



The Life File

Student & Trainee Handbook



Your Guide to a Christ Centered Community

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Welcome to



Capernwray New Zealand

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.

Courses offered:

- **Certificate in Bible Training and Preparation for Christian Service**
- **Internship in Bible Training and Preparation for Christian Service**

The course outlines and expectations found on the following pages are not designed to mold 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')

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 Overview

COURSE NAME:

- **Certificate in Bible Training and Preparation for Christian Service**

STATUS: This course a standalone training program and is not registered with NZQA.

GENERAL COURSE OUTLINE:

1. 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.
2. 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.
3. Students will be able to demonstrate an ability in a range of ministry skills: they should be able to present a clear personal testimony of 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 (e.g. 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.
4. 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 knowledge of a variety of mission organizations. This is accomplished through various mission agency representatives presenting their respective organization's work.

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 set assignments satisfactorily (see Assignments Sheet). Grades are given as a means of students being able to measure 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 fail the course.

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 (e.g. other students, church leaders etc. Areas that contribute to the overall assessment include Preparation, Presentation, Teamwork, Attitude & Leadership Potential.

ATTITUDINAL/BEHAVIOURAL RESPONSE TO COMMUNITY RESPONSIBILITIES

A very important part of the course here is the opportunity to practice 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 great preparation for ministry at every level. Therefore, part of a student's final assessment is observed attitude to people & 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:

Achieved with Excellence

Achieved with Merit

Achieved

Not Yet Achieved

See Assessment Guidelines below for more information.

Orientation & Support

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 (OHS) operational matters.
- Week 1 and Week 2 Timetables for Orientation Programme - see handouts.

SUPPORT

- The Principal, Academic & 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.
- Each student has a staff member assigned to have personal support of them (see Discipleship Schedule).
- Support is also given by the Board of Trustees and other stakeholders.
- We have a grievance procedure (see page 35).
- There are several staff members living on campus but please check which one is allocated to be available and go to that person first.
- Staff will direct students to specialized external resources 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.

Assessment Guidelines

GENERAL PRINCIPLES

The assessment is intended to be part of the instruction and so includes comments as well as the particular grade.

GRADING SYSTEM

Grade	Comment
Achieved with Excellence	All criteria addressed and covered to an outstanding standard
Achieved with Merit	Key criteria addressed and covered to a significant standard
Achieved	Most criteria addressed and covered to an adequate standard
Not Yet Achieved	Major gaps in addressing criteria and/or covered to a limited standard

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 Academic Dean or 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.
4. 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.

PRINCIPLES

- The present programme is based on over 50 years of experience in offering an international Bible School.
- 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 Faculty.
- 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 Family Group.
- 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 Academic Dean or 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 assist the students to study and in gaining maximum benefit from the course.
- To give students some evaluation of their academic progress through the course.
- Many assignments will be useful long-term resources that can be used outside of Capernwray - particularly in church/mission situations (e.g. Bible study outlines etc.).

PRACTICALITIES

- Assignments will vary in length of time required. Generally speaking, the weekly assignments should take approximately 3-5 hours. Others (e.g. 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.

RECORDING AND STORAGE OF RESULTS

- Capernwray maintains a reliable system for secure storage of student results – both progressive and final.
- Records are stored in a secure location and are not left in places where they can be tampered with or lost.
- Final results stored electronically are backed up daily and weekly and moved to a separate location on a regular basis.
- Learner work is kept until timelines for reassessment and lodging appeals have passed and final results are recorded and the learner has completed the course.
- Students may request to see their personal records at any time.

Daily Timetable

This is an example daily timetable.

The timetable may vary where there are special events (e.g. ministry weeks, guest's speakers, etc.)

