



Capernwray New Zealand



THE LIFE FILE

STUDENT HANDBOOK
AUTUMN 2010

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Monavale Homestead

We trust and pray that your time here will be the best it could possibly be. There are many areas of life that will be touched on in the next twenty or forty weeks, and we believe that the consequences of this special time in God's Word will have its impact on you for the rest of your life. To help you to get the best out of your time here, we have put together this LIFE FILE so that the truths you discover and the skills that you begin to learn can be continued long after you have left.

The courses are entitled:
Certificate in Bible Training and Preparation for Christian Service

The course outlines and expectations found on the following pages are not designed to mould you into a strict pattern or system, but rather to help you make the best use of your time here, and to relate what you do here at Capernwray with what you are likely to be involved with in the coming months and years

Ma te Atua koe e manaki

(Maori for 'May God bless you')



ABS Lodge



The Crossing



Capernwray New Zealand - The Main Thrust

The establishment and development of the ministry of Capernwray has unique features that have become incorporated into the ethos and essence of the work. This philosophy is not mere nostalgia nor perpetuation of a personality but are founding principles that have become 'owned' by succeeding generations of leaders and staff generally.

The **Main Thrust** of what we consider to be the message entrusted to us as we teach, preach and share about Jesus, that we want to maintain as long as we remain as Torchbearers has been stated in the words of our Founder, Major W. Ian Thomas:

1. Truth is as timeless as God Himself, it never changes. It may be forgotten, neglected, perverted, opposed, rejected, counterfeited or displaced, but it never changes. It is not an emphasis, a concept, a Party-line, nor merely an option, it is an imperative!
2. God created humanity in such a way that the presence of God as Creator within a person as creature, is imperative to their humanity. Mankind in normality is to be distinguished from the animal kingdom by a quality of life and behaviour, that can have no possible explanation apart from God Himself in a person.
3. This fact is truth. It is not subject to debate or dialogue, it is not an option to be offered, it is a fact to be proclaimed. Truth does not evolve over the years, any more than God evolves or Christ evolved.
4. In assuming our humanity, the Lord Jesus Christ as Creator chose to play the role of Creature. As the God who made mankind, He chose to be the kind of humanity that He as God had made. In declaring that He in His humanity without the Father could do nothing, Christ demonstrated the truth that has always been true, that we in our humanity can do nothing without Him; that the Father as God, then, was as indispensable to Christ in His humanity, as Christ as God now, is indispensable to us in our humanity.
5. To recognize this and to practice the principle is the nature of true repentance, and without true repentance there can be no true faith. For true repentance compels us to be totally dependent upon the Father. Christ then can do the work in us as the Father then did the work in Him, and we let all God loose in the world, not then just the sky, but God Himself is the limit.
6. This gives an entirely new dimension to our understanding of the Gospel and the remedial measure it proclaims. Not just that in the redemptive act Christ died for us, but that in the regenerative purpose of God, Christ rose again from the dead to live His Life in us. Thus, by Apostolic proclamation: *'if Christ be not risen, then is our preaching in vain, and your faith also is in vain... ye are yet in your sins!'* *The Resurrection is at the very heart of the Gospel, through which we are born again.* (1 Cor 15:14-17, 1 Peter 1:3).
7. Any departure from this truth is a corruption of the mind and has its origin in the subtlety of Satan. It is a departure from the 'simplicity which is in Christ'. Were the time to come when by mutual consent the members of the Fellowship of Torchbearers were to depart from this which is the true substance of our faith, then God would have written over the Fellowship, as over so much else of what purports to be Christendom, the word 'ICHABOD', the *'Glory is departed'* (2 Cor 11:2-3; 1 Samuel 4:21).
8. The Lord Jesus Christ established the fact that our spiritual union with Him, as He was in spiritual union with the Father, is the true and ultimate basis of all evangelism, missions, and church planting. *'The world will know and the world will believe', said the Lord Jesus, 'that the Father has sent Me, when they are in Us as I am in thee, Father, and I am in them as Thou are in Me.'* (John 17:21-23).

Course Information

COURSE NAME:

'Certificate in Bible Training and Preparation for Christian Service'

STATUS:

This course is registered with the New Zealand Qualifications Authority (NZQA) and Capernwray is Registered as a Private Training Establishment (PTE) with approval to offer this course.

GENERAL COURSE OUTLINE:

- i. Students will be able to demonstrate a good knowledge of the Bible. This will include general overviews as well as more detailed knowledge of specific books, themes, doctrines and characters. The students should be able to study the Bible effectively for themselves after the course and be able to teach others in small study group situations. They should also be able to demonstrate the relevance of the Bible for today's world cultures and defend its importance in an apologetic sense.
- ii. Students will be able to demonstrate personal spiritual formation. This forming of Christian character will be shown in their response to community living in an international setting. They should be able to offer a stable life-style and a mature understanding of human nature and God's purpose for humanity. They should display respect of others and a servant attitude to others.
- iii. Students will be able to demonstrate an ability in a range of ministry skills: they should be able to present a clear personal testimony to their commitment to Christ; they should be able to lead another person to understand how to become a Christian; they should be able to encourage another Christian in their spiritual formation (Discipleship); they should be able to participate effectively in a range of ministry programmes (eg evangelism, youth work, Sunday school teaching, etc); and they should be able to understand the purpose of the Church and be able to contribute to the life of their Church on completion of the course.
- iv. Students will be able to demonstrate a basic understanding of the world of missions. The students should have a basic knowledge of the Biblical basis of missions and an understanding of some of the issues involved in cross-cultural missions. The students should also have a knowledge of a variety of mission organizations. This is accomplished through various mission agency representatives presenting their respective organizations work.

Orientation Programme and Support Services

ORIENTATION

The first week of school will be orientation which will cover the following:

- Introductions to courses and programs.
- Guidelines and principles.
- Occupation, health and safety operational matters.
- Week 1 and Week 2 Timetables for Orientation Programme - see handouts.

