christ was begotten, not created, the Son of God, truly God, truly Man, coequal with God. He was born of the Virgin Mary, lived a sinless life, and offered himself a living sacrifice for the sins of the world by dying on the cross. He was resurrected to demonstrate His power over sin and death, ascended to Heaven and will return again someday to earth to reign as King. (Matthew 1:22-23; Isaiah 9:6; John 1:1-5; Hebrews 4:14-15; Romans 1:3-4; Acts 1:9-11)

The Holy Spirit

We believe that the Holy Spirit dwells in the earth, and also in every Christ-follower. He helps to conform us to the example Jesus Christ set with guidance in doing what is right, understanding the truth, and the power to live rightly. (Acts 1:8; 1 Corinthians 12:13; Romans 8:16-17; Galatians 5:25; Ephesians 1:13, 5:18)

The Bible

We believe that the Bible is the inspired Word of God, written by human authors under the guidance of the Holy Spirit. It is the ultimate source of truth for all Christ-followers, and because it is inspired by God, we believe that it is without error. We also believe that the church has no authority to establish a practice or doctrine contrary to the Bible. (2 Timothy 1:13, 3:16; 2 Peter 1:20-21; Psalm 12:6, 119:105, 160; Proverbs 30:5)

Humanity

We believe that people are made in the very image of God, to be like Him in our thoughts, beliefs and actions. Every person has the capacity and potential for good, but all of us “sin,”

which literally means to miss the mark. Our sin separates us from God and is the cause of much of our difficulty. (Genesis 1:27; Psalm 8:3-6; Isaiah 53:6; Romans 3:23; Isaiah 59:1-2)

Salvation

We believe that the gift of God is salvation, and to take part in it we must accept that gift. Our sin cannot be forgiven by good works or self-improvement. Forgiveness can only take place through our acceptance of Jesus Christ's sacrifice, and only by the acceptance of Jesus' sacrifice as atonement for sin can a person be saved. (Romans 6:23; Ephesians 2:8-9; John 1:2, 14:6; Titus 3:5; Galatians 3:26; Romans 5:1, 10:9-10)

Eternity

We believe there is life after physical death, and that we will be held accountable and judged by God; and that we will exist eternally with Him through our forgiveness and salvation, or will be separated from Him because of our sin. Heaven is an eternal joining with God, while Hell is to be eternally separated from Him. (John 3:16, 14:17; Romans 6:23, 8:17-18; Revelation 20:15; 1 Corinthians 2:7-9)

Non-Essential Beliefs

Essential beliefs are the foundational principles that supply the very life and meaning to Christianity. These truths are not to be tampered with, altered, removed or compromised. They are the foundation our relationship with God depends on and what our spiritual lives are elevated by. These foundational essentials include and are not limited to belief in the deity of Christ, the gospel and the means of personal salvation. These, along with others are the very bedrock of a Christ-transformed life which we, along with the Kingdom of God worldwide, unite in for the purpose of embodying the legacy left by Jesus Christ on this earth.

Non-essential beliefs are important but can take different shape and are open to change within individual churches. By using the term "non-essential" we mean that even though different people and groups may interpret certain characteristics of the Kingdom of God in a different light, it does not mean that we ostracize them. We recognize, along with St. Augustine, that we must be unified in our essential beliefs, and allow for freedom with those that are non-essential. Non essential beliefs may include such things as: music, worship service dynamics and methods of the individual. We understand that the principles of God are unchanging, but the methods of experiencing Him are not. So we must allow for freedom with beliefs that are truly of no consequence to our salvation.

"If I have the gift of prophecy, and understand all mysteries and all knowledge, and though I have all faith, so that I could remove mountains, but have not love, I am nothing." I Corinthians 13:2

(Romans 14:1,4, 12, 22)

ELC CORE VALUES:

Generosity

We believe that when we give with a generous spirit, we are the most like God. Generosity is proof positive that we are living life with a transcendent cause for the purpose of advancing God's Kingdom in the earth. (2 Corinthians 9:6-8)

Biblical Success and Prosperity

All meaningful and lasting success is the direct result of a life that is rightly aligned and related to Christ. This personal relationship with Jesus Christ begins with the new birth experience. (Romans 10:9-10)

Unity

Every believer must be in a local church to experience a fruitful, fulfilling and successful life. (Psalm 92:12-15)

The Word of God

The Bible is key to knowing and doing God's will. (2 Timothy 3:16-17)

Prayer

Nothing should be done without prayer. (Proverbs 3:5-6)

Spiritual Authority

A proper understanding of Spiritual Authority is essential for true effective Christianity. (Romans 13:1-4)

Relationships

We will positively change our world as we invite people into our lives, our church and our walk with God. (1 Corinthians 12:14-21)

Positive Attitude

A good attitude is more important than aptitude, talent or calling. Your attitude will determine your altitude or level of influence. (Philippians 4:8)

Excellence

Personal growth and development is the secret of a quality filled Christian life. (Daniel 6:1-5)

Servant Leadership

All Christians of all ages are called to be leaders in all places. (John 13:1-17, Philippians 2:7-8)

Honor

To honor God and to honor one another. (Proverbs 18:12)

Creativity and Innovation

Effectiveness is more important than tradition; therefore, we readily embrace change. (Matthew 13:52)

GENERAL INFORMATION ABOUT ELEVATE LEADERSHIP INSTITUTE

We believe that the internship is a unique opportunity of full time discipleship and ministry training that will empower individuals to live a transformed life, so that they can transform the lives of others. There are unique experiences at ELI that enable students to grow and develop. Some of these are:

1. Interns will be completely immersed in the life of Elevate Life Church and be involved in the day-to-day work of the ministry every week.
2. We offer environments for students to learn skills for real life ministry from the Elevate Life Church team, and have the opportunity to use them onsite.
3. Interns will play an integral role in each of our ministry opportunities throughout the week, (Students, Young Adults, Midweek and Weekend Services, etc) as well as our large-scale church events (conferences, Easter, live album recordings.)
4. There are individualized and specific ministry training courses that will equip interns for effective ministry for future as well as present opportunities.

The goal at Elevate Leadership Institute is not to simply see interns graduate with the qualification for ministry, but for individual lives to be transformed by once in a lifetime experiences that will prepare them for leadership in all walks of life.

Interns will receive a Bachelor's Degree of Leadership and Biblical Studies accredited through Transworld Accrediting Commission. For more information on our chosen accreditation, please visit <http://transworldaccrediting.com>.

E.L.I. MOTTO

“Whatever you need.”

*“Commit your actions to the Lord, and your plans will succeed.”
- Proverbs 16:3-*

ADMISSIONS

APPLICATION REQUIREMENTS

To be considered for enrollment at Elevate Leadership Institute, the following must be submitted to ELI by the application deadline. We have listed the 5 major steps to take before an interview can be scheduled.

1. The Application, located online, must be completed and in our system.
2. Official SAT, ACT scores. (These are optional, but required for those who chose to homeschool.)
3. Official Transcripts, these must be mailed from the institution and received before enrollment before an individual can be approved. Transcripts can be mailed to Elevate Life Church.
4. A High School Diploma or GED equivalent
5. Paid in full application fee. (All application fees must be paid prior to setting up your interview.)

Admission to Elevate Leadership Institute is subject to the approval of the staff, whose decision is final. Upon completion of the application potential interns will receive an email from ELI scheduling an interview. It can take up to 2-4 weeks for an application to be processed. All Applicants must complete the full interview process before being allowed to attend Elevate Leadership Institute.

PROFICIENCY TEST

On the day of a scheduled interview individuals will be required to take a proficiency test to measure their abilities having to do with sentence skills and reading comprehension.

ACCEPTABLE TRANSCRIPTS

Official transcripts sealed in an envelope by the issuing school and given/mailed directly to the ELI offices.

UNACCEPTABLE TRANSCRIPTS

- Unofficial
- Electronic form
- Printed in any way other than officially from the issuing institution,
- Credits from one institution displayed on the transcript of another.
- Faxed, emailed, or printed copies.

HOME SCHOOL APPLICANTS

- Provide ACT or SAT scores.
- Have your transcripts signed and notarized.

- Home School education must be completed through specific program that is approved by the Texas Board of Education.

RECOGNITION OF PRIOR LEARNING

Elevate Leadership Institute is committed to the recognition of individuals prior credits already held by those who have previously completed or were in the process of completing a degree.