6.30-7.30 am	Wake up & Quiet Time
7.30-8.00 am	Breakfast
8.00 am	Duties begin
8.25-8.45 am	Worship & Devotions
8.45-9.30 am	Lecture
9.35-10.20 am	Lecture
10.20-10.45 am	Morning Tea
10.45-11.30 am	Lecture
11.35-12.20 pm	Lecture
12.25-12.55 pm	Discipleship / Reflection Time
1.00 pm	Lunch
2.00-4.00 pm	Study Period
5.30 pm	Dinner
7.15-8.15 pm	Lecture/ Girls' Guys' Time /Ministry
10.30 pm	Curfew Sunday to Thursday (Lights out and quiet by 11:00pm)
12.00am	Curfew Friday
11.00pm	Curfew Saturday

Principles and Practice

GENERAL PRINCIPLES

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.

Romans 15:5-7

- 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 neighbors. Please consider them in 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, degrade, or disrespect.
- Living as a family in a close community over an extended period of time will require thoughtfulness and courtesy for others. Personal sacrifice is sometimes needed for the benefit of the community.

Discipline Procedure

- Infringement of these general principles, and the following specific rules, will result in correction and disciplinary action from the Principal and Staff. Failure to adhere to these expectations may mean removal from the course and eviction from the campus. In the event that you are removed you will still remain liable for all fees paid in relation to your lodging and course and will be responsible for any travel associated costs to return to your place of residence.

General Guidelines

GENERAL BEHAVIOUR

- Attendance is compulsory at all classes, meals, ministry, and community activities.
- Students are to be punctual (i.e. 5 minutes early) to all scheduled activities.
- A reasonable standard of dress is required in all public spaces (see Dress Code).
- Shoes must be worn in Orangerie & kitchen
- Physical contact between genders is to be minimal (see also Relationships).

CLASSROOM BEHAVIOUR

- Come prepared in your heart to concentrate and learn all you can.
- Be courteous to the lecturer and fellow students in the way you sit.
- No food may be brought into the lecture room during lectures (drinks in sealed containers are permitted).
- Laptop computers may be used in class (to record notes only).
- No mobile phones/iPods are to be brought into the classroom.

DINING ROOM BEHAVIOUR

- Grace and dismissal will be led by a staff member, or the student designated for Dinner Prayer (see Roster).
- 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.
- Please keep the noise level down as much as possible.

STUDENTS DEVOTIONS

- Assigned students will share a devotion as part of morning worship (see Schedule).
- Choose a passage of Scripture and give its relevance to us today.
- Your talk should be no more than 10 minutes.
- Prepare well in advance (ask for help from staff/students).
- Staff will give an evaluation of your devotion, if you request it.

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.

BAPTISM

We recognize baptism as a step of obedience to the Lord Jesus' command in Matt 28:19-20. Ideally Baptism should take place in the context of your home church family who normally have seen you grow up and have invested so much in you over the years.

However, for many, Capernwray has become your spiritual home and family and so it is appropriate to be baptized while here among other students who have journeyed with you spiritually over the last few months. In this case we at Capernwray are happy to baptize you but usually on the following conditions (some exceptions apply):

- You should get approval from your immediate family
- You should get approval from your home church leadership

If you are interested in getting baptized please see the Principal to talk it through.

Specific Rules

1.1 Moral Code

To proclaim the glory of Christ, preserve our integrity, and to demonstrate our willingness to consider others first, there are some moral rules we enforce.

1. We observe strict segregation in the sleeping quarters. No guys in girl's rooms or vice-versa for any reason. Violation of this will automatically incur serious discipline (suspension or dismissal).
2. Capernwray is committed to maintaining a smoke, drug and alcohol free campus. Smoking, alcohol, and drug taking are forbidden at all times (this includes time off-campus, weekends, and term breaks). Failure to adhere to this directive will initiate the disciplinary process and may mean removal from the course and eviction from the campus. In the event that you are removed you will still remain liable for all fees paid in relation to your lodging and course and will be responsible for any travel associated costs to return to your place of residence.
3. It is also forbidden to attend night clubs/bars/pubs while attending the school. (Again, this is to avoid confusion, offence and to maintain a long-term witness.)
4. 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).

1.2 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. Students are expected to dress modestly regardless of what prevailing fashions may be elsewhere. The following rules apply in all public areas, as well as when students are attending their Weekly Ministries, or other school activities.