SUPPORT

- The Principal, Pastoral Dean, and other staff are available at all reasonable times.
- Pastoral support can be received through the local church that each student attends.
- Staff/Student family groups meet weekly.
- Discipleship groups meet on a weekly basis.
- Support is also given by the Board of Trustees and other stakeholders.
- We have a grievance procedure (see page 12 and pages 23-24).
- There are several staff members living on campus.
- Staff will direct students to specialized external resources (e.g. counsellors) when this is requested.

RECOGNITION OF PRIOR LEARNING

The courses here are considered foundational and therefore there is no formal recognition of prior learning. However, any previous study completed will enhance your studies here as it is designed to be intensive and applicable to a wide range of further Biblical study or vocation.

Course Expectations

There are a number of components that make up the 'course expectations' of the Certificate in Bible Training and Preparation for Christian Service course offered here at Capernwray. Some are very explicit and others more implicit. We recognize that each student will have their own expectations and particular areas of focus and we are committed to help these be realized as much as possible. However, the main course expectations and areas of assessment are as follows:

ACADEMIC

Students are expected to meet the basic academic standard of the course. This means completing the assignments set satisfactorily (see assignments sheet). Grades are given as a means of giving students some measure of their achievement (see assessment sheet). However, in order to pass, students will need to complete a set number of assignments. Students should not confine their academic work to the assignments only, lecture notes should be reviewed regularly and personal study pursued beyond the prescribed requirements. Any student who fails to hand in two or more assignments upon due date will automatically receive an audit.

PRACTICAL MINISTRY

Students have a number of practical ministry opportunities. Some aspects of these are formally assessed and graded. Others are assessed by observation and feed-back from third parties (eg other students, church leaders etc). Areas that contribute to the overall assessment include Preparation, Presentation, Teamwork, Attitude, Leadership potential etc.

ATTITUDINAL/BEHAVIOURAL RESPONSE TO COMMUNITY RESPONSIBILITIES

A very important part of the course here is the opportunity to practise the principles of the Christian life!

There are many demands and restrictions (and benefits!) living in a community like this. We see this as part of the training and excellent preparation for ministry at every level. Part of the assessment therefore is observed attitude to people, responsibilities and discipline.

FINAL ASSESSMENT

The final assessment that will be recorded on your transcripts and certificates, based on all of the above, will be one of the following:

- **Fail** - failed to comply with required standards of achievement.
- **Audit** - attended, but completed insufficient.
- **Pass** - satisfactory completion of standards of achievement.
- **Merit** - surpassed expected completion of standards of achievement.
- **Distinction** - excellent completion of standards of achievement in all areas.

Guidelines on Assessment

GENERAL PRINCIPLES

- The assessment is intended to be part of the instruction and so includes comments as well as the particular grade
- The students are not assessed against each other, but on an individual basis taking into account the factors mentioned below:

GRADING SYSTEM

A+	Superlative Quality	Superlative standard of work on all criteria
A -	Outstanding Quality	All criteria mastered in an outstanding treatment
A-	Superior Quality	Major criteria addressed in a superior treatment
B+	Very Good	Major criteria addressed in a very good treatment
B	Good	Most criteria addressed in a good quality treatment
B-	Satisfactory	Many criteria covered in a satisfactory manner
C+	Adequate	An adequate standard achieved in some of the criteria
C	Acceptable	Considered competent but limited quality of treatment / gaps in criteria
C-	Marginal	Borderline coverage and treatment of criteria
D	Not Yet Competent	Inadequate standard and coverage
F	Fail	No submitted assignment

FACTORS TO BE TAKEN INTO ACCOUNT:

- Length of time at Capernwray (ie the students' standard will be improving as the term progresses, allowance should be made at the beginning of their School for this).
- Ability in English is considered. This should not be allowed as an excuse for poor work and all students are required to have a basic ability to read and write in English, but is nevertheless taken into account in assessment (ie extra time required for reading etc).

ASSESSMENT APPEAL SYSTEM

1. A student may approach the assessor informally and ask for a review of an assessment given and/or clarification of reasons for it.
2. A student may submit in writing a request for a review of an assessment and clarification of the reasons for it. The assessor must respond in writing.
3. A student may appeal to the Principal for an independent assessment. If the Principal is the one originally assessing he will withdraw from this independent assessment. The assessment of the Principal will be in writing and will override the original assessment.

A student may further appeal to a member of the Board of Trustees who will broker a meeting between the assessor and the student if so requested.

Guidelines on Assignments

PRINCIPLES

- The present programme is based on over 50 years of experience in offering an international Bible School and meets the minimum of NZQA's recognition of a 'full-time' course.
- This programme is clearly outlined in the prospectus and application forms, which students view before enrolling. A student's enrolment states that he/she is agreeing to abide by the programme.
- All assignments and due dates are determined by the Principal.
- Assignments are not intended to be competitive and students are encouraged to work together in completing assignments. You are encouraged to discuss them in your families and discipleship groups.
- Success in assignments will not automatically mean success in the overall purpose of the course, but it is likely to be some indication of it.
- Assignments will vary quite considerably in nature - this is to provide for a variety of learning styles.
- **NO EXTENSIONS OR EXEMPTIONS** are to be given on any assignment without direct consultation with the Principal.

PURPOSE

- To reinforce the teaching programme and give opportunity of further detailed study of subjects covered in class.
- To give credibility to the course in the eyes of churches, missions, other training institutions etc.
- To act as an incentive for students to study and gain maximum benefit from the course.
- To give students some evaluation of their academic progress through the course.
- Many assignments should be useful long-term resources that can be used outside of Capernwray - particularly in church/mission situations (eg Bible study outlines etc).

PRACTICALITIES

- Assignments will vary in length of time required. Generally speaking the weekly assignments should take approx 3-5 hours. Others (eg study papers) will take much longer.
- It is recommended that you organize your time ahead as to when you will work on assignments. It is good to get into a regular study pattern including a regular place (room, library, or lecture room).
- The assessor will return your assignment within one week of submission.

Guidelines on Discipleship Groups

DISCIPLESHIP – PROGRAM

GENERAL PURPOSE

- To give an opportunity to provide 'pastoral' care and personal spiritual growth for students.
- To offer whatever resources the leader can in terms of helping the student with their studies and personal growth.
- To be a first level approach for discipline and accountability to the course and community living.
- To be a means of knowing student's personal background and circumstances more effectively.

