



GRACE
THEOLOGICAL
COLLEGE

STUDENT HANDBOOK

Welcome

Welcome, and congratulations on your decision to study with us at Grace Theological College. May these be among the most significant days of your Christian walk. Whether you are a new student to the College, or a returning student, we welcome you in the Lord's name. Our prayer is that your time with us will be enriching to your own soul, as well as stirring you up to invest your gifts and training into local church ministry.

In order to facilitate your time with us, there are a few matters to bring to your attention. If you have any questions, please call our Manurewa office, or to Stuart Johnson, Associate Principal GTC South Island (03 467 9919).

The following information has been prepared with all students in mind, but with special attention to students studying at the main campus at 75 Rogers Road, Manurewa, Auckland.

1. Calendar

(see the Prospectus, or visit: www.gtc.ac.nz)

2. Staff

a. Office Hours

The GTC office administrator is available onsite at 75 Rogers Road, Manurewa, from 9am – 4:30pm, Tuesday to Thursday. GTC is normally open Monday to Friday. Students who wish to access the facilities outside of normal hours may be able to obtain a key from the office.

Phone: +64 (0)9 268 1469

Email: enquiries@gtc.ac.nz

Post: PO Box 75-534, Manurewa, Auckland 2243

b. Staff

Principal

This position is currently vacant

Associate Principal (South Island)

Dr. Stuart Johnson (Biblical & Systematic Theology)

03 467 9919

stuartbjohnson@gmail.com

Academic Dean & Registrar

Mr. Ian Grant

09 268 1469

enquiries@gtc.ac.nz

Part-Time Manager

Mr. Geoff Macpherson

0277 276 711, or: *geoffmacpherson@gmail.com*

Part-Time Lecturers

Dr. Peter Reynolds (Hermeneutics, Counselling, Apologetics)

pdr70@hotmail.com

Mrs. Kay Christensen (Hebrew)

Mr. Travis Scott

travis@citypres.org.nz

Mr. Ian Grant (Biblical Theology)

craigelachie@gmail.com

Mr. Geoff Macpherson (Greek)

geoffmacpherson@gmail.com

Mr. Alex Robinson (Church History)

alexivy@clear.net.nz

Dr. Steve Williams (Counselling, Psychology)

Stevewilliams1@gmail.com

Dr. Andrew Young (Biblical & Pastoral Theology)

andrew.nola.young@gmail.com

3. About GTC

a. Motto

Our motto is 'the knowledge of the truth that leads to godliness' (NIV, Titus 1.1 - *ἐπίγνωσιν ἀληθείας τῆς κατ' ἐσέβειαν*). Our desire is that you will be increasingly equipped to work out the graces of Christ in your daily living and relating. To this end the Principal, faculty and staff are available to help, guide, and encourage you in your daily walk with Jesus.

Theology

GTC was established as a 'reformed and evangelical' college. This means that we are Calvinist (or, Augustinian) in our understanding of Scripture. Our subordinate standard is the Westminster Confession of Faith, to which all staff are required to subscribe. Credo Baptists are able to subscribe to the 1689 Baptist Confession.

We are evangelical, in that we are committed to the 'evangel', that is, the good-news about the Lord Jesus Christ as the Saviour of the world. The college exists to equip men and women to minister the gospel in all the world.

Because we are reformed, we hold to a complementarian view of the roles of men and women in the church. We believe that, according to the Danvers Statement on Biblical Manhood and Womanhood, men and women are created equal, but each has unique roles in the church of Jesus Christ. For this reason, only men are trained for ordained pastoral ministry. This doesn't exclude women from classes, but helps students to understand the focus of teaching in certain areas of the curriculum.

b. History

From the earliest days of Presbyterianism in NZ, godly men and women up and down the country have been concerned about the doctrinal orthodoxy of those training pastors. This came to a head in the 1960's in what is now known as 'The Geering Controversy', when then high-profile theologian Lloyd Geering denied fundamental doctrines of the Bible (the virgin birth, the resurrection, the immortality of the soul etc.).