1. All students are expected to maintain a clean, neat and tidy appearance and to be dressed appropriately for classes, ministry, meals, and community activities.
2. Pajamas are not to be worn outside of your bedrooms.

3. Clothing should be worn so that underwear cannot be seen. Pants should not be worn low, unless covered by an extra-long shirt. Tops should have a modest neckline. Shirts must be worn in all public areas.
4. Jeans with unpatched holes may only be worn if the holes are below one's fingertips.
5. Jeggings, leggings, and yoga pants may only be worn with a shirt/skirt that comes to one's fingertips, or with shorts. All shorts should be modest in length (longer than one's fingertips or mid-thigh length) and fit.
6. Bikinis and 'speedos' may not be worn. Girls may wear one piece, or modest two piece swimsuits. All students are encouraged to 'cover up' when not in the water.
7. Sunbathing is only allowed in the pool area. Please be considerate of others and maintain modesty in this. Be aware that burn time in New Zealand can be a little as five (5) minutes. It is very important to wear good sunblock.
8. New piercings, tattoos, or other forms of 'body art', are not permitted while a student is enrolled at Capernwray New Zealand (this includes any break periods). Students may keep reasonable existing piercings, though may be asked to remove certain items at the discretion of the Principal.
9. Students are required to keep their hair clean, tidy, and well-groomed. New hair colour (hair dye is not good for our effluent system) or style is not permitted during the semester. Maintenance of existing hair colour or style may be done by an offsite hairdresser.
10. Footwear **must** be worn inside the kitchen and Orangery.

1.3 Lectures & Study

1. Attendance at lectures, seminars, work day and ministry related activities is compulsory. Absences will only be excused in cases of serious sickness or a ministry commitment.
2. Students are to make doctor's appointments outside of lecture times, work afternoon, etc.
3. Students must be punctual. A bell may be rung to help with this but please exercise personal discipline. Students who are late to scheduled activities may be disciplined.

4. Designated study times are:
2.00-4.00pm Monday, Tuesday, Thursday, and 7.15-8.15pm Wednesday.
Students are to complete assignments in this time, as well as reviewing lecture notes and preparing for ministry responsibilities. Noise needs to be kept to a minimum during these times.
5. Students are encouraged to study either in their rooms, the Library, the Computer Room, the Lecture Hall or the Seminar Room.

1.4 Duties

The purpose of Daily Duties is to instill the values of responsibility, faithfulness, and hard work, as well as to keep tuition cost down.

1. Each student is assigned a daily duty for which they are responsible.
2. Duties rosters are posted in the student kitchen and duty-specific instructions are placed in each student's mail box. Duties usually change every three weeks.
3. The Housekeeping Staff will be available for advice on duties and will check them regularly.
4. Students not fulfilling their responsibility properly will be assigned extra duties and/or incur discipline.
5. Duties are to be completed during weekends as well. If a student is away and will miss his/her duty, they must organize for another student to cover that duty.

1.5 Work Afternoon

1. Every Wednesday afternoon (2.00-5.00pm) is allocated for work around campus.
2. No phone calls are to be made or received between 2 pm and 5 pm.
3. Students will need to dress in suitable clothing.
4. Shoes must be worn and protective equipment will be provided by the supervisor where appropriate, this must be used at all times.
5. Should any accident occur, please report this to the supervisor immediately or at the Office.

1.6 Student Bedrooms

1. Women are not allowed in the men's rooms, and men are not allowed in the women's rooms, under any circumstances.
2. Girls wanting to speak to guys, or vice-versa, may knock at the bedroom door but no socializing or loitering around the room please, move into a public space.
3. Rooms are to be kept neat and orderly at all times. Beds must be made, and floor cleared each morning before lectures.
4. There will be regular room checks each week (more details on Duties Roster in Student Lounge)
5. Rooms are for the exclusive use of those allocated to it. Students may not make changes to these allocations.
6. Students must sleep in their own room each night. (No sleepovers.)
7. Curfew: Students are required to be out of public areas and in their bedroom by 10.30pm, Sunday – Thursday ('lights out' and silence is 11.00pm these nights). Curfew is 12.00am on Friday, and 11.00pm on Saturday.
8. If students have roommates absent after curfew, please notify Resident Staff as soon as possible for safety reasons.
9. 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.
10. Please do not hang anything or attach anything to the walls. Items may be attached to unpainted surfaces (e.g. beds and wardrobes) with Blue-tack® but not tape or pins. Please do not stick anything on the windows.
11. 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.
12. Always put boots and shoes on the rack provided and coats on the hooks. This is to keep things tidy and to comply with OHS regulations.
13. Do not hang towels, sleeping bags etc., to dry on the wood inside or outside the rooms, use the washing lines at the back of the student accommodation.
14. Do not hang anything on the fences and do not set up any tents.

