

Calvary Chapel York Bible College



Student Handbook (Ver. 3.2 – Spring '17)

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Your Bible College Experience

There is much more to Bible College than the material you study in your classes. Our aim at CCBC York is not simply to know more about Jesus, but instead to "Know Jesus More!"

You will develop and grow as you allow God to teach you through His Holy Spirit, and as you interact with each other and the bible college staff. Some of the friendships you forge with people in York will be important to you for the rest of your life. So be a part of the Bible College community, and make the most of the opportunity you have with the people around you during this special time seeking the Lord together here in York.

Spiritual Warfare

Don't be surprised to find that there will be considerable spiritual opposition to your growth! It is perfectly normal to experience homesickness, apprehension and nerves. Added to this are the fears, temptations, lies and doubts that Satan will throw at you to exacerbate things.

'We are not ignorant of his devices' (2 Cor 2:11) and, 'resist the devil, and he will flee from you' (Jas 4:7)

Be aware that when struggles surface there is often a lot more going on than meets the eye. Be quick to pray, and forgive, and slow to judge. Make use of your fellow students to encouragement and support and remember that the staff are available to talk and pray with you.

Support

When issues arise there are a number of people you can go to for support – do not struggle on in isolation! The Dorm Stewards are there to help facilitate the smooth running of life in the flats. If there is friction in a flat, or some other problem, you should speak to your flat steward first. They will talk and pray with you about it, and are in a position to take action to solve problems if required. The Dorm Stewards are there for your spiritual and emotional support. So if you are struggling with work, your Chuck tracks, or just life in general, then talk to them.

If it is not appropriate to ask your Dorm Steward then you should talk to your Dean. The Dean of Men and Dean of Women provide pastoral support for all students. If you have a problem relating to flat life that your flat steward has been unable to help you with, then you should speak to them. They are available for a confidential chat and for prayer any time, and want to help support you in any way they can.

Additionally, all the staff at CCBC York are available to you. They are all happy to meet with you for prayer and discipleship, and desire to help you grow and develop as best you can while you are here in York. If you are struggling with a class then obviously speak to your teacher as soon as possible so they can help you. Remember that the teachers are here for you! Don't wait until problems have escalated out of control before talking to them, teachers are here to be bothered. If there is something you do not understand, or you have questions about the material or some homework, then get in touch with your teacher – don't wait until the next class, especially if that is when the homework is due!

Disabilities and Special Educational Needs

If you have a disability or special educational need (including English as an additional language) then we would like to do all that we can to help you make the most of your time in York. It is your responsibility to let us know! We are only available to help when we have been informed. We are sometimes able to allocate helpers when there are difficulties with living in the flats, and teachers are able to set work that is sensitive to certain needs (e.g. dyslexia) when they know about them in advance. It is also sometimes possible to allocate help with note taking, provide recordings of classes, etc.

The most important thing is that no disability or educational need should prevent you from coming to Bible College, or from having a wonderful time learning and growing in the Lord while you are here.

Responsibilities Outside Classes

As well as your classes there are a number of things you are required to do as a Bible College student in York.

Practical Christian Ministry CM199/CM200

The purpose of practical Christian ministry is for you to be able to put into practice the lessons you are learning in classes in a practical ministry situation. It is also an opportunity to grow and develop in attitude, responsibility and servant-heartedness. You will also gain valuable experience of different ministries. You serve for 4 hours per week for 1 credit, or 8 hours for 2 credits, in Calvary Chapel York or another local ministry.

There will be general maintenance responsibilities as well as practical ministry opportunities. You will be supervised by a person in that ministry. The programme is overseen by the M199 Coordinator.

A separate sheet will be handed out at Registration stating the ministry opportunities for you to pray through and volunteer for. You should pray about the choices and enter your first and second choice, but we reserve the right to reallocate students where we feel appropriate or according to need.

All students are required to prepare their own meals or assist in preparing the meals for their Dorm, and to assist in maintaining the cleanliness of their living quarters.

Sunday Services

Students should attend Calvary Chapel York's 10.30am Sunday service in the Sanctuary unless otherwise arranged. Students helping with Sunday school or serving at another church for their CMI99 should attend the 7pm service in the Chapel instead. Students are also welcome to come to the midweek Home Groups.

