

APOSTOLIC THEOLOGICAL INSTITUTE RULES AND REGULATIONS

(Revised & amended on 26.06.2025 by Executive Committee, Mizoram UPC)

1. Name:

Apostolic Theological Institute (ATI), UPC of Mizoram
(Resolved by General Assembly, 1999 resolution 10/b)

2. Location / Address:

M. Suaka Veng, Durtlang, Aizawl, Mizoram, PIN - 796 015

3. Purpose of Establishment:

The Apostolic Theological Institute was established to provide instruction and training for those called and appointed by the Lord for His ministry, enabling them to grow in the knowledge of God's truth and carry out fruitful and blessed ministries. Its purpose and responsibility are to defend the church's doctrines and articles of faith, to take necessary action in this regard, and to continually produce effective ministers.

4. Its objectives:

The objective (Motto) of ATI is 'Exercise toward godliness' (I Tim 4:7)

5. Authority:

The highest governing authority is the General Assembly.

6. ATI Board:

It is the governing and responsible body for ATI under the General Assembly and Executive Committee. The leaders and members of the ATI Board shall be appointed/elected by the Executive Committee.

7. Board leaders of ATI and its members

(Constitution Chapter 2, Part II, Section 6)

Chairman : Appointed/elected by Executive Committee.

Secretary : Principal, ATI.

Treasurer : Dean, ATI.

Members :

1. Members appointed by the Executive Committee, not less than 7 and not more than 12 members.

2. Top officials (Puipate) of UPC of Mizoram
3. The sectional Pastor where ATI is located (i.e. Durtlang Section) shall automatically be an ATI Board member.
(46th Executive Committee, Resolution No. 31, Dated 3/12/2013)

8. Term of leaders

(Constitution Chapter, Part-II, Section 6/3)

- i) 5 years for Principal and Dean.
- ii) 2 years for Chairman and Board Members.

9. Authority, Status, and Responsibilities of the ATI Board:

- i) It is the governing authority in matters regarding theological education under UPC of Mizoram. (Constitution Chapter 2, Part 2, Section 6/2).
- ii) Determining session durations.
- iii) Fixing mess fees, admission fees, etc.
- iv) Preparing the educational frameworks (curriculum) and designing/preparing textbooks.
- v) Fixing the number of available seats.
- vi) Preparing the budget.
- vii) Seeking and deliberating ways for ATI's development, as well as preparing plans and proposals as needed.
- viii) Hiring guest lecturers as necessary.

10. Principal:

1. **The qualifications for Principal:** (Resolution No. 11 of the 40th Executive Committee, Dated 26.6.2011) have been amended as follows:

a) Must be an Ordained Pastor who is a graduate of ATI or possesses a theological background recognized by Mizoram UPC, with a good overall record during their studies, and having passed with no less than a 'first class'.

OR

Must be an Ordained Pastor who graduated from another Bible school recognized by Mizoram UPC with a 'first class' or above.

b) Must have served as a teacher at ATI or another Bible institution recognized by Mizoram UPC for at least five (5) years if part-time, or at least three (3) years if full-time.

c) If deemed necessary, the Executive Committee may appoint a Church Elder (Deacon) or a holder of a Ministerial License within the UPC of Mizoram as Principal. He shall have a theological background and are a graduate of ATI or a church-recognized Bible institution.

d) If appointed from among non-pastors:

i) If appointed from government employees, He/she must be a Group A officer with at least 5 years of service.

ii) If appointed from non-government employees who are Church Elders or License holders, he/she must hold a master's degree or above and must not be younger than 45 years of age.

2. Salary and other benefits of the Principal:

i) If the appointee is a serving Pastor, he will receive his regular salary and shall be entitled to a charge allowance as prescribed by the pay rules.

ii) If the appointee is a non-serving Pastor who takes up the post by leaving his/her current job, he/she will be paid according to the ordained scale and applicable allowances as prescribed by the pay rules.

iii) He/she will also be eligible for Medical Reimbursement and TA/DA like regular church employees.

3. Provisions for termination of the Principal:

i) The Executive Committee, if deemed necessary, may terminate the Principal at any time and transfer him/her to another suitable post.

ii) If the Principal was appointed from among serving pastors and is subsequently relieved, the Pastoral Board shall determine his posting, provided he is considered fit to continue serving as a pastor.