In the 1980's like-minded individuals began to meet, and in 1995, they launched Grace Theological College. It was a college designed to meet the need of a reformed theological teaching centre in NZ.

c. Governance

GTC is administered by two self-perpetuating boards.

Board of Trustees, to determine the constitutional and policy affairs of the college

Board of Governors, to manage the practical and financial aspects of the college.

d. Educational Philosophy

As well as a commitment to a reformed word and life-view, GTC is also committed to four **C's** of biblical education:

- **Content** – understanding God's word better
- **Competence** – skill in using the knowledge gained
- **Character** – growth in godliness of character
- **Chemistry** – the ability to get along with and minister to others

While GTC values scholarship and rigorous learning (content), it is not an end in itself. Alongside learning about God, we are committed to helping our students learn how to put into practice what they have learned (competence). As our motto states, there is knowledge that sits between the ears, and then there is knowledge that changes the heart (character), and fits us to serve the church community in a way that edifies and doesn't divide (chemistry).

e. Birmingham Theological Seminary

GTC has an academic relationship Birmingham Theological Seminary, Birmingham, Alabama, USA (BTS) whereby students studying at GTC and who hold an undergraduate degree, can receive credit for their studies. BTS offers Masters in Christian Education and Biblical Counselling. It also offers the Master of Divinity degree for those planning for pastoral ministry.

See the latest copy of the prospectus, or the registrar for more information.

4. Studying at GTC

a. Enrolment & Admissions

Anyone is free to study at GTC. Enrolment forms are to be found on the website, or can be picked up from the office. Those students enrolling for training in pastoral ministry must complete the Enrolment Form for Pastoral Ministry Students. GTC may also require letters of endorsement from known church leaders before accepting an enrolment. Those who have been accepted as candidates for ministry by their presbytery, or similar oversight, must produce the relevant contact information. Please arrange in advance with the college administrator for grading information and Principal's comment in reporting back to your sending body.

b. Transferring Credits

GTC is happy to consider credit for prior learning on a case-by-case basis. Students wishing to be cross-credit prior learning will need to present an authentic a transcript of any previous study along with their enrolment form. In some instances students may be requires to sit exemption exams to show competence in a given subject area.

Students wishing to transfer GTC credits to another insitution should request an official transcript of their studies from the college administrator.

c. Class Attendance

Students are expected to attend at least 90% of lectures. Under special circumstances a student may be able to arrange with the principal an extended absence. Failure to attend 90% of classes without college approval may result in a 'FAIL' mark for the courses in question.

If you are unable to attend a class because of sickness, please advice the office (leave a message) or your tutor in person.

d. Interrupted Study

If for some reason a student needs to stop their study, but wishes to continue at a later date, they need to arrange this beforehand with the college faculty.

e. Failed & Repeated papers

For those students who are unable to pass the minimum requirements, but have completed the course requirements, the college is able to award a certificate of participation, provided that the student has attended 90% of the lectures. This certificate will be awarded at the discretion of the lecturer and principal.

f. Assessment

GTC operates on the principle of 1,000 words of written assessment and one exam per credit hour of teaching. This may differ in certain courses that demand a greater practical component.

g. Style for Written Assignments

One of the skills that students are expected to master is how to communicate ideas in an ordered and coherent fashion. The writing of essays, where a student is required to present a sustained and in-depth interaction with a field of learning is one way of developing this skill. It is also a means of lecturers assessing a student's grasp of content and a level of competence in a given area.

A student's ability to present written assignments will be evaluated against their level of study. For example, a year two student will be expected to display greater competence in essay writing than a first year student. Please refer to the booklet; *Writing a Theological Essay* by Andrew Young on the website, or ask your lecturer for a copy.

