

BOARD MANUAL



2023 - 2024





VERITAS BAPTIST COLLEGE
208 Walnut Street, Suite 115
Lawrenceburg, IN 47025

Approved by the Board of Directors on March 16, 2023

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PREFACE

This BOARD MANUAL has been prepared by the Administration with input from the Board of Directors. Its purpose is to communicate to members of the Board information pertinent to their responsibilities as board members, general information about Veritas Baptist College, and policies related to the functioning of the Board. New policies and procedures will be developed as needed to enable the Board to function smoothly and to encourage effective institutional operation.

It is the responsibility of each Director to become familiar with the contents of this manual. Each director is also encouraged to become familiar with the college catalog and other publications. Information not found in this manual can be found in other publications (see section three).

Serving the Lord through Veritas Baptist College is both a privilege and a responsibility. I greatly respect and appreciate the men who volunteer their time and abilities to serve as Directors. I believe that God will hold the Administration and the Board accountable for the decisions we make and the example we set. While the Directors are asked to direct and advise the Administration on many issues, your most important duty is to guard the institution from spiritual decay. In this regard, your prayers, vigilance, and godly counsel are essential. While we pray for growth and blessing, let's pray most importantly that we remain ever faithful to Him who bought and called us.

Please be assured of my gratitude for your service and availability to help you in any way possible.

Dr. Mike Lester
President/CEO

INSTITUTIONAL INFORMATION

HISTORY

Veritas Baptist College (formerly Virginia Baptist College) was conceived in the hearts of three Fredericksburg area pastors, Don Forrester (Faith Baptist Church, Fredericksburg, VA), Mickey Creed (Colonial Baptist Church, Stafford, VA), and Tom McGee (Ambassador Baptist Church, Woodford, VA). God laid upon these men a burden to further the purposes of their churches, through a combined effort, by providing college-level training for Christian workers. The deacons of Faith Baptist Church voted unanimously on April 16, 1984, to establish the institute as a ministry of the church and named the three cooperating pastors as the Board of Directors.

The school was born as Berean Baptist Institute in the fall of 1984, offering a three-year Graduate of Theology diploma. In keeping with the Institute's purpose, the first students were a combination of those seeking to improve their knowledge and skills for ministry as lay people in their current churches as well as those who had committed themselves to full-time Christian ministry. Since the students were local and were already employed full-time, classes were scheduled on Monday, Thursday, and Friday evenings, with class sizes ranging from five to twenty students. BBI produced its first graduate on May 26, 1985. From 1985 to 1990, seven students graduated from the Institute.

God wonderfully blessed the Institute. During the late 1980s, students enrolled from numerous independent Baptist and other conservative churches in the Fredericksburg area and surrounding counties. The faculty expanded from the three original pastors to include qualified instructors from other churches.

The Board of Directors named Don Forrester as President in June of 1989 and reorganized the school in 1990 as a four-year bachelor's degree program. The two course tracks were Pastoral Studies and Christian Education. On April 7, 1992, the school received recognition by the Commonwealth of Virginia Council of Higher Education as a religiously exempt degree-granting institution. The first graduate of this program received his degree on May 26, 1992.

In 1994, the curriculum expanded to include a major in Ministry with specializations in Pastoral Studies, Christian Education, and Bible, and a major in Elementary Education. Minors were introduced in Office Administration, Music, and Youth Ministry, as well as an associate's degree in Secretarial Science. The Institute's name was changed to Virginia Baptist College to more accurately reflect the nature and scope of its program. The Commonwealth of Virginia Council of Higher Education formally recognized the College under its new name on July 12, 1994, as a religiously exempt degree-granting institution.

In the mid 1990s, the school grew both in student body and organization. Because of students attending from greater distances, the College began teaching classes in Leesburg, Virginia, and Waldorf, Maryland, to allow students to take classes without commuting to Fredericksburg. Dr. David Freshour served as the College administrator from August 1997 to August 1999. VBC offices were opened in Leland Hall in the summer of 1998 and a full-time secretary was employed. The College was accepted as a member of the American Association of Christian Colleges and Seminaries on February 9, 1999.

On February 17, 1999, the deacons of Faith Baptist Church voted unanimously to add three pastors—Eugene Nichols (Loudoun Baptist Temple, Leesburg, VA), Harold Dixon (Calvary Baptist Church, Waldorf, MD), and Mike Reid (Temple Baptist Church, Fredericksburg, VA)—to the College Board of Directors. This step was taken to reflect the wider participation of churches within a 90-mile radius of Fredericksburg.

Recognizing the value of continued self-improvement, the Board of Directors voted on September 19, 2000, to make application to the Transnational Association of Christian Colleges and Schools (TRACS). TRACS accepted VBC as an applicant on December 19, 2000.

In an effort to better define and develop the College governing board and administration, the Board of Directors, in its July 13, 2001 meeting, adopted new by-laws. These by-laws were submitted to the deacons of Faith Baptist Church, who approved them on July 18, 2001. The VBC Committee, comprised of the deacons of Faith Baptist Church who are not employees of Virginia Baptist College, was formed to elect a new Board of Trustees as required under the new by-laws. On August 17, 2001, the Committee elected the first Board of Trustees, which included Dan Wells, Jeff Walton, Dale DeBuhr, Gerry Boynton, Rev. Harold Dixon, and Dr. John Halsey. Dr. Don Forrester completed the seven-member board as an ex officio voting member.

The College administration was reorganized in August of 2001. In addition to Dr. Don Forrester as President and Rev. Wayne Scott as the Director of Admissions and Records, Dr. Eugene Nichols accepted the position of Academic Dean, and Rev. Mickey Creed assumed the duties of Director of Student Services.

On February 15, 2002, the Executive Committee appointed Dr. Eugene Nichols as Executive Vice President in addition to his duties as the Academic Dean. The Board of Trustees named Harold Dixon as the Business Manager on October 29, 2002. By May of 2004, the College had graduated 40 students.

During the fall 2003 semester, the Board gave approval for VBC to launch the Video Conferencing Center (VCC) pilot program for the existing centers in Leesburg, VA, and Waldorf, MD. This program incorporated the latest technology to transmit courses to other centers real-time. Students at other centers could now see, hear, and interact with the instructor just as if they were sitting in the same classroom. In the summer and fall of 2004, VBC added a VCC in Nokesville, VA; Alexandria, VA; and Richmond, VA. In the summer of 2005, a VCC was added in Fairfax, VA.

In January 2004, VBC began the Master of Ministry program (M.Min.). This is a 32 credit-hour module program designed for those who desire advanced training on a graduate level in order to enhance their Bible knowledge and ministry skills. Fifteen students composed the first module course.

In the summer of 2004, the Board of Trustees voted to appoint Jeff Walton as Executive Vice President. Jeff Walton would replace Dr. Eugene Nichols who stepped down from the position in January 2005.

In the fall of 2005, VBC added a 32-hour Bible certificate, a 64-hour Ministry Associate's Degree with specializations in Bible, Christian Education, and Pastoral Studies. In addition, a 64-hour Early Childhood Education Associate's Degree and a 64-hour Christian Elementary Education Associate's Degree were added.

In December 2005, the administration submitted a request to TRACS to begin the process of moving from applicant to candidate status. In January 2007 TRACS granted approval for the college to proceed with a self-study in preparation for an accreditation team visit. The self-study was completed during the spring and summer of 2007 and was followed by a successful accreditation team visit to the campus in January 2008. On April 14, 2008, Virginia Baptist College was granted candidate status by the Transnational Association of Christian Colleges and Schools (TRACS). TRACS is recognized by both the United States Department of Education and the Council for Higher Education Accreditation as a national accrediting body for Christian colleges and seminaries. This recognition is an important step in the process that was started by college leadership in 2000. Candidate status indicates that an institution is in basic compliance with the Standards of Accreditation, has been evaluated by an on-site peer team, and in the professional judgment of the evaluation team and the Accreditation Commission, provides quality instruction and student services. This status is effective for a period of five years, during which period the college intends to complete the additional steps needed to achieve fully accredited status.

For the fall of 2007, the college expanded the Christian education major to include a secondary education specialization and added minors in English and History.

In the spring of 2010, Virginia Baptist College requested from TRACS a change in status from candidacy to a fully accredited institution. A self-study was completed in February 2011 in preparation for a team visit in April of 2011.

The college was separately incorporated effective June 7, 2010. As a result, the term Board of Trustees has been changed to Board of Directors to conform to the proper terminology.

Dr. Forrester appointed Wayne Scott as Academic Dean in August 2010, and the position was confirmed by the Board of Directors in their October 2010 meeting. Dr. Forrester appointed Sherry Forrester (Davis) as Business Manager in January 2011. This appointment was confirmed by the Board of Directors in a February special meeting.

Dr. Forrester resigned his position as senior pastor of Faith Baptist Church as of February 28, 2011, in order to devote his full efforts to his work as president of Virginia Baptist College.

VBC received final accreditation in the fall of 2011. Virginia Baptist College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [PO Box 328, Forest, VA 24551; Telephone: 434.525.9539; e-mail: info@tracs.org] having been awarded Accredited status as a Category III institution by TRACS' Accreditation Commission on November 8, 2011; this status is effective for a period of 5 years.

In October 2012, VBC submitted to TRACS a plan for three new programs: Church Business Specialization in the undergraduate program and a Master of Christian Education and a Master of Biblical Studies degrees on the graduate level. Approval was granted by TRACS to proceed with these programs in January 2013.

In July of 2013, Mickey Creed was given the title of Dean of Students and Adam Davis assumed the title of Director of Student Services. In addition, Daniel Stevens was named Vice President to assist Dr. Forrester and serve as Director of Graduate Studies. In August of 2013, the college offered student housing for men. In November of 2013, the college received approval to participate in Federal Student Aid (Title IV funds). Twelve students received Pell grants that fall.

In June 2014, Dr. Tony Retterer was appointed as the new Academic Dean. In August 2014, Dr. Don Forrester resigned as VBC president, devoting himself to teach and travel for the college. He was given the title of Chancellor by the board. Daniel Stevens was appointed the new president. In fall of 2014, the college began to utilize Adobe Connect, a video conferencing program, which allows students to access courses real-time from their laptops or mobile devices all over the world. In August of 2014, the college offered student housing for ladies.

In 2015, Scott Carsley was hired as the new IT person. He made great strides in updating equipment and technology. The Administrative Cabinet updated the self-study document to prepare for the 5-year reaffirmation of accreditation. The TRACS team visit was scheduled for December.

Reaffirmation was awarded in April 2016. Virginia Baptist College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: [\(434\) 525-9539](tel:4345259539); e-mail: info@tracs.org] having been awarded Reaffirmation I of its Accredited Status as a Category III institution by the TRACS Accreditation Commission on April 19, 2016. This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

In June 2016, Tony Retterer resigned as Academic Dean, and the Board appointed John Edmonds as the new Academic Dean.

In the winter of 2017, Daniel Stevens resigned as the president of VBC, and the board appointed John Edmonds as the new president in March 2017. Ann Marie Rill was appointed as the new Academic Dean in March 2017.

In fall 2017, VBC experienced rapid growth as a result of an aggressive marketing campaign. The Master of Divinity program was approved by TRACS in the summer of 2017 and the first students enrolled in the fall of 2017. The board approved to move forward with the strategic initiative of professionally recording the courses for distance education as VBC will move forward as an online college.

Since distance education institutions must be authorized in each state to offer courses to their students, VBC was seeking authorization with each individual state which was expensive and time consuming. The all-encompassing organization that allows access to all states (with the exception of California as of 2018) is called the National Council for State Authorization Reciprocity Agreements (NC-SARA). Virginia requires religiously exempt colleges to forfeit their religious exemption to participate in NC-SARA. After much prayer and research, in the spring of 2018, the Board of Directors approved VBC to incorporate in Indiana, a state that allows religiously exempt institutions to participate in NC-SARA. At the same time, the Board approved to change the name to “Veritas Baptist College” to reflect a broader reach. TRACS accreditation approval of the new name and location was received in May 2018. Lawyers were hired to begin the domestication process, and the official Articles of Incorporation were officially filed in Indiana in August of 2018. The application was submitted to NC-SARA in September 2018. Ann Marie Rill, Academic Dean, relocated to the Indiana area in the summer of 2018. The President, CFO, and some support staff remained in Virginia as work-from-home employees.