4. Method of appointing/selecting the Principal:

i) If deemed necessary, the Executive Committee may appoint or select any person other than a serving pastor who possesses the qualifications specified above.

ii) If the appointment is to be made from among serving pastors, the Executive Committee shall select or appoint from among those who possess the required qualifications to become the Principal.

5. Powers and status of the Principal:

i) He shall be a member of the Executive Committee.

(Constitution Chapter 2, Part-II, Section-2)

ii) He shall serve as the Secretary of the ATI Board.

iii) Under the ATI Board, he shall be the highest authority responsible for administering policies and maintaining discipline. Granting casual leave to ATI staff as necessary, as well as assigning duties to them will be his/her authority. Reports of leave granted to staff shall be submitted to the General Headquarters office.

iv) If he/she requires leave, he/she shall apply to the General Superintendent and inform the Dean.

11. Dean:

a) Eligibility and Appointing / Selecting Body:

(43rd E.C., Resolution. 17 on 14.6.2012)

Eligibility (Qualifications): He shall be appointed by the Executive Committee from among serving Pastors who have been ordained for at least three years.

Method of Appointment/Selection: Three persons shall be nominated, and the selection shall be made from among them by secret ballot. A candidate who receives more than half of the total votes cast in the first round shall be declared elected. If no candidate achieves this, a runoff vote will be held between the top two vote-getters, and the candidate receiving the higher number of votes shall be declared elected.

b) Status and Designation:

i) The management of ATI hostel and finances shall be taken by the Dean, who will be employed on a full-time basis.

ii) He shall serve as the Treasurer of the ATI Board.

c) Salary and Other Benefits:

As per pay and financial rules, he may receive a charge allowance and other benefits

d) Termination from Duty:

The Executive Committee may terminate/relieve the serving Dean from duty at any time if they consider his performance to be unsatisfactory.

e) Duties:

a) Under the guidance of the Principal, the Dean shall enforce discipline and manage administration as required.

b) All expenditure vouchers shall be counter-signed by the Principal and submitted to the General Superintendent for sanction.

c) Monthly financial statements of income and expenditure shall be prepared and submitted to the Principal.

d) Regarding any purchases unrelated to the mess, a list shall be prepared in accordance with the Principal's instructions, and approval from the Principal shall be obtained.

12. Lecturer:

1. Eligibility and Appointing Authority for Lecturers:

(G/A Resolution. 32 on 5.12.2013)

a) Designation of Teachers: Teachers at the Apostolic Theological Institute (ATI) shall be designated/called as "Lecturer."

b) The Pastoral Board shall be the authority to select/appoint serving pastors to work as full-time ATI lecturer(s).

c) Eligibility for Lecturers: Active ordained pastors of UPC of Mizoram or individuals recruited through an interview process are eligible. When recruiting a non-pastor as a full-time lecturer, the Recruitment Board shall conduct the interview, and approval must be obtained from the Executive Committee. If a candidate is hired from a non-pastoral background, they must possess the following qualifications:

i) For Theology Subject Teachers: The candidate must be an ATI graduate or hold a Bachelor of Theology (B.Th.) degree and must also hold at least a graduate-level degree in general education.

ii) For Other Subject Teachers: The candidate must hold a Master's degree in the specific subject they will teach.

d) Salary and Other Benefits:

Lecturers shall receive salaries and benefits as laid down in the UPC of Mizoram Pay Rules. If a lecturer hired under Serial No. 12: 1(c) above is a serving pastor, they will continue to draw their existing salary scale. However, if recruited from a non-pastoral background, their salary scale shall start at the pay scale of non-ordained pastor.

e) The working conditions and duties during non-session periods shall be arranged through consultations between the top officials (Puipate) and the Principal.

2. Duties and Status of Lecturers:

a) If a lecturer requires casual leave during a session, he shall apply to the Principal. Other types of leave shall be applied for through the Principal to the General Superintendent.

b) During non-session periods, work and ministry shall be carried out according to the plans agreed upon in consultation between the top official (Puipate) and the Principal.

c) During a session, lecturers shall not accept or participate in programs that require skipping classes without the prior consent of the Principal.

d) Lecturers shall serve as Church Committee members in their residing local church and voting delegates (business delegates) to the Section and Area Conferences within their jurisdiction; however, attendance at these meetings shall not be mandatory or expected.

e) A lecturer shall not impart any teachings to the students that are unsafe for the church and the students, or that violates the doctrine and guidelines of the church. If anyone fails to abide by this rule and teaches such things, or creates a negative atmosphere in their local church, section, or area or supports those who do so, the Principal shall report the matter to the appropriate authorities so that disciplinary action may be taken against them.