15. 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.

1.7 Relationships

Students are encouraged to develop good and meaningful friendships in an environment that is respectful of everyone.

1. Be wise in relationships with the opposite sex. Inappropriate behavior will be dealt with as deemed necessary.
2. Physical contact (back massages, long embraces etc.) is not permitted.
3. Pursuing serious/romantic relationships is not encouraged while a student at Capernwray. Many couples become distracted from studies, general friendships with the rest of the student body, and from their spiritual focus.
4. The development of an exclusive relationship must be discussed with the Principal.

1.8 Meals

1. All meals are compulsory (excluding certain weekend meals, see below).
2. If, for any reason, you will not be at a meal, you need to obtain permission from Kitchen Staff at least one meal in advance.
3. Punctuality is essential at all meals.
4. Weekday breakfast starts at 7.30am and students need to be clear of the dining room by 8.00am.
5. No special meals will be prepared without prior arrangement.
6. Milk is for use in hot drinks only (tea, coffee, etc.). It may not to be used as a drink alone (students may purchase their own and keep it in the Student Lounge fridge).
7. Please keep the noise level at a reasonable level.
8. Footwear is to be worn to all meals.

9. Please note that our dining room tables are made of glass and so need to be treated carefully for safety and because of their value.
10. Friday dinner, Saturday all meals, and Sunday lunch are not compulsory. You need to sign in for these meals at Friday lunch-time. Late changes need to be discussed directly with the Kitchen Staff.

Weekend meal times are:

Sat breakfast	8.00-9.00am 'Flexi Breakfast' (students make a packed lunch)
Sat dinner	5.30pm
Sun breakfast	8.00am
Sun lunch	1.00pm
Sun dinner	5.30pm (Sign out)

1.9 Weekends

Some weekends are taken up with various aspects of the programme (Breakthrough, Ministry Weeks, etc.) but students who wish to travel away on a weekend may do so with permission from a Faculty member.

1. Students will not be able to be absent from their Weekly Ministry assignment for the purpose of traveling. They will need to make travel arrangements around their Ministry times.
2. You are required to fill out an 'Overnight Trip' form and obtain permission from a Faculty member by Friday lunch time. Substitutes must be arranged for your duties.

1.10 Church Attendance

Involvement in a local church, and participation in the congregation is an important and healthy part of our Christian faith. Therefore, 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. Students are encouraged to become as actively involved in church life as possible.

1.11 Movies and Video Games

Capernwray is a unique opportunity to experience life without games/ DVDs etc. However:

1. Movies may only be watched on weekends through until Sunday fellowship. The same applies to video games.
2. Movies rated G, PG, or M are permitted.
3. Please do not download, share, or play pirated/illegally obtained media.

1.12 Music and Instruments

Due to the close proximity of living, study, and working quarters, we ask that you respect others by observing the following:

1. Appropriate music may be played at a **reasonable level** in your rooms at any time, on Wednesday work afternoons (at the discretion of the Supervisor), in the Kitchen during duties, and in the evenings in public spaces excluding the Library & Homestead.
2. At other times students must use earphones/buds, especially during Study Period.
3. The piano and keyboard in the Lecture Hall may be used outside of class time or study period. The piano in the Homestead is available during the afternoon, and the piano in the Seminar Room in the evenings (provided there is no lectures).
4. Capernwray has a number of other instruments that you may use and enjoy. Inform us of any damage (broken strings, etc.) so they can be repaired or replaced. Please ask permission to use instruments that don't belong to you.