In March of 2019, VBC received its approval to participate in NC-SARA which officially allowed distance education to be offered in all 50 states. In the summer of 2019, a part-time marketing specialist was hired to advance VBC’s social media presence and increase visibility. In the fall of 2019, a full-time Admissions/Mentorship specialist was hired to increase efficiency and boost student retention.

In May 2020, VBC hired Bryan Samms as the Director of Student Affairs and several support staff members to help with assessment and marketing. That same spring, the Covid 19 virus forced the cancellation of the 2020 graduation ceremony. The 2020-2021 academic year resulted in lower enrollment due to the Covid 19 virus and canceled promotional opportunities.

In October 2021, VBC hired Dr. Mike Lester as the Director of Student Services. Although enrollment is still low as a result of Covid 19, promotional events are beginning to start back up. Also in October 2021, VBC went through the Interim Fifth-Year Review (IFYR) process with TRACS and was approved. Our Reaffirmation II will be in 2026.

The Bachelor of Christian Education with a specialization in Special Education began in the Fall of 2022.

As an online institution, the college's physical library housed at 181 US Route 50 E, #204 Greendale, Indiana 47025, was rarely used. It was sold in October 2022 to other colleges of like-faith. This allowed the college to move to a smaller office located at 208 Walnut Street, Suite 115, Lawrenceburg, IN 47025.

In November 2022, John Edmonds resigned as president to pursue his doctoral degree, and the Board appointed Dr. Mike Lester as the interim president.

Facilities

The ministries of Faith Baptist Church, VBC's former home, are located on more than twelve acres of prime real estate on Virginia Route 3. The location offered high visibility and easy access to the major traffic arteries for the area. The campus that housed Virginia Baptist College, contained an over 100,000 square foot educational complex, preschool and elementary playgrounds, a soccer field, parking lots, a picnic area, and six residences used for staff housing.

In February 1975, the church moved to its present location on Plank Road, purchasing 2.2 acres in the Chancellor District of Spotsylvania County. The church met in a small house that already existed on the property. The first church building was completed in January 1976. The 2400 square foot building contained a small auditorium, office, and five classrooms.

After several years of steady growth, the church built a new 10,500 square foot auditorium and educational complex, which was dedicated on May 27, 1979. The ground floor of the new building was designed to house the church's expanding educational ministry, while the original building was redesigned for the preschool ministries and church and school offices.

In the summer of 1981, Faith Baptist Church purchased an additional 1.7 acres of adjacent property, giving the church access to Heatherstone Drive. The house purchased with property is used for staff housing. Construction of a 1400 square foot addition to the original building was completed in the summer of 1985. In April of 1985, FBC acquired another 2.1 acres, completed the construction of an activity field, reworked the church grounds, and relocated the staff housing to the present locations. The church purchased in August of 1986 another one-acre lot with a house on Heatherstone Drive that is also used for staff housing. In 1991, the one-acre lot fronting on Route 3 with a two-story brick home was purchased for much needed parking and playground space.

The Scott Center, a large 28,000 square foot three-phase building project, was begun in May of 1991. Phase one, the second floor classroom section, was occupied in the summer of 1992. Phase two, a gymnasium, stage, and kitchen complex, and phase three, an office and library complex, were occupied in the fall of 1993 and 1994 respectively. In the fall of 1997, the Scott Center was completed with the occupation of the locker rooms.

Leland Hall, the house at 4055 Plank Road, was remodeled in 1998 for use as VBC offices and meeting rooms. A new elementary playground was also installed in the fall of that year. The church auditorium was completely renovated in the spring of 1999, and a second parking lot was prepared. In the fall of 1999, a beautiful maple floor was installed in the gymnasium; the bleachers followed in the fall of 2000.

Faith Baptist Church, in an effort to expand its properties and available building sites, purchased property at 1130 Heatherstone, and negotiated the purchase of 1120 Heatherstone, finalized in March of 2003. The church acquired the property and building at 4045 Plank Road in the spring of 2002. In July, the VBC offices moved from Leland Hall to the 4045 Plank Road property which was designated as the VBC Administration Building.

In the spring 2004, Faith Baptist Church purchased the Buttram Photography Studio located at 4111 Plank Road. The new building will be used for VBC offices, library, classrooms, and bookstore. The Committee of Faith Baptist Church voted to name new facility the *Courtney Building* after Pastor Daniel Courtney from Bible Baptist Church in Culpeper, VA. Danny Courtney graduated from VBC after having attended over 10 years. He suddenly passed away on February 20, 2000. The Courtney Building was occupied in the spring of 2005.

In December 2005 and January 2006 the houses at 4035 and 4045 (the old VBC Administration Building and Leland Hall) were demolished to make room for the new building project. In the spring of 2006, Faith Baptist Church purchased the house and 1-acre lot located at 4035 Plank Road adjacent to the church property. During the summer and fall of 2006 the Scott Center office complex was reorganized and completely renovated.

A major building program began in the spring of 2006. In addition to extensive site work, improved parking lot and Heatherstone Drive access, the completed project includes an auditorium (occupied May 2008) and commons area, fellowship hall/student center, and a music suite with band, choir, and class rooms (occupied September 2009).

In 2010, the Grafton Library was expanded to include second floor areas. That summer, two classrooms were remodeled for VBC use. Three VBC classrooms received new furnishings and installation of video and audio equipment. The President's office was relocated from the main church complex to the VBC Courtney building requiring renovation of the administrative office areas.

In the spring of 2011, space in the Courtney Building adjoining the Courtney Gardens was renovated as the coffee shop. The students sponsored the renovation and held a contest to choose the name, "The College Grind."

In the summer of 2013, a house was leased from Faith Baptist Church to create dorm space for young men.

In the summer of 2014, a second house was leased from Faith Baptist Church to create dorm space for young women. The college had 6 dorm students in the fall 2014 semester: 3 ladies and 3 men. Three new offices were constructed to create an administrative hallway. The offices were created for the Business Manager, the Director of Library and Assessment, and the Chancellor.

In the summer of 2015, the computer lab was converted into 2 classrooms to accommodate the growing course schedule.

In fall 2016, the boy's dorm moved from 1130 Heatherstone to 1060 Heatherstone to accommodate housing needs at FBC. VBC purchased a new lighted sign for the front of the building.



In the spring of 2017, the student dorms and bookstore were removed to focus on a more comprehensive online presence. In the fall of 2017, a professional recording studio was built in one of the rooms at Faith Baptist Church to provide year-round availability to record VBC classes for distance education.

In the summer of 2018, the official Veritas Baptist College office relocated to a 900 square foot office in Greendale, Indiana. This office housed the library and the Academic Dean's office. Located just 20 minutes from the Cincinnati/Northern Kentucky International Airport, this location is ideal for ease of travel.

In the spring of 2019, TRACS approved the new office in Greendale, Indiana, after sending a representative for a site visit. During the final months of 2022, Veritas Baptist College made the strategic decision to move our home office from Greendale, IN to Lawrenceville, IN. This relocation of a short distance enabled the college to put more resources into its program development and recruiting efforts.

MISSION STATEMENT

Veritas Baptist College exists to equip men and women for dynamic Christian service and leadership in Bible-believing churches by providing higher education that emphasizes academic excellence, spiritual development, and preparation for ministry, both lay and professional.

PURPOSE

Veritas Baptist College exists to aid local churches in their task of equipping Christians to fulfill the Great Commission. God has graciously gathered a dedicated and qualified faculty to equip believers to do the work of the ministry in order to build the body of Christ. The goal is more than imparting academic knowledge; rather it is leading each student to spiritual maturity and Christ-likeness. The college curriculum is organized to pursue this objective in a fourfold manner.

- 1.*** To train leaders and workers to serve in local churches and Christian schools.
- 2.*** To train pastors and missionaries to plant and lead local churches.
- 3.*** To provide continuing education for pastors and church staff members who are serving in area churches.
- 4.*** To provide Christians the opportunity for spiritual growth and spiritual enrichment.

EDUCATIONAL PHILOSOPHY

Observing the random and often contradictory philosophies governing the institutions of this present world, the leadership of Veritas Baptist College believes a truly Biblical and genuinely Christian educational philosophy is foundational to the pursuit and achievement of its goals. Indeed, the very formulation of these goals and objectives must be predicated on such a philosophy. It is for this reason we have chosen to set forth clearly the basic principles which will serve as the philosophical underpinnings for all of our efforts, including organizational structure, educational curricula, and instructional methodology.

It is our conviction that philosophy must first and foremost be based on theology. Our understanding of the existence and nature of God and His relationship with and purpose for mankind will necessarily effect every area of human knowledge and endeavor. Our deeply held view at VBC is that the universe in which we live is the direct product of Divine creation. We believe that the God of creation is the Triune God who has revealed himself to us through the Scriptures of the Old and New Testaments. We believe that the Bible is the inerrant product of divine inspiration and is to be interpreted literally and accepted as God's Word and, therefore, absolute truth. The Scriptures describe mankind as having been morally and spiritually corrupted through the fall and as being incapable in himself of reformation. Redemption has been made possible only through the initiative of God through His Son, Jesus Christ. Salvation and fellowship with God can be attained only through faith in the person and work of Jesus Christ.

These precepts cause us to reject utterly the humanistic educational philosophies. These philosophies are generally characterized by a concentration on the satisfaction of human needs through the pursuit of knowledge derived from human observation by means of the scientific method. The institutions and programs under such a philosophy are guided by the prevailing tenets and mores of human society.

A thoroughly Scriptural philosophy of education begins with the centrality of Christ. All things exist by Him and for Him. From start to finish the primary goal of the educational process is to glorify God. The Christian considers God to be the source of all wisdom and knowledge. The Scriptures, as inspired divine revelation, provide not only the most important body of knowledge available to men, but they also become the filter and the illuminator which allows the Christian to properly evaluate and interpret knowledge stemming from natural revelation or any other source. The Word of God, therefore, must be in fact the foundation stone upon which Christian education is built. Its truths must be the basis of all spiritual training and must also be integrated into every academic discipline. Rather than reflecting the mores of society, the values taught in Scriptures provide the spiritual compass that guides the Christian educational process. The culmination of the process should be spiritually mature graduates who apply the precepts of God's Word to the problems of the real world. In doing so, the Christian brings glory to His Heavenly Father and compassionate help to society.

We are not so presumptuous as to believe that these lofty goals can be achieved through mere human effort. It is essential for everyone involved in the process of Christian education—administration, faculty, and student—to seek and surrender to the empowering Holy Spirit. It is only through His enabling that a truly Christian education can be accomplished.

OBJECTIVES

Spiritual Objectives

1. Each student will display spiritual and emotional maturity.
2. Each student will be able to lead others to a saving knowledge of the Lord Jesus Christ.
3. Each student will be involved in local church ministry, reflecting not only personal convictions regarding the truth, but also a servant's attitude in serving a flock through conscientious, dedicated, and sacrificial labor.
4. Each student will demonstrate a good working knowledge of the inspired, inerrant Word of God and will be able to formulate a Bible-based theology, discern doctrinal truth from error, and support his faith with Scripture.
5. Each student will be able to communicate the practical implications of the Christian faith and to apply them to the ethical issues of the day.
6. Each student will be able to personalize the Word of God through careful research and study.

Educational Objectives

1. Each student will communicate effectively in speaking and writing the English language.
2. Each student will show a biblical self-understanding as a basis for understanding others, their institutions, and their cultures.
3. Each student will be able to counsel individuals, discern their needs, and help them to grow personally and spiritually.
4. Each student will demonstrate skills and understanding adequate for the work he is to do in lay or professional ministry.
5. Each student will be able to demonstrate analytical thinking and problem solving.
6. Each student will evidence knowledge common to higher education.
7. Each student will demonstrate competence in the use of tools and methods appropriate to the pursuit of higher education and life-long learning.