Essays should be written in size 11 or 12 font, and lines are to be double-spaced, or as your lecturer directs. Fonts for the writing of Hebrew and Greek can be downloaded from the Society of Biblical Literature website:

<http://www.sbl-site.org/educational/biblicalfonts.aspx>

h. Assignment Grading Scheme

A+ 93 – 100

A 87 – 92

A- 83 – 86

B+ 78 – 82

B 74 – 77

B- 70 – 73

C+ 65 – 69

C 58 – 64

C- 50 - 57

i. Citation Style & Helps

Acknowledging your sources is an important part of any academic research discipline. This helps the person grading your paper to see what you have read, where you have derived your information, and how you have been able to develop your own thinking. While there are many different styles of referencing, final year and

BTS students are expected to use the *Turabian Citation* style. This includes footnote references, and bibliography at the end of the document.

Tools:

- Microsoft Word 2007 and newer
- *Endnote Citation Software* & MS Word plugin (\$), although *Endnote Basic* is free
- www.eturabian.com/ (free)

For other options, visit:

http://en.wikipedia.org/wiki/Comparison_of_reference_management_software

j. Plagiarism

An essay should be your own work in your own words. You can quote from others but you need to 'acknowledge' the work of others. Under normal circumstances quotes from other authors should not make up more than 20% of the essay.

k. Extensions & Late Submission

Students should speak to their lecturer if they require an extension on the submission date of an assignment.

5. Essay Prize

An annual essay prize, courtesy of a College benefactor, will be awarded to students who produce outstanding essays in any of the following areas:

Old Testament Biblical Theology, New Testament Biblical Theology, Systematic Theology, Apologetics, Church History, Women's Issues, Pastoral Counselling, Practical Life and Ministry.

An amount of NZ\$500 dollars will be awarded to the winning essay, and a lesser amount to a runner-up. If you would like to submit an essay for consideration, then please talk to the Principal.

The final decision regarding the winning essays will lie with the Academic Committee of the College Board. They may choose not to award the prize money in any one year if, in their opinion, no essay submitted for the competition reaches the required standard in either content or presentation.

The prize will be known as the: *Grace Theological College Essay Prize in Systematic Theology*, or to whatever field of study the essay pertains. Successful essays will be published on the College website (www.gtc.ac.nz), and featured in our *Grace Alone* magazine.

For the essay requirements, please see the office.

6. Money Matters

GTC is a ministry that must cover its costs. Much of the work done for the college is by those who volunteer their time and skills. However, there are certain financial realities that need to be faced, and student fees go part way to covering those costs.

a. Fees

As at February 2014 fees are: NZ\$115 per credit hour. Those who wish to audit our courses (sit in and not write essays for credit) the cost is \$75 per credit hour (a two hour paper will be \$150 term for an audit student).

b. Assistance

Because GTC is not registered with the New Zealand Qualifications Authority (NZQA), students are not eligible for the NZ Student Loans Scheme. If you need assistance paying for your studies, please talk to GTC staff who may be able to help you find ways to fund your study. You should also approach your local or sending church and discuss your needs with the leadership.

c. Enrolment & Withdrawal

Students should arrange to have outstanding fees paid prior to the start of class

Students who wish to withdraw from a course prior to classes commencing will receive a 100% refund, less any costs to the college of arranging that refund.

d. Text Books

Students are encouraged to purchase the required texts for each course in order to begin establishing a personal library that will provide them with valuable reference and reading material for many years to come.

Books purchased through the college must be paid before the end of term. Students with unpaid book accounts must speak to the faculty prior to their graduation date.

e. BTS Students

BTS students will be advised of the cost of study at BTS when they enrol. Please refer to their student handbook. This can be found on their website: http://birminghamseminary.org/?page_id=10

7. Student Life & care

a. Pastoral Care & Conduct

Any questions or problems should be addressed to your lecturer or the college principal. It is the desire of the college that all students feel able to study in a safe and affirming environment. Biblical principles of conduct should govern all interactions within the college.

