

HUNTER CHRISTIAN CHURCH

Equip Bible School



Equipping the saints for the work of the ministry

Eph 4:12

STUDENT HANDBOOK

Contact: 0401 420 919

Email: bibleschool@hcc.org.au

On-line: www.hcc.org.au

Hunter

Introduction

The Student Handbook explains what to expect of Equip Bible School and what will be expected of you.

The Handbook contains the Student Code of Conduct which forms part of the Enrolment Contract. As well as Bible teaching, the school is concerned with the personal and interpersonal disciplines essential for success and fruitfulness in life and ministry.

Students are expected to approach all the requirements of the school in the spirit of excellence and faithfulness. Great value is placed on the fruits of the Spirit and godly attitudes of heart such as servanthood, respect and courtesy. As well as reflecting the discipleship component of the school, these expectations create a positive and enjoyable learning environment for all students.

Vision and Purpose of Equip Bible School

Vision

To equip believers to grow in their relationship with God and fulfil their ministry calling, in the power of the Holy Spirit, through a deeper understanding of the Word of God.

Purpose

- To facilitate a greater understanding of the Word of God in such a way that it becomes a living revelation, able to empower, nurture, correct, instruct and produce fruit.
- To present teaching that is consistently and rigorously Bible-based.
- To provide a forum for discipleship for those who desire to find and fulfil their ministry callings.
- To focus on content that is applicable more so than purely intellectual.

- To provide the opportunity to process information through both interactive discussion and personal reflection.
- To operate within a format that is disciplined and systematic, making the most of the time available and aligning with the goals of maturity and discipleship, by extension requiring some discipline on the part of students.
- To offer extremely high accessibility to students, achieving many of the advantages of a Bible college while avoiding many of the disadvantages in terms of costs and commitment that is long-term or interferes with work/family life.

Student Code of Conduct

Attendance Policy

Bible teaching, especially when dealing with more challenging or complex topics, is like building a house. The structure is put in place step by step, with each step making the next one possible.

Missing certain stages of teaching on any given topic can lead to a faulty foundation. This can lead to misunderstandings and more confusion than hearing nothing at all!

Non-attendance is a particular issue with regard to the discussion time, as this beneficial time cannot be made up later. It can also negatively impact on small group dynamics, as they rely on the fellowship and contribution of each member.

For these reasons, attendance is expected to be, within reason, a non-negotiable part of the four-week commitment for a given subject, with the Certificate of Completion requiring a minimum attendance of **no less than three** out of the four classes for each subject.

Non-attendance for trivial reasons may affect acceptance for enrolment for future courses.

Students who miss classes for any reason are required to listen to the recording of missed classes and fill in an attendance slip (available from the Class Leader) and give it to the Registrar.

It is the student's responsibility to check whether any homework has been missed and complete it.

Known Absences Prior to Enrolment

The allowance for absence is to provide a level of flexibility in the case of illness or unforeseen obligations that prevent attendance; ideally all classes will be attended.

If a student is **already aware** of an event that will require him/her to be absent for **more than one** of the four evening classes of a given subject, they are asked not to enrol for that subject.

Punctuality

Like attendance, punctuality is an important part of the enrolment commitment. Latecomers not only disrupt both teacher and students but miss part of the teaching.

It is expected that students will arrive at least a few minutes before the beginning of class in order to be seated and prepared when class begins at 6.50pm.

If a student is late he/she is to enter class as quietly as possible. If the student is more than ten minutes late (i.e. arrives after formal teaching has commenced at 7.00pm) they will need to get a late slip from the Class Leader at the break time. This is to be handed in to the Registrar.

It is understood that there may be unavoidable causes of delay at times. However, persistent lateness will not be considered acceptable.

If work or other commitments are likely to result in frequent lateness, students are asked to discuss this with the Director.

Recording of Lectures

A link to access recordings of all classes will be made available to students for each subject. Students may also choose to make personal recordings.

All recordings are strictly for **personal use only**. They are to provide students with the benefit of being able to review material, take notes at a slower pace or to catch up on missed lessons.

Recordings are **not permitted** to be kept permanently. They must be **fully deleted by the beginning of the following term** of study, whether the student is re-enrolling or not.

The privilege of being able to record lectures is not always accorded in Bible schools and students are asked to be careful to comply with this policy.

Access to this recording will be made available through a link sent via email prior to each subject.

Mobile Phones

Phones are to be set to silent or vibrate and only checked in break time.

Students are asked to bring and use a Bible in book form rather than using a Bible phone app.