Applicants who have such credits are able to submit college level transcripts and are eligible to receive course credit for ELI. Interns are required to submit official transcripts from other institutes, programs or universities. However it is determined what will transfer based on the internship degree plan.

Credit will be granted provided that the individual is able to provide sufficient documented evidence and the content and level of skill parallels that offered by Institute courses.

Those who do qualify for credits still participate in classes...yet are considered to be auditing the class. They are able to receive their previous grade but are not excused from the class as a whole.

DEGREE TOTALS

ASSOCIATES OF LEADERSHIP STUDIES DEGREE TOTAL
68 CREDIT HOURS

BACHELOR'S DEGREE OF LEADERSHIP AND BIBLICAL STUDIES TOTAL
126 CREDIT HOURS

REQUESTING TRANSCRIPTS AND PERSONAL FILES

- Credits can be requested in an official/unofficial capacity.
- Both require a \$10 fee.
- We keep personal files available on hand for one full year after graduation.

FINANCIAL DISCIPLINE

Elevate Leadership Institute holds a high financial standard for each intern. We believe that interns are to be consistent in payments and each individual is responsible for his or her tuition at all times.

If students are on a payment plan and they miss one month's payment, they will receive a letter/email during the second month detailing that the intern has until the end of the month to become current on payments. If they do not become current within four weeks of the letter sent, they will no longer be allowed to attend ELI or live in their host home until tuition or costs are fully paid.

If an individual is not on a payment plan but finishes a trimester owing money, he/she has the 4-week break to fulfill their financial obligation. If they do not, they will no longer be allowed to attend the Institute or live in their host home starting that upcoming trimester.

Each student willfully submits to provide information as well as be held responsible for any outstanding or current balances on an account.

TUITION & FEES

Application Fee - \$75

Yearly Tuition - \$6,000

Monthly Payments

Monthly payments of at least \$500 are due before the 16th of every month.

All tuition is paid through the Elevate Life Church accounts and is coded to ELI.

NON-PAYMENT POLICY

An intern will not be allowed to begin the next trimester without having paid for the previous full trimester. If an intern pays the first payment and misses the second, they can choose to pay both the second and third payments in one and may not miss any class.

If an intern is proven continually late and or delinquent in tuition payment they may be removed from the program at the discretion of the Director.

YOUR TUITION WILL COVER:

- A missions trip at the end of the Winter Trimester
- Books
- Field trips
- Retreats
- Conferences
- Supplies

- Food and gas on trips
- Diploma
- Other program related cost.

YOU ARE RESPONSIBLE FOR INCIDENTALS SUCH AS:

- Housing
- Passport
- Food
- Cell phone
- Health insurance
- Car insurance
- Gas
- Car payment
- Doctor or health related expenses
- Cap and gown
- Transcript requests
- Laptops, etc.

Due to the intern's uniqueness in food taste and desired amount, food is not included in the cost. Instead, we recommend interns include food in their overall cost to raise. We suggest they budget \$50 each week for food, set it aside in a bank account, and use the money wisely throughout the internship. This would be around \$1,500 per year for lunches during that time.

It is recommended that interns have a drivable vehicle during internship, as well as a personal computer.

It is highly recommended to obtain health insurance during your time at ELI. Elevate Life Church and its leadership will not be held liable for any medical expenses.

We recommend interns raise an additional amount of at least \$1,000 in order to have \$100 a month to use for various personal needs.

Interns will be required to order a passport by no later than the first day of the Winter trimester so that they may participate in the Missions Trip.

STUDENT DEVELOPMENT

INTERN EXPECTATIONS

As an Elevate Leadership Institute intern you are to be an example in your speech, lifestyle, love for God and others, and in your moral purity.

THE LIFE OF AN INTERN

The life of an intern is represented by having a “whatever you need” spirit and attitude. There will be days consisting of practicing discipline and consistency in the classroom, while serving, and other physical standards. Interns will learn what it means to pay their price on a daily level inside as well as outside of the classroom.

PERSONAL/PUBLIC LIFESTYLE

Choosing to be an intern at Elevate Life means that you are choosing to become a leader in every aspect of your life. All social media, dress and speech should reflect God and leave no room for others to assume the worst.

SERVANT LEADERSHIP

Becoming an intern, means that you become an example of having the heart of a servant leader at Elevate Life Church. “Whatever you need” is not just a motto, it is the attitude expected of you at all times. Bad attitudes and an unwillingness to be your best are unacceptable.

MINISTRY TRIPS

Ministry trips are one of the vital training tools at Elevate Leadership Institute. These trips vary in location and duration within each year. A percentage of your tuition is allocated for trip expenses primarily the airfare, food and accommodation. Each intern must meet the following ministry trip requirements in order to go on the trip.

MINISTRY TRIP REQUIREMENTS:

- Pass all Winter Trimester classes with at least a “C”.
- Tuition must be paid up to date.
- Raise the fundraising goal given by the ELI Director. *

** Depending upon the specifics for trips there may be additional expenses that each intern will be responsible for in order to participate. There will be several fundraising opportunities throughout the year provided for interns to accomplish their fundraising goal for any trips taken.*

JOBS

We realize that as an Elevate Leadership Institute intern you may desire to pursue some type of part-time employment in order to meet your expenses. Because of your commitment to ELI, we

ask that you limit your job to be a part-time workweek or a schedule that allows you to pursue excellence at ELI. There is a possibility to have an outside job while being an intern, however you must be aware of the internship schedule and plan accordingly. The internship comes first.

**Please note that not every intern will be eligible or even be able to ever work for ELC. ELI is not created to find employees for Elevate Life Church, nor should this process be treated in this manner.*

A TYPICAL WEEK

Once interns arrive at ELI, you will start the day having a short prayer with Elevate Life Church staff. You will also have the opportunity on Tuesday mornings to sit in a meeting with all of the pastors and staff to worship and receive impartation. (Staff Meeting: 9:15-10:15 / Staff Prayer: 9:15)

Each day you will take 2-3 classes with all your fellow interns. ELI Classes are cyclical so no matter what trimester you join, all interns are in the same room growing together and learning from different ELC staff members, who are all experienced and qualified in the area that they teach. (T: 10:50am-1:05pm; 1:45pm-3:30pm / W: 9:35am-12:30pm / TH: 9:30am-12:30pm / F: 9:35am-12:10pm)

Saturday mornings all interns will serve either at Elevate Life Church, the community, have a teambuilding activity or fundraise. You will always be communicated and know what you will be doing beforehand. (9:00am-2:00pm)

Interns are expected to be in at least one weekend service as well as serve at Young Adults, Students, Small Group Classes, and all other major ELC events within a trimester. (Weekend Service: 6:00pm / Students: 4:30pm-8:00pm / YA: 6:30pm-9:00pm / Small Group Classes: 6:45pm-8:00pm)

The first day of each trimester, interns pick their intern area and will have the opportunity to be in a small group setting, learning from the area director and leaders. If a student chooses ministry the ELI director may choose which area (Kids, Students, Young Adults, Missions/Outreach) you will be a part of for that trimester. (1:15pm-3:15pm).

On the first day of your internship, you will also receive a free two-year gym membership where you will workout with all of the interns three times a week. It is necessary to bring your gym bag to ELI with you, as you will head directly to the gym after class/intern time. (3:45pm)

It is important to be on time to class, to the gym, a service, or any other ELI event, as there are certain guidelines for being prepared and checking in.

** See INTERN SCHEDULE AND EVENTS for more details. **

GENERAL INTERNSHIP SCHEDULE

Monday:

Off Day

Tuesday:

9:10-10:15- Staff Chapel
10:20-10:45- Facilities
10:50-11:55- Class
12:00- 1:05- Class
1:10-1:40- Lunch
1:45-3:30- Class
3:45-5:15- Gym
6:30-9:00- Young Adults

Wednesday:

9:10-9:30- Staff Prayer
9:35-11:35- Class
11:40-12:40- Class
12:45-1:10- Lunch
1:15-3:15- Internship
3:15-3:30 Set Up Classroom
3:45-5:00- Gym
6:45-8:30- Wednesday Classes / First Fruits

Thursday:

9:10-9:20- Staff Prayer
9:30-10:50- Class
11:00- 12:20- Class
12:25-1:10- Lunch
1:15-3:15- Internship
3:15-3:30- Set Up Classroom
3:45-5:15- Gym
6:45-9:00 Elevate Awakening

Friday:

9:10-9:30- Staff Prayer
9:35-11:05- Class
11:10-12:10- Class
12:15-12:55- Lunch
1:00-3:30- Internship

Saturday:

9:00-2:00- Facilities/Outreach/Team Building
6:00- Church

Sunday:

9:00/11:00 Church
4:30-8:00- Student Service

INTERN SCHEDULE AND EVENTS

At ELI we believe in timeliness. Interns are required to send a group picture to the director at check-in times throughout the week. Failure to be on time for service or an event will result in a consequence.