STANDARD OF CONDUCT

In this day of disappearing moral absolutes, it is imperative that all Christians be reminded that the Bible, as the revelation of God's truth, must determine not only our doctrinal beliefs, but also our lifestyle. In a changing world, the Christian has an unchanging standard, the Word of God. VBC'S STANDARD OF CONDUCT is based on the teachings and principles of Scripture. Its purpose is to aid in the development of personal holiness and discipline exemplified in a lifestyle that glorifies God.

Involvement in, or preparation for, Christian work requires personal commitment to the Lord Jesus Christ and separation from sin. All students and employees represent the Lord Jesus Christ and the local church, as well as the college. Scripture denounces specific sins and attitudes that must be avoided entirely. Certain activities have been determined by the college to be questionable and should be avoided for testimony's sake. Each member of the Veritas Baptist College family must purpose, by God's grace, to follow Scriptural principles in order to protect against destructive influences, false philosophies, and Satanic temptations.

All students and faculty are required to sign the following Standard of Conduct:

1. I believe that the ultimate priority in life is to know and love the Sovereign God. I purpose to glorify Him in all that I do, and seek to build my goals around His priorities as they are taught and revealed in His Word (Psalm 31:23, 119:2; Matthew 6:24-33; 22:34-40; John 4:23; Philippians 3:7-10).
2. I consider my body to be the living temple of God and acknowledge His demand that my body be kept clean from sin and that it be daily set apart for His use (Romans 12:1-2; 2 Corinthians 6:14-18; 1 Peter 1:14-16).
3. I regard marriage to be a biblical and holy institution between a naturally born male and a naturally born female, and I will endeavor to conduct myself in such a manner so as to continually strengthen my home and marriage (if applicable) and the marriages of those around me (Genesis 2:21-25; Proverbs 6:32; Matthew 5:27-28; Hebrews 13:4).
4. I purpose to guard my tongue and keep my words in harmony with the Word of God. I will not take God's name in vain or use profanity. I further intend to avoid gossip and unkind speech which is neither helpful nor necessary (Psalm 19:14; Proverbs 14:28; Luke 6:45; Ephesians 5:29-32; Philippians 4:8; James 1:19).
5. I commit to be faithful to my local church in the areas of prayer, attendance, service, and scriptural giving (Luke 18:1; Hebrews 10:25; Psalm 100:2; 2 Corinthians 9:6-7).
6. I aspire to use my life as a positive, godly testimony before those who do not know Christ as Savior (Psalm 126:5-6; Proverbs 11:30; Matthew 5:13-16; John 15:8).

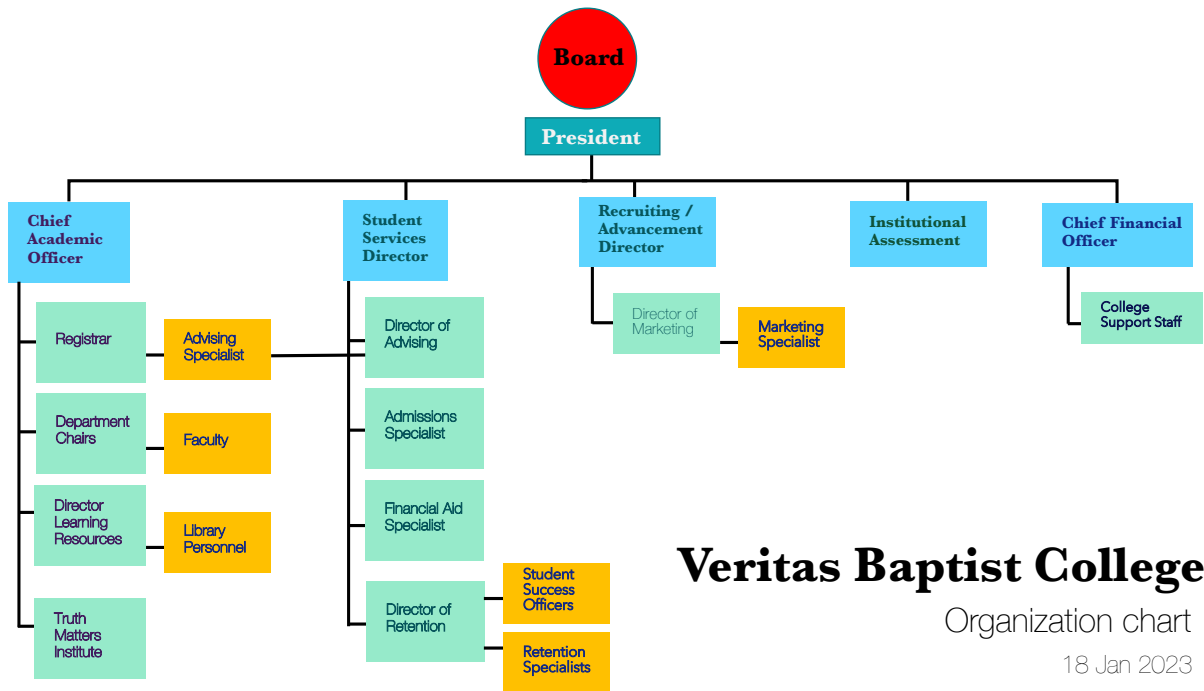
7. I respect God-ordained authority and pledge to submit to and pray for those in authority that they might function according to the principles, standards, and doctrines of God's Word (1 Thessalonians 5:12-13; 1 Timothy 5:17; Hebrews 13:7, 17).
8. I purpose that my conduct will foster encouragement and growth in other believers, and will in no way weaken their biblical convictions and/or hinder their spiritual progress (Proverbs 28:10; Matthew 18:6; Romans 14:13; 1 Corinthians 8:9-13).
9. I acknowledge that, even under the best of conditions, differences of opinion and misunderstandings occur. I therefore purpose to communicate openly, honestly, and lovingly with those whom I have offended or those who have offended me. I commit to follow the principles given in the Scriptures regarding such situations (Matthew 18:15-17; Ephesians 4:15; Colossians 4:6).
10. I understand the importance of maintaining a godly testimony for Jesus Christ regarding one's appearance. I will abide by the dress code as described in the faculty or student handbook (Colossians 3:17; 1 Timothy 2:9-10; 1 Peter 3:1-7).
11. I refuse to defile my mind with sinful or questionable literature, rock music, movies and television programs. I will abstain from pornography in any form. I further promise to refrain from the use, possession, or distribution of tobacco, alcohol, and illegal drugs I promise to refrain from gambling, dancing, and all forms of sexual immorality, including homosexuality. (Psalm 101:3; Proverbs 19:27; 20:1; Habakkuk 2:15; Romans 12:21, 14:8; 1 Corinthians 10:31; 2 Corinthians 5:17; Colossians 3:17; 1 Thessalonians 5:22; James 4:4).
12. I believe the Bible is God's inspired, infallible Word and is therefore the ultimate guide and the final authority for my life (Psalm 19:7-9, 119:11, 44, 128, 167; 2 Timothy 3:16; 2 Peter 1:20-21).

I understand that the STANDARD OF CONDUCT is the guide to my behavior on and off campus for the time I am enrolled in or employed by Veritas Baptist College. Although personal preferences may differ and every member of the College community may not agree with every detail of these standards, I must honorably adhere to them. Such an attitude develops Christian discipline, exhibits Christian maturity, and demonstrates Christ's love in its consideration for others and the integrity of the college. I understand that failure to cooperate in maintaining the Standard will lead to appropriate disciplinary action and/or possible dismissal.

ORGANIZATIONAL CHART

The Administration, Faculty, and Staff count it a privilege to work together in this educational ministry for the Lord. The structure of the college’s working relationship demands that there be a team effort which follows an orderly chain of command. Each member of Veritas Baptist College agrees to follow the chain of command as illustrated in the chart below.

The Board of Directors of Veritas Baptist College provides guidance for the development and management of the college and has final authority in all matters pertaining to the college. The President, a voting member of the board, provides vision and direction for the College. The Administrative Cabinet has the responsibility to carry out their respective job descriptions as directed by the President and approved by the Board of Directors. The remaining college personnel are responsible to carry out their respective job descriptions and are obligated to follow the chain of command as shown within the organizational chart.



DOCTRINAL STATEMENT

1. We believe in the Holy Scripture: accepting fully the writings of the Old and New Testaments as the inerrant Word of God, verbally inspired in all parts and therefore altogether sufficient as our only infallible and authoritative rule of faith and practice.
2. We believe in the one true God: Who is an intelligent, sovereign, spiritual and personal Being; perfect, infinite, and eternal in His being, holiness and love, wisdom and power; absolutely separate from and above the world as its Creator, yet everywhere present in the world as the Upholder of all things. He is revealed to us as Father, Son, and Holy Spirit-- three distinct persons but without division of nature, essence or being, and each having a distinct ministry in God's relation to His creation and people.
3. We believe in the Lord Jesus Christ: Who is the second Person of the Triune God, the eternal Word and Only Begotten Son; that without any change in His divine Person, He became man by miracle of the virgin birth, thus to continue forever as both true God and true Man, one Person with two natures; that as Man He was tempted in all points as we are, yet without sin; that as the perfect Lamb of God He gave Himself in death by the shedding of His blood upon the cross, bearing there the sin of the world, and suffering its full penalty of divine wrath in our stead; that He arose from the grave in a glorified body; that as our great High Priest He ascended into Heaven, there to appear before the face of God as our Advocate and Intercessor.
4. We believe in the Holy Spirit: Who is the Third Person of the Trinity, and the divine Agent in nature, revelation and redemption; that He convicts the world concerning sin, righteousness and judgment; that He regenerates, indwells, baptizes, seals and anoints all who become children of God through Christ; that He further empowers, guides, teaches, sanctifies and fills believers who daily surrender to Him.
5. We believe in the divine work of creation: that the Biblical account of origins is to be understood literally and not figuratively; that God created the existing universe with all of its intricate systems and varied kinds of organisms in six literal days; that the entire Genesis record of primeval history is to be accepted as divinely inspired and historically accurate, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the Tower of Babel.
6. We believe all men are by nature and choice sinful and lost: that man was the direct creation of God, made in His image and likeness; that by personal disobedience to the revealed will of God, man became a sinful creature, the father of a fallen race which is universally sinful in both nature and practice, thus alienated from the life and family of God, under the righteous judgment and wrath of God, and has within himself no possible means of salvation.

7. We believe in salvation by grace through faith: that salvation is the free gift of God, neither merited nor secured in part or in whole by any virtue or work of man, but received only by personal faith in the Lord Jesus Christ, in whom all true believers have as a present possession the gift of eternal life, a perfect righteousness, sonship in the family of God, deliverance and security from all condemnation, every spiritual resource needed for life and godliness, and the divine guarantee that they shall never perish; that this salvation affects the whole man; that apart from Christ there is no possible salvation.
8. We believe in righteous living and godly works: not as a means of salvation in any sense, but as its proper evidence and fruit; and therefore as Christians we should obey the Word of our Lord, seek the things which are above, walk as He walked, accept as our solemn responsibility the duty and privileges of bearing the gospel to a lost world; remembering that a victorious and fruitful Christian life is possible only for those who in gratitude for the infinite and undeserved mercies of God have presented themselves wholly to Christ.
9. We believe in the existence of Satan: who originally was created a holy and perfect being, but through pride and wicked ambition rebelled against God, thus becoming utterly depraved in character, the great adversary of God and His people, leader of all other evil angels and wicked spirits, the deceiver and god of this present world: that his powers are vast, but strictly limited by the permissive will of God who overrules all his wicked devices for good; that he was defeated and judged at the cross, and therefore his final doom is certain; that we are able to resist and overcome him only in the armor of God, by the blood of the Lamb and through the power of the Holy Spirit.
10. We believe in the second coming of Christ: that His coming in the air to rapture His church, which is our blessed Hope, is always imminent; that when He has first by resurrection of the dead and translation of the living removed from the earth His waiting church, He will then pour out the righteous judgments of God upon the unbelieving world and afterwards descend with His church and establish His glorious and literal kingdom over all the nations for a thousand years.
11. We believe in future life, bodily resurrection and eternal judgment: that the spirits of the saved at death go immediately to be with Christ in Heaven, that their works shall be brought before the Judgment Seat of Christ for the determination of rewards which will take place at the time when Christ comes for His own; that the spirits of the unsaved at death descend immediately into Hades where they are kept under punishment until the final day of judgment, at which time their bodies shall be raised from the grave, that they shall be judged and cast into Hell, the place of final and everlasting punishment.
12. We believe in the separation of church and state, with each having definite and distinct spheres of responsibility.
13. We believe in the priesthood of all believers: that Christ is our Great High Priest and through Him every born-again person has direct access into God's presence without the need of a human priest; that the believer has the right and responsibility to personally study and interpret the Scriptures guided by the Holy Spirit.

