



A Christian Bible-centered school offering a range of courses to those who wish to learn more about the Bible and become effective in Christian ministry.

Student Handbook

'You are the light of the world. A city that is set on a hill cannot be hidden.'
Matthew 5:14

*'for the equipping of the Saints for the work of ministry,
for the edifying of the body of Christ'*
Ephesians 4:12

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Welcome!

We are pleased to welcome you as a student to the Grace City Bible School. This Handbook has been prepared to provide an easy reference guide to help you as you study at this Bible School. It will also provide answers to some questions you may have about your Bible school.

In addition, every student will be given a *Course Handbook* which will give further information on a particular subject taken. The information given in this publication is accurate at the time of publication, but amendments may be made from time to time, both in relation to individual courses and the facilities or services available from or provided by the Bible school. Students will be notified of any amendments.

We aim to give our students an excellent opportunity to study the Word of God and to be equipped in every way for service in His Kingdom by offering a high standard of teaching and academic support, a deep and life transforming spiritual experience in a friendly and professional environment.

We hope you will find your time at the Grace City Bible School enjoyable and spiritually rewarding. We pray God's rich blessing on you as you study here and wish you every success with your studies.

Susie Djan

Head of School

On behalf of the Board of Directors and the Academic Board
September 2019



1. ABOUT THE SCHOOL

God intends that His children (Christians) become lifelong learners who are being continually transformed by the truths they study and obey. This is a school where students can receive training to become effective ministers and leaders in their own churches. The Grace City Bible School (in this handbook termed the 'School') also caters for those who are not in leadership, but who wish to be grounded in the Word of God for Christian service.

Our teaching modules and training are designed primarily for church members. We currently do not offer degrees or post-graduate qualifications and neither are we associated/affiliated with a University. However, our lecturers and academic tutors are men and women of integrity, sound in Bible knowledge and have experience in ministry "able to" equip Christians at whatever level to have a good and extensive understanding of God's Word and will offer practical hands on training to equip Christians for service in any aspect of ministry.

1.1 Aim of the School

- 1) To equip Christians to know **the Truth** (to study and understand God's Word); **the Way** (to walk in the Lord's will); **the Life** (to experience the power of His Life daily)
- 2) To give biblical training for Christians who want to serve in ministry.
- 3) To help students discover what it is that God has called them to do.

1.2 Scriptural Basis

'You are the light of the world. A city that is set on a hill cannot be hidden.'
Matthew 5:14

'And He Himself gave some to be apostles, some prophets, some evangelists, and some pastors and teachers, for the equipping of the saints for the work of ministry, for the edifying of the body of Christ, till we all come to the unity of the faith and of the knowledge of the Son of God, to a perfect man, to the measure of the stature of the fullness of Christ; that we should no longer be children, tossed to and fro and carried about with every wind of doctrine, by the trickery of men, in the cunning craftiness of deceitful plotting, but, speaking the truth in love, may grow up in all things into Him who is the head—Christ.' Ephesians 4:11-15

'As each one has received a special gift, employ it in serving one another as good stewards of the manifold grace of God,' 1 Peter 4:10

'Wherefore we receiving a kingdom which cannot be moved, let us have grace, whereby we may serve God acceptably with reverence and godly fear...'
Hebrews 12: 28

1.3 Meaning of the Name 'Grace City' Bible School

a) Firstly, it is a Bible School. Students will be given lectures, tutorials and seminars based on what the Bible teaches. Each class will be preceded by worship and prayer to God in the name of our Lord Jesus.

b) Secondly, it is about the Grace of God.

- i) 'Grace' is a description of an aspect of the character of God we want to extol, embrace and operate in. God is a God of Grace and He has made this known to men through His Son, Jesus Christ.

'And the Word became flesh, and dwelt among us, and we beheld His glory, glory as of the only begotten from the Father, full of grace and truth. ... For the Law was given through Moses; grace and truth were realized through Jesus Christ.'
John 1:14, 17

'For the grace of God has appeared, bringing salvation to all men.'
Titus 2:11

- ii) The work of Redemption/Salvation is about Grace.
'In Him we have redemption through his blood, the forgiveness of our trespasses, according to the riches of His grace.' *Ephesians 1:7*

'But we believe that we are saved through the grace of the Lord Jesus, in the same way as they also are,' *Acts 15:11*

Grace is entirely the work of God, unprompted by man, undeserved by man, and without regard to anything that the object of grace will later accomplish.

