REFORMED CHURCHES BIBLE COLLEGE



Student Handbook 2019



Foreword

Welcome to the 12th year of the Reformed Churches Bible College!

This Student Handbook has been written to help you in your life as a student at the Reformed Churches Bible College. Please read it carefully and keep it close by in case you need it later.

At this Bible College we hope to train you through studies, practical ministry work and physical work. During your time here we want to prepare you spiritually mentally and physically, so that you may be able to serve in the place that God calls you. Maybe God is calling you to lead Sunday School, or teach Religious Instruction in one of the local schools. Maybe God wants to prepare you to be a pastor or an elder in His church. Whatever your reason for being here we want to wish you God's blessing on your work and studies. May He be near to you as you begin this challenging and exciting journey. Dear brother or sister be encouraged by the Word of God which says:

May our Lord Jesus Christ himself and God our Father, who loved us and by his grace gave us eternal encouragement and good hope, encourage your hearts and strengthen you in every good deed and word.

(2 Thessalonians 2:16-17)

RCBC Principal and Staff

Contact Details

Principal

Mr Mark Mulder Phone: 7002 8718

Vice Principal
Rev Cornelis Kleyn

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Mailing Address
PO Box 590
Waigani, NCD

Papua New Guinea

Street Address Sogeri Rd, 14 Mile (2.2 kilometres past the Adventure Park)

Statement of Faith

The teaching given at the Reformed Churches Bible College (RCBC) is based on the Word of God alone and in agreement with the confessions of the Reformed Church of PNG (Belgic Confession, Heidelberg Catechism, Canons of Dort). The key teachings in these confessions are as follows:

- The Bible is inspired by the Holy Spirit. All we need to know for our salvation is in the Bible. The Bible alone is the supreme authority in all matters of faith and lifestyle.
- There is only one God who exists in Three Persons; the Father, the Son and the Holy Spirit.
- Although God created man good, the fall in to sin was total and complete so that man became dead in sin.
- Out of all the people of the world, God has chosen to have a people for Himself. He has established a covenant of Grace with them.
- The atoning death of Jesus Christ was complete so that all those chosen to eternal life will be saved.
- Salvation is only possible through true faith in Jesus Christ.
- The main work of the Holy Spirit is to work faith in the hearts of sinners through the Word, to make them to turn to God in repentance and seek forgiveness in Jesus Christ and to live a new life for Him.
- There is one holy and universal church and all believers, and their children are called to be a member of that church.
- Jesus Christ is now in heaven but on the Last Day He will return with his angels and believers that have died. On the Last Day Christ will judge the living and the dead. The righteous will live with Him forever but the wicked will be punished forever.

The Reformed Churches of PNG

The Reformed Churches of PNG are a small denomination with churches in NCD, Central Province and Morobe Province. The first churches were planted in the early 1980's by missionaries sent by the Free Reformed Churches of Australia who first worked among Reformed refugees from West Papua. These churches have their roots in the Protestant Reformation in the 16th century and are linked to Reformed Churches all around the world. The word 'reformed' points to the fact that these churches always seek to go back to the truth revealed in God's Word in all areas of life and faith.

College Site and Facilities

The RCBC is located in 14 Mile, Central Province on 8 acres of land by the Laloki River. There are 2 classrooms, 9 student houses with haus kuks and drum fires, toilets and showers and access to water and electricity*. Cabins will be allocated to students at the beginning of each year. Cabins need to be vacated at the end of each year.

*Please note that Easipay meters will be installed in each cabin and will be loaded with K100 of electricity. It becomes the responsibility of the student to 'top up' should they require more electricity. Any units left on the meter at the end of the year remains the property of the College.

Programs Offered

The Reformed Churches Bible College offers a Certificate and a Diploma of Reformed Studies. Students need to successfully complete the Certificate Program before they can apply for the Diploma Program.

The Certificate of Reformed Studies is a two-year program. All church members who meet the entry requirements and who want to be involved in church ministry are encouraged to apply for this program.