Community Worship

Community Worship takes place every Tuesday evening at 7:00pm in the Chapel. It is required for all Bible College students. Some evenings will be given to worship, to waiting upon the Lord and to prayer—others to fellowship activities. The purpose of these evenings is for the student body to worship and grow together as a community. You also need to attend morning devotions, Monday to Fridays at 9:00am.

Outreach Week

All students are expected to go on one outreach trip per semester. A week is set aside for this without any classes or conflicting events. These trips are an opportunity to put the lessons being learned in classes into practice in a missions situation. As well as a great opportunity to bless and encourage another ministry by going and serving there, it is an opportunity to learn about yourself on a challenging project.

The Outreach Coordinator will explain the different outreaches that are planned for outreach week. There are opportunities in the UK, Europe, the World. Please pray and ask God to show you where to go. It is not always possible to allow each student their first choice depending on numbers.

Survey Of The Bible

The Survey of the Bible messages are can be downloaded from www.cbcy.com or are available from the Bible Overview Supervisor. The Bible Overview Supervisor will explain the procedure for recording your progress with Survey of the Bible at Registration.

Living on Campus

Flat Life

A key part of the learning process here at CCBC York is the dynamic of living and interacting with other students.

We have seen that God uses close living to teach about patience, other-centeredness, prayer, service and sacrifice. It is inevitable that there will be conflicts when a large group of people from various backgrounds, cultures and ages are living in close proximity for long periods of time.

But it is also possible for them to live together in love and harmony when Jesus is kept at the centre.

With this in mind, please observe the following general rules:

- Pray for one another regularly.
- Submit to one another and seek to serve each other.
- Deny yourself; sacrifice your wants to help others.
- Beware of gossip and putting others down.
- Remember others share your living space and may not appreciate the cleanliness of a space that is tolerable to you. Keep your area clean from dirty clothes, unkempt beds and other belongings. Do not leave rubbish around the room.
- Do not share your bed with anyone, male or female.
- Do not use anyone else's personal belongings without their permission. Don't assume it is okay to just "borrow it".
- If you are in need of any cooking utensils or cleaning products, please see the housekeeping coordinator.
- If something in the flat breaks, tell your Dorm Steward or Intern the same day.
- Please do not climb on any roofs.
- Remember that cars drive on the left hand side of the road; look right before crossing!
- Please do not touch the fire alarms, except in the event of an emergency.
- Candles or incense are not allowed in the flats.
- Hotplates, kettles (water boilers), tea and coffee makers are not allowed in the bedrooms.
- Forgive, forgive, and forgive! Practice forgiveness always.

Realize that God is in control and that He has allowed you to be in that room with those people. There is no swapping of flats, even on the weekends.

Flat Care & Cleanliness

- Rooms should be kept clean at all times, and beds made daily. (Please turn your mattress every month to prolong its life.)
- Scheduled weekly flat cleaning times are overseen by Dorm Stewards/Interns
- Clear up your belongings, dust the furniture, vacuum, and clean the bathroom and kitchen areas.
- Flat inspections by Interns will take place twice a week.
- Furnishings, curtains & pictures are not to be moved from their positions.
- Please do not use nails, Blu-tack, Selotape or other sticky stuff to put up your own pictures.
- Please take special care of the appliances. Keep the refrigerator plugged in & running. If unplugged, the door must be left open for 3-4 days to allow the walls to get to room temperature & any water to evaporate.
- Cleaning supplies are located under each sink.
- The towels provided are for drying your dishes not for cleaning the floor. Please make sure that these are laundered weekly.
- Do not use abrasive/scratchy scourers on any kitchen surfaces e.g. work tops, sinks, cookers etc., as they scratch & ruin them.
- Vacuum cleaners are located in each flat. Make sure that the bags are changed before they split! Henrys don't deal well with full tummys! Ask your Dorm Steward for new bags.
- Take full plastic sacks to the large bins outside the laundry room courtyard. Dustbins are emptied by the council every Monday morning early so get your rubbish there on Sunday. Please crush boxes, cartons, bottles etc otherwise you will run out of room in the large bins. Recycling bins are available – ask the maintenance coordinator for instructions.