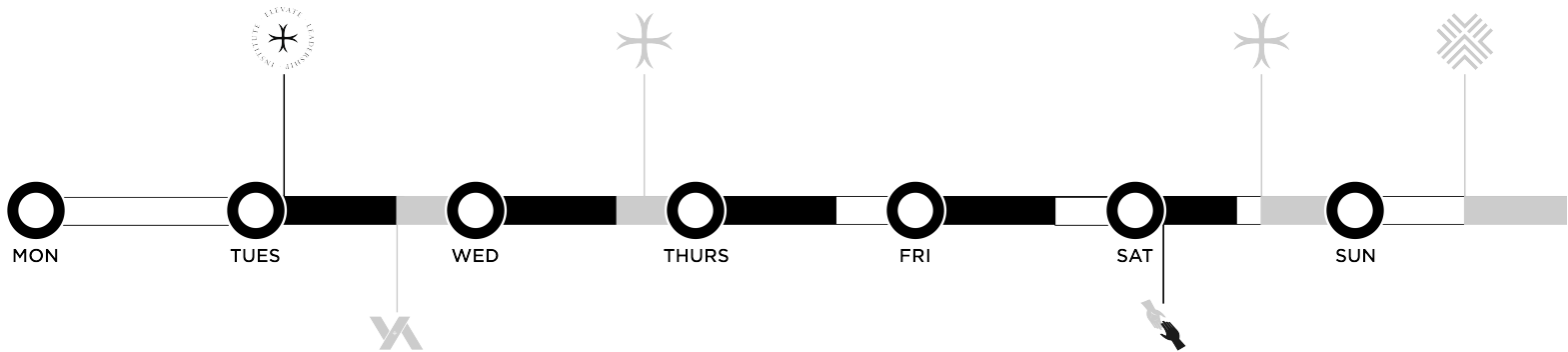
- If an intern is 1-5 minutes late, ten pushups are required to be done for every minute.
- If an intern is more than 5 minutes late, they are expected to communicate with the ELI director and a consequence will be given.

** Please note that most if not all call times are earlier than or right at 15 minutes before the event/service time.*

General Check-In Times

Tuesday: 9:10am; 3:45pm; 6:30pm
Wednesday: 9:10am; 3:45pm; 6:45pm
Thursday: 9:10am; 3:45pm
Friday: 9:10am; *
Saturday: 9:00am*; 5:45pm
Sunday: 4:30pm

*Check-in times are subject to change during Saturday events or for ELC Pillar events.



LEGEND INTERN ACTIVITIES SCHEDULED OFF TIME CHURCH SERVICES

STUDENT CODE OF CONDUCT

It is expected that students live in such a manner that brings glory to God in behavior and attitude, both in and outside of Institute settings; each student is expected to:

Deepen your personal relationship with God and make knowing Him a priority.

Communicate a spirit of excellence in speech, conduct, appearance and attitude.

Represent a holistic lifestyle (spirit, soul and body).

Develop leadership skills by taking initiative, both verbally and practically.

Encourage fellow interns, be a team player and build solid relationships with others.

Flee the appearance of evil in my personal and public life.

Be “Whatever You Need” person.

Be prompt and faithful in attendance to all scheduled classes and activities.

Study and show yourself approved to grow in the knowledge of the Word of God.

Avoid attitudes (such as greed, jealousy, pride, bitterness, needless anger and discrimination) and behavior (such as gossip, divisiveness and complaining) that disrupt the unity and health of the church body.

Allow God to shape your character and transform you into His image.

Come under the authority and covering of Elevate Life Church, its staff, and leaders.

Maintain the culture and DNA of Elevate Life Church in all environments.

Show respect for staff and faculty and cooperate with the aims and endeavors of Elevate Leadership Institute and Elevate Life Church.

Maintain a positive attitude at all times.

Submit all assigned work by the due dates.

Refrain from dishonest academic practices, such as plagiarism, lying or cheating.

Lead yourself to prepare and be excellent in your studies, understanding that not only is procrastination and plagiarism frowned upon, it is not allowed.

Be neat, clean and modestly dressed.

Abstain from biblically immoral practices including, drunkenness, stealing, slanderous or

profane language, self-harm, dishonesty, occult practices and sexual sins (premarital sex, adultery and homosexuality) or any other behavior that is considered detrimental to Christian character and witness.

Over your intern experience, parents are not to be involved beyond your personal life. (Grades, leadership, decisions, communicating with the Director or talking to others about ELI). If this occurs it will interfere with your internship.

Go through the first Elevation Flow classes on your own time before graduating.

Interns are required to represent Elevate Life Church not only in life but on all social media. The presence of anything that would put into question this code of conduct is not permissible.

Interns are expected to refrain from any alcoholic beverage, bar/club, misuse of medication and drugs, as well as smoking while in Elevate Leadership institute.

Do not get any new piercings, tattoos, etc. while at Elevate Leadership Institute.

As a leader at Elevate Life, I understand it is my privilege to serve, it is my pleasure to not simply do what is asked but to go above and beyond what is required.

I will not question my process, nor will I complain about my requirements. I will remain positive because I know and understand, my price is my price. No one can pay it for me.

As an Elevate Leadership Intern you must commit to comply with all aspects of the Student Code of Conduct in order to remain eligible for the Elevate Leadership Institute Program. Students are asked at the beginning of each trimester to sign the Honor Pledge, which details their commitment to meeting the obligations and expectations of Elevate Leadership Institute.

HONOR PLEDGE

I am committed to my enrollment at Elevate Leadership Institute for the next two years. In doing so, I am committing to the following disciplines in my life:

All things listed in the Student Code of Conduct.

The direction of the Pastors and Leadership of Elevate Life Church, as well as my desire to personally grow and develop

I understand that my enrollment at Elevate Leadership Institute is not a right, but a privilege.

I agree that if at any time during my enrollment in the Institute, I refuse to live by the standards of the Student Code of Conduct, Elevate Leadership Institute, and Elevate Life Church I willfully subject myself to discipline and correction.

I pledge to be honest, I pledge to be faithful, and I pledge to be loyal (I will not be secretive or mislead my leaders).

I make a promise to not just complete my work in the institute but to be excellent in anything I place my name on.

I have not falsified or plagiarized any documents or assignments, nor do I seek to be dishonest academically, or otherwise.

I pledge that I will promptly meet all financial and other obligations. I have thoroughly considered the time commitments, financial obligations, leadership role, and personal devotion required to succeed as an Elevate Leadership Institute student and am willing to apply myself to these standards.

I understand that it is Elevate Leadership Institute's job to build the framework around which I can personally grow and develop.

It is my responsibility to grow, it is the responsibility of my leaders to help me, but ultimately, I understand that my success or failure rises and falls on my commitment and faithfulness, both to God and Elevate Leadership Institute.

I pledge to submit to all correction and direction, written or verbal.

I understand that everyone's internship experience is different, and I am open to the correction and leadership I need to grow and develop for my future.

I take responsibility for my finances, my commitment, my grades, and my ability to obey.

I give up my right to be right and fully submit my life in this season to be mentored at ELI.

DATING & RELATIONSHIPS

While attending Elevate Leadership Institute, the primary focus of interns should be to personally focus on their leadership development in ministry and leadership. The way this is achieved is by focusing on the goal put before you without distractions. Our preference is that interns do not date while studying at ELI.

This season while at ELI you are asked to be fully dedicated to the development of your personal intimacy with God and His Word. Unless an individual is in a relationship prior to entering the internship we ask that all interns abstain from dating for the first three trimesters (first year) of the internship. In the second year interns must obtain approval from Elevate Leadership Institute leadership prior to beginning a relationship and will be held accountable to the standards of the dating process until graduated.

An intern is at no time allowed to date another intern or staff member in their two years at ELI. If you decide to deceive leadership or conceal a relationship while attending Elevate Leadership Institute you will be subject to corrective action and ultimately dismissal from the program.

The overall goal in this area is to avoid the appearance of evil at all times. Even if you are not romantically involved with someone, you should aim to come across in such a way that others would not assume that you are in a relationship or looking to be in one. This includes social media, texting, calling, and other forms of public as well as private communication.