The Certificate program provides students with a solid understanding of the Bible and the Confessions of the Reformed Churches. It also equips students to teach children and adults and provides them with an understanding of ministry within the church. An important part of the program is to encourage students to apply spiritual truths they learn to their lives. Students will be expected to complete assignments and work with in the churches as part of their studies.

First Year	Second Year
Bible and Theology Courses	Bible and Theology Courses
C-TTW196 ~ Through the Word	C-TTW296 ~ Through the Word
C-CDT172 ~ Christian Doctrine	C-CDT272 ~ Christian Doctrine
Ministry Courses	Ministry Courses
C-LS116 ~ Leadership Skills	C-PSP216 ~ Public Speaking
C-MCH116 ~ Ministry in the Church	C-MOC216 ~ Mission Outreach
C-CMN116 ~ Children's Ministries	C-YMN216 ~ Youth Ministries
C-MF116~Christian Marriage & Family Life	C-CMF216~Christian Marriage & Family Life
C-MCH116 ~ Music in the Church	C-PCB216 ~ Peace Building
	C-CHH232 ~ Church History
	C-CPN212 ~ Churches in PNG
General Courses	
C-SPL124 ~ Personal Spiritual Life	General Courses
C-HHY124 ~ Health and Hygiene	C-SPL224 ~ Personal Spiritual Life
C-ENG172 ~ English	C-ENG272 ~ English

The Diploma of Reformed Studies is a three-year program aimed at equipping suitable men to become pastors and church planters. The diploma program is open for men who have completed the Certificate of Reformed Studies and who have shown that they have the spiritual and academic gifts to be able to become an ordained pastor in the local churches.

The Diploma Program includes studies in the Old and New Testaments, Exegesis and Bible interpretation, Theology, Sermon preparation, Church Government, Ethics, Pastoral Care, Worship and Ministry in the church and Church Planting. An outline of all the courses in both programs can be found on page 13 - 15 of this Handbook.

Aims of the Teaching Program

The courses taught at the College are intended to help students to develop a close personal relationship with their Lord. This is the first and most important part of the training at the Reformed Churches Bible College. The lessons, assignments and practical work will help students to have a good knowledge of God's Word and how to use this knowledge in their personal lives and various ministries in their churches.

Entry Qualifications

- 1. All those who wish to study at the Reformed Churches Bible College must be active members in their Church.
- 2. Along with the application the applicant needs to present:
 - a. a letter of recommendation from the leaders of their Church. That local Church will remain responsible for the conduct and well-being of that student.
 - b. an academic transcript of the last school grade attended
 - c. a certificate of good health from a health clinic.
 - d. disclaimer form—see #6 below
- 3. Applicants need to be able to read, write and understand English and Tok Pisin. Applicants will need to pass an English test administered by the College.
- 4. Applicants are expected to have had a formal education of preferably Grade 10 or higher.
- 5. Not only the applicants but also their families need to be physically healthy.
- 6. The applicant will be asked to sign a waiver of liability and compensation stating that the RCBC, its staff, board of Governors or any part of RCBC as an institution will not be held liable for any serious sickness, mishap or death that may occur while the applicant is a student at RCBC.

Enrolments

Students wishing to enrol in the courses offered in 2019 must fill in an application form available from the College Principal. The application must be submitted to the College Principal before 19th January 2019.

Students will only be accepted if:

- 1. The student meets the entry qualifications.
- 2. There is sufficient space at the Bible College for the student.

Each application will be reviewed by the College staff. Where possible, the applicant will then be asked to attend an interview. A formal letter of the decision will be sent to the student and his/her local church.

Wives and Children of Students

Provided accommodation is available, students are encouraged to take their spouse, and where possible, their children as well. This is important as we wish to focus on developing happy and healthy families. The spouses will be encouraged to attend as many classes as possible. Those spouses who are not in class will be expected to do extra duties around the College (e.g. caring for children, cleaning, gardening, etc).

Course Work, Grades and Reports

Students will be expected to complete assignments and other course work. Students are expected to hand in assignments on time. Marks will be deducted for late work.

Students will receive a percentage grade for each course that they attend. At the end of the school year each student will receive a report of their results in each course.