FORMAT

- Each staff or local Christian will be assigned a select number of students (male with male; female with female).
- Each group will meet every Thursday morning (11:50 – 12:35) or other agreed time.
- All meet together for the first three weeks; after that staff may meet with students as a group or individually.
- A discipleship group will primarily take place as a group or one to one meeting in private but may also be extended into any social setting e.g. going out for coffee, walking; or other free time.
- It should normally conclude with a time of prayer.

SUGGESTED AREAS TO BE COVERED

- Relationship to the Lord.
- Personal and family needs.
- Progress/difficulties in studies and assignments.
- Relationships to home church/fellow-students/staff.
- Local church and ministry involvement.
- Areas of possible gifting or ministry in the future.
- Supervision of Life File.

SPECIFIC GUIDELINES

- All conversations are to be treated confidentially as required by the Privacy Act.
- Be natural and let the relationship establish itself over time.



General Guidelines

GUIDELINES ON CLASSROOM BEHAVIOUR

- Come prepared in your heart to concentrate and learn all you can.
- Be punctual - i.e. 5 mins early.
- Be courteous to the lecturer and fellow students in the way you sit (if you look like you mean business, you probably will!).
- NO food to be brought into the lecture room during lectures (drinks in sealed containers are permitted).
- Lap-top computers may be used in class (to record notes only).
- No mobile phones / iPods to be brought into the classroom.
- Footwear must be worn to all lectures, as well as in all buildings.
- Reasonable standard of dress (refer to dress code).

GUIDELINES ON DINING ROOM BEHAVIOUR

- Grace and dismissal will be led by a staff member, or the student designated for tea devotions
- Welcome any visitors
- Avoid getting up from the tables during the meal (only those with a duty should be walking around)
- Be considerate of others in the amount of food you eat (ie be Christ-like!)
- Reasonable standard of dress. Footwear must be worn to all meals.
- Please keep the noise level down as much as possible.
- Be punctual - i.e. 5 mins early.

GUIDELINES ON MONDAY DEVOTIONS

- Prepare well in advance (ask for help from staff/students).
- Choose a passage of Scripture and give its relevance to us today. Your talk should be from 10:40am to 10:50am.
- Open and close in prayer.
- Staff will give an evaluation of your devotion, if you request it.

GUIDELINES ON PRAYER TIMES

- Take the opportunity to get used to praying out loud. Pray in your own language if you wish.
- Use a prayer list for reminders of things/people to pray for.
- Start by praying with your roommates on a regular basis.

Principles and Practice

GENERAL PRINCIPLES

- This place belongs to God, not people, so please remember that in all manner of conduct and attitude.
- Because God has chosen to establish this place, it is a place that should be a testimony to Him. Our first witness is to our neighbours. Please consider them in the light of this.
- Being interdenominational and involved in a variety of churches in the community, we need to accept and respect differences in the doctrinal emphasis and forms of worship whilst recognizing our oneness in Christ overall.
- Being international, we represent several cultural and national identities. These should be observed as a source of enrichment and care taken not to belittle or degrade.
- As befits a place honouring to God, we need to be above reproach in all things. We therefore observe strict segregation in the sleeping quarters. No guys in girls rooms or vice-versa for any reason whatever. Violation of this will automatically incur serious discipline (suspension or dismissal).
- Living as a family in a close community over an extended period of time will require thoughtfulness and courtesy for others. *Rom 15:5-7 "May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus, so that with one heart and mouth you may glorify the God and Father of our Lord Jesus Christ. Accept one another then, just as Christ accepted you, in order to bring praise to God."*

Infringement of these general principles and the detailed regulations that follow will incur correction and penalty from the Principal and staff. Clear disregard for them could lead to dismissal.



Specific Rules

"Who is wise and understanding among you? Let him show it by his good deeds done in the humility that comes from wisdom." James 3:13

"Therefore, whether you eat or drink, or whatever you do, do all to the glory of God." 1 Corinthians 10:31.

The rules are specifically designed for **students** living here at Capernwray and are **part of the training component of the course**. They represent the standards appropriate for a Christian community and courses that are preparing people for Christian life and service & employment. They will require surrender of normal freedom and personal choices but it is for a set season and a unique opportunity to learn to live without the usual distractions and demands of everyday life.

Remember the conditions of enrolment which you signed when applying to the school:

"All students are expected to devote themselves unreservedly to their studies in lectures and study periods and to conform willingly to the time table through the whole day. Punctuality and co-operation are essential for the well-being of the whole student body and for personal discipline...If for any reason you feel unable to conform to our Conditions of Enrolment please do NOT enrol."

Keep in mind that the purpose of the school and nature of the courses make these guidelines, which will offer the best conditions for disciplined study, necessary. One main purpose for "rules" and "disciplinary procedures" is for the developing of character and forming an ethical foundation upon which to operate in life. We request that your conduct reflect your commitment to Christ and reveal your expressed desire to learn of Him and His Word.

DISCIPLINARY PROCEDURE

"No discipline seems pleasant at the time, but painful. Later on however, it produces a harvest of righteousness and peace for those who have been trained by it" Heb 12:11

Disciplinary procedure is exercised at a number of levels.

The progression is generally as follows but the Principal may enforce these at his discretion.

- Staff, returning students and student representatives are called upon to remind students of the principles that are to be followed and the duties that are to be completed.
- If students break a rule and/or fail to meet the requirements stated in the Life File, Staff are required to confront students and if necessary notify the Principal in writing.

The following Accountability Structure is followed:

- **Spontaneous correction** – this will constitute the bulk of the discipline and will not require a disciplinary slip.
- **Interview + accountability/written commitment** – if there is repeated failure to adhere to rules, expectations then a disciplinary slip can be submitted which will be followed up by an interview by the Principal. The accountability may include asking a staff person to hold the student accountable or a fellow student. Alternatively, the Principal will require a written commitment by the student that they will adhere to the rules/ guidelines expected.
- **Official warning + compusing** – if failure to abide by rules and expectations persists then an official warning will be given in writing and probably compusing or other loss of privilege, extra duty or assignment.
- **Suspension + letter to parents or sending church** – continued or serious matters will incur suspension and a letter to parents or sending church.
- **Dismissal** – either as a result of accumulated refusal to conform to rules and guidelines or as a result of a particularly serious misdemeanor, a student will be dismissed.