This is an amazing time in life to develop meaningful, non-romantic relationships with other individuals or interns, as well as learning from staff members, servant leaders, intern trips and special guests. Our hope is that you take full advantage of these two years and all of the opportunities that you are given at Elevate Leadership Institute, with as little distraction as possible.

DATING POLICY DURING THE 2ND YEAR

We understand that it is natural to develop feelings for others. However it is our desire to lead you through these feelings before you take action.

Step One: Talk to the internship director about your interest.

Step Two: Submit to leadership and begin following a courting/dating agreement written by you and your intern director.

Step Three: Follow this agreement until graduation.

Step Four: If it is not followed, you will be in jeopardy of losing your enrollment at ELI. We suggest you develop friendships during this time so that there is no chance of failure.

HOST HOMES

Host homes are offered to Students attending ELI who feel that their living conditions are no longer suitable as well as those who are not local. Host Homes are members and leaders at Elevate Life Church who have decided to open up their homes so that an intern may live with them rent-free for a minimum of one year. There is an in depth and detailed process to becoming and receiving a host home.

If you are interested in having a Host Home you must contact ELI and formally place a request. Please note that obtaining a host home can take up to 1-3 months and there are specific requirements in place to receive as well as keep a host home.

COUNSELING AND PASTORAL CARE

The Institute places a great emphasis on building believers who are mature and effective in every sphere of life. Because of this there are a number of ways that we help interns work through personal issues they may be facing.

- 1) Contact the Director or Assistant Director
- 2) Elevate Life Church Pastoral Team: The Pastoral Care team of Elevate Life Church are available to see our interns via appointment. (With director's approval.)
- 3) Attend Elevate Awakening on a regular basis as well as participate in a step study.

EXCUSED & NON-EXCUSED ABSENCES

EXCUSED ABSENCES

The director will give excuse absences for the following reasons. This gives an intern the ability to still make-up assignments that were missed:

- Major health condition or illness (contagious).
- Family emergencies.
- * Communicated & approved *

NON-EXCUSED ABSENCES

The following reasons will not be excused and you will not be able to make up missed assignments.

- Sleep
- Personal days
- You don't feel 100%

STEPS TO FOLLOW WHEN GETTING ABSENCE APPROVAL:

If an intern must take either an excused or non-excused absence they must do the following:

- Send email/text explaining situation.
- Must be within 1 week of date, unless it is an emergency.
- Provide any doctor's note or proof of event/need.
- Wait for approval/non-approval.

Once approved

- Notify all teachers and intern area director.
- Make up all assignments by the given deadline (if excused).

* Please note that half-days are unacceptable, and you should not be in the classroom or anywhere onsite.

CLASSROOM PROCEDURE

Laptops and cell phones are not permitted in class. Interns are expected to be in class on time. Absences and tardies may be excused at the discretion of the Director. You are also required to purchase a planner and take notes while in class. Eating and other distractions are not permitted during class time. *Students are required to have a personal laptop or computer to complete homework on, as ELI does not provide them.*

ACADEMIC DISCIPLINARY PROCEDURE

GRADING POLICY

CLASSROOM

A ----- 90-100
B ----- 80-89
C ----- 70-79
D ----- 60-69
F ----- < 60

INTERNSHIP AREA

4.0 - Excellent
3.0 - Good
2.0 - Pass
1.0 - Fail

INTERNSHIP AREA DISCIPLINE

Intern Areas are a part of your grade at ELI. Each intern will receive a grade based on a 4.0 scale for the way they participate in their internship area. If an intern received less than a 2.0 in their

area, they will be asked to participate in the Facilities Internship of Elevate Life until the director releases them to the area they would like to intern.

ACADEMIC DISCIPLINE

Elevate Leadership Institute seeks to teach individuals to be excellent in every area of life, including the classroom. Interns are expected to meet the minimum requirement of a C (70) average in all classes, in addition to other academic standards as defined by the Director. If an intern fails to maintain these standards the disciplinary procedure of the institute is as follows:

1. In the event of academic dishonesty, a meeting will be scheduled to define plagiarism both broadly and narrowly for the intern. After this meeting if the intern remains dishonest they will be unconditionally removed from the internship.
2. If an intern fails a class, he/she will use the six-week break period to make up the class. The failed grade process is listed by weeks below.

**Please note that no failed classes are allowed at ELI. If these processes are not followed the Intern will no longer be eligible to attend the internship.*

Week 1- Individuals must re-do all assignments that received a grade less than 80% (B).

Week 2-3 - Any additional work is assigned by the teacher and all work must be at the 80% level or more to be accepted.

Week 4-5 –The intern will complete a five-page paper. The topic of this paper will be decided upon by the teacher of the class they failed.

Week 6 - The teacher and Director will evaluate the intern's work and they will confirm that the intern received a minimum grade of 80% on each assignment, which will enable the intern to return to classes the following trimester.

FAILED CLASSES:

- For any classes failed, individuals will be charged a \$250 administrative fee for the cost of the time and resources of the Institute to re-administer coursework.
- If more than one class is failed in a trimester, the following trimester the individual will intern in the facilities area of Elevate Life Church, instead of their chosen internship area.
- In the event the make-up work is not completed or the intern fails to fulfill the deadlines assigned by teachers one of two options take place, depending on the situation:
 1. De-enrolled
 2. Have to retake the class in person when next offered.
 - The intern will need to complete the missed class to be qualified as a graduate.
- Regardless of if the failed grade took place in a class or intern area, it is the intern's responsibility to set up a meeting with their instructor to begin make-up work.
 - Failure to do so will result in becoming a facilities intern, or further disciplinary procedures.

- After the second failed class at ELI students will be required to meet with the director of the internship, to discuss their disciplinary action.
- *Academic Probation:* The third time that an intern fails they automatically get a two-day suspension (do facilities for two days) and are now a facilities intern. If failing continues beyond a third class, they will be discharged from the internship immediately.
 - At that point an intern will not have the opportunity to make up the class that they failed and must pay the administrative fee at the point of dismissal.

If an intern is discharged because of grades during their time at ELI, the director will decide what the individual involved will be able to do. There are two of the options listed below but are subject to change depending on the situation.

1. Once the intern is discharged they may reapply in a full year and must complete the full degree plan in order to graduate from ELI. (This does not count previous classes.)
2. Once an intern is discharged the intern will not be allowed to re-apply or re-enroll at any point.

THE GAUNTLET

The Gauntlet consists of physical and team challenges that are meant to push an intern to understand that leadership on any level is associated with a cost.

All interns are capable of completing the Gauntlet. It is not made for males, or females, it is made for leaders.

THE GAUNTLET IS:

- Team Building
- Training
- Leadership
- Correction

THE GAUNTLET IS NOT:

- Fun
- Relaxing
- Impossible

THE PURPOSE OF THE GAUNTLET IS TO TEACH 5 THINGS:

- 1) Failure is never an option
- 2) As one goes, we all go
- 3) The price of greatness
- 4) Carrying the weight of Leadership
- 5) Teamwork/First Team

The Gauntlet is not mandatory.

An intern may at any time choose not to participate. However, they will still be a part of the team and those who elect to still participate will have to manage through the same activities, while carrying the missing weight.

- We require a health release form by a doctor before you will ever have the opportunity to attend or be apart of a Gauntlet.
- You are responsible to notify us of any previous injuries or health concerns, as well as have any medicine that you may need to treat it.

****Please note that ELI does not cover any injury before/after/during the Gauntlet, due to the fact that the Gauntlet is not a required activity you assume any financial obligations having to do with any injury.***



HEALTH INFORMATION FORM

Elevate Leadership Institute requires that you are immunized and receive a comprehensive physical examination before enrolling. (*For personal use.*)

Student's Name:

Last First Middle

Student's Date of Birth: ____/____/____ Sex: ____

State or Country of Birth: _____

Student's Address:

City: _____ State: _____ Zip: _____

Names of Legal Guardians: _____

Phone: ____-____-____ Work or Cell: ____-____-____

Emergency Contact:

Phone: ____-____-____ Work or Cell: ____-____-____

| Condition | Yes | Comments |
|----------------------------------|-----|----------|
| Allergies (food, insects, drugs) | | |
| Asthma | | |
| Previous Surgery | | |
| Behavioral Problems | | |
| Head Injuries | | |
| Heart Problems | | |
| Muscle Problems | | |

Describe any other important health-related information:

List all prescription, over-the-counter, and herbal medications that are taken regularly:

Please provide the following information:

| | Name | Phone | Date of Last Appointment |
|-----------------------|------|-------|--------------------------|
| Primary Care Provider | | | |
| Specialist | | | |
| Dentist | | | |

Health Insurance: _____ None: _____

I, _____ authorize my health care provider in the school setting to discuss my health concerns and/or exchange information pertaining to this form.