A student's sending church may request a copy of this report from the Principal. Students who successfully complete each course will receive a Certificate of Reformed Studies.

Students need to achieve at least 50% in each course to obtain a Certificate of Reformed Studies. Students who fail any course may apply to re-do assignments/ examinations so that they may be reassessed. This is at the discretion of individual lecturers. Students may ask to have their situation reviewed by the Board of Governors.

Students intending to apply for admission into the Diploma of Reformed Studies program need to obtain a minimum of 65% in each Certificate course and a minimum of 75% in 'Christian Doctrine' and 'Through The Word'. Students who fail to achieve this will not be able to proceed to the Diploma of Reformed Studies.

Students will also be expected to do practical work in/for the churches during the non-teaching weeks. College staff and local church leaders will oversee this work which will also be part of each student's final grade.

Attendance

Failure to attend classes affects a student's education and may affect a student's grade. If a student repeatedly fails to attend classes without a reasonable excuse it may lead to failing the course. Students are expected to attend all classes for each course in which they are registered. If students are unable to attend class due to sickness or other valid reasons they need to speak to the Principal, **before** class, who will assess the validity of the request.

If a student misses any class they are expected to catch up on any course notes, readings and assignments. A student who misses more than 35% of classes unexcused (or 4 out of 12 classes in a teaching block) will fail that course and may be asked to leave the college.

Academic Taboos

"Plagiarism" means presenting someone else's work as your own. It can include copying someone else's work or copying from a book without showing that this information has been borrowed. Students use it as a dishonest way of completing an assignment or achieving a higher grade. The College takes plagiarism seriously as it is a kind of stealing.

Cheating of any kind will also be treated as a serious offense. This includes using "cheat" notes when sitting tests or sharing information about a test that others still have to complete.

Language of Instruction

Lessons will be taught in English and Tok Pisin. Most of the course notes will be in English but teachers will do their best to ensure that students understand what is being taught. It is true that some students may struggle with English, but we feel that it is necessary for students to get a better grasp of the English language, especially if they plan to train as a pastor.

Student Awards

Student awards are presented at the Graduation ceremony each year. These awards are as follows:

Best all Round: awarded to a certificate student and a diploma student who displays excellence in studies and behaviour around the College.

Most improved: awarded to the student who shows the most significant improvement in his/her studies.

Leadership and Responsibility: awarded to the student who demonstrates good leadership and faithfully carries out responsibilities they have been given at the college.

Practical Work

Students and their families are expected to work on the College grounds. This work will include keeping the College grounds clean and tidy, assisting in College projects like raising chickens, and working in the College gardens.

This practical work will take place for a few hours every day and will help keep the College fees low and the College running well. Students are also encouraged to see that the practical work is important for their personal development. The practical work helps students to grow in faithfulness, diligence, humbleness and reliability. Students are also expected to work 10 days outside of class times, at times determined by the College staff.

Education and Healthcare

School aged children of students will be expected to attend a local school. Enrolment of children as well as the payment of school fees is the responsibility of each parent, and not the Bible College.

In the same way healthcare is the responsibility of the students and not the Bible College or the teaching staff. Health issues may be brought to the attention of the school nurse for assessment. If necessary, the school nurse will refer you to a clinic or hospital for further treatment. The closest clinic to the Reformed Churches Bible College is the Pacific Adventist University Clinic.

2019 Calendar

	January								
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2019 Teaching Calendar

Orientation Week: 11th Feb – 15th Feb

Block 1: 18th Feb – 15th March
Block 2: 1st April – 26th April
Block 3: 27th May – 21st June
Block 4: 15th July – 9th Aug
Block 5: 2nd Sept – 27th Sept
Block 6: 21st Oct – 15th Nov

2019 Calendar

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2019 Important Dates

Resurrection Weekend: 19^{th} April -21^{st} April

Queen's Birthday: 11th June National Remembrance Day: 23rd July

Independence Day: 16th September
Reformation Day: 31st October
Graduation Day: 21st November

Fees and Costs

The Board of Governors has agreed to the following annual College Fees.