MORAL CODE

- As stated in the application information and signed by students on application 'smoking, alcohol, and drug taking are forbidden at all times' (this includes time off campus, week-ends and term breaks.) This is to preserve our integrity in the community and to demonstrate our willingness to consider others first (*1 Corinthians 10:23-24*). It is also forbidden to attend 'night clubs/bars/pubs' etc., while attending the school. Again this is to avoid confusion, offence and to maintain a long-term witness.
- As stated earlier, we expect wisdom and wholesomeness in all relationships and the development of an exclusive relationship must be discussed with the Principal. Physical contact, (e.g back massages, long embraces etc) is not permitted. Students are not permitted to travel with a member of the opposite gender during the weekends or breaks, without the Principals permission (mixed company as a group is fine).

DRESS CODE

- We like to allow as much liberty and personal choice as possible, but also ask students to take into account the sensitivity of living in a close community and the reputation given as a Christian institution. Please therefore err on the side of caution.
- Students are required to dress modestly (*1 Tim 2:9*) regardless of prevailing fashions and particularly as an expression of having 'died in Christ' and so only wanting to draw attention to Him and not themselves. An important example of this is when using the swimming pool or sunbathing.
- Students are not permitted in the Orangery wearing pyjamas/dressing gowns. Please note the conditions contained in the application form clean, 'neat and tidy as being worthy of a Christian who wants to glorify the Lord Jesus Christ, and of a Bible School dedicated to this purpose.'
- Styles: All students should dress with discretion no matter what the prevailing fashions in a non-Christian society. Students are not permitted to wear facial or visible body piercing, and will be asked to remove them on arrival (reasonable earrings and nose studs are acceptable ie small, single rings and or studs, no 'stretching' of ear lobes). Students are expected to keep their hair clean, tidy and well-groomed, and men's hair at a reasonable length. New styles, hair colour, (hair dye and bleach damages the effluent system) body piercing and tattoo's will not be permitted once school has commenced, or in any break period.

LECTURES & STUDY

- Attendance at lectures, work day or ministry meetings is compulsory. The only reason for absence is serious sickness or a ministry commitment. (Please make doctor's appointments outside lecture times, work afternoon etc.) Punctuality is essential and shows due respect to the lecturers and fellow students. A bell may be rung to help with this but please exercise personal discipline.
- Designated study times are: 2:00 - 4:00pm, Mon-Tues, Thurs-Fri & Wed 7:15 - 8:15pm.
- Only drinks (in sealed bottles) may be taken into the lecture room. The lecture room is a designated study area, so needs to be kept quiet at all times. Students are encouraged to study either in their rooms, the library, the computer room, the lecture room or the seminar room. It is strongly recommended that you establish a set routine and use the afternoon study time for reviewing lecture notes, completing assignments, preparing for ministry responsibilities.

DUTIES (*1 Corinthians 10:31*)

As stated in the brochure, students will be responsible for daily duties and instructions are on the notice board next to the mail boxes and some designated areas. Tracey & Beth will be available for advice on duties and will check them regularly. Students not fulfilling their responsibility properly will be assigned extra duties and/or incur discipline.

WORK AFTERNOON

- Every Wednesday afternoon is allocated for work in the buildings and around the gardens. Hours worked are 2pm to 5pm. No phone calls are to be made or received between 2 pm and 5 pm. Please come dressed in suitable clothes
- Shoes must be worn and protective equipment will be provided by the supervisor where appropriate, this must be used at all times. Should any accident occur, please report this to the supervisor immediately or at the office.

MEALS

- All meals are compulsory except Friday evening, all day Saturday and Sunday lunch. You need to sign in for these meals at Friday lunch-time. Late changes need to be discussed directly with the kitchen staff.
- Punctuality is essential at all meals (a list is provided at breakfast for students to sign). Students need to be in the dining room by 7:30am. Breakfast finishes at 8:00am.
- No special meals will be prepared without prior arrangement. To save costs, milk is not to be used as a drink (students may purchase their own and keep it in the student lounge fridge).
- Please keep the noise level at a reasonable level. Footwear is to be worn to all meals.

Weekend meal times are:

Sat breakfast	8:00-9:00am Flexi Breakfast (students make a packed lunch)
Sat tea/dinner	5:30pm
Sun breakfast	8.00am (compulsory)
Sun lunch	1:00pm
Sun tea/dinner:	5:30pm (compulsory)

WEEKENDS

- Some weekends are taken up with various aspects of the programme (eg Breakthrough, ministry weeks) but students who wish to travel away on a week-end may do so with permission from the Principal or a Faculty member.
- You are required to fill out a permission slip and submit it to the office with a travel plan, and contact details to be away overnight. The form must be completed and submitted to the Principal or Faculty member by Friday morning and substitutes for duties arranged.

CHURCH ATTENDANCE

Students must attend a local Church on Sunday mornings. Students are assigned to a local church and must attend there for four weeks before requesting a change.

VIDEOS AND DVDS

- Capernwray is a unique opportunity to experience life without games/videos/DVDs etc., No DVDs, games or movies you brought with you are allowed to be played on Laptops, over networks or personal DVD devices except on weekends (before curfew). Rating guide is PG or M only movies and games. There is a selection of DVDs in the Library.
- Public Viewings on campus of hired DVDs and Videos is against copyright laws in New Zealand unless organised by the student committee and then approved by the Principal. No DVDs or video games may be hired from the local outlets.

MUSIC

- Due to the close proximity of living and study and working quarters, music is to be played at a reasonable level in your rooms and on Wednesday work afternoons and then only at the discretion of the supervisor. At other times students must use earphones/buds. Note the rules re music in the kitchen later.
- The piano in the homestead lounge may only be played during the afternoon. Please ask permission to use instruments that don't belong to you. Worship instruments can be played, and used carefully.