- iii) God's Grace is expressed in a wide variety of ways: -
(1) God's grace is His magnanimity of love which all men receive, regardless of their spiritual condition.
(2) His grace is that work of Sanctifying within the believer to bring growth, maturity, and progress in the process of becoming Christ-like. We are told to...

'grow in the grace and knowledge of our Lord and Savior Jesus Christ. To him be the glory, both now and to the day of eternity. Amen.' *2 Peter 3:18*

It is only by God's Grace that Christians are enabled to manifest the life of our Lord through the saints as members of His body.

'But to each one of us grace was given according to the measure of Christ's gift.' *Ephesians 4:7*

'As each one has received a special gift, employ it in serving one another as good stewards of the manifold grace of God.'
1 Peter 4:10

- (3) His grace sustains us.
'And He has said to me,
"My grace is sufficient for you, for power is perfected in weakness." Most gladly, therefore, I will rather boast about my weaknesses, that the power of Christ may dwell in me.' *2 Corinthians 12:9*

'Let us therefore draw near with confidence to the throne of grace, that we may receive mercy and may find grace to help in time of need' *Hebrews 4:16*

c) The Heavenly City



We believe it is important Christians understand that we are not of this world but citizens of a Heavenly City, who live and serve here on earth in the presence of the Lord. We therefore teach our students to dwell daily by grace in God's presence and to be Kingdom minded as they live, worship and work wherever they are.

'Brethren, join in following my example, and note those who so walk, as you have us for a pattern. 18 For many walk, of whom I have told you often, and now tell you even weeping, that they are the enemies of the cross of Christ: 19 whose end is destruction, whose god is their belly, and whose glory is in their shame—who set their mind on earthly things. 20 For our citizenship is in heaven, from which we also eagerly wait for the Savior, the Lord Jesus Christ, 'Philippians 3:17-20

'But ye are come unto mount Zion, and unto the city of the living God, the heavenly Jerusalem, and to an innumerable company of angels, To the general assembly and church of the firstborn, which are written in heaven, and to God the Judge of all, and to the spirits of just men made perfect, And to Jesus the mediator of the new covenant, and to the blood of sprinkling, that speaketh better things than that of Abel...

Wherefore we receiving a kingdom which cannot be moved, let us have grace, whereby we may serve God acceptably with reverence and godly fear: For our God is a consuming fire.'
Hebrews 12:22-24, 28-29

'Now, therefore, you are no longer strangers and foreigners, but fellow citizens with the saints and members of the household of God.' *Ephesians 2:19*

d) The Eternal City

Finally, we are reminded that there is an Eternal City we look to and have hope in as we await the coming of our Lord Jesus Christ.

'For he looked for a city which hath foundations, whose builder and maker is God....

But now they desire a better, that is, a heavenly country. Therefore God is not ashamed to be called their God, for He has prepared a city for them.'
Hebrews 11:10, 16,

'And I John saw the holy city, new Jerusalem, coming down from God out of heaven, prepared as a bride adorned for her husband. And I heard a great voice out of heaven saying, Behold, the tabernacle of God is with men, and he will dwell with them, and they shall be his people, and God himself shall be with them, and be their God.'
Revelation 21:2-3

The word 'city' in the name Grace City Bible School does not limit our location to a city. We intend to operate in any location the Lord leads us to.

2. AWARDS AND COURSES ON OFFER



Currently-Grace City Bible School offers three streams of courses. These streams lead to three

Certificate Awards. Each Certificate Award is made up of at least seven subjects. These Certificate Awards are: -

- A. Certificate in Christian Doctrine and Kingdom Lifestyle** (Taken in the first year)
- B. Certificate in Biblical Studies, The Church, and Kingdom Leadership** (Taken in the second year)
- C. Certificate in Christian Ministry** (Taken in the third year)

2.1 First Year

A. Certificate in Christian Doctrine & Kingdom Lifestyle

To receive this certificate a student has to complete eight subjects throughout the year.