For members & those seeking membership in the Reformed Churches of PNG:

Single students: K550 + 10 days of work at the College

Married Students: K700 +K50/child + 10 days of work at the College

For all others:

Single students: K850 + 10 days of work at the College K1000 + 10 days of work at the College Children: K50/child under 10; K100/child over 10.

Ideally fees should be paid in advance, however, recognising that some students are faced with financial burdens the following payment option has been put in place:

- 1. 50% of the fee needs to be paid by the end of May
- 2. The remainder needs to be paid by the end of August.

These fees are intended to help cover the costs of each course and the running of the College. The College fees have been kept low so that they are affordable for every student and every local church. Non-payment may result in students being asked to leave the College. (Romans 13:7-8) Should students be experiencing difficulty in the payment of their fees they should consult with the Principal. All applicants are required to pay an application fee of Kina 50 with their application which will go towards their student fees.

In the case where a student decides to leave the Bible College he/she will only receive 50% of the College Fees if he/she leaves before 1st July. No fees will be refunded after 1st July. When the student leaves the College the produce from his/her personal gardens will be the property of the College.

Each student is responsible for their own needs and those of their family. Therefore, students should also have money to cover things like soap, bus fares, store goods.

Items Students Need to Bring Along

We welcome new students to the Reformed Churches Bible College. Besides their personal items the students will need to bring along for their own use at the College the following items:

- Pots and cooking equipment
- Plates, bowls, cups, forks, knives, spoons
- Pillow and sheets (bedding)
- Bush knife

The College will provide the following items for the students to use while they are studying at the College:

• Room in a cabin

Mosquito net

Garden plot

Drum fire

• Patrol (steel) box

Mattress

Spade

College Rules

The rules of the Bible College have been approved by the Board of Governors. The rules are strict, and students are expected to obey them carefully. However, students are encouraged not to see the rules as a burden. Rather the rules are intended to mould them and help them to grow in godliness and self-discipline. In general, students who fail to exercise the fruits of the Spirit and who clearly show that they do not have the spiritual qualifications for church leadership will be asked to leave the Reformed Churches Bible College.

- Students must ensure that their sleeping accommodations and the gardens around it are always clean and tidy.
- Male and female students may not meet together in isolated locations.
- Buai, cigarettes, alcohol and gambling are forbidden on the College grounds. This rule applies to visitors, students and workmen alike.
- No student may leave the College grounds during teaching blocks unless given prior approval to do so by College staff.
- Students are to remain at the College on weekends during the teaching blocks, except for special ministry reasons in the local churches.
- Students are not to overnight off campus unless for special ministry or granted permission by the College staff.
- "Lights Out—No Noise" at 10:30pm to 6:00am each night except for special circumstances. Mobile phones must be turned off during this time.
- Students must attend all classes on time, neatly and modestly dressed, and prepared for the lesson.
- Telephones must be switched off or put in silent mode during classes. Classes should never be interrupted by phones. Students may not answer phones that are accidentally left on.
- Students who receive visitors at the College must inform College staff.
- Relatives may not stay at the College overnight unless they have permission from College staff.
- Radios are permitted in student cabins as long as they do not disturb others.
- TV's are **not** permitted. DVD's viewed on laptops are to be used only in public areas such as the classroom. DVD's are not permitted to be viewed in the cabins.
- Students are to maintain godly character and behaviour; abide by the laws of this land and the laws of God at all times, on and off campus.
- All forms of pornographic material will not be tolerated.

Discipline

Any student who breaks any of the College rules will be warned by the College staff. The warning will be given both verbally and in writing and a copy of the written warning will be attached to the student's academic record.

Students will only receive two (2) warnings for the same offense. On the third occasion the student will be asked to leave the College and notice will be given to the student's home church group and the Board of Governors.

Students may be suspended for serious offences by the staff and expelled in consultation with the Board of Governors.

Grievance Procedure

- 1. Students who feel wronged by another student or by one of the College staff must first speak with the person(s) concerned. (Matthew 18)
- 2. If the issue remains unresolved the student may speak with one of the College staff.
- 3. If the issue remains unresolved the student may bring the issue to the attention of the Board of Governors.
- 4. If the Board of Governors is unable to deal with the issue the local consistory (at present Nine Mile Consistory) will deal with the matter. The decision of the consistory will be binding on all parties.

