

WAYMAKER INSTITUTE 2020/2021 CATALOG





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ABOUT WAYMAKER INSTITUTE

VISION

Waymaker Institute exists to equip the next generation of high capacity and high character leaders to build up the local church. We accomplish this through three development pillars: Education—challenging the mind, Ministry Training—equipping the hands, and Spiritual Formation—transforming the heart.

STATEMENT OF PURPOSE

Waymaker Institute commits to help students:

1. Discern and affirm their call to ministry in the local church
2. Understand and apply best practices to diverse ministry formats and environments
3. Apply leadership skills and best practices in their personal and professional lives
4. Interpret and apply Scripture and theology to ministry praxis
5. Grasp and apply Biblical truth to their personal lives to increase spiritual maturity

CORE VALUES

WE EXPECT TRANSFORMATION

We pray and plan for our students to experience a transformation of what they love, desire, and value. We believe life-change will happen because every environment is informed by God's Word, guided by God's Spirit, and shared with God's people.

WE ARE FUTURE FOCUSED

We sense and help shape what's happening in culture and what God is doing in the world. We develop leaders who will lead a different culture and church than what we currently see.



WE BEGIN WITH THE END IN MIND

We develop students who love Jesus more than they love ministry—who will go the distance and finish well. We equip them with the necessary tools to thrive in life, family, and ministry.

WE ARE GIVEN MUCH TO GIVE AWAY

We are openhanded with our time, resources, and abilities. We remove obstacles and build bridges in order to leave the global church in a better condition than when we found it.

WE LEAD WITH HUMBLE CONFIDENCE

We understand everything we have comes from God and fight to steward it with excellence. We grow in ever increasing awareness of ourselves and God to lead with neither fear nor pride, but from humility and boldness.



ADMINISTRATION

BOARD OF TRUSTEES

Jon Dupin

President

Brett Clubb

Director

Luke Gentala

Board Member

Education Administrator

Mickey Russell

Board Member

Businessman, Waymaker.Church Elder

Ashley Wallace

Board Member

Educator

Kevin Rawls

Board Member

Education Administrator,

Waymaker.Church Elder

Joel Hesch

Board Member

Educator

Maria Rolf

Board Member

Educator

STAFF

Brett Clubb, B.S., M.A.R.

Director

Nathan Cantu, B.S., M.Div.

Academic Coordinator, Instructional

Designer

Jessica Frankenfield, B.S., M.B.A.

Registrar

Tanner Petty, B.S., M.I.S.

Ministry Training Coordinator

FACULTY

Nathan Cantu, B.S., M.Div.

Professor of Biblical Studies and Ethics

Brett Clubb, B.S., M.A.R.

Professor of Church Ministries and

Leadership

Tanner Petty, B.S., M.I.S.

Professor of Spiritual Formation

Maria Rolf, B.S., M.A.R., M.Div

Professor of Spiritual Formation

Michael Boorman, B.A., M.A, ThM

Professor of Hermeneutics



PROGRAM DESCRIPTION

Waymaker Institute is the development ministry of Waymaker.Church. Waymaker Institute is made up of three separate programs—the Academic Program, Internship, and Residency—that develop the next generation of high character and high capacity leaders. Each program relies on three pillars of development that shape the content and emphasis of each program:

- **Education**
 - Waymaker Institute uses classroom environments to educate students with foundational academic knowledge necessary to function and thrive in local church ministry. (Purpose 2, 4, 5)
- **Ministry Training**
 - Waymaker Institute students are placed in a ministry area at Waymaker.Church and given practical training that equips them with the skills and experience necessary to function and thrive in local church ministry. (Purpose 1, 3, 4)
- **Spiritual Formation**
 - Waymaker Institute students regularly gather to shape their character and aim their desires at a love for Jesus and His Church so they can function and thrive in local church ministry. (Purpose 1, 3, 5)

PROGRAM HISTORY

Development has always been at the core of Waymaker.Church, and has been lived out through Internships, Residency, and other development environments. In 2017, the idea was planted to launch an institution to expand our development of church leaders. Waymaker Institute was launched with the heart of removing barriers and building bridges to help men and women lead the church. We exist to equip the next generation of high capacity and high character leaders who will build up the local church to thrive as it accomplishes God’s mission for His people.

ACADEMIC PROGRAM

Waymaker Institute’s Academic Program is a one-year program for high school graduates to discern and affirm their calling to vocational ministry in the local church. In the Academic Program, students take 20 semester credit hours of undergraduate courses. Furthermore, Waymaker Institute students are integrated into a ministry area where they are exposed to the daily operations of a thriving



and growing church, for which they receive 8 semester credit hours of ministry training.