1. **Doctrine 1** (Christian Doctrine, The Triune God, Christology 1, Pneumatology)
2. **Doctrine 2** (Christology 2, Covenants & Dispensation, Eternal States)
3. **Doctrine 3** (Doctrine of Scripture, Angels, Satan and Demonology)
4. **Doctrine 4** (Soteriology - Doctrine of Salvation)
5. **Introduction to Interpretation of Scriptures** (Types, Shadows, Symbols, Figures, Allegories, Parables)
6. **Discover your Ministry Portfolio** (Christian Calling, Service, Ministry, Vision, Goals, Values, Memory verses, Priorities and Spiritual Gifts)
7. **Spiritual Maturity and Kingdom Lifestyle** (Christian Life, Character, Singleness, Marriage, Divorce and Parenthood)
8. **Praise and Worship** (including Developing one's walk with God, Corporate worship, the Priesthood of believers, Hebrew and Greek Words for Worship, Survey of Worship in the Bible, the Tabernacle of David)

2.2 Second Year

B. Certificate in Church, Biblical Studies and Kingdom Leadership

To receive this certificate, a student has to complete seven modules throughout the year.

Studies taught:-

1. **Old Testament Bible Survey**
2. **New Testament Bible Survey**
3. **The Church**
4. **Church Ministry and Life**
5. **Team Ministry**
6. **Kingdom Leadership 1** (What is leadership? Servant Leadership, Leadership Development, Pitfalls of Leadership Office)
7. **Kingdom Leadership 2** (Church Government, Character & Leadership development, Office & Ministry of the Elder)



2.3 Third Year

C. Certificate in Christian Ministry

To receive this certificate, a student has to complete six modules throughout the year.

1. **The Gifts of the Holy Spirit**
2. **Prayer, Intercession and Spiritual Warfare**
3. **World Missions and Discipleship**
4. **The Ascension Gifts**
5. **Public Speaking, Teaching & Preaching**
6. **Practical Team ministry**
7. **Pastoral Care**
8. **Types and Shadows (The Tabernacle of Moses)**
9. **Women's Ministry**
10. **Knowing and Understanding the Times**

To successfully achieve an Award for the First, Second or Third Year courses at Grace City Bible School, a student must pass the assessment(s) given, attend the lectures in person, submit a student journal for examination and complete the reading or assignment for each course taken.

2.4 After Year 3

One or more of the **modules** listed below may be taken if offered. Students will receive a

Certificate of Completion of the module taken.

- Israel and the Church

In addition, students who have completed any of the courses above, may register to take any of the courses again at half the price.

3 ADMISSIONS, ENROLMENT, FEES etc

3.1 Admissions Policy

To be eligible for any of our courses you must: -

Be at least 16 years old and demonstrate fluency in English and be able to read and write. A reference from your pastor, elder or member of your church may be required.



The School aims to provide training for all applicants who demonstrate the potential to benefit from its provision. It seeks to offer training to applicants from a range of diverse backgrounds.

The admissions process is designed to ensure that applicants possess the abilities and aptitudes to complete their studies successfully. All admissions procedures and criteria by which applicants are selected will be fair, lawful, clear and explicit, open and consistently applied.

As all teaching, learning and assessment at the School is through the medium of English, to facilitate full and effective participation, all applicants will be required to demonstrate that they meet the required level of English language competency. For international applicants, this would normally be by means of a recognised English language qualification.

International applicants wishing to gain admission to the School in order to study must meet and possess the appropriate UK immigration requirements in force at the time of entry onto the course.

Grace City Bible School will have responsibility for setting further admissions criteria as it deems fit. Collaborative partner institutions follow the entry criteria as agreed.

The applicant is responsible for ensuring that the School is in receipt of all information pertinent to making a decision on their application and that all information is accurate. Omission of relevant information, or the supply of inaccurate information, may invalidate the application or the offer of a place.

Applicants will be selected on the basis of their application and, where appropriate, through the use of 'interviewing.' Consideration will be given to the nature and the purpose of an interview. Information will be collected and used only in accordance with the School's Data Protection Policy.

All recruitment, admissions, enrolment and induction procedures will be regularly monitored for their effectiveness for all categories of applicants.

3.2. Enrolment Fees

The Enrolment fee is payable when you receive a letter of acceptance. It covers an academic year September - July. Your enrolment fees are non-refundable. Current enrolment fee is £15.

3.3. Fees Required

Fees are payable upon receiving a letter of acceptance and before a student comes for the first lecture. Fees are £180 per term and £540 an academic year. *Fees are subject to review and students will be given appropriate notice of fee changes.*

3.4. How to Pay

Fees must be paid in pounds sterling (GBP) or by cheque made payable to *Grace City Bible School*. Fees are subject to annual review and the Bible school reserves the right to amend previously announced fees, if necessary.