14. We believe in the institution of the home as defined by Scripture: that it was divinely established in the beginning as the union by marriage of one naturally-born male and one naturally-born female and is the basic unit of society; that each family member, husband, wife, or child, has distinct duties and responsibilities; that it is the responsibility of parents to train up children in the nurture and admonition of the Lord and to provide them godly instruction through Christian example and formal education.

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one naturally-born man and one naturally-born woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's naturally-born biological gender.

15. We believe in the importance of the local church: that all believers should assemble and identify themselves in local churches; that a New Testament church is a local assembly of born-again, baptized believers united in organization to practice New Testament ordinances, to meet together for worship, prayer, fellowship, teaching and a united testimony, and to actively engage in carrying out the Great Commission.
16. We believe in the independence and autonomy of the local church: that each New Testament church is free to govern itself without ecclesiastical interference, and should cooperate with other New Testament churches as the Holy Spirit leads; that it is responsible to follow the pattern of the New Testament church and is directly accountable to God.
17. We believe the ordinances given to the local church are two, baptism and the Lord's supper: that baptism is by immersion of believers, thus portraying the death, burial, and the resurrection of Jesus Christ; that the Lord's Supper is the partaking of the bread and cup by the believer as a continuing memorial of the broken body and shed blood of Christ.

**BY-LAWS
(Adopted)**

PREAMBLE

As the governing board of Veritas Baptist College, of Lawrenceburg, Indiana, in an effort to provide guidance for the development of the College as an institution of higher learning committed to the task of the Great Commission of our Lord through the equipping of God's saints to do the work of the ministry for His eternal glory, we do hereby establish and adopt these by-laws.

ARTICLE I

NAME

The name of this institution shall be Veritas Baptist College.

ARTICLE II

LOCATION

The mailing address and office of the institution shall be Veritas Baptist College, 208 Walnut Street, Suite 115, Lawrenceburg, Indiana, 47025. Other mailing or office addresses may be designated, as the Board of Directors deems necessary.

ARTICLE III

PURPOSE

Veritas Baptist College exists to aid local churches in their task of equipping Christians to fulfill the Great Commission. God has graciously gathered a dedicated and qualified faculty to equip believers to do the work of the ministry in order to build the body of Christ. The goal is more than imparting academic knowledge; rather it is leading each student to spiritual maturity and Christ-likeness. The college curriculum is organized to pursue this objective in a fourfold manner.

- 1.* To train leaders and workers to serve in local churches and Christian schools.
- 2.* To train pastors and missionaries to plant and lead local churches.

3. To provide continuing education for pastors and church staff members who are serving in area churches.
4. To provide Christians the opportunity for spiritual growth and spiritual enrichment.

ARTICLE IV

BOARD OF DIRECTORS

Section 1. Qualifications

No one shall serve as a director of Veritas Baptist College unless he is a Christian, possesses a good moral reputation, is a member of an independent Baptist church, is in complete accord with the philosophy and purpose of the College, and is able to sign the doctrinal statement of the College annually without mental reservation.

Section 2. Number

The number of directors shall not be fewer than seven.

Section 3. Election

The power to elect directors shall be vested in the Board of Directors of Veritas Baptist College. A majority of a quorum shall decide an election. The election must take place in the board meeting prior to the fall meeting.

Section 4. Term of Office

Elected directors shall be elected for a three-year term of office. The term of office shall be staggered so that one-third of the directors shall be elected annually. To accomplish this in the first year, one-third of the directors shall be elected to a one-year term of office, one-third of the directors shall be elected to a two-year term of office, and one-third of the directors shall be elected to a three-year term of office.

Directors may succeed themselves at the will of the Board. The term of the office is three years and begins with the fall meeting. Should a vacancy occur as the result of death, resignation or otherwise, the Board shall, at its next meeting, elect someone to serve the unexpired term.

Section 5. Nominating Committee

The Chairman of the Board of Directors shall appoint a committee of at least three men thirty or more days prior to the date of election to nominate directors and officers. Should said nominees

or any part of them fail to receive the approval of a majority of said directors present at a duly called meeting at which a quorum is present, then said nominations may be received from the floor. A majority of a quorum shall decide an election.

Section 6. Powers and Duties of the Directors

The College shall be managed by a Board of Directors, which shall have control and final settlement of financial and business matters, educational programs, and physical facilities.

No power is vested in a director individually acting as such. However, when legally assembled, the directors collectively constitute the governing body of the College.

The president shall be an ex officio voting member of the Board of Directors and all committees.

The directors shall have final authority in all matters pertaining to Veritas Baptist College.

The powers and duties of the directors shall include, but are not limited to:

- A. Oversee the financial affairs of the College, including adoption of the annual budget.
- B. Hold in trusteeship the assets of the College.
- C. Authorize the president to designate signatories for distribution of funds of the College. The president will not be a signor.
- D. Approve original appointment of the administrative officers of the College.
- E. If the office of president (CEO) becomes vacant, select, recruit, and elect a new president (CEO).
- F. Promote the mission of the College.
- G. Approve or modify academic policies and programs.
- H. Be responsible for the physical properties and the sound business operation of the College.
- I. Approve all candidates for degrees and certificates.
- J. Safeguard the doctrinal purity of the College by watchfulness and action.
- K. Provide for an annual professional audit of the College's financial operation.
- L. Provide the proper facilities for the conduct of the academic program of the College.

Any or all of these powers may be delegated except where limited by law or these by-laws.

Section 7. Meetings

Regular meetings of the directors shall be held at such time and place as may be determined by the directors. There shall be a minimum of two such meetings per year with electronic document reviews as needed. Ten days' written notice thereof shall be given to each member via email or his registered address upon the books of the College.

An annual meeting of the directors shall be held in the fall of each year on a day fixed by the Board of Directors itself or its chairman. Ten days' written notice thereof shall be given to each member via email or his registered address upon the books of the College.

The committees or the board via telephone or other electronic means as necessary may hold meetings. This will be at the discretion of the officers. Notice of such calls will be made five days before such call by either email or by his registered address upon the books of the College.

Special meetings of the directors may be called by the president, chairman, or upon the written request of three members and upon written notice, at least five days prior to the meeting.

A majority of the members, in attendance, shall be and shall constitute a quorum at all meetings of the directors for the transaction of such business as may properly come before the directors.

A member shall vote at all meetings of the directors in attendance. The person entitled thereto may waive any notices required to be given by these by-laws.

The chairman shall determine procedure in board meetings.

ARTICLE V

OFFICERS OF THE BOARD OF DIRECTORS

The officers of the directors shall be a chairman, a vice-chairman, and a secretary. They shall be elected by the directors and shall serve for one year or until their successor shall be elected and shall have qualified. One person may hold more than one office if the directors shall so determine. The directors may create such other offices and appoint such officers and agents as it may deem proper.

Section 1. The Chairman

The chairman shall preside at all regular meetings of the Board of Directors and shall perform such other duties as usually pertain to the office.

Section 2. The Vice-Chairman

The vice-chairman shall perform all of the duties of the chairman in his absence and shall also perform such other duties as shall from time to time be assigned to the office by the directors.

Section 3. The Secretary

The secretary shall act as secretary of all meetings of the directors and shall record all votes and keep the minutes of all proceedings.

The secretary shall see that proper notice is given of all meetings and shall attest to the signature of the executing officer of the directors and affix the seal of the institution to any instrument that requires sealing and shall perform such other duties as from time to time shall be assigned to the office.

Section 4. Committees of the Board of Directors

The directors shall annually appoint and define the function of such standing committees as it shall deem necessary.

The Finance Committee acts on behalf of the Board of Directors on financial affairs such as overseeing and reviewing financial matters including budget, audit, and investments. The committee shall consist of at least 3 board members who shall be appointed by the Chairman of the board. Elected directors shall serve on the Finance Committee until the end of their current term on the Board of Directors. The Board in the next regularly scheduled meeting shall review the actions of the Finance Committee.

The Executive Committee shall consist of the officers of the Board and the president. The Executive Committee is authorized to act on behalf of the Board between regular meetings in accordance with the by-laws of Veritas Baptist College. The Board in the next regularly scheduled meeting shall review the actions of the Executive Committee.

Section 5. Delegation of Powers and duties of Administrative Officers

The directors may authorize the temporary delegation of the powers and duties of an administrative officer to any other officer, a member of the directors, or to any other person as may be permitted by law.

ARTICLE VI

ADMINISTRATIVE OFFICERS

The administrative officers of Veritas Baptist College shall be the president (CEO), the academic dean (CAO), the director of student services, and the business manager (CFO). The Board of Directors may eliminate or create other administrative offices as it deems necessary.

Section 1. General

The administrative officers shall determine proper requirements for admission; establish courses of instruction in harmony with the stated purposes of the College; and formulate rules and regulations for the conduct of the College, its faculty, students, and employees. The directors may grant them or any of them full power to fix the rates of tuition, board, and other charges to students; to employ and fix the duties and salaries of faculty, administrative officers, and other employees; and to establish such other regulations as may be deemed necessary in the operation of the College.

These decisions and regulations are subject to the right of the directors to direct or to review such acts of the administrative officers, and are subject, anything herein to the contrary notwithstanding, to such financial restrictions as shall be consistent with the stated purpose to operate the College without profit.

The administrative officers shall have the power to contract for, purchase and acquire such supplies as may be desirable or necessary for the successful operation of the College.

Section 2. Appointments

Unless otherwise stated, the president shall appoint administrative officers. The appointment is open-ended if the person remains competent. Reasonable notice shall be given if termination is determined to be necessary or desirable.

Section 3. Administrative Cabinet

The administrative officers shall serve on the Administrative Cabinet, which shall serve in an advisory capacity to the president. The president may appoint additional members of the administrative staff to serve on the Administrative Cabinet.

Section 4. Duties and Powers of Administrative Officers

A. PRESIDENT

The president of Veritas Baptist College is to be elected by the Board of Directors. He is to provide vision and direction for Veritas Baptist College and is to report to the Board of Directors. The president may delegate responsibilities to an Executive Vice President if necessary who serves as Chief Operational Officer.

The office of president shall have a current job description approved by the directors. There shall be an annual evaluation of the president by the Board of Directors.

As the CEO of the College, he is responsible for coordination and administration of all College personnel, finances, departments, and programs including academic and nonacademic affairs.

It is the president's responsibility:

1. To maintain the doctrinal purity of the College.
2. To serve as ex officio, voting member of the Board of Directors.
3. To serve as chairman of the Administrative Cabinet.
4. To represent Veritas Baptist College in recruiting students and generating financial support.
5. To recruit, select, and (if necessary) dismiss administrative officers or department chairs.
6. To function as the link between the Board of Directors and the administration, professional staff, faculty, student body, and alumni.
7. To administer all policies and decisions of the Board of Directors.