STUDENT VEHICLES

- Students that purchase vehicles must give a copy of the following to the office if you wish to have your car on campus: Registration papers, Warrant of Fitness, Insurance papers, and Drivers licence. All these must be given to the office within three days of your car's arrival on campus, (Registration and Warrant of Fitness are required by law before you can drive on New Zealand roads).
- Please note that licence restrictions in your home country apply here too. See Lejf, or the office with any questions.
- Students that wish to have a motorbike may do so but only with permission from the Principal and on the condition that other students do not ride it or ride as passengers.

STUDENT KITCHEN & LOUNGE

- Please keep the student lounge and kitchen tidy—don't leave dirty plates, cups, pans etc on the counter wash up after cooking, wash and dry your own coffee mugs etc. (Don't leave them for someone else!).
- Please put trash away in the bins and when they are full empty them in the industrial bin in the car park. If the student kitchen is left untidy it will be closed to students.
- Please respect the furniture in the student lounge it is for casual use but please don't abuse it.
- Cooled, bottled drinking water is available at any time in the student lounge. Filtered water is provided in the student kitchen. If the water bottle is empty please refill with filtered water from the tap outside the kitchen.

STUDENT BEDROOMS

- As indicated above, bedrooms are for the exclusive use of those allocated to it. (i.e. no changes may be made). Girls wanting to speak to guys or vice-versa may knock at the bedroom door but no socializing or loitering around the room please. NO guys in girls rooms or vice versa. Rooms are designed for a maximum of 4 occupants.
- Rooms must be kept tidy at all times. You are required to have your beds made and the floor cleared of personal belongings each morning before lectures begin. This will be taken note of each day by Tracey or Beth, with a full room inspection twice weekly. Your cooperation with this will be greatly appreciated so that when visitors arrive to look around, your rooms will be neat, clean and acceptable.
- Students should use linen bags for dirty clothes (plastic bags will be provided on request). This is a courtesy to fellow students and to visitors.
- Please do not hang anything or attach anything to the walls. Items may be attached to wooden surfaces with blue-tac but not sellotape or pins. Please do not stick anything on the windows.
- Please do not leave the lights on or doors open while not in the rooms to conserve energy. No additional heaters are to be used in the rooms. Please leave the window open a crack for ventilation. Always put boots and shoes on the rack provided and coats on the hooks. Please do not leave shoes outside the door or around the room on the floor (OSH Regulations). Please don't hang towels, sleeping bags etc, to dry outside the rooms. Do not hang anything on the fences and do not set up any tents.

STUDENT BEDROOMS continued

- Make use of the notice boards, cupboard space and drawers so the rooms are generally tidy for your room mates and visitors at any time. No furniture may be moved. No candles or naked flames are to be used in any rooms at any time. Students are not permitted to cook in their rooms.
- On every alternate Wednesday afternoon your sheets will be changed as a workday duty.

HOT WATER (Showers)

Hot water is a limited commodity so please keep showers to 5 mins. Please generally conserve water as much as possible.

WASHING

- The washing machines and dryers are available at any time (up to 10:00pm). They work on a token system. Tokens can be obtained from the office during regular hours. The costs are: washing: \$2-00 (soap provided) dryer: \$3-00.
- Please note that only Capernwray soap powder and bleach is to be used as this is compatible with our effluent system. Alternatively laundry can be done in Cambridge at Bubbles on Empire St for a cost.

MAIL

Incoming mail is available after lunch and will be taken down to the student mail boxes. Outgoing mail must be in the basket inside the office before lunch. Stamps can be purchased at the office. All mail must be have a stamp before dropping off to the office.

TELEPHONES

- The student number is (07) 823 0108 or 823 0208 (pre-fix 64 for international). Overseas students, please advise your parents and friends of the time difference. Students may not make or receive calls during lectures or work afternoon. For any advice or help with the phones please ask the office.
- To use the student telephones to call overseas you must purchase a call card. All local calls on the Student phones are free. Call cards can be purchased in town. Phone calls should be limited to 30 min only. Please look after the phone booths. No graffiti!

COMPUTERS & E-MAIL

- Use of the Student computers is permitted only after carefully reading and signing the Acceptable Use Policies for Computers and Email as distributed in Orientation Weeks 1 & 2.
- To Log on, use your full name without spaces – so Charles Spurgeon would log on as charlesspurgeon - and your password (please see Chris to set this up before you first log on)
- The Student computers are available for you to use predominantly for working on your assignments and to check your Capernwray email account (yourfullname@capernwray.org.nz).
- The software installed on the computers is sufficient for research and composition of Bible Studies and includes the Microsoft Office suite as well as Bible Explorer software.
- To access your email from outside Capernwray, please browse to the following address into any web browser: <https://mail.capernwray.org.nz/exchange>. Simply accept the certificate warning and then enter your username and password to logon to our Webmail.

COMPUTERS & E-MAIL continued

- You have a working area set aside for you to store documents on the Server both under your My Documents Folder and within the Student Resources area. Please use these storage areas considerably and for work only – if you need to transfer audio and video files please use a USB Drive as these can be accidentally duplicated many times on the Server taking up unnecessary Hard Drive space.
- Students are not permitted to use Staff computers unless having obtained prior permission from the Staff member concerned.
- The costs of computer, email, network and software provision is included in your Student Equipment fee.
- We also provide a Wireless Internet Access Point in the Coffee Shop (Solomon's Couch) for your use. This is available during Coffee Shop opening hours only and is a chargeable service. For any assistance in connecting to the Wireless, please see Chris.

PHOTOCOPIER, FAX MACHINE

- The photocopier in the Library is the 'Student Copier' and may be used when available. This is included in your student equipment fee. The staff photocopier is out of bounds to students at all times.
- To send faxes please bring them to the office and the office staff will take care of it. There will be a charge depending on how many pages and to which country.
- When faxes are received a card advising you will be put in your mail box. For photocopying or faxes, scrap paper may be used free of charge or office paper can be used at 15c per sheet. No Capernwray letter headed paper to be used.