3.5. Grants and Instalments

If a student is experiencing financial difficulties with regard to the School Fees the student should discuss this with the School Administrator who will bring this to the attention of the Head of School.

The Year's Fees can be paid by three instalments. If a student would require any further variation of terms of payment, the student should write to the Academic Board or the Head of School. A decision to pay by instalments (throughout the Term) will be at the sole discretion of the Academic Board. Students will not be allowed to attend lectures nor receive any teaching material unless there is an official agreement as to how the fees are to be paid is made.

3.6. Refunds

There will be no refund of enrolment fee, however a student who has not attended any lecture nor received any reading materials may request a refund of fees.

3.7. Re-enrolment

What is re-enrolment?

This is the process where you confirm that you intend to join the next academic year to continue studies at Grace City Bible School. You need to re-enrol so that the School can plan ahead. The School will contact you when you need to re-enrol by post or e-mail. This will normally be a few weeks before the end of the school year in July.

4. STUDYING AT GRACE CITY BIBLE SCHOOL

The course will be taught through a combination of lectures and independent study. Independent study will involve the student's individual study, own research and reading, together with peer discussions and one to one meetings with an academic tutor. Lectures will disseminate key Bible knowledge, but there will be a mix of taught input and discussion. Taught input will be supported by the Student Readers provided by the lecturer(s), as well as class handouts enabling students to build their own study guide.

4.1 Independent Study

Through **Independent Study** students will use the Reader, textbooks, assignments and assessments to learn. Students may be asked to give feedback to their peers, lecturers or academic tutors. Independent study will involve the following:-

- Additional Reading, usually given at the end of the lecture
- Memorizing scripture each month
- Discussions/ Assessments with Academic tutors
- Student Reflective Journal should be done on a regular basis.
- Course Work and Final Assessments
- Peer Tutorials, Review, Discussion or Collaborative/ Homework

4.2. Student Reflective Journal

For this journal, students write their thoughts about their daily devotion, lessons learnt on ministry, service, God, relationships, plan of action to take etc. Students may also be given specific assignments to write in their reflective journals. Writing in their journals on a regular basis is an essential and compulsory part of the independent study of every course. Failure to evidence writing in a journal will affect students’ overall performance grade.

4.3. Hours of Study



Time Taken to Study a Module

Each module is different, but a student is expected to take about 30 - 32 hours to study a module. This is made up of the **approximate** number of hours per term: (It can be more or less depending on the course, nature of the subject taught, and the student).

Attendance at Lectures 3 hours X 3 sessions	
= 9 hours a term	
Additional Reading, Research, Independent study	
at least 3 hours a month X 2 months	= 6 hours a term
Preparation for and Discussions with Tutor	= 1 hour a term
Memorizing of Scripture	= 2 hours a term
Student’s Reflective Journal 2 hours/month X 2 months	= 4 hours a term
Preparation for Peer tutorial	= 2 hours a term
Peer Tutorial (discussions) /Collaborative work	= 3 hours a term
Research and Writing of Final/Assessment	= 4 hours

4.4. Learning Support and Academic Tutors

The Academic Board allocates Academic Tutors to each student. Tutors and students are expected to designate at least an hour a term for ‘consultation’. Academic tutors are available for individual consultation, reviewing student’s reflective journals, academic support, tutor group discussions, giving general advice and prayer support. The academic tutor discloses the progress of their tutee to the Academic Board. Tutors are to be contacted by email or phone with a request for an appointment. Tutors are also expected to make contact by the 3rd week of the term with their personal tutees to remind the student of their availability and encourage a student to book a consultation. Students must avail themselves for academic tutor support.

4.5. Student Resources



Resources Made Available for Students

Student Readers, Class handouts, Grace City Bible School website's Student Portal, MP3s, online blogs, Links to helpful and relevant websites.

The Grace City Bible School Online Student Portal has to be accessed via student login and password. Students receive this from the school administrator.

Students Are Required to Bring the Following Resources

Bibles, notebooks, highlighting pens, pens and pencils, the student reader, course handbook, a Bible Concordance (electronic or book), an open heart and a ready mind!

4.6. Calendar for the Year

Graduation and awards ceremony dates are given on the Calendar on the website.

4.7. School Office

The School Office coordinates the administration and operations activities.

The School Office is a point of contact for administrative issues relating to your course. The School Office is also the contact point for queries regarding all assessment related issues.