Access To Flats & Rooms

A person of the opposite sex is not allowed in a flat at any time except for scheduled open flat evenings. This rule is to be strictly observed & includes standing at the door of each other's flats with the door wide open to talk! Open flat evenings are scheduled to allow students to be invited into other flats for a group evening meal. These dates will be announced during the semester.

For personal & property security, please do not bring people from the streets into the flats; don't give out the flat code number to members of the public or to youth.

If you have friends or family visiting and you want them to stay in the flats, please check with Christian Nowraty.

Energy Usage

Energy is very expensive here, so to conserve as much energy as possible, please turn the lights & heater off in the flat if you are the last one to leave. If you walk by a room that is unoccupied, please turn the lights off. Keep doors of heated rooms closed. Turn off all lights when you go to bed.

Windows should be opened to air the rooms for at least 30minutes per day. At other times, please make sure your windows and doors are kept closed. Do not leave ground floor windows open at the front of flats in unoccupied rooms to prevent theft.

Water Usage

Water: York's tap water is good for drinking; but you can buy bottled water if you prefer.

Sinks: some sinks have a mixer tap or faucet, others have separate hot or cold taps. Beware! The water from hot taps may be very hot!

Showers: some showers are electric with an on/off button and a mixer faucet /control. You may need to adjust the hot/cold control. Caution – hot is very hot! To avoid water running down the doors & leaking onto the floor, please make sure that the shower head is aimed downwards & that the shower curtain is inside the tub. Each student is asked to take only one shower per day. We also ask that the showers be kept under 5 minutes. Please be considerate of the other students and staff.

Maintenance

When something gets broken, or isn't working properly please do not try to fix it yourself! Instead send the details of what is broken, and where it is located, to the maintenance coordinator at maintenance@cbcy.com.

You should normally tell your Dorm Steward or Intern, and they will do this for you. If you do not email the details through, it will not go on the maintenance list. So please do not rely on word of mouth for maintenance to find out, send an email and it should be fixed promptly.

TV, DVD's and Computer Games

Watching DVDs, movies on the internet, and playing computer games is not permitted in the flats or elsewhere on campus. It can be a stumbling block to your flatmates, and a distraction. We also ask that you refrain from playing secular music in the flats for the same reason. Note that watching any live broadcast over the internet, e.g. sports events, requires a UK TV licence. CCBC York does not hold a licence, so please do not watch live broadcasts, or you could be faced with a heavy fine!

Noise And Curfew

Please do not congregate in the street outside the flats and do not shout either from the flats down to the street or from the street up to the flats. It can be intimidating, and a bad witness to passers by.

Sunday – Thursday (Inclusive):

Quiet time begins each evening at 10:00pm. and ends the following morning at 7:00 am.

Students must physically be in their bed and lights out no later than 11:30 pm

Friday & Saturday:

Quiet time begins each weekend evening at 11:00pm and ends the following morning at 7:00 am

Students must be physically in their bed and lights out no later than 1:00am

What is Quiet Time?

Quiet time is designed to allow for sleep, personal devotions, study, and prayer in and around the flats. Please be considerate and keep quiet during these times. During these times use a “Hang Out spot” on campus, not around the flats.

Moral Code

We want to set a Christian example on our mission field here, as well as being culturally sensitive to the believers in the UK. Therefore please adhere to the following rules:

Please do not stumble your fellow brothers or sisters by your attire. The staff reserves the right to determine the appropriateness of your dress, and may advise you accordingly.

Obtaining tattoos or body piercing while in York is not allowed.
Dying your hair unnatural colours is not allowed.

Please do not smoke cigarettes or drink alcohol on or off campus while you are here with us in York. If you smoke or have any other habit you want to break, please ask your Dean to pray with you.

Student Relationships

We ask that you avoid forming romantic attachments that may cause distractions from your studies and your focus on the Lord. Staff are available at any time if you need prayer or counselling about this.

Pre-marital counselling should be the responsibility of your home church Pastor, and is not normally provided for students attending the York campus.