OFFICE

- The Main Office is open from 12-35pm - 1pm and 2.00pm - 4.30pm Mon-Fri. We also have a safe and will look after your tickets and passports etc.
- All other offices are out of bounds to students unless meeting with staff.

KITCHEN

- The main kitchen is out of bounds. Permission must be granted by Dean, unless you are there for a duty. It cannot be used by students for personal cooking (use the kitchen in the student lounge).
- Please don't use the main kitchen as a walkway through to the Orangerie. Please do not use the entry by the offices to access the Orangerie.
- No equipment from the main kitchen is to be removed. Please don't sit on the bench-tops where food is prepared and served
- No open shoes in the kitchen as required by OSH Regulations.
- Music may be played during work-day or daily duties being done in the kitchen (eg food prep, washup etc) but only Christian artists may be used and the volume must be kept at a reasonable level.

THE LIBRARY

- The Redpath Library is God's gift to us for the purpose of research and pursuing Biblical truth. Reference books (dictionaries, concordances, commentaries, etc) are not to be removed from the Library. Students are to check out only 2 books at a time for two weeks. Lost books will incur a replacement fee (\$30). If the book is taken out under your name then YOU are responsible for the book. Please replace the book after you check it back in and put it back on the shelf.
- No food is to be taken into the library or Homestead lounge at any time (except for sealed drink bottles or specific staff designated occasions).

COFFEE SHOP/BOOKSHOP

- The Coffee Shop (Solomon's Couch) is open Mon-Tue and Thurs - Fri afternoons from 1:30 to 4:30pm. It may also be open at other times (Fri evening) subject to staffing. It is not to be used for organized groups (eg Family groups, ministry prep teams) out side the normal hours.
- We also provide a Wireless Internet Access Point in the Coffee Shop for your use. This is available during Coffee Shop opening hours only and is a chargeable service. For any assistance in connecting to the Wireless, please see Chris.
- The book shop is still being set up but will be open for same hours as the coffee shop.

PROPERTY

- Monavale is owned and operated by the Torchbearer Trust. We try to balance the need for privacy with good stewardship. It is dedicated to serve many activities from the Bible school, Conferences, Public meetings, and Weddings etc. It is also shared with those who live here as their home.
- Please respect the area around the Homestead flat and Barn accommodation as this is private. Having a range of visitors and guests enables us to meet with a broad cross-section of people which enriches our lives and gives us an opportunity to serve others. Please respect the multiple use of this beautiful facility. Student rooms will be made available for conference groups, private guests etc, between terms
- The paddocks around our property belong to our farming neighbours. Do not walk through and please do not disturb or interfere with their stock. This is an important part of our witness to them. The best (& safest!) local walk or run is down Parallel Rd: girls are never to run alone at anytime.
You must use the fluro vests hanging on the hooks in the laundry room.

CHAIRS AND COUCHES

These should be treated properly - The lounges should be fit for outside visitors to use at any time. Please don't swing-back on lecture room, orangerie or library chairs - thanks.

SOUND GEAR

- Do not use or tamper with any of the sound/audio or other equipment. Please don't touch settings. You may not play music through the sound system at any time. The video projector is for lectures only and cannot be used without permission.
- You may not remove any gear from the Audio room without permission from Chris. Mics for music are only to be used with the sound person present.

FIREPLACES & FIRE PIT

- Students are welcome to light a fire in the homestead lounge in winter periods. The person responsible for lighting the fire is responsible for safety. It must never be left without the fireguard being in place. Please no furniture placed in front of the fire guard! Firewood is provided in the wood-box on the deck and behind the barn.
- The Fire-Pit may only be used during the week for organized occasions eg family nights, Fellowships etc. At the weekend it may be used by anyone but there must always be at least two people present and it must be fully doused 15 min before curfew. Wood can be taken from the woodshed behind Lejf's office.

SCHOOL VEHICLES

The school vans and cars are only to be driven by staff members or by designated student drivers. Capernwray vans and cars are only to be used for Bible school activities, not for personal trips or use.

SPORTS EQUIPMENT

- Please look after the sports equipment it is for your enjoyment. The court and racquets need to be put back in suitcase on the verandah etc and report to student representatives when tennis balls or equipment broken and needs to be replaced. Please turn lights off after use at night.
- Bikes - may be borrowed from the recreation room, (located at the back of the resource room).
A helmet must be always be used (NZ Law).

SWIMMING POOL

- The pool is not in use in Winter but otherwise is available to students before breakfast, after lunch (except Wednesday), and after evening lectures until 9 p.m. There must always be more than one person using the pool for safety reasons.
- Please always keep the gates closed to safeguard children (do not block open). Throwing people in to the pool is not allowed at any time for safety reasons.
- NO running, bombing, or diving off tables etc. (OSH Regulations).
- Respect water levels and surrounding grass.
- Cambridge and Te Awamutu have very good outdoor and indoor public pools. These are available for a minimal fee upon entrance.

SUNBATHING

Students are advised that the New Zealand sun is very strong and burn-time can be as little as 5 mins. It is very important to wear a strong sun block (SPF 35 min). Sunbathing is limited to the pool area and students should be dressed modestly as appropriate for a Christian community (always err on the side of caution).

LIGHTS AND DOORS

As good stewards of our limited resources, please make sure lights are not left on unnecessarily and doors closed. Public areas are cleared, lights turned off and outside doors locked at curfew. Please take particular care to switch off bedside lights, as a fire precaution as well as economy. Students may keep bedside lights on in their rooms at their own and room-mates discretion, but main light should be off at curfew.

CHILDREN

Children are not allowed in the student bedrooms at any time. Please enjoy our children but be sensitive as to how you treat them. Thank you for the positive role models you are to them, at meals and in your general conversation.

ANIMALS

Students are not permitted to have pets of any kind here at school. Staff may have pets here and please enjoy them and treat them respectfully.

VISITORS

- We encourage students to have visitors, but they are the responsibility of the student at all times. Students wishing to have visitors stay overnight may do so, but prior arrangements must be made through the office and again students will be charged accordingly.
- All visitors must register at the office. Any meals should be paid for by the student.
- Please notify the kitchen at least 2 meals in advance.
- Please make a special effort to welcome visitors. Make a point of talking to them at tea/coffee break.