1.13 Student Vehicles

1. Students who 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 Driver's license. 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).

2. Please note that license restrictions in your home country apply here too. See Leif, or the Office with any questions.
3. 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.

1.14 Student Lounge and Kitchen

These are open for students to use and enjoy. Please keep the Student Lounge and Kitchen tidy.

1. Do your own dishes.
2. Please put trash away in the bins and when they are full empty them in the industrial bin in the car park.
3. If the Student Kitchen is left untidy it will be closed to students.
4. Please respect the furniture in the Student Lounge - it is for casual use but please don't abuse it.
5. Filtered drinking water is provided in the Student Kitchen.

1.15 Showers and Hot Water Use

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

1.16 Wastewater Treatment and Disposal System

Wastewater from the Accommodation Block is treated in septic tanks (which are regularly pumped out for disposal offsite) and liquid is discharged to a series of underground trenches in the field on the south side of the building. In order to ensure the treatment and disposal system functions well and to avoid health risks, please take note of the following:

1. Minimize your water use as much as possible. Avoid leaving taps running and keep shower times to a minimum.

2. Do not make use of the field on the south side of the building during wet weather for contact sports or any activity that may damage the grass surface.
3. If you notice any water pooling or effluent smell, please report this immediately to the Site Manager (emergency contact information is provided on the posted warning signs at the field boundary).

1.17 Laundry

There are good laundry facilities (washer, dryer, washing lines) available to students on campus.

1. The washing machines and dryers are available at any time (up to 10:00pm). They work on a token system.
2. Tokens can be obtained the Office during regular hours. The costs are: washing: \$2.00 (soap provided) dryer: \$3.00.
3. Please note that only Capernwray soap powder and bleach is to be used as this is compatible with our effluent system.
4. Alternatively laundry can be done in Cambridge or Leamington for a cost.

1.18 Mail

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

1.19 Telephones

The student number is (07) 823 0108 (pre-fix 64 for international).

Overseas students, please advise your parents and friends of the time difference.

1. Students may not make or receive calls during lectures or work afternoon. For any advice or help with the phones please ask the Office.
2. To use the student telephones to call overseas you must purchase a phone card. Phone cards can be purchased at the Office. (Local calls on the student phone are free.)
3. Phone calls should be limited to 30 minutes.
4. Please look after the phone booth. No graffiti.

1.20 Computers and E-mail

1. Use of the Student computers is permitted only after carefully reading and signing the Acceptable Use Policies.
2. The Student computers and Student Wireless Access are available for you to use predominantly in working on your assignments and to access to various Student network resources.
3. Students are not permitted to use Staff computers unless having obtained prior permission from the Staff member concerned.
4. The costs of computer, network and software provision is included in your Student Equipment fee.
5. Wireless Internet access is available around the campus is a chargeable service.
6. Do not leave computers or any similar electrical devices on for extended periods as they can be a fire risk (e.g. if left on bedding etc.)
7. Because we communicate with students via e-mail frequently, students will be given 1GB of free internet access each term, for the purpose of enabling them to check their e-mails regularly.

1.21 Photocopier

1. The photocopier in the Library is the 'Student Copier' and may be used when available - this is included in your student equipment fee.
2. The Staff photocopier is out of bounds to students at all times.

1.22 Offices

1. The Main Office is open to the students from 2.00pm – 5pm Mon-Fri.
2. We also have a safe and can look after your tickets and passports etc.
3. All other offices are out of bounds to students unless meeting with Staff.
4. The staff room is accessible to access the Principal or Director otherwise it can only be used with a staff member.