Waymaker Institute also offers an *à la carte* option where high school juniors and seniors or other interested individuals may take individual courses at Waymaker Institute for credit. *À la carte* students must meet the academic program admission requirements or receive a waiver from the Academic Coordinator.

ACADEMIC PROGRAM LEARNING OUTCOMES

Upon successful completion of the Waymaker Institute Academic Program, students will be able to:

1. Articulate a call to ministry within the local church.
2. Describe the mission and function of the local church.
3. Apply academic knowledge to ministry operations and efforts.
4. Understand the professional and personal requirements of vocational ministry.
5. Explain the role of Scripture, theology, and doctrine in the life of the church.

COURSE DESCRIPTION

The following courses make up the Waymaker Institute Academic Program:

Fall Semester:

- **Old Testament Survey (OTS):** An introduction to the historical background, authorship, contents, and narrative flow of the Old Testament. (3 Credit Hours, PLO 2, 3, 5)
- **Spiritual Formation (SPFRM):** An overview and introduction to the classic spiritual disciplines aimed at teaching students how to practice and integrate spiritual disciplines into their personal lives. (3 Credit Hours, PLO 4, 5)
- **Church Ministries (CMIN):** An introduction to the operations and philosophy of a large and growing church. Emphasis is given to how the student can effectively function within the team, and the philosophy behind various aspects of church ministry. (3 Credit Hours, PLO 1, 2, 3)
- **Academics 101 (A101):** An introduction to the fundamental skills required for academic success at Waymaker Institute. (1 Credit Hour, PLO 3, 4)
- **Ministry Training (MTRN):** Students will be integrated into a ministry area at Waymaker Church and given one-on-one development and mentorship within the specific program area, with the intention of giving them concrete ministry skill and experience. (4 Credit Hours, PLO 1, 3, 5)



Spring Semester:

- **New Testament Survey (NTS):** An introduction to the historical background, authorship, contents, and narrative flow of the New Testament. (3 Credit Hours, PLO 2, 3, 5)
- **Hermeneutics (HERM):** An introduction to the methods, process, and tools used in interpreting and applying the Bible. (3 Credit Hours, PLO 5)
- **Spiritual Leadership (LEAD):** An introduction to the Biblical model of leadership, leadership roles, and leadership identity. (3 Credit Hours, PLO 1, 4)
- **Cultural Engagement (CE):** An introduction to theological thinking and engagement with contemporary cultural issues. (1 Credit Hour, PLO 2, 3, 5)
- **Ministry Training (MTRN):** Students will be integrated into a ministry area at Waymaker.Church and given one-on-one development and mentorship within the specific program area, with the intention of giving them concrete ministry skill and experience. (4 Credit Hours, PLO 1, 3, 5)

ACADEMIC PROGRAM GRADUATION REQUIREMENTS

Waymaker Institute is a 28-credit hour program. Students must complete all 28 credit hours with a 2.0 program GPA to successfully graduate from the Waymaker Institute Academic Program. Upon successful completion of the program, students are awarded a certificate of completion that Waymaker Institute Partner Institutions accept for transfer credit in accordance with previously negotiated transfer agreements. These transfer agreements are unique to each Partner Institution, and each institution awards different amounts of course credit for the Waymaker Institute Academic Program. *À la carte* students receive a transcript indicating the successful completion of individual classes.

INTERNSHIP PROGRAM

The Waymaker Institute Internship is a two-semester program for undergraduate students who seek to discover or refine a call to vocational ministry in a local church. Interns take academic courses at other institutions but receive hands on ministry training at the Waymaker.Church facility for six hours a week. Interns are integrated into a ministry area where they can develop practical skills in the daily operations of church ministry. Furthermore, Interns participate in the weekly Intern Gathering where they receive spiritual formation and mentorship.



INTERNSHIP PROGRAM LEARNING OUTCOMES

Upon successful completion of the Waymaker Institute Internship, students will be able to:

1. Articulate their call to ministry within the context of specific ministry departments.
2. Exercise greater leadership within the local church.
3. Utilize practical skills to enable day-to-day ministry operations within the local church.
4. Demonstrate increased personal spiritual maturity.