Visitors to the Bible College

Visitors are encouraged to come to the College outside of class hours. Visitors may not stay the night unless permission is granted by College staff. College staff are not responsible for the transport of these visitors. Visitors may not disturb student responsibilities. Any visitors found to disrupt campus life or student responsibilities or who break any of the College rules will be asked to leave the College grounds. It is the responsibility of students to ensure that their visitors know and follow College rules. Church members are most welcome to sit on any classes running at any time.

College Counsellor

The Board of Governors will appoint a College Counsellor for the benefit of students and their families. The role of the counsellor will be to provide encouragement to the students in their studies and help of a spiritual nature to those students that need this. The College Principal may also call on the counsellor to assist him in his oversight over the students.

Student Responsibilities

The students are expected to:

- Maintain good personal hygiene
- Make sure that their sleeping accommodations and the gardens around are always clean and tidy
- Report any College items that are lost or broken.
- Sweep/tidy the classroom
- Clean the toilet and shower areas every day
- Tidy kitchen area daily
- Attend church on Sundays

Transport to and from the College is the responsibility of the students. The College will only be responsible for the transport of students doing work or assignments for the College or their program of study.

Students will also be expected to develop and care for College gardens. These gardens are to help the College to support itself. No student may collect food from the College gardens for their own use without permission.

Each student will be given a minimum weekly ration. Students are expected to supplement their weekly rations with produce from their gardens which will be allocated at the beginning of each school year.

If students find that they are short of food or other necessities, they are encouraged to talk with their family and local church to find a solution.

Text Books/Library Books

Reading is an important part of both the Certificate and Diploma programs. In the course of the year students will loan books from the College Library. Some books may be loaned to a student for the duration of a course.

Students are expected to take good care of the books that have been loaned to them. None of these books on loan may leave the College without the permission of one of the teaching staff. A student who does not return a book on loan when requested will be expected to reimburse the College for cost of that book.

Reference books are available for use in the library only. These may not be loaned or removed from the library. Diploma reference books may only be used in the Diploma classroom and may not be loaned or removed from this classroom.

Courses offered at the Reformed Churches Bible College

The following courses are offered in the two-year Certificate program and the three-year Diploma program. Each course name is followed by a course code. There is a different code for each module. The numbers in the course code describe the year in which each module is taught and the amount of lecture hours. (e.g. Through the Word (C-TTW190) = C [Certificate course] T [Through] T [The] W [Word] 1 [1st Year] 90 [90 lecture hours]).

Certificate Program of Reformed Studies Course Summaries

BIBLE AND THEOLOGY COURSES

Through the Word 1 & 2 (C-TTW196/C-TTW264) This is a two-year course that gives students a thorough understanding of the Bible. The main focus of the course is to show how the Bible is one story: the history of Jesus Christ. (180 hours)

Christian Doctrine 1 & 2 (C-CDT172/C-CDT272) This is a two-year course that provides students with an understanding of Biblical truths and the basic doctrines of the church, particularly as they are taught in the Heidelberg Catechism and the Belgic Confession. (144 hours)

MINISTRY/GENERAL COURSES

Leadership Skills (C-LS116) This course gives students background knowledge and skills to develop effective leadership.

Ministry in the Church (C-MCH116) Through this course, students will get a better understanding of their place within the church and how they can use their talents and gifts to build up the Body of Christ (16 hours)

Children's Ministries (C-CMN116) This course will help students to understand children as well as provide them with the skills to teach Sunday School. (16 hours)

Christian Marriage and Family Life (C-CMF116/C-CMF216) This course examines God's perfect plan for marriage. (32 hours)

Music in the Church (C-MCH112) This course looks at the place of music in the worship service. Students will also learn how to lead music in worship. (12 hours)

Public Speaking (C-PSP216) This course looks at how to speak effectively before an audience. (16 hrs)

Mission Outreach of the Church (C-MOC216) This unit looks at the Biblical basis for the work of evangelism. Students will learn the biblical model of outreach as well as how they can share their faith. (16 hours)