1.23 Kitchen

1. The Main Kitchen is out of bounds. Permission must be granted by Kitchen Staff, unless you are there for a duty. It cannot be used by students for personal cooking (use the kitchen in the Student Lounge).
2. Please don't use the Main Kitchen as a walkway through to the Orangery. Please do not use the entry by the Offices to access the Orangery.
3. No equipment from the Main Kitchen is to be removed.
4. Please don't sit on the bench-tops where food is prepared and served.
5. Closed-toed shoes must be worn in the kitchen as required by OSH Regulations.
6. Music may be played during work-day or Daily Duties being done in the Kitchen (e.g. food prep, wash-up etc.) but only appropriate artists may be used and the volume must be kept at a reasonable level. Capernwray Staff reserve the right to evaluate the appropriateness of music being played.

1.24 Library

The Redpath Library is God's gift to us for the purpose of research and pursuing Biblical truth.

1. Reference books (dictionaries, concordances, commentaries, etc) are not to be removed from the Library.
2. Students are to take out only 2 books at a time for two weeks. Please replace the book when you are finished with it and put it back on the shelf.
3. Lost books will incur a replacement fee (\$30).
4. No food is to be taken into the Library (except for sealed drink bottles or specific Staff designated occasions).

1.25 Property

Monavale is owned and operated by the Torchbearer Trust. We want to balance the need for privacy with good stewardship.

1. Please respect the area around the Homestead Flat and Barn Accommodation as this is private (Staff and their families live here).
2. Please respect the multiple uses of this beautiful facility. Student rooms will be made available for conference groups, private guests etc. between terms.

1.26 Walking, Running and Biking

1. For your safety please wear the fluoro vests hanging on the hooks in the Laundry Room when biking, walking, or running off campus.
2. Girls are strongly advised never to run alone. Let another student know when you do go for a run and what time you are likely to be back.
3. Remember to face the traffic when walking or running, and ride with the traffic when biking.
4. It is dangerous to wear a listening device while running – if you wish to, only use one ear so you can still be aware of approaching traffic etc.
5. The paddocks around our property belong to our farming neighbors. Do not walk through the fields and please do not disturb or interfere with their stock. This is an

important part of our witness to them. Please report any farming issues to the office.

6. Please do not climb trees due to the risk of falling.
7. Bikes may be borrowed from the bike shed (located by the pool). Helmets must be used when riding as must front & rear lights during the hours of darkness (NZ Law). If you have any questions regarding the bikes, please see the Kitchen staff.

1.27 Chairs and Couches

1. Please respect the furniture. The lounges should be fit for outside visitors to use at any time.
2. Please don't swing-back on Lecture Room, Orangery or Library chairs. It weakens the legs and leads to breakages.
3. Please do not draw on the desks.

1.28 Sound Gear

1. Only authorized students are allowed in the Sound Booth.
2. Do not use or tamper with any of the sound/audio or other equipment. Please don't touch settings.
3. 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.
4. You may not remove any gear from the Audio room without permission from IT staff. Mics for music are only to be used with the sound person present.

1.29 Fireplaces and Fire pit

1. 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.
2. Do not place any furniture in front of the fire.

3. Firewood is provided in the wood-box on the deck and behind the Workshop.
4. During the week the Fire-Pit may only be used for organized occasions (e.g. family nights, Fellowships etc.)
5. 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.
6. Wood can be taken from the woodshed behind the Workshop.

1.30 School Vehicles

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

1.31 Sports Equipment

There is a range of sports equipment available for student use.

1. Please look after the sports equipment.
2. The balls and racquets need to be put back in their proper storage places.
3. Please tell us when something breaks so we can replace it for you.
4. Please turn court lights off after use at night.

1.32 Swimming Pool

1. The pool is available for use before breakfast, after lunch (except Wednesday), and after evening lectures until 9.00pm (or dark).
2. More than one person must always be in the pool area for safety reasons.
3. Please always keep the gates closed to safeguard children (do not block open) and keep the noise down for the flat occupants.

4. No dangerous activities such as running, bombing (cannonballs) or backflips, etc. Throwing people in to the pool is not allowed at any time for safety reasons (OSH Regulations).
5. Please shower before using the pool.
6. The pool is not in use in winter.
7. Cambridge and Te Awamutu have very good outdoor and indoor public pools.