STUDENT COMPLAINT AND GRIEVANCE PROCEDURE

Any complaints are to proceed according to the following guidelines:

1. A student may approach the Principal and present their grievance, ask for a review and clarification of the situation. (Students should use the Student Council members for advice/support).
2. A student may submit their grievance to the Principal in writing and the Principal will respond in writing.
3. A student may appeal to the Director for an independent review of his/her individual grievance.
4. A student may also appeal to a member of the Board of Trustees who will broker a meeting between the student, the Principal, appropriate staff and the Director.
5. A student may request an independent person from the community be appointed to hear a grievance issue.
6. Appeals and complaints may also be made to the **New Zealand Qualifications Authority (NZQA)**, PO Box 160, Wellington; or 79 Taranaki Street, Wellington. Tel. 0800 724 357. E-mail: helpdesk@nzqa.govt.nz
7. International students can also contact the: **International Education Appeal Authority (IEAA)**.
The IEAA is an independant body established to deal with complaints from international students about pastoral care aspects of advice and services recieved from their educational provider or the provider's agents. The IEAA enforces the standards in the Code of Practice. PO Box 12083, Wellington. Tel. +64 4 462 6660, Fax. +64 4 462 6686, E-mail: info.ieaa@minedu.govt.nz

DAILY TIMETABLE

6:30-7:30 am	Wakey, wakey! & Quiet Time
7:30-8:00 am	Breakfast
8:00 am	Duties MUST begin
8:30-8:45 am	Worship
8:45-10:20 am	Lectures
10:20-10:55 am	Morning tea
11:00-11:45 am	Lecture
11:50-12:35pm	Ministry prep, seminar or missions period
1:00pm-1:30pm	Lunch
2:00pm-4:00pm	Study period
5:30pm-6:00pm	Dinner / evening meal
7:15pm-8:15pm	Lecture or activity

Councils and Committees

STAFF-STUDENT COUNCIL

Purpose: To provide a formal means of communication between staff and students.

Members:

- Two staff (Pastoral Dean, Faculty), three students. Term one the Faculty selects the student representatives. Term two, the student body will elect their representatives.

SUNDAY NIGHT FELLOWSHIPS

Purpose: To provide an avenue for worshipping God among students, staff and outside guests on Sunday evenings at Capernwray.

Attendance:

- Is compulsory for all students.
- **Team Members:**
- Students will be assigned in family groups to organise and run Sunday evening Fellowships.
- Two team members will be chosen to be the team leaders.
- Team leaders are responsible for overseeing practices.
- DO NOT change any settings on any of the equipment.

Guests:

- Please invite guests to attend our Sunday night Fellowships!
- Staff/students who bring guests are responsible for those guests (introduction to group, etc).
- Should guests need overnight accommodation reservations must be made in the office prior to their arrival.

SOCIAL COMMITTEE

Purpose: To develop social functions for Friday and Saturday evenings.

Attendance:

- Is NOT compulsory.
- Members: Committee members will be chosen by the Pastoral Dean. The group will consist of: Pastoral Dean, one returning student, one student representative, and two other students.

Guidelines:

1. A fee will be charged to cover the expenses and to give an offering to the child the school supports in Tear Fund.
2. No videos/DVDs can be used without express permission from Principal.
3. Activities and functions will accommodate all students.
4. Most, if not all, activities will be held on campus.

Occupational Safety & Health

Capernwray Bible School is committed to providing a safe and healthy environment for all staff, students and visitors. To that end we have an Occupational Safety and Health system (OSH) which all students are required to adhere to.

Leif Pedersen is our OSH officer and is responsible for all policies and procedures. Each department has its own policies and procedures and students will be advised of these. (copies of these policies are kept in the office). It is important to adhere to the information given then and instructions re equipment given each work day particularly.

Students will be required to complete a medical form submitting information re allergies etc.

Capernwray will conduct a fire alarm drill early in the semester to familiarize students with procedures and assembly points. Fire alarm equipment is maintained and tested regularly.

PLEASE REPORT ALL ACCIDENTS TO THE OFFICE!!

CRISIS MANAGEMENT SYSTEM

In the event of a serious accident or emergency, we have a Crisis Management System.

The designated roles are:

CRISIS MANAGER	has overall responsibility to 'manage' the crisis
SITE/INCIDENT MANAGER	has responsibility at the actual site
COMMUNICATIONS OFFICER	responsible for communicating outside the immediate incident under direction from the CM
PERSONNEL OFFICER	responsible for staff and students' wellbeing

Together these constitute the **CRISIS MANAGEMENT TEAM**. Normally staff will fill these roles but if necessary students will be asked to do so. Fuller details and a outline of basic procedures are in the main office.



Appendix 1: Summary Code of Practice for the Pastoral Care of International Students

Introduction

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for. New Zealand educational providers have an important responsibility for international students' welfare. This appendix provides an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code), and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

What is the Code?

The Code is a document which provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

Who does the Code apply to?

The Code applies to all education providers in New Zealand with students enrolled on international study permits. The Code is mandatory to these providers and must be signed by them.

What is an "international student"?

An "international student" is a foreign student studying in New Zealand on a student permit from the New Zealand Immigration Service.

How can I get a copy of the Code?

You can request a copy of the Code from your New Zealand educational provider. The Code is also available online from www.minedu.govt.nz/goto/international.

How do I know if an educational provider has signed the Code?

The New Zealand Ministry of Education will maintain a register of all signatories to the Code. This list will be available from www.minedu.govt.nz/goto/international. If the educational provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

What do I do if something goes wrong?

If you have concerns about your treatment by your educational provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further. If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA).

A summary of the Code of Practice for the Pastoral Care of International Students

The Code sets standards for educational providers to ensure that:

- High professional standards are maintained.
- The recruitment of international students is undertaken in an ethical and responsible manner.
- Information supplied to international students is comprehensive, accurate, and up-to-date.
- Students are provided with information prior to entering into any commitments contractual dealings with international students are conducted in an ethical and responsible manner.
- The particular needs of international students are recognised.
- International students under the age of 18 are in safe accommodation.
- All providers have fair and equitable internal procedures for the resolution of international student grievances.