Student Signature: _____
Date

Legal Guardian Signature: _____
Date

ACADMIC DEVELOPMENT

INSTITUTE PERSONAL

| | |
|----------------------|--|
| Presidents | Keith Craft B.A. Communications, Evangel University Sheila Craft B.A. Education, Evangel University |
| Executive Pastor | David Stroud B.A. Accounting & Economics, William Jewell University |
| Pastoral Support | Josh Craft B.A. Communication, Oral Roberts University joshc@elevatelifelife.com |
| Director | Keela Craft B.A. Communication, Oral Roberts University keelac@elevatelifelife.com |
| Academic Development | Michelle Holland B.A. Biology, Vanderbilt University M.A. Teaching- Secondary Biology, University of Memphis |

INTERN AREA HEADS

| | |
|----------------|---|
| Music | Aaron Ell B.A. Buisness Management, DeVry University aarone@elevatelifelife.com |
| Media | Israel Isas B.A. Fine Arts, Art Institute of Dallas Israeli@elevatelifelife.com |
| Administration | Debbie Blum B.A. Communications, Oral Roberts University A.A. Business, Oral Roberts University debbieb@elevatelifelife.com |
| Ministry | Jeremy Baker A.S. Evangelism/Missions, Rhema Bible College jeremyb@elevatelifelife.com |

ELI ADMINISTRATION

| | |
|-----------------|--|
| Finance Manager | Steve Miner B.A. Business Administration, Dallas Baptist University steves@elevatelifelife.com |
| Operations | Corey Light coreyl@elevatelifelife.com |

Internship Admin Support

Mishal Torres
B.A. Leadership and Biblical Studies, Elevate Leadership Institute
mishalt@elevatelife.com

Facilities/Events

Bry Sherill
B.A. Leadership and Biblical Studies, Elevate Leadership Institute
brys@elevatelife.com

Morgan Moore
B.A. Leadership and Biblical Studies, Elevate Leadership Institute
morganm@elevatelife.com

INSTITUTE TEACHING FACULTY

Keela Craft
B.A. Communication, Oral Roberts University
keelac@elevatelife.com

Josh Craft
B.A. Communication, Oral Roberts University
joshc@elevatelife.com

Jeremy Baker
A.S. Evangelism/Missions, Rhema Bible College
jeremyb@elevatelife.com

Michelle Holland
B.A. Biology, Vanderbilt University
M.A. Teaching- Secondary Biology, University of Memphis
mholland@lpsfrisco.com

Josh McCraw
joshm@elevatelife.com

Morgan Moore
B.A. Leadership and Biblical Studies, Elevate Leadership Institute
morganm@elevatelife.com

David Stroud
B.A. Accounting & Economics, William Jewell University
davids@elevatelife.com

Aaron Ell
B.A. Buisness Management, DeVry University
aarone@elevatelife.com

Mark Blum
B.S. Media, Oral Roberts University
markb@elevatelife.com

Lafe Angel
B.S. Business Management, Oral Roberts University
lafea@elevatelifelife.com

Brian Baker
M.A. Professional Development, Amberton University
brianb@elevatelifelife.com

Andrew Chapa
M.B.A Information Systems, Wayland Baptist University
andrewc@elevatelifelife.com

CLASS DESCRIPTIONS

TRIMESTER 1: 20 CREDIT HOURS

Teamwork – TEAM -101: 3 Credit Hours

A hands-on course designed to provide the student with a solid understanding of what it means to be a team member and to team build. This course will contrast the differences between groups and teams while considering the functions of their members. Students will learn and demonstrate the characteristics of being an effective team member, while exploring the various types of teams, stages of team growth and team assessment.

Basic Christianity- BC-101: 3 Credit Hours

This course will cover key and fundamental claims to the Christian faith. Students will learn and examine historical facts on which Christianity stands for and will better understand their own basic beliefs. Through this course, students have the ability to add greater value in their walk with God.

Leadership DNA at Elevate Life Church - LEAD-101: 3 Credit Hours

The Leadership DNA at ELC, much like your physical body, is comprised of four strands of DNA that provides our unique “genetic” coding. In this course, you will gain insight into each of the strands of ELC’s Leadership DNA, which include: 1) Core Values, 2) Leadership Culture, 3) Servant Leadership, and 4) Transformational Leadership.

Strategic Thinking - ST-101: 3 Credit Hours

In this course, students will learn the value of leading with vision structure and strategy. Students will learn the importance of flexibility in leadership, but they will also learn the importance of goal setting, benchmarking and vision casting as tools for leadership.

Book Study - DISC-101: 3 Credit Hours

Each semester will encompass a guided book study, this semester students will cover 7 *Habits of Highly Effective People* by Steven R. Covey.

Students will also be involved in real world serving/internship opportunities throughout the trimester, which will account for 5 Credit Hours of coursework.

TRIMESTER 2: 20 CREDIT HOURS

Creative Thinking - CT-201: 3 Credit Hours

This is a practical study exploring the differences between critical and creative thinking. This course will identify the myths and misconceptions of creative thinking and explore the benefit of effective creative leadership. Students will understand the challenges and rewards of thinking creatively as they develop the attitudes, processes, and methods of innovative creativity.

Old & New Testament - ONT-201: 3 Credit Hours

This course is designed to give the student an overview of the historical, political and social contents of The Bible. Attention is given to authorship, dates, canonicity, structure, styles and themes with analysis and exposition of key passages and their doctrinal significance.

Personal Leadership - LEAD-201: 3 Credit Hours

Personal Leadership is about “Being the Best Me” and is critical to all aspects of leadership. You must effectively lead yourself before you can effectively lead others. In this course, you will gain insight into the Thinking, Being, and Doing necessary to Have personal credibility and confidence.

Psychology - CW-201: 3 Credit Hours

In this course, students will be given a broad overview of the many different areas within the field of psychology. It addresses how psychology can help us understand, predict and control behavior for the betterment of people. It will broach secular aspects of psychology; however the major emphasis will be using our Christian worldview as the absolute guide for psychological decisions.

Book Study - DISC - 201: 3 Credit Hours

Each semester will encompass a guided book study, this semester students will cover *The Outliers* by Malcolm Gladwell. Students will learn from successful business owners, athletes, and authors and begin to practice the 10,000 hour rule in their own lives.

Students will also be involved in real world serving/internship opportunities throughout the trimester, which will account for 5 Credit Hours of coursework.

TRIMESTER 3: 20 CREDIT HOURS**YOU Class - YOU -301: 3 Credit Hours**

This course seeks to lead students into an evaluation of their personal development and self-awareness. They will be given practical instructions to live a more balanced and intentional life that reflects who God is. Emotional Intelligence 2.0 by Travis Bradberry and Jean Greaves, The Kendall Life Languages and The Five Love Languages by Gary Chapman will be covered.

Christianity in America - GOS-301: 3 Credit Hours

This course is a comprehensive study of Christianity in America over the years. Students will cover *You Lost Me* by David Kinnaman and *American Christian Heritage* by Gary Damar, which will unveil new insights about Christianity today and the impact it’s having on 16-29 year olds.

Interpersonal Leadership - LEAD-301: 3 Credit Hours

Interpersonal Leadership is about “Creating Resonance” in relationships. In doing so, leaders become attuned to the needs and dreams of people they lead and create an atmosphere where people flourish. In this course, you will gain insight into the Thinking, Being, and Doing necessary to Have mindful relationships.

Personal Finance - FIN-301: 3 Credit Hours

This course is designed to give students a biblical look at money and finances from a kingdom perspective. Students will be challenged to expand their thought process as it pertains to thinking about money and wealth and to see the connection of faith and finances for a successful Christian life. Students will learn to set realistic financial goals, create a person budget and understand their giving strategy. Through reading and discussion of a real world events and stud of successful people, students will be challenged to think about their stewardship of money and business on a high level.

Book Study - DISC-301: 3 Credit Hours

Each semester will encompass a guided book study, this semester students will cover *Think and Grow Rich* by Napoleon Hill. This is a comprehensive study of the life and leadership of over forty millionaires and how to apply the same tools in the everyday routine.