INTERNSHIP ENVIRONMENTS

Ministry Training

- Interns are integrated into a ministry department at Waymaker.Church and given specific tasks and environments they are responsible to accomplish and lead. (PLO 2, 3)
- Interns receive one-on-one coaching and development from their coach to help them grow in practical skills and spiritual maturity. (PLO 1, 4)

Waymaker.Church Staff Development

- Interns participate in some Waymaker.Church Staff gatherings, meetings, and development environments where they receive leadership training and spiritual formation. (PLO 2, 4)

Intern Gathering

- Interns participate in a weekly environment that provides opportunities for spiritual development and personal growth. This environment intentionally emphasizes teaching, prayer, worship, and the practice of spiritual gifts to shape and form student's character and hearts. (PLO 1, 4)

RESIDENCY PROGRAM

The Waymaker Institute Residency is a two-year ministry training program for post-undergraduate students. Residents are hired as employees of Waymaker.Church for two years. Residents continue their education through graduate school or other environments, while leading and directing ministry areas at Waymaker.Church. Furthermore, Residents participate in the weekly Resident Gathering where they receive spiritual formation and mentorship.



RESIDENCY PROGRAM LEARNING OUTCOMES

Upon successful completion of the Waymaker Institute Residency, students will be able to:

1. Display the personal, spiritual, and professional skills necessary to fulfill their unique call to ministry.
2. Demonstrate the ability to initiate and sustain spiritual growth and leadership development.
3. Exercise leadership over specific ministry departments within the local church.
4. Articulate and demonstrate the core components of a healthy church culture.

RESIDENCY ENVIRONMENTS

Ministry Area

- Residents are given ownership of a ministry area at Waymaker.Church to lead and oversee. (PLO 1, 3, 4)

Waymaker.Church Staff Development

- Residents participate in all Waymaker.Church Staff gatherings, meetings, and development environments where they receive leadership training and spiritual formation. (PLO 1, 2, 3, 4)

Resident Gathering

- Residents participate in a weekly environment that provides opportunities for spiritual development and personal growth. This environment intentionally emphasizes teaching, prayer, worship, and the practice of spiritual gifts to shape and form student's character and hearts. (PLO 1, 2, 3)

PROGRAM LOCATION

All programs at Waymaker Institute are taught in-residence at the Waymaker.Church facility located in Forest, Virginia. Waymaker Institute does not currently offer remote, online, or distance learning programs or courses.



ADMISSION REQUIREMENTS

ACADEMIC PROGRAM

- 2.5 unweighted high school GPA
- Minimum 800 on the SAT
- Minimum 20 on the ACT

EXPERIENCE INTERNSHIP

- Proof of enrollment in an academic institution
- 2.0 GPA
- Applicants who are not enrolled at an academic institution will be considered for the internship on a case-by-case basis. Non-degree seeking/holding applicants are expected to create a continuing education plan with the Academic Coordinator

RESIDENCY

- Undergraduate transcripts
- Completion of the Waymaker.Church hiring process
- Applicants who have not completed their undergraduate degree will be considered for the Residency on a case-by-case basis. Non-degree seeking/holding applicants are expected to create a continuing education plan with the Academic Coordinator

STUDENT POLICIES

STUDENT RIGHTS AND RESPONSIBILITIES

Waymaker Institute exists to help students affirm and discern a call to vocational ministry in the local church. This can only occur in a healthy and Spirit-filled environment that seeks to enable and equip students to thrive as ministers and leaders. Thus, students in all Waymaker Institute programs have the following rights and responsibilities.

STUDENT RIGHTS

The primary right of students at Waymaker Institute is to pursue their calling to ministry so long as they maintain the spiritual, ethical, and academic eligibility to remain a member of the Waymaker Institute community.

- Students have a right to a healthy and respectful environment free of harassment, discrimination, or other unethical or unlawful conduct.



- Students have a right to clear and unbiased instruction, program expectations, and evaluation.
- Students have a right to file complaints to the Waymaker Institute Staff when they feel these rights have been infringed or ignored.

STUDENT RESPONSIBILITIES

The primary responsibility of students at Waymaker Institute is to uphold the spiritual, ethical, and academic standards of the Waymaker Institute community.

- Students are responsible to create a culture of Spirit-filled love, respect, and honor at Waymaker Institute.
- Students are responsible to complete the requirements of the Waymaker Institute program they are enrolled in.
- Students are responsible to understand and comply with the information and policies in their program handbook.

NON-DISCRIMINATION

Waymaker Institute does not engage in unlawful discrimination or harassment because of race, color, ancestry, religion, age, sex, national origin, pregnancy or childbirth, disability or military veteran status in its educational programs and activities. Waymaker Institute maintains its Christian mission and reserves its right to discriminate on the basis of religion to the extent that applicable law respects its right to act in furtherance of its religious objective.

