HORIZON UNIVERSITY
CHAPEL HANDBOOK
(2019~2020)
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Horizon University Chapel

The word “chapel” originates from the Medieval Latin word “cappella,” which came from the late Latin word “cappa.” This word means cloak, an outer garment. In the 13th century, a man named Martin from the city of Tour used to wear two outer garments. After he passed away, a small building was made to store this garment. This building was called a “cappella,” which is where we get the English word “chapel”. Today chapel has come to be defined as a worship center that is smaller than a church, which can be for personal or home use. It has also come to signify a place of worship inside universities.

Chapel Vision Statement

The vision of chapel is to unite the entire Horizon family in worshiping the Lord, integrating the Word, appreciating diversity, finding relevancy to personal life, and dedicating ourselves by involvement in service.

Chapel Mission Statement

Chapel exists to provide the most Spirit-filled worship, in-depth knowledge of the Bible, diverse worship experiences that are relevant to personal life, and opportunity to serve through volunteer activities.

Five Directional Approaches of Chapel

- **Upward:** Worship
- **Inward:** Knowledge
- **Sideward:** Relevancy
- **Sideward:** Diversity
- **Downward:** Involvement

Chapel Values

1. **Christian Integrity:** The student will integrate Christian belief into personal life, leadership, and community service.

2. **Personal Relationship:** The student will engage in a devout walk with the Lord through a personal relationship with God in community.

3. **Spiritual Maturity:** The student will relate spiritual maturity to personal life and community settings.
Chapel Objectives

1. **Worship**: Spirit-filled worship to promote oneness with the Lord and among the Horizon University family
2. **Biblical Knowledge**: Emphasis on the reading, communicating, and scholarly learning of Scripture
3. **Relevancy**: Applicable to issues within your vocation and personal life, stimulating reflection on being a follower of Christ in the world today
4. **Diversity**: Exposing students to a variety of different worship styles and speakers/presenters, reflecting gender, ethnic, and church diversity
5. **Involvement**: Inspiring students to practice spiritual discipline through chapel involvement

Chapel attendance regulations

Regularly-scheduled chapel services for students, faculty, and staff are times of corporate worship, exhortation, and the opportunity to minister. Chapel times strengthen our community as we encourage and pray for one another and share praise reports and important Horizon announcements. Chapel is on Tuesday afternoon, and Thursday afternoon, in the chapel room.

Every Horizon student must abide by the following regulations for as long as he or she is a part of this institution, in order to enhance the vision of the school to facilitate an environment that promotes the spiritual growth of the student body.

Chapel attendance is required of all students who are enrolled in on-campus courses. Furthermore, as part of the chapel requirements, chapel must be fulfilled through attendance (satisfactory/unsatisfactory).

Minimum Number of Chapel Requirements

<table>
<thead>
<tr>
<th>Program</th>
<th>Chapel Requirements</th>
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<tr>
<td>Bachelor of Theology</td>
<td>8 Quarters (CHPL 01~08)</td>
</tr>
<tr>
<td>Master of Theology</td>
<td>8 Quarters (CHPL 01~08)</td>
</tr>
<tr>
<td>Master of Divinity</td>
<td>12 Quarters (CHPL 01~12)</td>
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Minimum Attendance: Students must attend a minimum of 6 chapel services per quarter to get a satisfactory grade in order to pass. If a student is absent, the student can undertake a remedial process to avoid an unsatisfactory grade.

Record of Attendance

Upon entering chapel, all students must sign an attendance sheet.
Personal Absences

Personal absences are granted each quarter, and students must use these absences to cover any unforeseen personal circumstances that would cause them to miss chapel throughout the quarter. Brief illnesses, personal travel days, employment or graduate school interviews, studying, tardiness, etc. are all classified as personal absences.

Excusable Absences

Excusable absences may be granted for severe conditions or special situations which temporarily affect chapel attendance. Written verification is required for excusal. Examples of absences which may be excused include hospitalization, family funeral, extended illness, or mandatory court appearances. Excusal for other circumstances of a similar nature will be granted at the discretion of the chapel committee. Class trips or faculty-sponsored activities are excusable absences. It is the student’s responsibility to follow up with the professor prior to the event.

Remedy Plan

A remedy is available for those students who can’t take chapel or miss a chapel service. Those who do not meet the remedy plan must take the chapel again.

Issue: Students that cannot attend the service due to schedule constraints need an alternative. Possible reasons why students cannot attend chapel service: child pick up, conflicting work schedule, conflicting class schedule, etc....

Solution: Students can write a two-page journal for the missed chapel after attending a worship service at a local church.

Etiquette Statement

Although chapel is not a replacement for church, it is a place where we honor and worship the Lord Jesus Christ. Please respect others around you as you refrain from the following: talking during chapel, use of either laptop or cell phone, leaving early, sleeping, and doing homework. Failure to comply with the above guidelines will result in loss of credit. Repetitive misconduct will result in severe disciplinary action. Students are encouraged to be attentive and respectful participants during the chapel experience.

Disciplinary Policy

The primary goal of the Horizon Disciplinary Policy is always to pursue the full restoration of the involved student. With this goal in mind, the suspension of a student from Horizon is not a desired result, but suspension may occur if a student shows an unwillingness to comply with or meet the objectives of restorative action. Each incident is reviewed on a case-by-case basis, with consideration of (1) the severity of the violation, (2) the context of the incident,
(3) a history of prior misconduct, (4) the responsiveness of the accused to confrontation, and (5) the degree to which the individual displays genuine repentance.

Community members are expected to provide firsthand testimony that will bring greater clarity and understanding to school officials while they are investigating possible infractions or processing disciplinary actions. Some may view withholding information as a means of “protecting” others, but this practice is unbiblical and is ultimately destructive to our community. The Director of Student Services serves as the chief student conduct officer for the university and works with other administrators to resolve disciplinary matters. The following guidelines are used to establish continuity for administering consequences for violating community standards.

Guidelines for Imposing Consequences
The following guidelines are designed to establish a system of continuity for administering consequences for the violation of community standards. The administrator(s) will employ the following guidelines in determining an appropriate consequence, unless there are exceptional circumstances that warrant an alternative response on the part of the university.

Level 1 Violations: These are minor violations. Customary action would include, but is not limited to, a verbal or written warning with the possibility of additional sanctions.

Level 2 Violations: These are intermediate violations that may indicate a breach in judgment or character on the part of the violator. Customary action would include, but is not limited to, behavioral probation with additional sanctions, a limited-term suspension including campus visitation, and/or required reduction of quarter hours.

Level 3 Violations: These are major violations and will be dealt with accordingly. Often Level 3 violations are also criminal acts. Customary action would include, but is not limited to, suspension with additional sanctions, or expulsion. When appropriate, the University will refer the incident to law enforcement authorities.

Counseling and Mentoring
Horizon’s chapel committee will provide quality Christian counseling and support services to students of Horizon University, guided by the Holy Spirit and Biblical Truths. Christian Counseling will be provided to those who are experiencing personal problems. The provision includes personal counseling for students’ emotional, psychological, relational, family, and spiritual issues. This counseling is designed to help the counselee to experience healing, support, guiding, coaching, reconciliation, and spiritual growth as beloved children of God. In cases where further assistance is needed, students can be referred to professional counseling centers. Horizon’s chapel committee protects the confidentiality of information shared during sessions. We are ethically committed to confidentiality, and federal/state laws require it. This means that even students’ attendance in counseling is kept private and confidential. There are two exceptions to this general rule for our students: (a) In instances where there is imminent danger of serious harm to your counselor or others; (b) In cases involving physical and/or sexual abuse of children or endangered adults.