Full details of what is covered can be found in the Code itself. The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.

What will the IEAA do?

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on educational providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and / or requiring that remedial action be undertaken. The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate. The educational provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel. The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

What can the Review Panel do?

The Review Panel can remove or suspend an educational provider as a signatory to the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

What is the International Education Appeal Authority (IEAA)?

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their educational provider or the provider's agents. The IEAA enforces the standards in the Code of Practice.

How can I contact the IEAA?

You can write to the IEAA at:

The International Education Appeal Authority,
C/- Ministry of Education,
PO Box 1666,
Wellington, New Zealand.

Who's Who at Capernwray Bible School



Peter Thomas - National Director and Principal
Elizabeth - Coffee Shop Manager
Callum and Alex



Peter Bichan - ABS Director
Glenys, Sarah, Cameron and Tyler



Dean Burgess - Head Chef
Sarah, Annalise, Sophie and Amelia



Dave Firth - Communications Manager
Marsha, Taylor and Michael



Matthew Finlayson - ABS Assistant
Morgan



Leif Pedersen - Maintenance Manager
Lynette, Emma, Anita and Lucas



Hayden Johns - Pastoral Dean of Students
Natasha, Tobias, Annika and Timo



Craig Good - Web Administrator
Sharon-Louise - Office Manager / Registrar



Graham and Esther Print - Part Time Assistant Cooks



Chris Whalley - IT Manager
Louise, Harrison, Olivia and Charlotte



Claudia Samuels - ABS House Manager



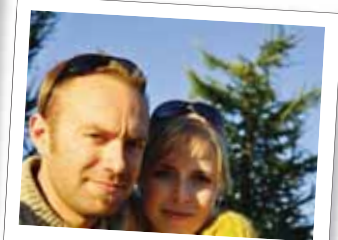
Glenn Johnson - Business Manager
Mags and Philip



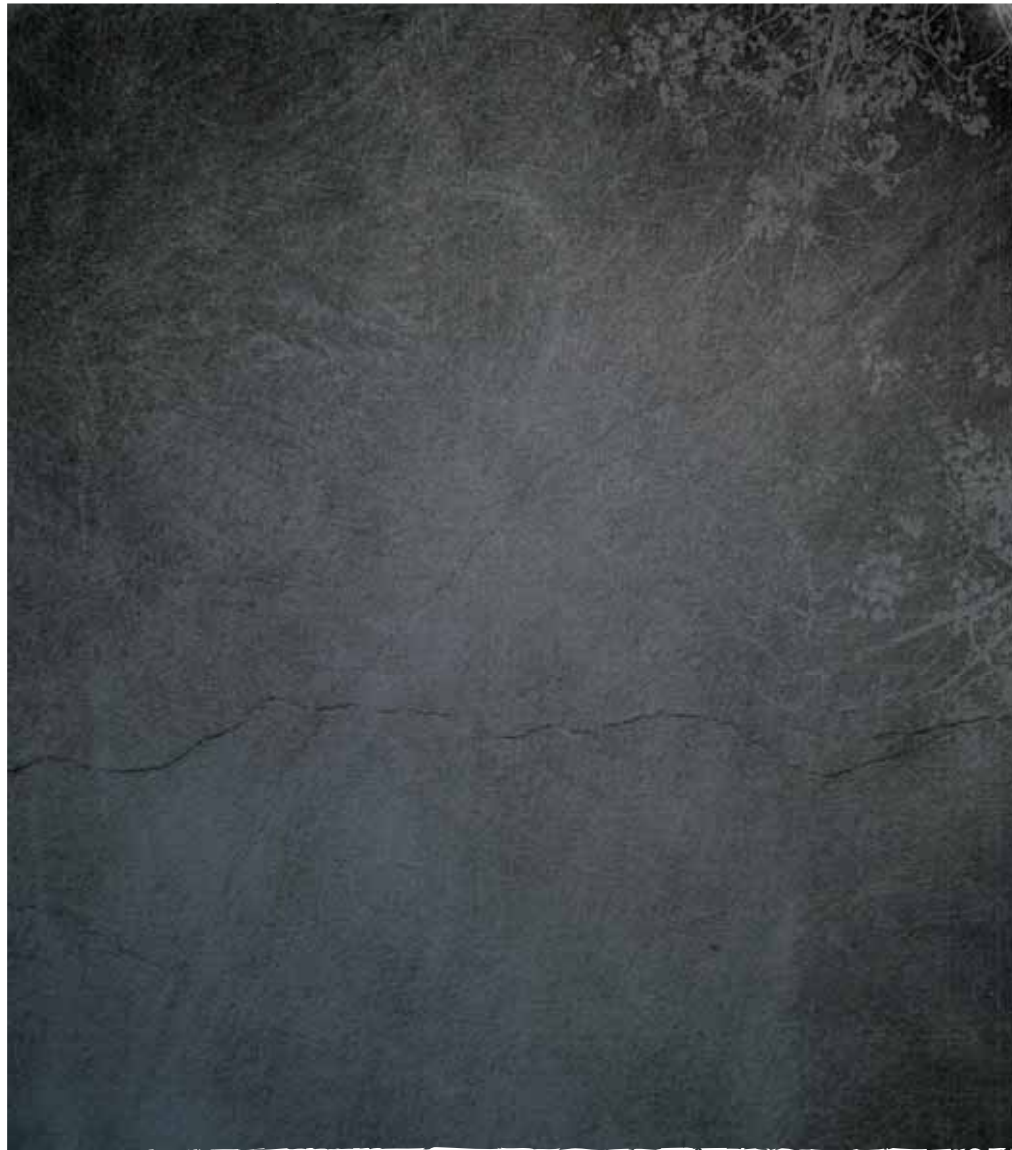
Tracey Mottershead - House Manager



Hadassah Jones - Ministries Co-ordinator
Jack Jones - Gardener / Groundsman



Joe & Beth Barrett - Resident Assistant's



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