STUDENT CONDUCT

Students at Waymaker Institute are responsible to know and abide by the information and policies contained within their program handbook (WI_09 *Student Handbook* or WI_10 *Graduate Student Handbook*). Students are expected to affirm and uphold the Waymaker Institute Honor Code:

We do not lie, cheat, or steal, nor tolerate those among us who do.



THE FOLLOWING SECTIONS OF THE WAYMAKER INSTITUTE CATALOG ONLY APPLY TO THE WAYMAKER INSTITUTE ACADEMIC PROGRAM.

FINANCIAL POLICIES

FINANCIAL AID

Waymaker Institute is not a Title IV educational institution, and as such does not offer federal financial student aid. Attendance at Waymaker Institute does not render a student eligible to have their student loans placed in deferment. Furthermore, Waymaker Institute does not offer or accept other private financial aid such as scholarships, grants, etc.

TUITION AND FEES

TUITION

Total tuition for the Waymaker Institute Academic Program is \$3000 per year. *À la carte* classes are priced at \$100 per credit hour.

NON-REFUNDABLE FEES

Of that \$3000, \$450 is a non-refundable textbook fee. Textbook costs for each class are non-refundable for *à la carte* students.

WITHDRAWAL

Students may withdraw from the Academic Program or *à la carte* classes at any time. Students may withdraw for the following reasons:

- **Medical Withdrawal:** Should the student encounter medical conditions or issues that render them unable to complete the program, they may withdraw from the Academic Program. A transcript will be generated that shows the student's academic progress up to their withdrawal, and the transcript will indicate the student withdrew for medical reasons.
- **Academic Withdrawal:** Students who fail to maintain the minimum 2.0 GPA required for program completion may face academic withdrawal. Academic withdrawal indicates that the student is mathematically incapable of achieving the 2.0 Program GPA required for successful completion of the Academic Program. Decisions for academic withdrawal are made by the



Director of the Institute in conjunction with the Waymaker Institute President. Students who are academically withdrawn will receive a Waymaker Institute transcript that shows the student's academic progress up to their withdrawal, and the transcript will indicate they were academically withdrawn.

- **Disciplinary Withdrawal:** Students who violate the Honor Code or other disciplinary provisions in this handbook, or who engage in unprofessional, unethical, or dangerous behavior may be recommended by the Director of the Institute and Waymaker Institute Board of Directors for disciplinary withdrawal. Students removed from the Academic Program for disciplinary reasons will receive a Waymaker Institute transcript that shows the student's academic progress up to their withdrawal, and the transcript will indicate they were subject to disciplinary withdrawal.
- **Other Withdrawal:** Students who choose to withdraw from the Academic Program for other personal reasons will receive a Waymaker Institute transcript that shows the student's academic progress up to their withdrawal, and the transcript will not specify the reason for the student's withdrawal.

LEAVE OF ABSENCE

As Waymaker Institute is not a Title IV institute, it does not offer a leave of absence under the Title IV federal student aid program definitions. However, students may wish or need to interrupt their study at Waymaker Institute. The Director of Waymaker Institute may grant a student a voluntary leave of absence for either health or personal reasons when the student formally requests one. Leaves of absence are limited to a maximum of three semesters, after which the student will be withdrawn from the program as described above. Students who wish to resume their studies will coordinate with the Director of the Institute and the Academic Coordinator to create a resumption plan based on their academic progress at the time of their departure.

REFUND POLICY

Students who withdraw 14 calendar days before the start of the Waymaker Institute academic year will receive a full refund of tuition costs. Students who withdraw for medical reasons will receive a tuition refund decided on a case-by-case basis by the Waymaker Institute President and the Director of Waymaker Institute. Students who are withdrawn for academic or disciplinary reasons will not receive a refund of tuition costs. Students who withdraw for other reasons and



complete the official withdrawal procedure will receive a refund of tuition for the academic year minus the cost of textbooks and other course materials as follows:

- 100% of tuition for the academic year will be credited if a student withdraws during the first week of the first semester.
- 75% of tuition for the academic year will be credited if a student withdraws before the ninth week of the first semester.
- 50% of tuition for the academic year will be credited if a student withdraws before the end of the first semester.
- 25% of tuition for the academic year will be credited if a student withdraws during the first through the ninth week of the second semester.
- No tuition will be credited after the ninth week of the second semester.

ACADEMIC POLICIES

GRIEVANCE POLICY

Students who feel they have been subject to unfair or unjust treatment by Waymaker Institute may file a grievance at any time. Students who choose to file a grievance in accordance with the policies listed below will not be subject to any unfair actions as a result of their choice to initiate a grievance proceeding. Should students exhaust all options listed in this grievance policy, as an act of last resort, they may contact the State Council of Higher Education for Virginia if Waymaker Institute does not resolve the grievance to the student's satisfaction. Students may initiate a complaint with SCHEV at this [link](#).