1.33 Lights and Doors

1. Make sure lights are not left on unnecessarily and that doors are closed.
2. At curfew all public areas are to be cleared, lights turned off and outside doors locked.
3. Please take particular care to switch off bedside lights as a fire precaution as well as for economy.
4. Students may keep bedside lights on in their rooms at their own and room-mates discretion, but main light should be off at curfew.

1.34 Children

Please enjoy our children but be sensitive as to how you treat them at meals and in your general conversation. Thank you for the positive role models you are to them.

1. Children are not allowed in the student bedrooms at any time.
2. Do not be alone with children at any time.

1.35 Animals

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

1.36 Visitors & Security

We encourage students to have visitors, but they are the responsibility of the student at all times.

1. Students wishing to have visitors stay overnight may do so, but prior arrangements must be made through the Office and students will be charged accordingly.
2. Camper vans and camping are not permitted on site due to local regulations.
3. While we like to be hospitable toward hitchhikers, due to security reasons we would normally point them toward other local accommodation options.
4. All visitors must register at the Office. Any meals should be paid for by the student.
5. Please notify the Kitchen at least 2 meals in advance.
6. Please make a special effort to welcome visitors.
7. If there are people on campus that you do not recognize, please introduce yourself politely and make sure they are connected with who they are looking for. Due to security reasons we do not allow unattended strangers onsite.
8. Do not leave valuable items such as laptops & cameras laying around in public places such as the seminar room.
9. There is CCTV operating on campus for security purposes.

STUDENT COMPLAINT & 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.

PRIVACY ACT

In accordance with the Privacy Act 1993, Capernwray undertakes to:

1. Collect only that personal information which is necessary for assessment.
2. Collect only necessary personal information from the Candidate directly.
3. Inform the Candidate of the purpose for collecting personal information and use it only for that purpose.
4. Store all information in a secure place.
5. Pass the information to only those who require it for administering the assessment process.
6. Not discuss assessment results with those who are not directly concerned.

STUDENT SUPPORT SERVICES

The following support services are available to students throughout their stay:

1. A weekly discipleship time with a Staff member.
2. Staff/student council meetings.
3. Personal meeting opportunities with the Pastoral Dean, and other Staff.
4. Information on and access to external support services.

SUNDAY NIGHT FELLOWSHIPS

Purpose: To provide an avenue for worshipping God among students & staff on Sunday evenings at Capernwray and providing an opportunity to look forward to the coming week.

Attendance: Is compulsory for all students.

Team Members: Students will be assigned to organize and run Sunday Night Fellowships.

1. Do not change any settings on any of the equipment.
2. It may be appropriate to invite guests but it is best to check with those organising the evening if this would be OK.
3. Staff/students who bring guests are responsible for those guests (introduction to group, etc.)

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.

1. Lejf 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.
2. Students will be required to complete a medical form submitting information re allergies etc.
3. 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.
4. Footwear **must** be worn inside the kitchen and Orangery.

All accidents must be reported 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 an outline of basic procedures are in the Main Office.

Who's Who at Capernwray New Zealand?



Peter Bichan
National Director



Hayden Johns
Academic Dean



Werner Schreiber
Principal



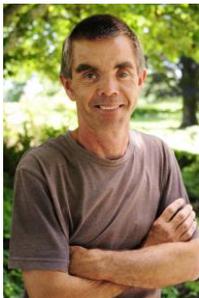
Glenn Johnson
Business Manager



Dave Firth
BML Course Director &
Communications Manager



Dean Burgess
Head Chef



Lejf Pedersen
Maintenance Manager



Emma Adams
Registrar



Carol Wise
Office Administrator



Larisa Bartrum
House Manager



Michael Dyck
Ministries Coordinator



Anneloor Davidson
Gardener



Dylan Minter
Resident Assistant



Sarah Rogers
Resident Assistant



Hannah Gross
Housekeeping Assistant



Amiee Ellis
Assistant Cook



**Douglas & Priscilla
Hamilton**
Resident Assistants



James Bruce
ABS Director



Jessica Birch
ABS House
Manager



Ollie O'Brien
ABS Instructor

We all hope and pray that you enjoy your time here at **Capernwray New Zealand**





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