

RULES OF PROCEDURE



WORD OF LIFE
B I B L E S C H O O L



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01. PRESENTATION

The Word of Life Bible School is affiliated to the Word of Life Ministry (WOLM), which is responsible for overseeing the Word of Life churches whose purpose is enabling men and women to efficiently propagate the Gospel preached by our Lord Jesus Christ which is found in the Holy Bible.

Countless people have been positively transformed by the revelation of the Word of God. This School operates as a day school under the Free Courses regime.

With a balanced curriculum, people from different socio-educational background will find this course accessible and understandable. The by the Word of Life Bible School teachings transform people and families as well as help them to build a strong and capable faith that enables them to achieve lasting and practical results, both in their personal and ministerial life.

02. HISTORY

The Word of Life Ministry was founded by Bud and Jan Wright, both Rhema graduates from the United States and missionaries to Brazil since 1983. In 1989, this couple established the first Word of Life Bible Training Center in Guarulhos (São Paulo). Since then, the Word of Life Ministry (WOLM) has spread throughout Brazil.

In November 2013, at the age of 68, the founder of the Word of Life Ministry Bud Wright went to be with the Lord. Guto Emery took over the position of WOLM President and Jan Wright became Vice President. Together with Canrobert Guimarães, a member of MVV Board in Brazil and the Word of Life Bible School coordinator, they manage the work of our schools.

Currently the WOLM is expanding its reach to other nations. There are already several schools in other countries overseen by our team.



Luis Augusto Emery da Silveira
President of the Word of Life Ministries



Canrobert Guimarães Lima
General Coordinator of Rhema Brazil



03. REQUIREMENTS

In order to enrol in the Word of Life Bible School, it is necessary to meet the following requirements:

- A. Be 16 (sixteen) years old at the time of enrolment;
- B. Have confessed Jesus Christ as Lord and Saviour according to the Holy Bible (Romans 10:8-10);
- C. Be able to read and write;
- D. If foreign, submit a copy of a valid visa which allows work and/or study.

NOTE: Students who enrol in Schools that have Social Inclusion Programs for non-literate adults may be exempted from the requirements listed in item C.

04. CURRICULUM

- | | |
|------------------------|-------------------------------------|
| ABC of Faith | Relationship with God |
| Authority of Faith | Christian Leadership |
| Divine Healing | Fruit and Holiness |
| Biblical Prosperity | The Great Commission |
| History of Redemption | The Divine Plan for the Family |
| The Holy Spirit | The History of the Christian Church |
| The Doctrine of Christ | Grace |
| Biblical Panorama | Ministerial Gifts |
| Knowing the Father | Ministering the Word |

05. ACADEMIC INFORMATION

- A. Course Duration

The course last for 1 (one) year and has 18 (eighteen) subjects. Each one of these subjects has 12 (twelve) classes both via video classroom and live training. Classroom lessons last for 80 minutes. Video classes are 20 minutes long. Classroom lessons are taught on Mondays and Fridays with 2 (two) classes of 80 (eighty) minutes and a 20 (twenty)-minute break between them.



The School may establish extracurricular classes or activities, which may happen on different times and days. This will be communicated to the students in advance.

The enrolment period for each school year extends until the beginning of the first class of the second subject. Enrolment after this is strictly prohibited. During the first subject, any student who does not attend the required minimum number of lessons according to these Regulations, Item 6, C, must re-sit that subject at a later date, as defined by the local School Board, which may occur during school holidays.

During the time that the student resits a subject, the student will not be allowed to be absent more than 25% (twenty-five percent) of the time, or they will fail that subject. In extraordinary circumstances, at the discretion of the WOLM Board, the enrolment period may change.

B. Assessment System

The student's learning assessment will be carried out by observing the student's behaviour inside and outside the classroom as well as by a written exam.

For each subject, the student will need to complete an assessment of 20 (twenty) true or false questions.

C. Approval

The student is required to obtain a grade of 50% (fifty percent) or more in each assessment.

If the student does not attain this pass rate, they must listen to the audio recording of all of the lessons in that subject again and retake the assessment.

The student must observe the attendance criteria established in Item 6 in order to pass all subjects.

D. Deferral Request, Withdrawal, Abandonment and Discontinuation

The "deferral" of the contract comes into effect when a formal communication is given in advance by the student to the School Secretary, stating that they will not continue the course due to exceptional circumstances. In such cases, the student may resume their studies in the future, and the subjects already completed will be still be considered valid provided there are no outstanding financial or academic obligations and observing the deadline defined in item 6, C.