Grace Counselling and Conciliation Services (adjacent to the Manurewa campus) offers free and confidential counselling to GTC students by way of their counselling internship programme. For out-of-Auckland students, counselling via Skype is available. Please call 09 268 1469 for an appointment.

b. Kitchen & Lounge

A small kitchen and fridge is available for staff and students. Students are asked to clean up after themselves so that others can use the area. Adjacent to the kitchen is a small lounge which houses the journal collections. Students are free to make use of this room anytime.

c. Parking

Students are asked not to park on Rogers Road, but in the Covenant Presbyterian Church car park next to the college. Gates are normally locked at 5pm, but will be unlocked for evening classes. Your lecturer will have a key.

d. Mobile Devices

Out of consideration for fellow students and teachers, students must ensure that their mobile phones are turned off or are on 'silent mode' during class and in the library area.

e. Ministry Experience

A well-rounded theological education consists of much more than simply sitting in a classroom. Students are encouraged to gain as much exposure to all areas of ministry in their local church plus any opportunities in overseas missions. If you need help gaining experience in your area of calling, please speak to the college principal.

8. Library Matters

GTC seeks to provide a good reformed evangelical library for students and members. GTC library is delighted to house the Robert Oxner collection of books, many of which are rare and valuable. Students are encouraged to take good care of all books. Please do not take any commentaries out of the library. Study desks are available to use for your commentary study.

When you borrow a book or tape please fill out the notebook downstairs beside the library computer. You will need to record in the notebook your name, the date, the title of the book or tape, and for books the accession number.

The accession number is to be found on the back cover of the book.

a. Books & Journals

The upstairs lounge holds copies of theological journals for use. These are reference only, and are not to be removed from the college. Photocopying and scanning facilities are to be found downstairs.

b. Reference Books

Those books stamped 'REFERENCE ONLY' are for use in the college, and are not to be removed from the library, except with permission from Mrs Wendy Kerr, our librarian.

Reading desks are located in the library, and photocopying and scanning facilities are by the sliding door.

c. Finding a Book

All books are recorded on the library database. Students can use the computer in the library to search for a book. Turn on the computer, and activate the library software. Searches can be according to title or author. If the volume is in the library, the software will give you a Dewey Decimal reference.

Note: Currently, some commentaries sets are shelved according to their set under the generic code 220.7.

d. Lending

Books may be issued for up to **three weeks**. Returning books late inconveniences others who may need the book. Late borrowers will be issued with a reminder.

e. Late Returns, Lost & Damaged Books

Lost or damaged books must be reported to the librarian. You may be asked to help cover the cost of repairing or replacing the book in question. Students who return books in a damaged condition or having been marked will be billed for the cost of their repair.

f. Computer & Internet Access

There is one computer downstairs for students to use for internet searches. It is also loaded with the **Pradis** Bible Software (NIV, NRSV, USB4, Hebrew, Greek & Hebrew parsing, New International Dictionaries and Commentaries), **TheWord** (SBL Greek, Hebrew, Septuagint, numerous dictionaries and word study helps) , and **E-Sword**. It has **Microsoft Office** and **Open Office** for word processing needs.

Students wishing to access the internet at the college can connect to the **DLink** router. The password is available from your lecturer or the office.

g. Photocopying

Enrolled students will be issued with a password to gain access to the photocopier. Copies cost 5 cents per copy. Please keep a record of copies made, and see the office for payments.

h. Helpful Internet Resources

Searching:

www.queryserver.dataware.com

www.academicinfo.net

<http://scholar.google.com>

Free Bible Software:

The Word: www.theword.net

E-Sword: www.esword.net

Heaven-Word: www.heavenword.com

Logos: www.logos.com/downloads

Olive Tree: www.olivetree.com

Or:

Cross-Wire: www.crosswire.org