Students will also be involved in real world serving/internship opportunities throughout the trimester, which will account for 5 Credit Hours of coursework.

TRIMESTER 4: 20 CREDIT HOUR**Communication in Ministry/Speech - COM-401: 3 Credit Hours**

This class will enable students to learn how to master the art of communication, particularly when speaking. They will study the structure and delivery of communication based on the course text as well as life experience of the teacher. The main course texts will be *Talk Like TED* by Carmine Gallo as well as *Speak Like Churchill, Stand Like Lincoln* by James C. Humes.

Discipleship - DIS-401: 3 Credit Hours

Discipleship as a course will provide a Biblical foundation for mentoring and realistic discipleship in the lives of each student. This book will enable students to be equipped to disciple and mentor other Christians by learning the foundational principles on how to begin to walk into the calling God has for their personal life. Students will learn to take ownership of the authority God has placed on them as a leader as well as learn how to speak with authority into someone's life through a personal life of transformation. The course text will be *The Complete Book of Discipleship* by Bill Hull.

Team Leadership - LEAD-401: 3 Credit Hours

Team Leadership is about "Enabling the Greatness" in others. Through your influence, you allow others to use their talents to benefit the greater purpose – a Kingdom purpose. In this course, you will gain insight into the Thinking, Being, and Doing necessary for teams to Have peak performance. This will include Pastor Keith's personal leadership teachings as well as the specific teachings on leadership used at ELC.

360° Leadership – 360L-401: 3 Credit Hours

This course is designed to teach students to be a 360° leader, which means you lead from every angle. Students will learn that their influence can be even greater leading themselves in the

middle, than ever leading from the front could be. 360° Leadership will give each student the opportunity to exercise their influence in all directions, towards their leaders who are above them, their peers, and those they are leading. The text covered will be *360° Leadership* by John C. Maxwell.

Book Study - DISC-401: 3 Credit Hours

Each semester will include a guided book study, this semester students will cover *Undercover* by John Bevere. This trimester students will learn about the importance of authority as well as the differences between submission and obedience. In addition to this, they will be taught how to pursue God on a daily basis by being involved in real world serving/internship opportunities throughout the trimester, which will be applied to the relevance of the Undercover coursework.

TRIMESTER 5: 20 CREDIT HOURS

English Basics - ENG-501: 3 Credit Hours

Students will be given the basic tools to produce effective sentence structure, meaningful essays and professional documents. This course will include email etiquette and other important and practical ways to communicate using simple English instruction.

Spiritual Formation - SCI-501: 3 Credit Hours

This course seeks to lead students into an evaluation of their present spiritual condition with practical instruction given on how to strengthen their walk with the Lord. A survey of the spiritual disciplines of prayer, fasting, Bible study, meditation, journaling, etc. will be covered.

Organizational Leadership - LEAD 501: 3 Credit Hours

Organizational Leadership is about “Unleashing Excellence” in an organization. It employs a future-thinking mindset of vision, structure and strategy. In this course, you will gain insight into the Thinking, Being, and Doing necessary to Have (make) a distinctive contribution.

Comparative Worldviews - HIST-501: 3 Credit Hours

Students will investigate the biblical Christian worldview and other common worldviews today. The worldviews are compared along 10 major life disciplines: Theology, Philosophy, Biology, Psychology, Ethics, Sociology, Law, Politics, Economics and History. A primary focus will be on how to evangelize those with different worldviews.

Book Study - DISC-501: 3 Credit Hours

Each semester will encompass a guided book study, this semester students will cover *How to Win Friends and Influence People* by Dale Carnegie. This best selling self-help book will give students tools to use in their everyday lives that will help build relationships, manage money and grow in their own personal achievement and development.

TRIMESTER 6: 20 CREDIT HOURS

His & Her Book Study-HH-601: 3 Credit Hours

Students will have the ability to become the best man and woman God has called them to be through His & Her Class. Men will discover how to be a man after God's own heart and women will learn to truly be captivating. Students will be equipped with spiritual wisdom and tools they need for making a difference in all they do.

Biblical Science - BS-601: 3 Credit Hours

This course will outline the elementary principles that are needed to have a proper understanding of science and the first 12 chapters of Genesis. It will help students evaluate their scientific worldview and adjust it so it aligns fully with the Bible so that every interpretation is through the lens of Scripture. Students will study A Primer on Biblical Worldview by Michelle Holland and Dr. G. Thomas Sharp.

Leadership Life Skills –LLS- 601: 3 Credit Hours

This course will concentrate on creating a foundation for success in students' lives by learning the skills they need for leadership. Students will develop their strengths and grow into becoming an effective leader.

Legacy Leadership - LEAD-601: 3 Credit Hours

Legacy leadership is about choosing to live a life of purpose instead of just living. In this course, you will gain insight into the Thinking, Being, and Doing necessary to have a transformational legacy.

Your 1% Factor - FAC-601: 3 Credit Hours

This course is designed to equip students to be the best version of themselves. "In Your Divine Fingerprint," Keith Craft teaches you how to identify, amplify, and celebrate your uniqueness—and your connection to God. Students will be lead to discover the unique greatness that only they can leave.

Students will also be involved in real world serving/internship opportunities throughout the trimester, which will account for 5 Credit Hours of coursework.

Students will also take a one-week missions trip during each internship year, both of which will account for three credit hours for a total of 6 credit hours

INTERNSHIP AREAS

KIDS MINISTRY

Area Description:

Kids ministry equips interns with three basic building blocks for within the ministry. These Key Elements help students to learn the vision and define success within Kids ministry at ELC. During each trimester interns will be able to personally develop in three areas with a focus of what matters most in Kids Ministries and events within the season.

STUDENT MINISTRY

Course Description:

The Student Ministry Internship will equip interns to play a productive role in a variety of ministry functions, specifically benefitting the Student Ministry. The internship will include exposure to many creative aspects of Students including event planning, Photo/Video shoots, series planning and development, etc. The internship will also include various ministry and leadership aspects such as team communication, hands-on servant leading in the ministry, events development, and more.

Course Goals and Objectives:

- Identify one weakness per trimester and come up with a plan to strengthen the weakness as a leader.
- Identify one strength, per trimester and know how that strength is best utilized within the ministry, and deploy your 1% into the ministry.
- Use **S.O.A.R.** to strengthen one specific weakness of Students.
 - Situation Currently
 - Obstacle
 - Action Step
 - Result

YOUNG ADULTS MINISTRY

Course Description:

The Young Adults Internship will equip interns to play a productive role in a variety of ministry functions, specifically benefitting the Young Adult Ministry. The internship will include exposure to many creative aspects of Young Adults including event planning, Photo/Video shoots, series planning and development, etc. The internship will also include many ministry and leadership aspects such as team communication, communication from the stage, hands-on servant leading in the ministry, and more.

Course Goals and Objectives:

- To identify 1 personal weakness per trimester, come up with a plan to strengthen that weakness, and focus on carrying out that plan
- Identify 1 personal strength per trimester, identify how that strength is best utilized within the ministry, and deploy your 1% into the ministry while utilizing your strength.
- Use S.O.A.R. to strengthen one specific weakness of ELC YA.

MISSIONS & OUTREACH MINISTRY

The Overall Goal for each Missions & Outreach Intern is to give them a Heart & Desire to want to see the Lost come to Jesus, and to be the Hands and Feet of Jesus Extended.

- To Open their eyes to the needs of not only our Community, but of the World at Large.
- To show them the Best ways to Serve at a High Level those in need.
- To expose them to Hands on Ministry and Evangelism.
- To give them a heart of Compassion and Grace.
- To expose them to the behind the scenes workings of a Church, and what it actually takes to do an Outreach or Missions Trip.
- To show them how to do a Wedding.
- To show them how to do a Funeral.
- To give them hands on experience on How to do a Hospital Visit.
- To introduce them to different Missionaries. Our Daily Lessons are not so structured due to the Nature of Outreach. I will take them with me on different meetings, outings and Hospital visits. I will also expose them to different Outreaches and Ministries that we are involved with, on a Daily, Weekly or Monthly basis. By the time they are done, they typically have a really good idea of Mission and Outreach at Elevate Life Church.

ADMINISTRATION

(Each intern is required to take this area for one trimester before graduation)

Course Description:

The Office Administration Internship experience will equip interns to play a productive role in a variety of administrative functions. This internship will include exposure to office communication, computer skills, database and information management, advanced office skills, support staff skills, human resources, accounting, event planning, process, and procedure development.