Withdrawal occurs when a formal communication is given in advance by the student to the School Secretary, stating that they will not continue the course and have no intention of returning in the future to continue their studies. Abandonment occurs when the student stops attending the course without submitting any kind of formal communication.



Course discontinuation (expulsion) occurs as a disciplinary measure by the School Board due to financial reasons (see item 7, B for details) or when the student engages in inappropriate behaviour, violating the principles of the Word and of the School (see item 8, G for details).

In case of withdrawal, abandonment and discontinuation, any subjects already completed and fees paid (more details in item 7, B), will be considered invalid once they have been removed from the School's database.

06. ATTENDANCE

A. Attendance

Classes will begin on time and attendance is mandatory. It is the responsibility of the student to scan their badge on the barcode reader of the attendance register at every class. If the student forgets to register, they themselves must bear the consequences (point C).

The badge is personalised and non-transferable and one student shall not register the attendance of another student on their behalf. Students are not allowed to leave the classroom before it finishes, except in exceptional cases when this is communicated in advance to the instructor and following authorisation of the School Board. A student who leaves the classroom without authorisation (without justifying the reason for doing so), will be logged as absent.

B. Delays

Delays will be tolerated for up to 15 (fifteen) minutes on the first class of the day. If this deadline is exceeded, the student will be marked as absent in that class.

If a student is late, they should sit in the last row of chairs, thus avoiding any interruption to the progress of the class.

C. Absences

Unjustified absences is limited to 2 (two) classes only - noting that a course only has 2 (two) classes per day. Any student exceeding this limit will automatically fail this subject, but will however be able to continue the current school year.

If the student exceeds this limit, and consequently fails one or more subjects during the current school year, the student will have to repeat these subjects in another year in order to be able to participate in the Certificate Ceremony and satisfactorily finish the course.



Any subject a student has studied during the school year will only be valid for up to four years, after this, he or she will have to re-sit the subject.

In order to get the best out of the course, the student must seek to minimise the number of absences, even within the specified acceptable limit. This limit exists because we believe that the impact that the Word of Life Bible School has in the life of the student exceeds what is spoken in the classroom. We understand that the anointing that is transmitted collectively and by personal contact, is essential.

D. Justifications and Replacements

One absence is allowed when it is due to sickness, death in the family, work related or other unavoidable reason, which then must be reported by the local Board of Directors to the Word of Life Ministry in Brazil.

The student is responsible for justifying an absence and should complete an absence report within one week of returning to the School supported by evidence that justify his/her reason for the absence. The Board of Directors will decide whether the grounds for absence is accepted or not and communicate this back to the student.

If the reason for absence is approved and in order to validate this, the student is required to re-sit the missed class by listening to the audio recording. The student must give a written summary of the content of every missed class to the School Secretary. Each summary must be minimum one page and maximum two pages long.

All the audio recordings used to re-sit classes must be returned to the school by the deadline date or there will be a penalty fee for the delay. The content of these audio recordings belongs to the Word of Life Ministry and is protected by law, therefore, the student is forbidden to either copy or share it. The student is only permitted to complete the test after having justified his/her absence and after having listened to the corresponding recordings. If the student completes the test without fulfilling this criteria, the test shall be invalidated and another test will be required once all these requirements have been met. If the student misses the day of the test, he or she shall have the right to reschedule to another day by paying a fee that will be agreed by the Directors.



07. FINANCIAL INFORMATIONS

A. Applications

The candidate will have to fill in an application form, attaching a legible copy of a valid VISA (if required) and pay the corresponding fee for the current school year. A Statement of Godly Living Declaration will also be required. All the information provided by the student is their full responsibility and must reflect the reality of the facts.”

If after paying the fee, the student is unable to attend the course, he/she will be reimbursed 70% of the total fee.

Once enrolled, each student will receive a name badge which allows him to access the classroom. Under no circumstance will the student be able to sit in the class without their name badge. If the student forgets or loses the name badge, the student must inform the School Secretary who will provide a replacement badge for a fee.

B. Values

The Course requires the payment of an application fee as well as an annual fee. The annual fee can be divided into 11 (eleven) payments. The payments must be made by the 5th day of the month in order for the student to receive a 5% discount offered. After this the student loses his or her right to apply for the discount.

The student that doesn't pay the fee for three months or more (whether in a row or overall), will automatically be removed from the course. The student should immediately inform the School Secretary to justify the missed payments and agree on a plan to repay the debt.

A student will only be allowed to participate in the Certificate Ceremony if they are up-to-date with their payments.