Church Facilities

These rooms are open for your use from 7am to 11:30pm/1:00pm apart from:

- When it is required for classes (see Class Schedule)
- Church Sunday services (9:30am – 1pm; 6pm – 10pm)
- Wednesday mornings for Mums & Tots (9am- 1pm)
- Ladies Bible Study (Friday 10am 12noon)
- Homeschooling Co-op (Friday 12noon-4pm)
- Special Events

They will not be available after it has been cleaned on Saturday evenings prior to the Sunday morning service and it will not be available on Sunday afternoon after cleaning at 4:30pm.

There are occasional events for church that will make the hall unavailable for students, check the church calendar on the website for details of events.

Please remember to be quiet when there are classes or a meeting going on. Please note that the kitchen in the fellowship hall is not for the use of students unless it is for an event you have arranged with a Dean (like a prayer breakfast).

Library

The Library is located upstairs next to the classroom. It is a quiet study area so please keep noise to a minimum. In addition you may use the adjacent classroom as a quiet study area in the evenings when it is not in use. These rooms are not to be used as a recreational area, for meetings, for couples to sit and talk etc.

Please remember to replace books on their correct shelf after using them so that others can find them. Under no circumstances are students permitted to take books out of the library. Computers provided in the library are for working on assignments only. Please check email/facebook etc. elsewhere. You are asked not to bring food into the library or classrooms. If you need to print anything there is a printer located in the library.

There are two university libraries ('York St. John University' and the 'University of York') as well as the Minster Library, which are open access libraries, which means you can go there to read and study the books without being a member. You will need to pay a fee to borrow books. Their catalogues can be checked online. There is also a public library in town, which you can join for free.

Walmgate Bar Coffee Shop

Walmgate Bar Coffee Shop sells excellent coffee and a variety of snacks & cold drinks. On weekdays it is open during the day and on some evenings until 10pm. The upstairs area is available for study. Please remember that members of the public use the Coffee Shop, and that it is an outreach ministry; so don't act in a way that might be disruptive.

Please keep the Fellowship Hall, Library, Walmgate Bar and Hope's Yard tidy. Please take your stuff with you when you leave, especially any cans, mugs, plates, etc. you've used.

Academic Matters

Attendance

CCBC requires 100% attendance for all classes taken by students. For all absences (for any reason) you need to fill out the Absence Authorization Form. The completed form, along with at least a one-page summary for each hour of the class missed, should be turned in to the teacher along with any homework that was due the day of absence. This must be completed and submitted within two weeks of the absence. Remember that your final grade will be adjusted with absence points determined by the registrar. It is also important that you arrive at classes on time. Late arrivals will be noted by teachers and can affect your grade.

Late and Re-Submitted Work

In order that all students are treated fairly, marks will be deducted for late submissions of work. Five percentage points will be deducted for every week, that an assignment is submitted late. If you think you will be unable to meet a deadline you should communicate with your teacher at the earliest opportunity. If a teacher feels that you have failed an assignment due to misunderstanding then they may, at their discretion, allow you to re-submit an assignment. The teacher will set the deadline for re-submitted work. Re-submitted work will also be subject to a ten-percentage point penalty.

Plagiarism

Plagiarism is 'the use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.' Plagiarism will result in an official warning. At the first offence the student will have to re-submit the assignment (which will count as a resubmission), thereafter it will result in a mark of zero.

Special Circumstances

Students with a disability, compassionate circumstances, special educational needs, or English as an additional language, will not be discriminated against. Sensitivity will be shown to these circumstances and adjustments will be made to the methods of assessment accordingly. It is the responsibility of students to inform tutors of any relevant information.

Feedback

Your feedback is really important to us. At the end of each semester you will receive an email inviting you to fill in a short questionnaire online. Please do this as soon as possible so the results can be processed and given to teachers.

If you believe you have been treated unfairly then you should voice your concern to the teacher. If you are unable to resolve the issue you may contact the Registrar who will investigate the matter. Final recourse will be to the Bible College Director, but only after exhausting other channels.