Course Goals and Objectives:

- To demonstrate intra-office, customer service, vendor relations, and inter-organizational communication skills

- To demonstrate a working knowledge of Word, Excel, Fellowship One, Outlook, and Inventory Management.
- To demonstrate general office functions such as phone systems, printing, filing, mass mailings, time and cost management, and supply ordering.
- To demonstrate the qualities of promptness, excellence, and efficiency.

MEDIA/CREATIVE AREA

Previous knowledge and competency required

Course Description:

The Creative Internship experience will equip interns to bring excellence in a variety of functions for a church's creative area. This concentration is designed for interns who feel called to any of the following areas: lighting and sound techniques, service production, video editing, scripting, animation, television production, marketing, graphic and web design through the local church. This internship is not designed to teach the beginner in any of the areas mentioned above, but to expand and refine the skills already obtained, provide actual hands-on experience and further training.

Course Goals and Objectives:

Interns will learn the skills needed to communicate through video, graphics, drama, advanced editing, graphic software, basic web design, public relations, lighting for television, stage design, production management, strategic planning, marketing strategies, creative problem-solving, camera functions and use and the producing and selling of products.

Interns interested in video will be given special projects throughout the trimester to give them experience in creating, story-boarding, capturing and editing video. Interns interested in graphic design will be given projects throughout the trimester to create, design, print and publish. Interns will attend weekly creative meetings with the Elevate Life Church creative team, and will receive one on one training with ELC's creative team staff. Interns will also serve in a position on the weekends a tour ELC main services

Requirements:

Individual attendance, participation, positive attitude, initiative, assignment timeliness and quality will be evaluated weekly. Interns must have their own computer with the adobe suite for editing and/or graphic design. Software will not be provided by Elevate Life Church. Interns are also required to bring a portfolio if interested in graphic design or video editing. This portfolio should include evidence of the basic knowledge and skills in the media area of interest. For example, graphic designers should bring at least three different pieces that they have designed. Those interested in video production should bring samples of edited footage that they have produced. Interns should be prepared to show basic knowledge of their area of interest in an interview.

Graphic Designer:

Necessary:

Adobe Creative Suite

Illustrator, Photoshop, InDesign, After Effects, Cinema 4D/Maya (3D)

Additional Requests:

Wordpress experience, Web Design, Dreamweaver

Video:

Necessary:

Premier, Final Cut, After Effects, lighting, lenses, cameras, and audio production.

Additional Requests:

Cinema 4D/Maya (3D), Logic, ProTools

MUSIC/WORSHIP AREA

Previous knowledge and competency required

Worship Internship Competencies

Graduates of ELI Worship Internship Program will exemplify knowledge, skills, and application in the following areas:

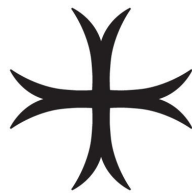
- Worship History
- Plan & create
- Worship Set Lists
- Basic Piano & Voice
- Basic Recording Studio Functions
- Audio Setup & Function
- Instrument Setup & Function
- Stage Design
- Music Theory
- Sight Reading
- Sight Singing
- Song Writing & Lyrical Composition
- Music Business & Legalities
- Write Musical Scores
- Create Chord Charts
- Lead/Direct Band and/or Vocals

GRADUATION

Graduation happens at the end of every summer trimester in July. Interns who have completed two years are celebrated and blessed into their next season during our graduation ceremony. They will receive a Bachelors Degree in Leadership and Biblical Studies. This is a huge event for ELI that hundreds attend. Interns who graduated/completed their degree before July will be able to walk with those graduating in the summer as we only have one graduation ceremony a year.

In order for an intern to walk across the stage at their graduation and receive their diploma they must meet the following GRADUATION REQUIREMENTS:

- Complete all 126 credit hours.
- Pay off all tuition/fees
- Pass all classes with at least a letter grade “C”.
- Bachelors Degree application must be completed.



APPLICATION FOR GRADUATION

PLEASE PRINT YOUR NAME EXACTLY AS IT WOULD APPEAR ON THE DIPLOMA

FULL NAME

Phone Number

Email Address

Address (After Graduation)

Your degree will be presented to you on the day of your graduation ceremony or in the mail if you do not wish to attend the ceremony later this year.

DEGREE INFORMATION:

Expected date of graduation: Fall _____ Spring _____ Summer _____

Please indicate whether or not you will attend the ceremony:

I WILL attend _____ I WILL NOT attend _____

The annual graduation ceremony is held in the summer. All candidates who complete their requirements during the school year are invited to attend the ceremony.

Please read the following and sign:

Students who apply for graduation and do not complete their degree/certification requirements, such as being fully paying for the internship, must reapply and pay the appropriate fee. It is a student's responsibility to meet all degree requirements for graduation.

Students should contact the office of administration to find out any more information or payments that need to be made, in order to graduate.

Graduation deadlines:

Tuition must be paid at least thirty days prior to the student's graduation date in order to receive their diploma and partake in the graduation ceremony.

Tuition Balance: _____
Date

Accountant Signature: _____

STATEMENT OF CONFIRMATION

(Your application will not be accepted if you do not complete this section)

I confirm that I have read and understand the above information.

Student Signature

Date

ELI Director Signature

Date

FAQ

COMMONLY ASKED QUESTIONS:

WHAT IS IT LIKE TO ATTEND ELEVATE LEADERSHIP INSTITUTE?

Each week interns attend a variety of classes and receive ministry training from Elevate Life Church's pastors and staff through intern areas. They encounter opportunities to be hands-on and experienced as well as apply what is learned through serving at ELC.

WHAT ARE SOME OPPORTUNITIES FOR INTERNS?

Interns are able to apply what they learn by attending and serving at Young Adults as well as Students every week. They also get to attend and serve at men's conferences and women's events that happen throughout the year. Interns are able to go on a variety of trips each year including GUTS, a church in Tulsa, Oklahoma. And finally they apply learned knowledge during a trimester at the annual missions trips located inside or outside of the United States.

WHAT IS THE APPLICATION FEE?

The application fee is \$75. This fee is part of the first steps of the ELI application process and is required to be accepted. This cost includes a communication style and proficiency test, which is required to be considered as a student at Elevate Leadership Institute.

WHEN SHOULD I EXPECT A RESPONSE ONCE I HAVE SUBMITTED MY APPLICATION?

Once we have received your application, you will receive an email response from us within one week. This email will explain your next steps as well as what you will need to submit in order to complete your application process.

WHAT ARE THE CLASSES LIKE AT ELI?

Interns are provided five leadership, biblical and theological classes each trimester. The classes are taught by Elevate Life Church's pastors, staff as well as other qualified in a practical field of study. During class students will participate in discussions, group projects, presentations as well as complete any course assignments and tests.

HOW MUCH IS TUITION?

The cost to attend Elevate Leadership Institute is \$2,000 per trimester, which is \$6000 per year and \$12,000 total for two years. This covers all books, trips, and any internship related costs.

WHAT CAN I DO WITH MY DEGREE?

Elevate Leadership Institute at its core is designed to build and equip Christian leaders, whether in the ministry or business setting. Whether an intern receives an Associate or a Bachelor's Degree through the internship, the classes and experience are life changing. Interns desiring to seek full-time ministry will find the degree they receive available through Elevate Leadership Institute, will equip them with the knowledge and experience needed.

CAN I HAVE A JOB WHILE ATTENDING ELEVATE LEADERSHIP INSTITUTE?

Yes, however because of the commitment at ELI, we ask that you limit your work to a part-time job or a schedule that enables you to pursue excellence during the internship. Interns are expected to plan for any ELI or church events as a priority and be aware of the internship schedule.

WHAT ARE THE HOURS WITHIN A TRIMESTER AT ELI? WHAT ARE THE DAYS OFF?

Sunday: 4:30pm-8:00pm

Monday: Day off

Tuesday: 9:10am-5:15pm; 6:30pm-9:00pm

Wednesday: 9:10am-8:30pm

Thursday: 9:10am-5:15pm

Friday: 9:10am-3:30pm

Saturday: 9:00am-2:00pm; 5:45pm-7:45pm

Please see the general internship schedule and full internship details on page 16.

HOW LONG ARE TRIMESTERS AND BREAKS?

A trimester lasts 12 weeks and breaks typically last 4-6 weeks. These dates and timelines are subject to change depending on holidays, mission trips and the direction of the ELI Director.

DOES ELEVATE LEADERSHIP INSTITUTE PROVIDE HOUSING?