Requests to discontinue the course must be formally sent to the School Secretary. Any payments made up to this point will not be refundable, however, the student will be able to continue the course in another year without losing the amount already paid, as long as the time period described in Item 6, C, is respected.

In the case of a student returning to study, the student will have to complete another Application, taking into account the current fee. Any previous amount paid will still be valid. There will however be the need to pay any remaining months, which will be updated, taking into account the amount for the current year.

In the case of withdrawal, abandonment or expulsion from the course (due to inappropriate behaviour), any amount paid up until that moment will no longer



be valid, making the payment of a new application fee and annual fee necessary, according any updated fee amount.

If expulsion from the course occurs due to financial difficulties, the student will be able to use all the academic records and fees on return to the School at a later stage, according to what has been agreed, honouring the previously established deadlines. In order to participate in the graduation ceremony, this student will have to cover the corresponding expenses, according to the Board of Directors direction.

08. STUDENTS RIGHTS AND DUTIES

A. Rights

To attend the classroom and receive teaching according to the subjects offered by the School until the end of the course;

To inquire and ask for clarification on any doctrinal subject taught in the classroom, always doing this at the end of the class, with decency and with moderation;

To receive certificates, declarations and name badges upon payment of the corresponding fee to the secretary;

To request his/her updated school record;

To take part in the Certificate Ceremony of the school year and receive the updated school record, as well as to participate in all the ceremonies related to the completion of the course and others promoted by the institution, as long as the student is up-to-date with all their financial and academic obligations.

B. Duties

To strictly fulfil all the course regulations;

To diligently attend the classes, respecting the limits set forth in Item 6, and attend classes and extracurricular activities;

To respect the members of the Board of Directors, faculty, secretaries, monitors and other employees of the School;

To not enter, without authorisation, in the office or in any other place reserved for the members of the Board of Directors.

C. Men's Clothing

Men should wear trousers, a shirt or polo shirt and smart trainers or smart shoes. 3/4 length trousers, shorts, jogging bottoms, ripped or torn trousers, vests of any kind, bandanas, hats, trainers, sandals, flip flops or attire that are not compatible with the



nature and purpose of the course, are not permitted. Items containing political party slogans will not be permitted either.

The students must be very careful, while being seated, that their clothes do not move and expose their bodies in an inappropriate way.

All clothing items must present a decent and orderly look. The use of inappropriate clothing and shoes set forth above shall be subject to the Directors evaluation.

NOTE: These rules of clothing do not aim to establish custom or practice rules, but rather, to train the student in discipline and in submission. Outside of class time the student are free to dress as they want, as long as it is decent, bringing glory to our Lord Jesus Christ.

D. Women's Clothing

Women should wear trousers, skirts or dresses, blouses and tops with sleeves, and shoes with heels of any height, sandals with heels of any height, pumps or slip-on shoes.

Skirts should always be below the knee, and the lining should also be below the knee. Trousers should be used with a blouse that completely covers the hips or be used with a long jacket. Skinny trousers should be used with a blouse or top that is mid-thigh length. Tops with any sort of transparency should be used with an opaquetop beneath it.

Tunics of any material are permitted.

3/4 length trousers, shorts, mini-skirts or short skirts, tight skirts, ripped or torn skirts, leggings, cotton or lycra trousers, jogging bottoms, tight trousers, ripped or torn trousers are not permitted in any circumstance. Also, t-shirts, v-neck blouses, with straps or transparent, trainers, sandals, flip flops, Crocs or smart trainers should not be used.

The students must be very careful, while being seated, that their clothes do not move and expose their bodies in an inappropriate way. Bandanas or hats are not permitted nor any other attire that is incompatible with the nature and purpose of the course. Items containing political Party slogans will not be permitted either.

All clothing items must present a decent and orderly look. The use of non-standard clothing and shoes set forth above shall be subject to the Directors evaluation.

NOTE: These rules of clothing do not aim to establish custom or practice rules, but rather, to train the student in discipline and in submission. Outside of class time the student are free to dress as they want, as long as it is in a decent bringing glory to our Lord Jesus Christ.



E. Behaviour and Standard

The Christian character is vital in school. Every student must take care of his/her own spiritual life, being an example in his/her behaviour and standard of living, avoiding every kind of evil appearance.

Every student should be careful about his/her behaviour or relationship toward others, especially the opposite sex, both inside and outside the classroom. If the Board receives any complaints about the conduct of any student, inside or outside the classroom, it will be investigated and if the concern is upheld, he or she will be disciplined. Depending on how serious the matter is, the discipline can result in expulsion.