Mark Scales

All teachers grade work by following the same guidelines. These are laid out in the CCBCY mark scale (below). Please note that if you are from the US this may differ from the grading structures you are used to. Please read the descriptions to help you understand the grades you receive. Note that an 'A' is awarded to work that is exceptional, and a 'B' to work that is good. A 'B' does not represent bad work!

Grading Scale for Academic Work

Grade	%		
A	90 - 100	General Description	Excellent answer that demonstrates critical evaluation
A 93 – 100 A- 90 – 92		Understanding	Clear grasp of the central issues with good insight. Good use of additional sources to support material. Thought that has been well developed beyond class discussion.
		Personal Appropriation	Excellent reflection on the material, which has led to significant personal growth.
		Structure & Presentation.	Coherent and compelling thought, well presented.
B	80 - 89	General Description	A coherent answer that demonstrates above average understanding
B+ 87 – 89 B 83 – 86 B- 80 – 82		Understanding	Reasonable grasp of the central issues. Moderate use of additional sources. Thought that indicates some development of class discussion.
		Personal Appropriation	Good reflection on the material, which has led to personal growth.
		Structure & Presentation	Well-organised thought.
C	70 - 79	General Description	An acceptable answer that demonstrates basic understanding
C+ 77 – 79 C 73 – 76 C- 70 – 72		Understanding	Modest grasp of the issue, with basic awareness of complexities. Little use of additional sources. Thought that is representative of class discussion.
		Personal Appropriation	Some reflection on the material, which has led to limited personal growth.
		Structure & Presentation	Some competence in organising thoughts.
D	60 - 69	General Description	A superficial answer that demonstrates limited knowledge
D+ 67 – 69 D 63 – 66 D- 60 – 62		Understanding	Limited grasp of the issue.
		Personal Appropriation	Little reflection on the material, which has not led to substantial personal growth.
		Structure & Presentation	Some attempt to organise the content, but without much fluency, poorly presented.
F	0 - 59	General Description	A seriously inadequate answer
F 0 – 59		Understanding	Serious misjudgement of the issue.
		Personal Appropriation	No serious engagement with material, no personal growth.
		Structure & Presentation	Little serious attempt to organise the content and little attention to presentation.

Grading Scale for Practical Ministries

A	Attendance	Always punctual and available for every session.
	Attitude	Always served willingly and enthusiastically, proactively sought to serve.
B	Responsibility	Exceeded the requirements of the task. Understood what needed to be done and demonstrated diligence in actively seeking to serve without needing to be asked. Always listened to instructions and carried them out.
	Attendance	Available for every session with good punctuality.
C	Attitude	Served willingly, and nearly always without complaint or hesitation
	Responsibility	Showed signs of being aware of what needed to be done without being told. Good at receiving instructions.
D	Attendance	Available for nearly all sessions, mostly punctual.
	Attitude	Showed some willingness and eagerness to serve, but mixed with some hesitation.
E	Responsibility	Listened to instructions and carried them out, mostly responsive to supervisors.
	Attendance	Missed some sessions, some problems with punctuality.
F	Attitude	Hesitant in undertaking work, sometimes lacking in willingness.
	Responsibility	Did not always carry out instructions. Limited engagement in the task.
G	Attendance	Missed many sessions, severe problems with punctuality.
	Attitude	Unwilling to serve, avoids work and responsibility.
H	Responsibility	A severe inability to carry out instructions. Cannot be depended on to respond to supervisors.
	Attendance	Missed many sessions, severe problems with punctuality.

Adding and Dropping Classes

We recommend that you pray and think carefully about your choice of classes when you register at the beginning of the semester. Although you can change later, it is preferable not to miss the beginning of a class, you will find it difficult to catch up. Bear in mind how much work you can manage, as well as the requirements you need to fulfil in terms of mandatory classes for graduation. If you do find that you are unhappy with the classes you are scheduled for then you can add a class or drop a class. The deadline for doing this is the Tuesday of the 3rd teaching week of the semester for adding classes, and the Tuesday of the 5th teaching week of the semester for dropping classes. You must fill in an add/drop form and give it to the Registrar. It would also be a good idea to speak to teachers so they know that you have dropped, and are not skipping class, or are new, so they can help you catch up.