13. ATI Academic Committee:

The Principal shall serve as the Committee Chairman, and the Dean shall serve as the Secretary. The members shall consist of the ATI Lecturers. The duties and responsibilities of this committee are as follows:

- i) Matters regarding student admissions.
- ii) To establish an Alumni Association to bring together and utilize all those who have graduated from ATI.
- iii) Planning and taking initiatives for the implementation of a Mentoring Cell.
- iv) Formulating arrangements and plans for skill development programs.
- v) Having authority regarding matters concerning examinations.
- vi) Having authority regarding student disciplinary matters (e.g. expulsion).
- vii) Having authority over the management, upkeep, and modernization/upgradation of the library.

14. Procedure for the admission of students to ATI:

a) The ATI Academic Committee shall select the students for admission.

b) An applicant seeking admission for Bible studies at ATI must be completed 18 years of age.

c) Applicants must properly complete the prescribed application form and obtain recommendations from their local church and sectional committees. The application must be submitted to the designated authority within the deadline, accompanied by photocopies of required educational certificates and proof of date of birth (birth certificate or baptism certificate).

d) Individuals who used to chew or smoke and consumed intoxicating products are not eligible to apply.

e) Applicants who are divorced for reasons other than death, marital infidelity, or God's covenant grounds shall not be allowed admission until a period of 2 years (24 months) has elapsed from the time of their divorce.

f) Individuals who have committed violations of church discipline or civil/community laws shall not be permitted admission until 2–3 years have passed since their restoration from disciplinary action.

g) The educational qualification required for entry into ATI is HSSLC (Higher Secondary School Leaving Certificate) or above. However, candidates who have not passed HSSLC but hold a Graduate in Theology (G.Th.) or equivalent degree from ATI or another recognized theological college shall be treated as having qualifications equivalent to HSSLC. Cases involving applicants from foreign country shall be determined by the Academic Committee as deemed necessary.

h) If an applicant is selected for admission to ATI, all required fees must be paid in full at the time of admission.

i) An admitted candidate who fails to adhere to the requirements and rules specified in the ATI prospectus may be expelled at any time through the authority of the Principal.

j) Former ATI students who took a gap of 1 or 2 years, as well as those entering higher classes, must fill up a renewal application form, obtain recommendations from their local church and section committees, and submit it within the stipulated deadline.

k) Admission is not restricted to members of UPC of Mizoram; any individual who wishes to study the true Word of God and agrees to abide by church discipline and the ATI prospectus may be granted admission if deemed eligible by the Academic Committee.

l) Any student previously admitted to ATI who is expelled due to disciplinary violations before completing the three-year course shall not be allowed re-admission until 12 months have passed from the date of expulsion. If they re-apply after 12 months, the decision regarding their re-admission shall rest entirely with the ATI Academic Committee.

15. Selection Process for ATI Candidates:

a) Instructions for Applicants:

i) Applicants must bring their original educational certificates and proof of date of birth at the time of interview.

ii) Applicants shall sit for a written examination, and those who qualify in the written exam will be called for an interview.

iii) Applicants must dress as smartly and formally as possible for the interview.

iv) Applicants who fail to appear at the scheduled interview time will not be granted a separate interview slot (however, the Interview Board may make special provisions for those unable to attend due to valid some circumstances).

b) Procedure for Personal Interview:

i) Each Interview Board member shall have 10 points to grade applicants based on their assessment and must award no more than 10 points and no less than 5 points.

ii) Candidates may be questioned regarding their pass personal background, current activities, and reasons for applying.

iii) Questions will be asked regarding their involvement in church activities and their motivation for joining ATI.

iv) Following the interview, any available confidential background information regarding the candidate will be investigated and presented to the board members.

v) At the end of the interview process, the marks given by each member will be totalled and combined with the written test results. Selection will be made in order of merit starting from the highest scorers, up to the required intake capacity (not exceeding the number of available seats). If deemed necessary, the Interview Board may prepare a panel list (waiting list).

16. Session and Course Duration:

The duration of study at ATI shall be three years (3-year course), and the academic session for each year shall be as determined by the ATI Board.

17. Awarding of Degrees to ATI Graduates:

Students who successfully complete the three-year course at ATI shall be awarded the Bachelor of Theology (B.Th.) degree.