The student's personal life is also under evaluation by the School, so he or she must always be careful, making sure to always be in line with biblical teachings and standards as well as the School's standard. The student must respect his/her colleagues, avoiding every kind of joke or discussion that could break the fraternal fellowship and cause any damage to his/her spiritual life, such as calling them by derogative names or making fun of them.

F. In the Classroom

The spirit of prayer and reverence must be preserved on School premises knowing that God is present.

Making noise, so as to cause distraction to other students, interrupting the class or entering the classroom with food, drink (water, soda, juice), chewing gum etc. is not allowed.

Avoid talking in the classroom. Each student will be responsible for his/her own belongings (notebooks, pens, bibles, tablets, mobile phones, laptops, etc.).

A student may not tamper with another person's belongings unless expressly authorised by the other student.

It is forbidden to make or to receive phone calls during the classes. In the classroom, the student should keep his or her mobile phone off or in the airplane mode. If the student really needs to receive a call during class, the student should leave the mobile phone with the monitors.

The use of cameras and camcorders during class, including those of a mobile phone, tablet or laptop, is prohibited. The use of an MP3 player, iPod or any audio player in the classroom is not allowed.

It is prohibited to record the lesson with mobile phones, MP3 player, iPod or any other device. During the lesson, the student will not be allowed to send text messages.



The student will be allowed to use laptops, tablets or smartphones exclusively for notes for the class in progress. All these devices should be in airplane mode or offline mode. It is forbidden to sell anything during class time. The distribution of advertising or event pamphlets and even announcements from the pulpit will not be allowed, except for the events promoted by the School itself.

G. Discipline

The purpose of the School is to train well prepared workers for every good work in the Lord's harvest, so we will watch over discipline.

The disobedience to any item in these Regulations will result in the student being disciplined. The discipline will be in proportion to the disobedience, which may be: warning (oral or written), suspension or even removal from the course. The student will always be heard in the discipline processes.

If the student demonstrates a conduct that defies the principles of the School and of the Word of God, he or she may be removed from the course.

In the example of the previous paragraph, all the subjects already studied will no longer be valid.

Failure to fulfil the frequency of the academic and/or financial requirements can also result in the student's expulsion from the School.

H. Visitors

Visitor will only be allowed to attend the class for up to 2 (two) days of the School year, having first been authorised by the Board and having been given a specific badge to wear.

Provided there is available space in the classroom and having been authorisation by the Board, the student's pastor will be allowed to attend just 1 (one) day of classes per subject.

A graduate will be allowed to attend the classroom up to 2 (two) days per School year observing the requirements of the previous paragraphs. Alumni associates will have free access to the classroom if there is seating availability. This right will only be available through the presentation of the corresponding credential or by having his/her Alumni status checked on the system. Appropriate badges should be worn.

All visitors listed above must be entirely subject to the rules written in these Regulations including those relating to clothing.



I. Children

Children are not permitted in the classroom nor on the premises of the School. If the Board allows, Word of Life Kids may run in the School. A fee may be charged for this facility.

09. SOLEMNITY OF CONCLUSION

The Ministering Word is a subject like any other and it is required to finish the course.

The attendance to the Laying on of Hands Service is a necessary item for the satisfactory conclusion of the course. Everyone must attend this service and submit to the Board directions.

If the student is unable to attend the Laying on of Hands Service, he or she must inform the Board beforehand to check how to proceed.

The attendance to the Graduation Ceremony is not obligatory, but if the student decides to participate, he must accept all the guidelines given by the School;

The Word of Life Bible School Graduation Ceremony is organised by the School Board following a standard previously established by the Word of Life Ministry Ceremony team.

After completing the course in a satisfactory way and assuming that there are no pending academic or financial discrepancies, the students go to the School Office in order to receive his/her Diploma.

10. FAITH DECLARATION

WE BELIEVE IN THE SCRIPTURES: The Bible is the inspired Word of God, the product of holy men of the past who have spoken and written moved by the Holy Spirit. We believe in the New Covenant, recorded in the New Testament, as our infallible guide in matters concerning conduct and doctrine (2 Timothy 3:16, 1 Thessalonians 2:13-2 Peter 2:20-21).

WE BELIEVE IN THE TRINITY: Our God is one, manifested in three persons - the Father, the Son and the Holy Spirit (2 Corinthians 13:13 and Matthew 28:19), who are co-equal (Philippians 2:6; 1 Corinthians 2:10-12). God the Father is the source of the Word (Logos) and the generator of life (John 14:28, 16:28 and 1:14). The Son is the Word clothed in flesh, the One who was with the Father from the beginning and was miraculously begotten in Mary's womb (John 1:1; 1:18 and 1:14). The Holy Spirit proceeds from both the Father and the Son, dwells in us, guides us, strengthens us and is eternal (John 15:26, 1 Corinthians 6:19, Romans 8:14, and Ephesians 3:16).