B. ACADEMIC DEAN

The Academic Dean shall serve as the Chief Academic Officer (CAO) of the College and is responsible for the coordination of all phases of the instructional program. It is the Academic Dean's responsibility:

1. To answer to the president of Veritas Baptist College.
2. To serve as a member of the Administrative Cabinet.

3. To make recommendations regarding the academic phase of the budget.
4. To prepare the annual faculty handbook.
5. To make recommendations to the president regarding academic support staff.
6. To supervise academic support staff.
7. To prepare scheduled reports relative to the academic area addressed to the president.
8. To perform other duties as assigned by the president in keeping with the principal function of the academic dean.
9. To fulfill complete written job description as approved by the president.

C. DEAN OF STUDENTS

The Director of Student Services shall be responsible for student activities, welfare, morale, and discipline. This position shall share in the responsibility for providing an atmosphere for students essential to the achievement of well-rounded development and the building of a community of healthy, integrated personalities. It is the Director of Student Services' responsibility:

1. To answer to the president of Veritas Baptist College.
2. To serve as a member of the Administrative Cabinet.
3. To make recommendations regarding the student activities phase of the budget.
4. To prepare the annual student handbook working with faculty and students with final approval by the president.
5. To make recommendations to the president regarding student services staff.
6. To supervise student services staff.
7. To prepare scheduled reports relative to student services addressed to the president.
8. To administer the discipline system as described in the Student Handbook.

9. To perform other duties as assigned by the president in keeping with the principal function of the Dean of Students.
10. To fulfill complete written job description as approved by the president.

D. BUSINESS MANAGER

The Business Manager shall serve as the Chief Financial Officer (CFO) of the College and is responsible for the coordination of all phases of College finances. The Business Manager's responsibility:

1. To answer to the president of Veritas Baptist College.
2. To serve as a member of the Administrative Cabinet.
3. To coordinate and publish budget.
4. To prepare the annual Financial Policies and Procedures handbook.
5. To make recommendations to the president regarding finance support staff.
6. To supervise finance support staff.
7. To prepare scheduled financial reports addressed to the president.
8. To perform other duties as assigned by the president in keeping with the principal function of the CFO.
9. To fulfill complete written job description as approved by the president.

Section 5. Other Officers

The directors may appoint other officers as deemed necessary for the effective operation of the College.

Qualifications: No one shall serve as an officer of Veritas Baptist College unless he is a Christian, possesses a good moral reputation, is a member of an independent Baptist church, is in complete accord with the philosophy and purpose of the College, and is able to sign the doctrinal statement of the College annually without mental reservation.

ARTICLE VII

FACULTY

The faculty shall consist of the president, the academic dean, the dean of students, and all others as defined in the faculty organization document.

The faculty shall, in addition to fulfilling their specific teaching assignments, give leadership and counsel in the development of curricula and in the formulation of education policies, in accordance with the purposes and principles of the College.

Section 1. The Faculty Handbook.

A faculty handbook detailing faculty privileges and responsibilities, policies and procedures shall be maintained by the academic dean in consultation with the administrative cabinet and approval of the president.

Section 2. Contracts.

Faculty members have a contractual relationship with the College. Contracts are to be reviewed and signed annually.

ARTICLE VIII

DISTRIBUTION OF ASSETS IN CASE OF DISSOLUTION

If discontinuance of the College should become necessary, the host church will receive all assets of the college and will pay any debts owed by the College to the extent of the assets.

ARTICLE IX

AMENDMENT

The by-laws may be amended or changed by an affirmative vote of the majority of the Board of Directors at any regular or specially called meeting, provided timely notice for such meeting has been given and further provided that a copy of the proposed changes to the by-laws has been sent to the directors prior to such meeting.

No change in these by-laws shall be effective until approved by the Board of Directors.

ARTICLE X

NONDISCRIMINATION

Veritas Baptist College shall admit students of any race, color, or national origin to all the rights, privileges, programs, and activities available to students at the College. It shall not discriminate on the basis of race, color, or national origin in administration of its educational policies, admission policies, or other school-administered programs.

ARTICLE XI

DOCTRINAL STATEMENT

1. We believe in the Holy Scripture: accepting fully the writings of the Old and New Testaments as the inerrant Word of God, verbally inspired in all parts and therefore altogether sufficient as our only infallible and authoritative rule of faith and practice. Psalm 119:160; Proverbs 30:5a; II Timothy 3:16, 17; II Peter 1:19- 21.
2. We believe in the one true God: who is an intelligent, sovereign, spiritual and personal Being; perfect, infinite, and eternal in His being, holiness and love, wisdom and power; absolutely separate from and above the world as its Creator, yet everywhere present in the world as the Upholder of all things. He is revealed to us as Father, Son, and Holy Spirit, three distinct persons but without division of nature, essence or being, and each having a distinct ministry in God's relation to His creation and people. Genesis 1:1; Exodus 15:11; Psalm 83:18; 139:7- 9; Matthew 28:19; John 10:30; 15:26.
3. We believe in the Lord Jesus Christ: who is the second Person of the Triune God, the eternal Word and Only Begotten Son; that without any change in His divine Person, He became man by miracle of the virgin birth, thus to continue forever as both true God and true Man, one Person with two natures; that as Man He was tempted in all points as we are, yet without sin; that as the perfect Lamb of God He gave Himself in death by the shedding of His blood upon the cross, bearing there the sin of the world, and suffering its full penalty of divine wrath in our stead; that He arose from the grave in a glorified body; that as our great High Priest He ascended into Heaven, there to appear before the face of God as our Advocate and Intercessor. John 1:1, 14; 3:16; Matthew 1:18- 25; Galatians 4:4, 5; Philippians 2:6- 10; I Corinthians 15:3- 7; Hebrews 4:14- 16; I John 2:1, 2.
4. We believe in the Holy Spirit: who is the Third Person of the Trinity, and the divine Agent in nature, revelation and redemption; that He convicts the world concerning sin, righteousness and judgment; that He regenerates, indwells, baptizes, seals and anoints all

who become children of God through Christ; that He further empowers, guides, teaches, sanctifies and fills believers who daily surrender to Him. John 3:5; 14:16, 17, 26; 16:7- 14; Romans 8:9; I Corinthians 12:13; II Corinthians 3:18; Ephesians 1:13; 5:18.

5. We believe in the divine work of creation: that the Biblical account of origins is to be understood literally and not figuratively; that God created the existing universe with all of its intricate systems and varied kinds of organisms in six literal days; that the entire Genesis record of primeval history is to be accepted as divinely inspired and historically accurate, including the literal existence of Adam and Eve as the progenitors of all people, the literal fall and resultant divine curse on the creation, the worldwide cataclysmic deluge, and the origin of nations and languages at the Tower of Babel.
6. We believe all men are by nature and choice sinful and lost: that man was the direct creation of God, made in His image and likeness; that by personal disobedience to the revealed will of God, man became a sinful creature, the father of a fallen race which is universally sinful in both nature and practice, thus alienated from the life and family of God, under the righteous judgment and wrath of God, and has within himself no possible means of salvation. Genesis 1:27; 3:6; Psalm 51:5; Romans 3:23; 5:12,19; Galatians 3:11.
7. We believe in salvation by grace through faith: that salvation is the free gift of God, neither merited nor secured in part or in whole by any virtue or work of man, but received only by personal faith in the Lord Jesus Christ, in whom all true believers have as a present possession the gift of eternal life, a perfect righteousness, sonship in the family of God, deliverance and security from all condemnation, every spiritual resource needed for life and godliness, and the divine guarantee that they shall never perish; that this salvation affects the whole man; that apart from Christ there is no possible salvation. Ephesians 2:8, 9; Titus 3:5; John 1:12; 3:14; 10:28, 29; Romans 8:1; Philippians 1:6.
8. We believe in righteous living and godly works: not as a means of salvation in any sense, but as its proper evidence and fruit; and therefore as Christians we should obey the Word of our Lord, seek the things which are above, walk as He walked, accept as our solemn responsibility the duty and privileges of bearing the gospel to a lost world; remembering that a victorious and fruitful Christian life is possible only for those who in gratitude for the infinite and undeserved mercies of God have presented themselves wholly to Christ. Ephesians 2:10; Romans 12:1, 2; Philippians 2:16.
9. We believe in the existence of Satan: who originally was created a holy and perfect being, but through pride and wicked ambition rebelled against God, thus becoming utterly depraved in character, the great adversary of God and His people, the leader of all other evil angels and wicked spirits, the deceiver and god of this present world: that his powers are vast, but strictly limited by the permissive will of God who overrules all his wicked devices for good; that he was defeated and judged at the cross, and therefore his final doom is certain; that we

are able to resist and overcome him only in the armor of God, by the blood of the Lamb and through the power of the Holy Spirit. Isaiah 14:12- 15; Ephesians 6:12; I Peter 5:8; I John 3:8; Revelation 12:9- 11; 20:10.

10. We believe in the second coming of Christ: that His coming in the air to rapture His Church, which is our blessed Hope, is always imminent; that when He has first by resurrection of the dead and translation of the living removed from the earth His waiting Church, He will then pour out the righteous judgments of God upon the unbelieving world and afterwards descend with His Church and establish His glorious and literal kingdom over all the nations for a thousand years. I Thessalonians 4:13- 18; James 5:8; Hebrews 10:37; Jude 14, 15; Revelation 19:11- 16; 20:4- 7.
11. We believe in future life, bodily resurrection and eternal judgment: that the spirits of the saved at death go immediately to be with Christ in Heaven, that their works shall be brought before the Judgment Seat of Christ for the determination of rewards which will take place at the time when Christ comes for His own; that the spirits of the unsaved at death descend immediately into Hades where they are kept under punishment until the final day of judgment, at which time their bodies shall be raised from the grave, that they shall be judged and cast into Hell, the place of final and everlasting punishment. I Corinthians 15; II Corinthians 5:8- 10; Luke 16:19- 23; Revelation 20:11- 15.
12. We believe in the separation of church and state, with each having definite and distinct spheres of responsibility. Matthew 22:21; Romans 13:1- 7.
13. We believe in the priesthood of all believers: that Christ is our Great High Priest and through Him every born- again person has direct access into God's presence without the need of a human priest; that the believer has the right and responsibility to personally study and interpret the Scriptures guided by the Holy Spirit. John 14:6; Hebrews 4:16; II Timothy 2:15; I Peter 2:1, 5, 9.
14. We believe in the institution of the home as defined by Scripture: that it was divinely established in the beginning as the union by marriage of one naturally born male and one naturally born female and is the basic unit of society; that each family member, husband, wife, or child, has distinct duties and responsibilities; that it is the responsibility of parents to train up children in the nurture and admonition of the Lord and to provide them godly instruction through Christian example and formal education. Genesis 2:18- 25; 3:16; 18:19; Deuteronomy 6:4- 9; 32:46; Psalm 78:5, 6; 127:1-5; Proverbs 3:12; 13:24; 22:6; Isaiah 28:9,10; Matthew 19:3- 9; Ephesians 5:21- 33; 6:1- 4; Colossians 3:18- 21.

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one naturally-born man and one naturally-born woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication,

adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's naturally-born biological gender.

15. We believe in the importance of the local church: that all believers should assemble and identify themselves in local churches; that a New Testament church is a local assembly of born- again baptized believers united in organization to practice New Testament ordinances, to meet together for worship, prayer, fellowship, teaching and a united testimony, and to actively engage in carrying out the Great Commission. Acts 2:41, 42; I Corinthians 11:2; Matthew 28:19, 20.
16. We believe in the independence and autonomy of the local church: that each New Testament church is free to govern itself without ecclesiastical interference, and should cooperate with other New Testament churches as the Holy Spirit leads; that it is responsible to follow the pattern of the New Testament church and is directly accountable to God. Matthew 18:17; Acts 6:1- 5; 13:1- 3; 15:22, 23.
17. We believe the ordinances given to the local church are two, baptism and the Lord's supper: that baptism is by immersion of believers, thus portraying the death, burial, and the resurrection of Jesus Christ; that the Lord's Supper is the partaking of the bread and cup by the believer as a continuing memorial of the broken body and shed blood of Christ. Matthew 28:19, 20; Acts 2:41; 8:38, 39; Matthew 26:26- 30; I Corinthians 11:23- 34.