Youth Ministries (C-YMN216) This course looks at issues that youth face today and how the church can support them. It helps students to develop a good youth program. (16 hours)

Peace Building (C-PCB216) This course looks at Biblical and practical ways of resolving conflict in relationships and promoting peace. (16 hours)

Church History (C-CHH224) This is a course that teaches students about the history of the church, with a focus on the time of the apostles till the Reformation (24 hours)

Churches in PNG (C-CPN212) This course will help the student to understand the history and teaching of other, particularly, mainline churches in PNG. (12 hours)

Personal Spiritual Life (C-SPL124/C-SPL224) This course (also called Bible Study) looks at different issues affecting spiritual life. (48 hours)

Health and Hygiene (C-HHY124) This course describes ways to promote good standards of health and hygiene in homes and communities. (24 hours).

English (C-ENG160/C-ENG260) This course helps students to become more proficient in reading, writing and grammar. (120 hours)

Diploma Program of Reformed Studies Course Summaries

Old Testament Survey (D-OTS124/D-OTS224/D-OTS324) Students will examine the authorship, date and purpose of each Old Testament book as well as explore main events and institutions especially as they relate to the history of salvation. (72 hours)

Old Testament Exegesis (D-OTE124/D-OTE224/D-OTE324) Students will learn how to use basic steps of exegesis to compose sermons based on Old Testament texts. (72 hours)

New Testament Survey (D-NTS124/D-NTS224/D-NTS324) This course looks at the background of the New Testament including its history, geography, social, cultural, philosophical and religious beliefs. Students will also study the authors, date, purpose and theology of each New Testament book. (72 hours)

New Testament Exegesis (D-NTE124/D-NTE224/D-NTE324) Students will learn how to use basic steps of exegesis to compose sermons based on New Testament texts. (72 hours)

Dogmatics (D-DOG148/D-DOG248/D-DOG348) Using Van Vliet's book 'Growing in the Gospel' and Berkhof's 'Manual of Christian Doctrine', students will examine the teachings of the Bible. (144 hours)

Church History (D-CHH112/D-CHH312) Students will study the history of the Church from the Early New Testament Church till the present. Students will examine important historical events, movements and people with a special focus on the way God used them to preserve and build His church. (24 hours)

Church Polity (D-CHP112/D-CHP 212/D-CHP312) Students will study the purpose and content of the Reformed Church Order. Included in this course is a study on office bearers, various assemblies, the supervision of public worship, and church discipline. (36 hours)

Homiletics (D-HOM112/D-HOM212/D-HOM312) This course introduces students to the art of preaching through the use of tools, structures and concepts that help preachers in presenting devotions, sermons for the congregation, messages for special occasions and outreach messages. (36 hours)

Preaching Practice (D-PRP124/D-PRP224/D-PRP324) Students will get the opportunity to practice sermon making and delivery skills. (72 hours)

Liturgics/Worship (D-LIT212) This course helps students to gain a better understanding of the scriptural basis for Reformed worship and liturgy. It also helps students to evaluate trends in contemporary worship. (12 hours)

Missiology (D-MIS212/D-MIS312) Students will investigate the biblical basis for mission as well as principles and methods important to the work of mission. Students will examine mission to the Jews and Muslims as well as mission in PNG in greater detail. (24 hours)

Sects and Cults (D-SAC212) This course will examine the various sects and cults that exist particularly as they relate to PNG. (12 hours)

Symbolics (D-SYM132) Students will study the confessions of the Reformed Churches with a particular emphasis on the Belgic Confession and the Canons of Dort and also how they relate to the Heidelberg Catechism. (32 hours)

Pastoral Ministry (D-PAM224/D-PAM312) Students will study Biblical and theological perspectives to pastoral care and be further equipped to care for individuals and families in the congregation. (36 hours)

Apologetics (D-APO312) This course will help the students to give a defence of the truthfulness of the Christian faith. (12 hours)

Ethics (D-ETH116/D-ETH316) This course will give the student a deeper understanding of the moral implications of the 10 commandments of God for personal and civil life. (32 hours)