WE BELIEVE IN MAN, HIS FALL AND REDEMPTION: Man is a created being, made in the image and likeness of God. However, through Adam’s transgression and fall, sin entered the world. “For all have sinned, and come short of the glory of God.” Thus it is written, “There is none righteous, no, not one.” Jesus Christ, the Son of God, was manifest to undo the works of the devil, give his life and shed his blood to redeem and restore man to God (Romans 5:2, 14, 3, 10, 23, and 1 John 3:8). Salvation is the gift of God to man; it is not by works of the law, but by grace, through faith in Jesus Christ, and produces pleasing works to God (Ephesians 2:8).

WE BELIEVE IN ETERNAL LIFE AND IN THE NEW BIRTH: Man’s first step towards salvation is a godly sorrow that results in repentance, followed by faith in the finished work of the Lord Jesus Christ. The new birth is necessary for all men and when fulfilled, produces eternal life (2 Corinthians 7:10, 1 John 5:12, John 3:3-5, and Galatians 3:11).

WE BELIEVE IN BAPTISM IN WATER: Baptism in water is by immersion and is an express commandment of our Lord to the believers. The ordinance is the symbol of the Christian’s identification with Christ in His death, burial, and resurrection (Matthew 28:19 and Acts 8:36-39). Concerning water baptism, a rule is adopted: “Upon your confession of faith in the Lord Jesus Christ, the Son of God, and by His authority, I baptise you in the name of the Father, and of the Son, and of the Holy Spirit. Amen”.

WE BELIEVE IN THE BAPTISM OF THE HOLY SPIRIT: Baptism of the Holy Spirit is a gift from God as promised by the Lord Jesus Christ to all the believers in this dispensation. It is subsequently received after the new birth. This experience is accompanied by the initial and perennial evidence of speaking in other tongues, as the Holy Spirit Himself gives (Matthew 3:11, John 14:16-17, Acts 1:8, 2:38-39, 19:1-7, and 2:4).

WE BELIEVE IN SANCTIFICATION: The Bible teaches that without holiness, no one can see the Lord. We believe in the doctrine of sanctification as a definitive and progressive work of grace, beginning at the time of regeneration and continuing to the consummation of salvation (Hebrews 12:14-16; 1 Thessalonians 5:23-16; 2 Corinthians 3:18; 1 Corinthians 1:30).

WE BELIEVE IN DIVINE HEALING: Healing is for physical illnesses of the human body and is worked by the power of God, through the prayer of faith and the laying on of hands. It was provided by the atonement of Christ and is a privilege of every Christian today (Mark 16:18, James 5:14-25, 1 Peter 2:24, Matthew 8:17, and Isaiah 53:4-5).

WE BELIEVE IN THE FAMILY: We see the family as the social nucleus formed from the union between man and woman or, still, by a community formed by any of the parents and their descendants (Genesis 2:24 and Colossians 3:18-21). We believe in



marriage as the formal union between man and woman, in sight of God and of men, with the purpose of establishing a family, thus establishing the marital bond. This union must be civilly recognised according to the legal provisions (Ephesians 5:1-33, 1 Peter 3:3 and 1 Peter 2:13-14).

WE BELIEVE IN THE RESURRECTION OF THE RIGHTEOUS AND IN THE COMING OF OUR LORD: The angels said, “The same Jesus will return the same way that you saw Him rise.” His return is imminent, and when He comes “... the dead in Christ shall rise first. Then we who are alive shall be caught up together with them in the clouds to meet the Lord in the air...” (Acts 1:11-1 Thessalonians 4:16-17). After the Tribulation, He will return to the Earth as King of kings and priests and will reign for a thousand years (Revelation 20:6 and Matthew 24:29-30).

WE BELIEVE IN HELL AND THE ETERNAL PUNISHMENT: He who dies physically in his sins, without Christ, is hopeless and will live eternally lost in the Lake of Fire. Therefore, there is no further opportunity in the future to hear the Gospel of repentance. The Lake of Fire is literal. The terms “eternal” and “forever” used to describe the duration of the punishment in the Lake of Fire bear the same meaning of the endless existence that is used to indicate the duration of the enjoyment and ecstasy of the saints in the presence of God (Hebrews 9:27 and Revelation 19:20, 20.11-15).



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