At VBC, we believe in the plenary, verbal inspiration of the Bible, and it is our practice to use only the King James Version in the pulpit and in classroom instruction.

The position of Veritas Baptist College is that the Holy Spirit bestows gifts upon all believers for ministry and service, but that tongues and other sign gifts associated with the Apostolic Era are not appropriate gifts for this age.

BOARD MEMBER JOB DESCRIPTION

Individual Director Expectations – An individual Director has no authority to make decisions affecting Veritas Baptist College (VBC) unless such authority has been specifically delegated by the Board. Some specific expectations of the individual Director are as follows:

1. Attend and actively participate in all Board meetings unless providentially hindered.
2. Submit annual assessments to provide valuable feedback.
3. Study reports, documents, and other materials prepared for the Board, so that the materials can be discussed effectively and efficiently.
4. Attend commencement and other major events of VBC when schedules permit.
5. Keep informed about VBC and its programs and accurately respond to the public's inquiries concerning them.

6. Promote VBC as opportunity affords with a view to recruiting students and developing financial support, prayer support, and goodwill toward VBC.
7. Support VBC through annual giving as God enables.

POLICIES AND PROCEDURES

BOARD OF DIRECTORS POLICIES AND PROCEDURES

1.1 ORIENTATION

Policy: Orientation will be provided for all new members and periodically for all members of the Board.

Procedure: All new members will be required to attend an orientation meeting held each year. Normally the Board Chairman and the President will conduct this orientation.

In the fall meeting, orientation will be an annual agenda item for all members.

1.2 EXECUTIVE COMMITTEE

Policy: An Executive Committee will function on behalf of the Board between meetings.

Procedure: The minutes of the Executive Committee will be given to each Board Member in the regularly scheduled meeting that immediately follows the meeting(s) of the Executive Committee.

1.3 FINANCE COMMITTEE

Policy: The Finance Committee will meet regularly to discuss college finances and monitor the approved budget.

Procedure: The minutes of the Finance Committee will be given to each Board Member in the regularly scheduled meeting that immediately follows the meeting(s) of the Finance Committee.

1.4 CONCEPT MINUTES

Policy: Minutes will be taken at each meeting of the Board or Board committees following the concept minutes format and will be preserved in a secure manner.

A copy of background materials submitted to the Board to support an agenda item will be filed with the official minutes.

Procedure: A copy of the minutes will be made available to all Board Members and will become an agenda item for action at the next Board meeting.

1.5 BOARD MANUAL

Policy: The institution shall have an official Board Manual.

Procedure: The Board Chairman and the CEO shall prepare the Manual and shall present it to each new Board Member before orientation.

The updated Board Manual shall be reviewed by the Directors during the spring meeting.

1.6 BOARD SELF-EVALUATION

Policy: The Board must regularly evaluate the effectiveness of its own function.

Procedure: During the spring meeting, the Board self-evaluation shall be an agenda item. The results of the Board self-evaluation will be reviewed by the President (CEO) and Board Chairman.

1.7 PRINTED MEETING AGENDA

Policy: The Board shall have an agenda for all regularly scheduled meetings.

Procedure: The CEO in concert with the Board Chairman shall prepare a written agenda for each regularly scheduled meeting.

1.8 CONFLICT OF INTEREST

Policy: Board Members must be free of any conflict of interest in their relationship with the institution.

Procedure: Board Members must not be involved with a business or other enterprise which does business with the institution unless at least three (3) bids are taken by the institution for the proposed work.

1.9 EMPLOYEES ON THE BOARD

Policy: No more than one (1) voting Board Member may be a full-time employee of the institution.

Procedure: Each year the CEO will submit to the Board Chairman the name(s) of those who are both employees and Directors. The Board Chairman will be responsible to bring the board into compliance with the TRACS Manual.

1.10 IMMEDIATE FAMILY

Policy: The Chair of the Board cannot nor can the President of the institution have as a voting member on the Board any member of his immediate family or an in-law family member.

Procedure: The Board Secretary will be responsible to bring the Board into compliance with the TRACS Manual.

1.11 CHAIRMAN OF THE BOARD OR COMMITTEES

Policy: The President of the institution cannot serve as the Chair of the Board or its executive or nominating committees.

Procedure: The Board Secretary will be responsible annually to certify in writing that the Board is in compliance with this policy.

1.12 ACCREDITATION STANDARDS

Policy: The Board will draft, approve, and implement any policies needed to bring the institution into compliance with accreditation standards provided these are in keeping with the fundamental beliefs and the Doctrinal Statement of the institution.

Procedure: The Board Members, College administration and/or faculty are to point out in writing any policies required by the accreditation process and the Board will draft, approve, and implement the policies either at a regular meeting or through the mail.

1.13 HOST CHURCH POLICY

Policy: In recognition of the continuous financial support and the provision of excellent facilities, and other valuable benefits and considerations, it shall be the

policy of Veritas Baptist College to elect, if he should choose to serve, the pastor of the host church (Faith Baptist Church of Fredericksburg, VA) to the office of Chairman of the Board.

Procedure: The Board shall instruct the nominating committee to implement this policy by nominating the pastor of the host church (Faith Baptist Church of Fredericksburg, VA) as board chairman and the board members shall duly elect the pastor to this position.

1.14 SELECTION OF HONORARY DOCTORATE CANDIDATES

Policy: It is the policy of the VBC Board of Directors to periodically identify those individuals whose achievements warrant this honorary recognition. To recognize exceptional contributions to the cause of spreading the Gospel of Jesus Christ and honorable public leadership or public achievement that results in furthering the Great Commission. The recipient must have exemplified dynamic Christian service and leadership to the point of being one who is recognized for his/her commitment to the fundamental Biblical principles espoused by Veritas Baptist College.

Procedure:

- a. The VBC Board of Directors, in coordination with the President of VBC, will be responsible for evaluating all nominations for an Honorary Doctorate degree. The VBC Board of Directors will solicit nominations for the award approximately six months prior to each annual spring graduation ceremonies.
- b. Individuals may be nominated from the VBC Board of Directors and/or the VBC President.
- c. Nominations will be due within 60 days of the issuance of the annual call for nominations.
- d. Completed nominations will be submitted to the Secretary of the VBC Board of Directors, who will present them to the VBC President for review. If multiple nominations are received, the VBC President will rank order them based on their contributions to the College and/or their overall Christian service.
- e. The candidate(s) will then be presented to the spring meeting of the VBC Board of Directors for approval.
- f. The Chairman of the VBC Board of Directors, in coordination with the VBC President, will prepare and make the appropriate notification to the selected Honorary Doctorate degree recipient(s).

- g. The VBC staff will make the necessary arrangements for the presentation of the Honorary Doctorate degree(s) at the appropriate spring graduation ceremonies.

1.15 AUTONOMY

Policy: Veritas Baptist College currently operates under the Board of Directors as its sole authority.

1.16 INSTITUTIONAL CHANGES

Policy: The Board must approve all changes in the institution's purposes, policies, and programs prior to the implementation of any such changes. Board action is final.

ADMINISTRATION POLICIES AND PROCEDURES

2.1 ADMINISTRATIVE CABINET

Policy: The Administrative Cabinet, through the President, will be responsible to keep the Board updated in their respective areas.

Procedure: Administrators will be invited to appear before the Board, from time to time, as needed, upon a request from the Board Chairman or President.

2.2 CEO EVALUATION

Policy: Each year the Board will evaluate the performance of the CEO.

Procedure: An evaluation instrument will be developed by the President and will be reviewed and, if necessary, revised each year.

During the spring meeting, the Board Chairman will include this evaluation as an agenda item.

A summary of the data will be compiled by the President and discussed with the CEO in a confidential meeting.

The CEO will be responsible for considering and implementing any pertinent findings.

2.3 APPOINTMENT OF ADMINISTRATIVE OFFICERS

Policy: Administrative officers must be approved by the Board.

Procedure: Upon recommendation of the President (CEO), the Board shall vote to approve all new administrative officers.

2.4 DOCTRINAL STATEMENT

Policy: Each member of the administration must annually sign a statement of agreement without mental reservation with the institution's biblical foundation statement.

Procedure: The CEO will provide an opportunity for each member of the administration to sign a statement of agreement without mental reservation with the institution's Doctrinal Statement and Standards of Conduct.

2.5 JOB DESCRIPTIONS

Policy: Written job descriptions will be given to each administrative and staff position to ensure that the work of the College is done smoothly and efficiently. The job description will be used as a basis for the annual evaluation of each staff member.

Procedure: The CEO will be responsible to see that job descriptions are developed. Upon approval of the Board of Directors, the job descriptions will be kept on file. Members of the Administrative Cabinet will be responsible for annual reviews of job descriptions to ensure they are accurate and feasible.

2.6 POLICIES MANUAL

Policy: A Policies Manual will be developed for the administrative area, reviewed, approved, and kept current by the Board.

Procedure: The CEO, working with the Administrative Cabinet and other College personnel, will develop a Policies Manual. The Manual will be updated annually and presented to the Board for action.

2.7 CEO REPORT

Policy: The CEO will report to the Board concerning the status of the College in academic affairs, business affairs, student affairs, development, public relations,

and other pertinent areas. As deemed appropriate, the CEO will communicate with the Board members in writing at a level to keep them updated on College affairs.

Procedure: A CEO Report will be included on the agenda of each board meeting. The CEO, working with the Board Chairman, will establish a system to keep the board updated between board meetings.

GENERAL INSTITUTION POLICIES AND PROCEDURES

3.1 COLLEGE PROTOCOL

Policy: Administrators, faculty, staff, students, and alumni should follow College Protocol at all times relative to the President and Board of Directors. Only the President of the College will take matters of College business to Board of Directors in both official and unofficial contacts. Questions not related to the College or of a pastoral nature may, of course, be discussed with the President at any time.

Faculty and staff members may discuss concerns with their immediate supervisors at any time. Faculty and staff members can then appeal to the Department Chair and ultimately to the Academic Dean, as necessary.

Regarding College business, a College employee may contact the Board of Directors only with the written approval of the President.

Conversely, it is expected that contacts from the Board of Directors to any employee, student or alumni of a business/official nature should be made only with the approval of the President. Students must follow the chain of command as outlined in the student handbook.

Alumni are asked to first contact the faculty member and/or Department Chair related to their specific concerns or questions. Following such contacts, the President can be involved, if need be.

Procedure: The protocol statement will be disseminated through the Board Manual, Student Handbook, Faculty Handbook.

3.2 STRATEGIC PLAN

Policy: The institution will develop and/or update each year a 5-year Strategic Plan.

Procedure: Proper input will be received from all relevant sources (alumni, students, faculty, staff, administration, and Board Members).

The institution will use surveys, questionnaires, faculty meetings, student council meeting, Board meetings, etc., to receive input.

The Strategic Plan will address every area of the institution and its operation and will include appropriate timetables.

The Strategic Plan will be reviewed by the Board during the fall meeting each year.

3.3 INSTITUTIONAL PUBLICATIONS AND MANUALS

Policy: All institutional publications must be evaluated and approved by the Board (for factual accuracy, clarity, and integrity) before publication and/or distribution.

Procedure: Each year the administration shall review the Faculty Handbook (including our Educational Philosophy), Catalog (Admissions Policy), Student Handbook, Doctrinal Statement, Mission Statement (purpose and objectives), Board Manual. The Board will review the publications and take action on the recommendations of the administration in the spring meeting.

3.4 ACADEMIC FREEDOM STATEMENT

Policy: Each year the administration shall review the academic freedom statement of the College and present the statement to the Board. The statement reads: Faculty members have complete freedom in research and in the publication of that research subject to an adequate performance of all other academic duties. Any research for monetary income by full time faculty should be undertaken only after an understanding with the Administration has been reached. Teachers have freedom in the classroom in discussing their subject, but care should be exercised not to introduce into the teaching unrelated, controversial matters. It is expected that all teaching be consistent with the basic doctrinal and ecclesiastical position of Veritas Baptist College at both the Undergraduate and Graduate levels. Each

faculty member maintains a role as a citizen, an educational colleague and a representative of an educational institution.