PERSONAL GRIEVANCE

If students believe they have received unfair or unjust treatment from another individual at Waymaker Institute (Student, Faculty, or Staff) they are expected and authorized to confront the offending individual face-to-face with a loving and gracious attitude in the spirit of Matthew 18. For the purposes of this handbook, grievances are interpersonal issues and conflicts, **not** illegal or unethical acts such as sexual or racial harassment, assault, or discrimination. (For reporting or responding to sexual or racial harassment, assault, or discrimination, please see the section on harassment in this handbook) It is the right and duty of any member of the Waymaker Institute community to address areas of grievance before they turn bitter and divisive.

Grievance should be handled at the lowest level possible. If a loving and respectful face-to-face conversation brings reconciliation, no further action is



necessary. However, if grievances are unable to be resolved on the individual level, then the offended student must bring in a third party who is a member of the Waymaker Institute faculty or staff. If the issue remains unresolved, the Director of the Institute and the Waymaker Institute President will find a resolution. The decision of the Director and President is final.

GRADE APPEALS

Students who feel they have been unfairly graded may appeal the final grade for individual course assignments, or the final grade for the course. Students may only appeal grades on the basis of:

- A conflict between their final grade and the published grading rubric for the assignment.
- A conflict between their final grade and written communication between the student and the professor.
- A calculation error that negatively impacts their final grade.

Any appeal outside the above categories will not be accepted or reviewed. The student must provide written documentation that demonstrates one or more of the above grounds for appeal.

APPEAL PROCESS

Students who wish to appeal a final grade must first submit their appeal to their professor in writing. This appeal must take place within seven calendar days of the grade's posting within the Waymaker Institute LMS. Should the professor grant the appeal, no further action is necessary.

Should the situation remain unresolved, they may submit a further appeal to the Waymaker Institute Academic Coordinator within seven calendar days of the final decision of the professor. The student must email the Academic Coordinator and CC the professor with a request for a grade appeal. The student must provide all required and/or requested documentation in support of their appeal to the Academic Coordinator. The Academic Coordinator will review the student's appeal and the professor's response and respond with a decision within seven calendar days of the receipt of the appeal.

If the student remains unsatisfied with the decision of the Academic Coordinator, they may appeal to the Director of the Institute within seven calendar days of the final decision of the Academic Coordinator. They must submit a further appeal to the Director of the Institute in writing via email, and CC the Academic Coordinator and professor. The student must provide all required and/or



requested documentation in support of their appeal to the Director of the Institute. The Director of the Institute will review the student's appeal and the decision of the professor and Academic Coordinator and render a decision within seven calendar days of the receipt of the appeal. The decision of the Director of the Institute is final.

ACCREDITATION AND TRANSFER

Waymaker Institute is a non-accredited academic institution, and courses in the Academic Program are unaccredited. However, Waymaker Institute maintains transfer partnerships with Liberty and Cairn University. Students who complete the Academic Program may apply to Transfer Institutions and receive course credit for the Academic Program based on each Transfer Institution's individual evaluation of the Academic Program. Students are responsible for applying to Transfer Institutions and providing Transfer Institutions with any required admissions documentation.

FACULTY ACCESSIBILITY AND ADVISING

Waymaker Institute Faculty are expected to make themselves reasonably available to students online and in-person to answer questions regarding course content, assist in academic and professional counseling, conduct tutoring, and other similar activities in accordance with the policies listed in the most current edition of the Waymaker Institute Faculty handbook.

Faculty are expected to maintain at least two hours per week of predetermined scheduled office hours to mentor and guide students outside the classroom. Guidance is an essential part of the educational process and should aim to equip students to critically consider and solve the problems facing them. Faculty should be sensitive to the individual needs of each student and recognize the need for discretion in responding to issues in a student's personal life. Any meeting between faculty and students must conform to the Waymaker.Church and Waymaker Institute gender boundaries.

Faculty should make their preferred methods of contact available to students in the course syllabus and by appropriate methods. Faculty are expected to respond to student contact within reasonable time limits and make their office hours publicly available to students.

Waymaker Institute does not have a formal academic or career advising program. Waymaker Institute Faculty and Staff strive to cultivate relationships with each student and provide informal career and academic advising to students when requested.



LIBRARY RESOURCES

Waymaker Institute maintains an on-premises library for students to use for course assignments and personal development. Furthermore, students in the Waymaker Institute Academic Program may use their student ID as a community card at Liberty University's Jerry Falwell Library.