If an intern is in need of a place to live due to distance, family dynamics or other circumstances, Elevate Leadership Institute is more than happy to assist an intern in finding someone who is planted at Elevate Life Church to be a host home. Host Homes last one full year and are chosen by the leadership at ELI. Overall interns should seek to live in an environment understanding of the demands and standards of ELC. Please note that it can take 1-3 months to find an adequate host home for a student.

WHAT ARE THE RULES ON DATING AT ELEVATE LEADERSHIP INSTITUTE?

While attending ELI, the primary purpose of students should be to successfully prepare for ministry and leadership. This will only be achieved by focusing on this goal and our general preference is that students do not date while studying at ELI. We do not allow interns to date during the first year (if you are already single) and if you are in a relationship, you willfully choose to submit your relationship to the process and requirements at ELI. . ****An intern is at no time allowed to date another intern or staff member in their two years at ELI.***

HOW INVOLVED ARE PARENTS AT ELEVATE LEADERSHIP INSTITUTE?

As much as we value your parents, your intern process is dedicated for you personally and they are not to be involved beyond your personal life. Any questions that they may have regarding grades, schedule, finances, leadership, or decisions need to be answered by you personally. The leadership at ELI does not communicate or meet with parents unless requested by an intern.

WHAT DOES A WEEK IN THE LIFE OF AN INTERN LOOK LIKE?

Please see the TYPICAL WEEK section and INTERNSHIP SCHEDULE on page 15-16.

WHERE AND WHEN ARE MISSION TRIPS?

Mission trips happen once a year and are apart of your grade at ELI. Two will take place during your time in the internship. One will be inside the USA and the other will be located abroad. Each intern is required to raise additional funds for the trips as the basic needs are the only thing covered by tuition.

“NOBODY TOLD ME.”

The following are things you only learn in experience of being in the internship, but here are a few tips from alumni and current interns that hopefully help anyone looking to join ELI:

- **COMMITMENT LEVEL:** When you choose to be a part of ELI you are choosing to be ALL IN and FULLY committed to the team and process. You cannot be in this process half in or half out. The choices and actions that you make on a daily basis will prove to others your level of commitment, buy-in, and passion towards the internship.
- **FIRST TEAM:** The interns are your first team, which means that this is your number one priority team. It is thinking not about yourself but what is best for the entire group. Whatever we do we do together and as one goes, we all go!
- **SCHEDULE:** The internship schedule is your guide throughout the day. The times and schedule given is set by the ELI director. If any person gives instruction to the interns that go outside or past times in the general internship schedule, the director must first approve it. If it is not approved, the schedule will always be followed and used as the standard.

ELI TIP: Set the schedule as the background on your phone! It is a very convenient way to easily find out what is going to happen next and it saves the trouble of having to keep asking your fellow interns what time class starts.

(Please see pg. 16 for internship schedule).

- **FLEXIBLITLY:** It is important to not just know the schedule, but it is important to also be flexible with the schedule. There are times throughout the internship that different situations or events will arise; the director will change a call time, class times or trip schedules. The expectation as an intern is that you are flexible and submit to any changes with the response of a great attitude.
- **CHECK-IN:** We believe in timeliness at ELI and at specific check-in times, a group picture is sent to the director. If you are 1-5 minutes late, ten consecutive pushups are required to be done for every minute past the call time. If an intern is more than 5 minutes late, they are to communicate with the ELI director and a consequence will be given.

(Please see pg. 17 for more details and check-in times).

- **CLASSROOM EXPECTATIONS:** During class all interns should be seated with only the material needed for the class being taken neat on their table by the time the teacher walks in. You are expected to always give respect to all teachers, which includes not being on your phone or laptop during class. Phones and laptops are not allowed during class time and should be out of sight unless approved by the teacher for an assignment. You are expected to always take notes with pen and paper. Homework should be

completed by the time class begins and interns should not work on another class homework while someone is teaching. Eating and other distractions are also not allowed during class time. * Using a planner is required.*

- **PLANNERS:** It is very important to use a planner. As interns and as leaders, you should have the responsibility to write down personally homework assignments each class. You are an adult and relying on other interns and asking them each night what the homework is not an option.
- **PRINTING:** Working on homework and printing at the church should be done before 9am each day. The computer area should always be neat and papers shouldn't be left behind on the printer. If you are going to print something that is more than 10 pages, you must bring your own paper.
- **ATTITUDE:** The life of an intern is having a "whatever you need" attitude. We show respect in everything we do and we do it with a positive attitude. A bad attitude towards leaders or fellow interns is unacceptable.
- **CONFLICT RESOLUTION / MATTHEW PRINCIPLE:** If at any point you have a problem or conflict with someone you address it in the same way it states in Matthew 18:15-17. First, you go straight to the person you have an issue with and solve the conflict. If you are unsuccessful and the person doesn't respond well, you bring another person to help address the issue. If there is still no solution and the person still refuses to listen, you take it to leadership. * You will be held accountable for following this principle. *
- **GAUNTLETS:** Gauntlets consist of team and physical challenges, however it actually is a learning process to be able to lead yourself mentally, than it is physical. If you can lead your mind and choose your emotions you will be able to overcome any challenge in your life, not just a gauntlet. One of the great things is that you are never alone during a gauntlet. All of the interns are around you doing the same thing, and you have leaders there that love you enough to push you to be your best.

***ELI TIP:** Always have a gauntlet bag kept in your car, aside from your gym bag, that holds extra athletic clothes, shoes, a sweater, and Gatorade/snack.*

- **COMMUNICATION:** Communication between interns and even communication with you and the director are very important. If you know you are going to be late, if you get a flat tire, if you get in a car accident, if you can't attend something, or if there is a family emergency make sure to tell the director. If a message from the director gets posted on the ELI Group Message it is very important to make sure you read and "like" the message to show you understand and have received it. If the director or even another intern asks for the entire group to answer a question, you need to communicate and give an answer in response.

***ELI TIP:** Simply communicating will help you so much in the internship; it takes away any confusion and assumptions.*

- **ASKING QUESTIONS:** If you have a question about homework or about specific instructions when it's not class time anymore or when you are at home, make sure to ask your question to the interns first. The chances are someone will know the answer, but if

no one knows the answer, one person should ask the question to the director/ teacher on behalf of all interns. You can have the freedom to always ask questions however every intern carries the personal responsibility to pay attention.

***ELI TIP:** When there is an opportunity to ask questions make sure to take advantage of that time.*

- **FUNDRAISERS:** Depending on specifics of a ministry trip, all interns are required to raise a certain amount of money in order to participate on the trip. You will always know the amount of money you will need to raise and there are plenty of opportunities that interns are given throughout the year. When you are in trimester you will be required to do the fundraiser, but when you are on break and fundraisers are offered it will be your own choice to participate and benefit from it. However you are expected to fundraise on behalf of your own personal amounts and should not count on ELI to provide all you need to fundraise.

***ELI TIP:** Take advantage of every fundraiser that is offered! The more you participate in the fundraisers even when you are on break the more you will benefit from it and the more money you get. Although there are plenty of fundraisers offered, you need to take initiative and be responsible to do your own fundraising as well. Don't wait until the last minute to raise the money.*

- **BREAK EXPECTATIONS:** Being on break doesn't stop you from being an intern...you are an intern at ALL TIMES while attending ELI. All of the expectations during trimester still follow when it is break time including communication, serving and participation. If you are not able to serve in an area you are expected to find a replacement and not leave a gap on the team. During break, interns should not be at staff meetings or be in the admin offices during the office hours of 9am-5pm, unless they are serving and with an area leader. *No check-in times happen unless given by the intern director or your personal teams. *

***ELI TIP:** You are still held accountable for yourself while on break. This has to do with your Honor Pledge/Student Code of conduct, as well as the standard at ELC.*

ELEVATE LEADERSHIP INSTITUTE CONTACT INFO

ELEVATE LEADERSHIP INSTITUTE

Address 8500 Teel Parkway
Frisco, Texas 75034

Contact Details
Phone 214-387-9833
Email intern@elevatelife.com
Website www.ELCInterns.com

TRANSWORLD ACCREDITING COMMISSION

Address 231 E. Alessandro Blvd.
Suite A-210
Riverside, California 92508-0639 USA

Office Location 9085 California Avenue
Riverside, California 92503 USA

Phone 951-901-5586
Email office@transworldaccrediting.com
Fax 951-344-8236



<http://www.elevatelife.com>

<http://www.ELCInterns.com>