When a faculty member speaks or writes as a citizen, he is free from institutional censorship or discipline, but his relationship to the College imposes special obligations; the public may judge his profession and the College by his public comments. Hence, the faculty member should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, manifest a spirit of Christian love and make every effort to indicate that his communication is not being made as an institutional spokesperson.

Any faculty member who believes his right of academic freedom has been breached is encouraged to report the alleged breach to the administration according to the approved policy for due process as outlined in the Faculty Handbook.

Procedure: The Board will review and take action on the recommendations of the administration during the spring meeting.

3.5 BY-LAWS

Policy: The By-laws may be amended by a majority vote of the full membership of the Directors.

Procedure: Any proposed amendment may be voted on at a fall meeting, or any regular or special meeting, of the Directors provided such proposed amendment has been submitted in writing to each member at least two weeks prior to the meeting.

3.6 BUDGET

Policy: The Board must vote to approve the annual College budget.

Procedure: The administration, in collaboration with grass roots personnel, shall prepare the annual budget. This budget shall include a salary schedule and benefit package.

The proposed budget shall be presented to the Finance Committee, for input, action and recommendation. The Board will consider Finance Committee recommendations and take appropriate action during the spring Board meeting.

A financial report will be provided for the Board's review and action during each Board meeting.

3.7 CANDIDATES FOR GRADUATION

Policy: The Board must consider and take action concerning all candidates for graduation.

Procedure: Upon recommendation of the faculty and administration, the Board will, during the spring meeting, take action on approving candidates for graduation.

3.8 FINANCIAL AND INVESTMENT POLICIES

Policy: The College will seek to maximize the potential of the money currently available while minimizing the risk involved. The investments will be pursued on a need-driven basis. Short-term investments will be used with money that is needed within one year. This would include general operating funds and designated moneys. Intermediate-term investments will be used with money that is needed within 2-4 years. This is primarily designated money. Long-term investments will be used with money that is needed after 5 years or longer. Endowment funds for scholarships, etc., are classified in this area.

Procedures: Funds are to be invested according to the following classifications: Short-term investments-Investments using commonly accepted money market instruments such as bank accounts, money market funds, CD's and Treasury Bills. Intermediate investments-Investments using CD's and Treasury Instruments bought to mature when the need occurs. Long-term investments-Funds are invested using the services of professional money managers through widely used mutual funds seeking to achieve the highest total investment return consistent with prudent risk through a fully managed investment policy utilizing U.S. and foreign equity, debt and money market securities.

Funds are to be invested under the direction of the President and must follow the policies and guidelines established by the Board.

The Finance Committee of the Board of Directors is responsible for the oversight of the investments. No investments will be made in a company in which a Board member is an officer or member of the Board of Directors.

3.9 INSTITUTIONAL DEVELOPMENT FUND RAISING, PUBLIC RELATIONS AND RECRUITMENT

Policy: The Board will develop and monitor the implementation of institutional development programs in fund raising, public relations, and recruitment.

Procedure: Appropriate administrators will prepare development programs in fund raising, public relations, and recruitment to present to the Board for review and action. Periodic updates will be given to ensure that progress is being made.

3.10 OPERATING RESERVE FUND

Policy: The Board will approve any use of the funds in the operating reserve fund.

Procedure: The CEO will submit a request to use Operating Reserves to the Finance Committee of the Board of Directors. The request will include the analysis and determination of the use of funds and plans for replenishment. The organization's goal is to replenish the funds used within twelve months to restore the Operating Reserve Fund to the target minimum amount. If the use of Operating Reserves will take longer than 12 months to replenish, the request will be scrutinized more carefully. The Finance Committee will approve/modify the request and authorize transfer from the fund, or the committee will recommend the request to the full Board of Directors.

STUDENT POLICIES AND PROCEDURES

4.1 DOCTRINAL STATEMENT

Policy: The Board of Directors requires that all students must sign a written statement stating that they have read, understand and will support the College Doctrinal Statement.

Procedure: This is to take place every year within the first two weeks of school.

4.2 STANDARD OF CONDUCT

Policy: The Board of Directors requires all students to sign adherence to a written Standard of Conduct each year.

Procedure: This is to take place every year within the first two weeks of school.

4.3 STUDENT HANDBOOK

Policy: The Board of Directors requires that all students must sign adherence to the Student Handbook each year.

Procedure: This is to take place every year within the first two weeks of school.

4.4 STUDENT COMPLAINT GRIEVANCE POLICY

Policy: A student with a grievance may request a meeting with the Dean of Students by contacting the college office. The student will have the opportunity to present his grievance(s) to the Dean of Students and will be notified of the decision within 14 days. If the student is not satisfied with the decision, he or she may appeal to the Administrative Cabinet, then to the President, then to the Board of Directors. These appeals must be filed within 14 days of receiving the decision. If a student feels that their concerns have not been properly addressed a complaint may be filed with the college's accrediting agency: Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: 434.525.9539; e-mail: info@tracs.org].

Procedures: The approved policy must be included in the Student Handbook and given to each student within the first two weeks of school.

FACULTY POLICIES AND PROCEDURES

5.1 DOCTRINAL STATEMENT

Policy: The Board of Directors requires that all administration and faculty must sign a written statement supporting without mental reservation the College Doctrinal Statement.

Procedure: This is to take place every year during in-service training or in the case of a new (mid-year) employee, at the time employment begins.

5.2 CONTRACTS

Policy: The Board of Directors requires all faculty to sign annually a contract of employment and maintain the contract on file.

Procedure: The College Administration will prepare a written contract, upon approval of the annual College budget, for all faculty.

The employee will digitally sign the contract which will be kept on file.

5.3 STANDARD OF CONDUCT

Policy: The Board of Directors requires all faculty and administration to sign adherence to a written Standard of Conduct each year.

Procedure: This is to take place every year during in-service training or in the case of a new (mid-year) employee, at the time employment begins.

5.4 FACULTY HANDBOOK

Policy: The Board of Directors requires that policies and procedures related to faculty matters contained in a Faculty Handbook, which will be updated annually, be followed under the direction of the administration.

Procedure: A Faculty Handbook will be given to each faculty member during in-service each year.

The administration will provide a thorough review of the Faculty Handbook during in-service using appropriate personnel.

5.5 FACULTY APPOINTMENT, RETENTION, ADVANCEMENT, AND DISMISSAL

Policy: The Board of Directors requires that written policies be developed by the Administration, approved by the Board, and included in the Faculty Handbook.

Procedure: The administration shall prepare such policies and present them to the Board for approval.

The approved policies shall be included in the Faculty Handbook.

5.6 BENEFITS PACKAGE

Policy: The Board of Directors requires that benefit packages be developed by the administration, approved by the Board, and included in the Faculty Handbook.

Procedure: Policies concerning benefit packages are contained in the Faculty Handbook which shall be presented to the Board for action.

5.7 FULL-TIME AND PART-TIME FACULTY

Policy: The number of full-time faculty shall be sufficient to appropriately meet the instructional needs of students and accreditation requirements.

Procedure: The Academic Dean shall adhere to the approved policy.

5.8 FACULTY ORGANIZATION

Policy: There is a formal faculty organization in place that serves as guidelines for the faculty involvement in the development and management of the educational program.

Procedure: The faculty organization is included in the Faculty Handbook.

5.9 FACULTY STAFFING

Policy: The institution's faculty staffing plan must include provision that only faculty with acceptable academic qualifications will be employed with the only exception being a faculty member whose professional competence can be justified due to exceptional performance and/or experience. Official transcripts (certified by the granting institution's official seal and signature) must be presented prior to employment.

Procedure: The Academic Dean will review faculty appointments to ensure that proper credentials are in order. Official transcripts will be placed in faculty files. A written justification for exceptional professional competency will be developed by the Academic Dean, in collaboration with the Academic Committee, and placed in the faculty file with any documentation required to validate the justification.

DIRECTORY

INFORMATION DIRECTORY

As a Director you will be asked questions concerning this institution. Some of these questions may need to be referred to College administration, faculty, or staff. However, many questions can be answered by simply knowing where to locate the answers. This directory may be helpful to you in addressing inquiries.

When asked about...

Look here...

Academic Information	Catalog, Faculty and Student Handbooks
Administrative Duties	By-laws
Admission Policy	Catalog
Calendar of Events	Catalog, Website
Committees	Minutes, By-laws
Course Offering and Descriptions	Catalog, Brochures
Doctrinal Statement	Catalog, Website
Faculty Duties	Faculty Handbook
Legal Issues	By-laws
Personnel	Catalog, Faculty Handbook
Protocol Statement	Board Manual
Purpose/Objectives	Board Manual, Catalog
Student Life and Regulations	Student Handbook
Directors Duties	Board Manual
Tuition and Fees	Catalog, Website

VBC ANNUAL REVIEW/DISTRIBUTION SCHEDULE

The following items are planned for annual distribution and/or review. Any revisions must occur prior to these dates.

	<u>Administration</u>	<u>Directors</u>	<u>Faculty</u>	<u>Students</u>
Administrative Officers		March		
Assessment Plan		October		
Board Self-Evaluation		March		
Board Manual		March		
Budget		March		
Candidates for Graduation		March		
Catalog	February	March		
CEO Evaluation	December	March	January	
Doctrinal Statement	August	October	August	August
Educational Philosophy	August	March	August	August
Administration/Personnel Eval.	August		August	March
Faculty Handbook/Personnel	February	March	August	
Financial Aid Manual	February			
Long Range/Strategic Plan		October		
Mission Statement	May	October	August	August
Standard of Conduct	August	October	August	August
Student Course Evaluation				May
Student Evaluation of VBC				April
Student Handbook	February	March	August	August

ANNUAL TERM

End of Term*

Andrew Bunnell	2024	Mission Board President
Tim Rabon	2024	Pastor
Cathy Dotson	2025	Educator
Brent Armstrong	2025	Pastor
Mike Reid	2026	Supporting Church Pastor
Jamison Coppola	2026	AACS Legislative Director
Kenny Baldwin	2026	Pastor
Fred Christian	2026	Pastor

Mike Lester	Ex Officio	President
Kurt Skelly	Ex Officio	Pastor of FBC

*Terms begin with the annual meeting (fall).

EXECUTIVE COMMITTEE

Kurt Skelly, Chairman
Mike Reid, Vice Chairman
Mike Lester, President

FINANCE COMMITTEE

Mike Reid, Chairman
Mike Lester, Ex Officio
Kurt Skelly, Ex Officio

ANNUAL AGENDA ITEMS—BOARD OF DIRECTORS

These agenda items will normally demand action from the board during the following meetings:

MARCH

- CEO Report
- Budget
- Candidates for Graduation
- CEO Evaluation
- Nominating Committee
- CEO Report
- Administrative Officers
- Job Descriptions
- Handbooks and Manuals
 1. Catalog
 2. Faculty Handbook (including Educational Philosophy and Academic Freedom Statement)
 3. Student Handbook
 4. Policies Manual
 5. Financial Procedures Manual
 6. Financial Aid Manual
 7. Board Manual
- Board Self-Evaluation

OCTOBER

- Orientation
- CEO Report
- Strategic Plan
- Assessment Plan
- Review and Sign Doctrinal Statement
- Review and Sign Mission Statement (Purpose and Objectives)
- Review and Sign Standard of Conduct
- Review and Sign Relationship to Curriculum
- Board Secretary to certify compliance with Policy 1.8
- Board Secretary to certify compliance with Policy 1.9

- Board Secretary to certify compliance with Policy 1.10
- Board Secretary to certify compliance with Policy 1.11

DEGREE PROGRAMS

Ministry Department

- Bible Certificate
- Associate of Ministry, Bible Specialization
- Associate of Ministry, Church Ministry Specialization
- Associate of Ministry, Pastoral Studies
- Associate of Ministry, Church Business Specialization
- Bachelor of Ministry, Bible Specialization
- Bachelor of Ministry, Church Ministry Specialization
- Bachelor of Ministry, Pastoral Studies Specialization
- Bachelor of Ministry, Church Business Specialization

Education Department

- Associate of Christian Early Childhood Education
- Associate of Christian Elementary Education
- Bachelor of Christian Elementary Education
- Bachelor of Christian Secondary Education

Graduate Studies

- Master of Ministry Program (30 hours)
 - Pastoral Studies Specialization
 - Christian Ministries Specialization
 - Christian Counseling Specialization
 - Missions Specialization
 - Theology Specialization
- Master of Biblical Studies Program (60 hours)
 - Language Specialization
 - Non-language Specialization
- Master of Divinity Program (90 hours)
- Master of Christian Education Program (30 hours)
 - Administration Specialization
 - Classroom Instruction Specialization
 - Special Education Specialization

ACCREDITATION ORIENTATION

ACCREDITATION

Having a strong desire to fulfill our stated purposes and to produce the finest possible educational product for service in Christ's work, the leadership of Veritas Baptist College has made a firm commitment to a course of continuing self-improvement. The process of accreditation through an association familiar with the particular needs of Bible colleges was deemed the best approach to insure a high standard of quality for every area of the college's program. After investigating the available organizations, the Board of Directors voted on September 19, 2000, to make application to the Transnational Association of Christian Colleges and Schools (TRACS). TRACS accepted VBC as an applicant on December 19, 2000.