Group Discussion

The purpose of the group discussion time is to allow an opportunity to process new information, express its personal impact or possible application to life, and benefit from the insights of others. It has the added advantage of building relationships and promoting a sense of learning and growing together in community.

In order to ensure positive outcomes from the discussion time, all students will need to be aware of and follow the Group Discussion Guidelines.

Group Discussion Guidelines:

1. Remain aware that people feel comfortable with different communication styles and ways of processing information. While some enjoy thinking out loud, others prefer to think and listen before speaking. Aim to appreciate the different styles while also making room for contributions from every group member. Those who prefer to listen rather than speak may do so.
2. In any group, it is to be expected that a variety of doctrinal stances will be represented, which may at times undergo challenge or questioning in the discussion process. All group members are asked to approach the discussion points in the spirit of discovery and adventure, with a willingness to make fresh assessments in the light of God's Word. An open and teachable heart will be a great blessing to both the individual and to the group.
3. As the discussion group undergoes the process of grappling with new concepts it is vital to remain aware of the basis or source of our truth. It is natural to look back on previous experiences or teachings and find ourselves drawing conclusions from these sources. However, the Bible teaches that only the Word is a lamp to our feet and a light to our path. Experience and tradition will often contradict what God has to say! It is very important to remain aware that the Word of God, rather than experience or tradition, is to remain the yardstick for all discussion.
4. Stay on task. Do not bring up issues that are unrelated to the current discussion topic, as the time is very short.
5. Be respectful of others' feelings and ideas. Be patient, courteous, and kind.
6. If any personal information is shared, it is not to be communicated to others outside the group without permission.

At times, discussion may be replaced with group learning activities designed to match the subject matter, or individual students may be invited to share a testimony.

Procedures

Initial Enrolment

1. Prospective Student
 - * Reads Student Handbook
 - * Signs Code of Conduct
 - * Submits Application Form
2. EQUIP sends **Acceptance of Enrolment** via email.
3. Student pays term fees.

(No payment of fees until Acceptance of Enrolment received please)
4. EQUIP sends **Confirmation of Enrolment** via email.

Re-enrolment

Students who have previously enrolled need only to pay their term fees by the due date to re-enrol.

Recently enrolled students who have not yet paid fees two days before the due date will be asked to indicate their enrolment intentions with a simple 'Yes' or 'No' via email. A prompt response to this request is of great service to streamline Equip's administrative procedures.

Certificate of Completion

The Certificate of Completion requires a minimum attendance of **no less than three** out of the four classes for each subject. In certain, limited cases this requirement may be waived upon personal application to the Director.

Where students are not able to attend class, they are asked to access the recording and set aside quiet time to listen to it in its entirety.

To fulfil the requirements to receive the certificate, it is essential to **inform the Registrar** via email that the missed class has been listened to.

Attendance and listening to each of the 4 sessions of teaching comprises 60% of the mark for each subject, and is essential to receive the Certificate of Completion.

Failing to attend or listen to each of the 4 sessions in a timely manner will result in the student not receiving the Certificate for that particular subject.

The remaining 40% of the mark is comprised of the Reflection and Review Task (see below).

Reflection and Review Task

Each subject will include a Reflection and Review Task, completion of which will comprise 40% of the total mark for each subject.

The Reflection Task: 20% of final mark

This will consist of a personal, written reflection on set topics.

These may be as short as a few sentences or as long as the student wishes. The focus is not on literary ability but the opportunity for the student to engage actively and individually with biblical principles.

Students may wish to purchase a journal to keep their reflections across a number of subjects in the one place.

The Review Task: 20% of final mark

This will consist of a short answer worksheet designed to help students process and engage with the content of a given subject.

In most cases, time will be made available to work on the Review Task in the Discussion Group time.

If any student has a disability or other issue that makes completion of the tasks difficult, please inform the Registrar as soon as possible so suitable provision can be made. This must be done well *before* any due dates for tasks.

The Reflection and Review task will generally be due the Monday following the completion of the subject.

Handouts

Task sheets, class notes and other important material will be handed out in class from time to time, which may not be available after this time.

If students are absent they may collect this material from the Class Leader.

Chair/Table and Tea/Coffee monitors

All able students will need to be on a roster to come early and stay late to set up chairs/tea and coffee (in M3) and pack everything up afterwards.

Student Feedback

Students are welcome to share positive feedback, air concerns or make suggestions for improvement on any aspect of the course to the Registrar or the Director in the 20 minutes before class or via email.

On the last evening session of each term, students will be given the opportunity to give written feedback about their experience.