Currently the office is run online. All communications must be addressed by email to the Administrator, Teresa O' Connor in the first instance or her delegated assistants, or the Head of School.

Email: admin@grace-city.org

Telephone no. - Tess on 07999 366213 or

Shirley on 07956 301963

Pastor Susie on 07724711700

Please Text or leave a message.

School Office Address: -

Grace City Bible School

67 Melfort Road,

Thornton Heath, Surrey CR7 7RT

Office Telephone (Land lines): - You will be directed as to who to contact on these lines.

Christians in Action 0208 684 1603

True Vine Church 0208 684 4339

This year's lectures will take place at the following venues: -

Christians in Action Church/True Vine Church

Corner of Parkview and Bingham Road

Addiscombe

Croydon

CR0 7DF

Grace City Bible School

67 Melfort Road,

Thornton Heath, Surrey

CR7 7RT

Addiscombe Catholic Church
147 Bingham Road
Addiscombe
Croydon
CR0 7EN

Students will be notified as to which venue their lectures or tutorials will take place by **The Administrator – Miss Teresa O’Connor**

Messages can be left for any of the academic tutors or any of the lecturers with the Administrator at: -

Email: admin@grace-city.org or via Telephone no. Teresa on 07999 366213

4.8. Communications

- If students are to be late or miss a session they are required to give notice to the administrator by email.
- Students wishing to withdraw from courses or from a program must inform the Head of School in writing by email.
- Students must inform the school administrator of any change of circumstances of email, telephone or home address. It is important that we have your up-to-date details, as we will need to send you important communication, including your assessment results and all other correspondence.

5. ASSESSMENTS TO BE GIVEN IN THE 1ST, 2ND and 3RD YEAR COURSES



5.1. Types of Assessments

- Memory Verses, Journals
- Peer Tutorials
- One to One Oral Assessment with Academic Tutor/ Lecturer at the end of the course



The purpose of the assessments is to measure performance and understanding of students and results in a decision about further study, promotion, or award. A lack of evidence of regular entries and observations in the Student Journal, or a student making no attempt to learn memory verses will adversely affect a student's grade. A student who does not take a one-to-one assessment will not pass the course.

5.2 Submission of Assignments

All final assessments are to be submitted by the deadline given and in the format requested. Please see relevant Course Handbook for more details.

Students are strongly advised to retain a copy of their work. Students must send final course work assessments to **assessment@grace-city.org** and **not to their academic tutors nor lecturers.**

RESULTS of FINAL ASSESSMENT will be published to students by email.

5.3. Grading criteria

All final assessments will be marked, feedback provided and graded accordingly. See Course Handbook for specific grading criteria.

GRADES that can be received are:

HIGH DISTINCTION (90% and above)

DISTINCTION (80% - 89%)

MERIT (70% - 79%)

GOOD (60% - 69%)

PASS (50%- 59%)

UNSATISFACTORY (40- 49%)

DID NOT PASS (Below 40%)

NOT PASSED. Any one or more of the following will cause an outright fail.

1. Complete failure to meet the agreed specification for assessment.
2. Failure in, or non-submission of assessment documentation.
3. Failure or non-attendance throughout the course.
4. Non-attendance of 2 of the 3 classes or 3 out of the 4 classes in the course. ,
5. Failure to pass their one to one-to-one assessments (i.e. giving evidence of regular journaling and memorizing scriptures)
6. Work that is plagiarized

5.4 Academic Offences - Cheating and Plagiarism

Guidance on plagiarism will be provided to students as part of the induction to all courses. Any student who during any part of the assessment process copies or appropriates the work of another will be deemed guilty of cheating.

Any student who knowingly assists another to cheat will also be regarded as having breached these regulations.

For the purposes of these regulations, plagiarism is defined as the presentation by a student of work for assessment which is not his/her own, in the sense that all or part of the work has been copied from that of another person (whether published or not) without attribution, or the presentation of another's work as if it were his/her own.

Any student who knowingly permits another student to plagiarise his/her own work will also be regarded as having breached these regulations.



The School recognises the benefits of informal student discussion of assignments requiring a group response. Nothing in the above definition precludes such activities, which are normal in an academic community. The offence of plagiarism takes place when, having had the opportunity of advice and guidance, a student submits for marking work which he/she knows contains matter taken from other sources and for which no attribution is given according to the conventions normally adopted in academic writing.