The college is currently in the process of developing the necessary programs, personnel, organizations, documentation, policies, procedures, and evaluative tools to achieve candidacy status with TRACS. Although there is no time limit to the applicant phase, measurable progress is to be expected each year. VBC intends to begin the formal self-study required for candidacy status in the fall of 2004. Once candidacy has been achieved, full accreditation must be earned within five years. Accreditation is an ongoing process with the constant betterment of the institution in view.

In December 2005, the administration submitted a request from TRACS to begin the process of moving from applicant to candidate status. In January 2007, TRACS granted approval for the college to proceed with a self-study in preparation for an accreditation team visit scheduled for January 2008.

In the spring of 2008, VBC was granted candidate status by the Transnational Association of Christian Colleges and Schools (TRACS). TRACS is recognized by both the United States Department of Education and the Council for Higher Education Accreditation as a national accrediting body for Christian colleges and seminaries. Candidate status indicates that an institution is in basic compliance with the Standards of Accreditation, has been evaluated by an on-site peer team, and in the professional judgment of the evaluation team and the Accreditation Commission, provides quality instruction and student services.

VBC is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [PO Box 328, Forest, VA 24551; Telephone: 434.525.9539; e-mail: info@tracs.org] having been awarded Candidate status as a Category III institution by the TRACS Accreditation Commission on April 14, 2008; this status is effective for a period of five years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

On November 11, 2011, VBC received final accreditation through TRACS. Virginia Baptist College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [PO Box 328, Forest, VA 24551; Telephone: 434.525.9539; e-mail: info@tracs.org] having been awarded Accredited status as a Category III institution by TRACS' Accreditation Commission on November 8, 2011; this status is effective for a period of 5 years.

Reaffirmation was awarded in April 2016. VBC is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: [\(434\) 525-9539](tel:4345259539); e-mail: info@tracs.org] having been awarded Reaffirmation I of its Accredited Status as a Category III institution by the TRACS Accreditation Commission on April 19, 2016. This status is effective for a period of ten years. TRACS is recognized by the United States Department of Education, the Council for Higher Education Accreditation and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

THE ROLE AND VALUE OF ACCREDITATION

Accreditation is a status granted to an educational institution that meets or exceeds the standards and evaluative criteria and the policies and procedures established by the Accreditation Commission and validated by the membership for educational quality. In the United States, accreditation is voluntarily sought by institutions and is conferred by independent, autonomous bodies. Voluntary, non-governmental, institutional accreditation, as practiced by TRACS and other recognized accrediting agencies, is uniquely fistic of American education. In other countries, the development, maintenance, control, and supervision of educational standards is a governmental function.

Principal concerns of accreditation are the improvement of educational quality and the assurance to the public that affiliated institutions meet established standards. While no institution in the United States is required to seek accreditation, the benefits leading to both self-improvement and self-enhancement provide strong motivation for most institutions to do so. Other recognized advantages include reciprocity in the transfer of credit from one accredited institution to another. In addition, a contributing factor in accreditation for many institutions is the fact that governmental and other agencies rely on accredited or candidate status in a recognized accrediting agency as a qualification for financial support and grants to students.

For purposes of determining eligibility for federal government assistance under certain legislation, the United States Department of Education (USDE) is required to publish a list of nationally recognized accrediting agencies that it determines to be reliable authorities as to the quality of training offered by educational institutions after initial recognition. Criteria for recognition and guidelines have been established by the U.S. Secretary of Education to be used in recognition of accrediting agencies. The Accrediting Agency Evaluation Branch (AAEB) staff of the Office of Postsecondary Education reviews the policies and performance of nationally

recognized accrediting agencies approximately every four years to determine whether they should be included on the Secretary's list.

The accreditation process of all recognized accrediting agencies follows a common pattern. Standards and evaluative criteria, as well as procedures to be followed in the accreditation process, are developed by those involved in the work of an accrediting agency and used in evaluating an institution to determine its educational effectiveness in fulfilling its stated mission. The established standards and evaluative criteria are designed to guide institutions through all stages of affiliation (accredited or candidacy) from initial application through reaffirmation as a result of an institutional self-study program. The process requires a self-study by the institution, followed by an on-site visit by an evaluation team, and a subsequent review and decision by the Accreditation Commission. The basic purpose of the accrediting agencies, including TRACS, is to attest to the fact that an institution is achieving its stated goals and objectives and is meeting the standards.

One of the goals of the process is to foster on-going assessment and planning at the institution. What happens on a continuous basis after the Accreditation Commission has finished its immediate work is as important as the aspects of accountability and short-range improvement. Compliance with the requirements is expected to be continuous and is validated periodically, normally as part of every comprehensive evaluation following institutional self-study. While accreditation indicates an acceptable level of overall quality, even the best institution is capable of improvement, which must come from its own clear identification and understanding of its strengths and weaknesses. The advice and counsel provided by an on-site peer evaluation team comprised of experienced educators drawn primarily from other accredited institutions encourages improvement. Finally, publications and staff visits by the accrediting agency enhance improvement.

TRACS has established a review schedule for standards, evaluative criteria, policies, and procedures under the guidance of a Standards Review Committee. After such review, appropriate changes are made in the light of ensuing recommendations, but only after opportunity for comments on any proposed change has been provided to all parties significantly affected. Recommendations for improvements in the standards, policies, and procedures are encouraged and welcomed by the Accreditation Commission.

As stated above, two fundamental purposes of the accreditation process are (1) to assure the quality of an institution and (2) to assist in the improvement of an institution. Accreditation by an accrediting agency indicates that the institution:

- (1) has appropriate purposes;
- (2) has in the organization all human and physical resources needed to accomplish its purposes;
- (3) can demonstrate that it is accomplishing its purposes;
- (4) gives reason to believe it will continue to accomplish its purposes.

Recognition by a recognized accrediting agency assures the educational community, the general public, and other organizations and agencies that an institution has a clearly defined educational

purpose appropriate to higher education and consistent with the accrediting agency's standards, has established conditions under which achievement of these objectives can reasonably be expected, appears in fact to be accomplishing them substantially, and is so organized, staffed and financed that it can be expected to continue to provide a quality program. The accrediting process fosters both integrity and excellence in affiliated educational institutions that use the standards for assessing educational effectiveness. The requirement that the accredited institution conduct periodic self-evaluations results in its identifying what it does well, in determining the areas in which improvement is needed, and in developing plans for improvement. Periodic evaluation by qualified professionals who serve on evaluation teams assures the institution's self-study is realistic. The process confirms honesty and integrity in institutional relations with students and other consumers, thus supplementing state agency protection for the educational consumer. An institution has the obligation to offer its students a sound education leading to a recognized certificate or degree.

APPENDIX

VERITAS BAPTIST COLLEGE
Budget Overview: 2023-2024 - FY24 P&L
 July 2023 - June 2024

	Total
Revenue	
42000 Unrestricted Revenues	
42100 Undergrad Program	875,000.00
42116 Scholarships	-90,000.00
42200 Graduate Program	314,390.00
42400 Church Contributions	97,000.00
42500 Individual/Business Contrib	10,000.00
42700 Other Sources Available	
42117 Credit Card Fees Income	17,000.00
42710 Interest	10,000.00
Total 42700 Other Sources Available	\$27,000.00
Total 42000 Unrestricted Revenues	\$1,233,390.00
Total Revenue	\$1,233,390.00
Gross Profit	\$1,233,390.00
Expenditures	
61400 Operation/Maintenance Plant	
61420 Maintenance	
61421 Building Maintenance	500.00
Total 61420 Maintenance	\$500.00
61424 Insurance Policy	10,000.00
61425 Indiana Rent or Lease of Buildings	6,000.00
61430 Utilities	
61432 Phone	
61434 Internet Phone System	2,000.00
61435 Wireless Phone	800.00
Total 61432 Phone	\$2,800.00
Total 61430 Utilities	\$2,800.00
Total 61400 Operation/Maintenance Plant	\$19,300.00
61500 Institutional Support	
61500a Administrative Compensation	152,000.00
61210 Payroll Exp. SS and Medicare	60,000.00
61340 Christmas Bonus	8,000.00
61363 Systems Administrator	85,000.00
Total 61500a Administrative Compensation	\$305,000.00
61501 Internet Serve./System Soft.	
61504 Student Information System-SIS	19,000.00
61504a Learning Management System-LMS	5,500.00

61505 Web Hosting	350.00
61506 Educause	40.00
Total 61501 Internet Serve./System Soft.	\$24,890.00
61510 Financial Management	
61511 Annual Audit	11,000.00
61512 Bad Debt	5,000.00
61513 Credit Card Processing Charges	22,000.00
61515 Credit Card Finance Charges	200.00
61517 Payroll Processing Charges	2,300.00
Total 61510 Financial Management	\$40,500.00
61520 Office Expenses	4,500.00
61521 Postage and Mailing	2,000.00
61540 Associations and Travel	23,000.00
61550 Administrative Meetings	1,200.00
61552 Administrative Travel	3,000.00
61553 Recording Expenses	5,000.00
61560 Advertising	5,000.00
61566 Assessment Expense	3,000.00
61567 Furniture, Equipment	1,000.00
61570 Guest Services	4,000.00
61580 Legal Services	
61581 Attorney Fees	500.00
Total 61580 Legal Services	\$500.00
61586 Promo Exp.	22,000.00
61590 Recruitment and Travel	50,000.00
61592 Alumni Relations	2,000.00
Total 61586 Promo Exp.	\$74,000.00
61600 IT Expenses	
61602 Hardware/Software Licensing	35,000.00
61603 Depreciation of Equipment	17,000.00
61609 AV Equipment	3,000.00
Total 61600 IT Expenses	\$55,000.00
Total 61500 Institutional Support	\$551,590.00
63000 Academic Supp. Library Services	
61350 Academic Support Salaries	65,000.00
63005 Library Expenses	
63005a Online Resources	8,000.00
Total 63005 Library Expenses	\$8,000.00
Total 63000 Academic Supp. Library Services	\$73,000.00

64000 Instruction	
61335 Sabbatical Pay	27,000.00
64001 Faculty Development	2,000.00
64004 Faculty Salaries	355,000.00
64006 Continuing Education	20,000.00
64009 Teacher Books and Supplies	500.00
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Total 64000 Instruction	\$404,500.00
66000 Student Services	
61365 Student Services Salaries	152,000.00
61518 Financial Aid Expenses	15,000.00
66001 Graduation Exp.	14,000.00
66006 Background Checks	4,000.00
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Total 66000 Student Services	\$185,000.00
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Total Expenditures	\$1,233,390.00
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Net Operating Revenue	\$0.00
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Net Revenue	\$0.00