

## 6. BIBLE SCHOOL SEMINARS



*Grace City Bible School Seminar*

This seminar will cover a range of topics, including living together, pre-marital sex, how to control sexual desires and how to respond to the challenges of sexual temptation in this generation.

It will also provide a platform to consider sex from a biblical and practical perspective for today.



**Seminar Location:**  
Grace City Bible School  
Christians in Action Church  
Corner of Parkview &  
Bingham Road  
Addiscombe, Croydon  
CR0 7DF

**SPEAKER: PASTOR FREDDIE ROBERSON**  
**SATURDAY 4<sup>TH</sup> MARCH 2017**  
**6.30PM TILL 9:00PM**

This seminar is open to Bible School students; all church members of any denomination and anyone who wishes to attend.  
Simply register confirmation of your attendance

**REGISTER FOR YOUR FREE PLACE BEFORE 28<sup>TH</sup> FEBRUARY 2017** [admin@grace-city.org](mailto:admin@grace-city.org)

You will be able to give an offering to the Bible School at the event to support the Bible School's teaching program and continued training opportunities

These are organized during the year by the Bible School on topical or relevant issues. Guest ministers are invited to speak on these areas. These seminars are opened to all Bible School students, all church members of any denomination and anyone who wishes to attend. Grace Bible School Seminars are advertised on the Bible School website.

## 7. STUDENT AFFAIRS

### 7.1. Student Code of Conduct

These are simple rules that students should adhere to. These are here to help develop a spirit of excellence.

- Missing two lectures in a term will disqualify the student from taking part in the final assessment and receiving a certificate.
- Students are to attend lectures on time.
- Appearance should be appropriate to someone representing Jesus Christ.
- Conduct of students should be in accordance with the Word of God.
  - Students are expected to treat all members of the School community with the same courtesy and respect you are entitled to expect from them.
  - Students are to comply with the School's no smoking policy and there should be no alcohol on the premises.
  - Students are to provide full and accurate information promptly when requested by members of staff for the purposes of maintenance of School records and provision of services to students.
- Students are to pay all fees and any other School charges for which you are liable when they are due.
- Students are to comply with the School's Equal Opportunities Policy.
- Students are to keep themselves informed about developments within their course.
- Students are to keep all appointments they make with School staff and with other students or, if it is necessary for them to cancel an appointment, give reasonable notice and arrange an alternative appointment.
- Students are to respond to requests for feedback so that the School can continue to improve the student learning experience.
- Students are not to engage in any activity likely to bring the School into disrepute.
- Students are to follow rules and procedures as set out in this Student Handbook.
- Students are to abide by the following code of conduct in Lectures: -
  - Switch off mobile phones or put on silent so as not to cause disturbance in the class. Students are not encouraged to take phone calls during class sessions.



- Students must first ask lecturers if they wish to record a lesson.
- All litter is put into the waste bins that have been provided.
- Assist in setting up and tidying up classrooms before and after lectures.

## 7.2. The Student's Charter

### Introduction

The purpose of this Charter is to provide a clear statement of the ways in which staff and students, as members of Grace City Bible School (hereinafter termed the School), can enhance and support the learning and research experience at the School and support an enjoyable and appropriate environment in which to work and study.



The Charter is an active document and is subject to periodic revision in the light of the changing needs of students and the updating and improvement of School services. The standards in this Charter apply across the School.

In demonstrating our firm commitment to equality of opportunity we will provide our services to all, regardless of age, colour, creed, disability, ethnic or national origin, family responsibilities, gender, marital status, political beliefs, race, sex, socio-economic background, or any other grounds of discrimination (current or subsequently enacted). We will deal promptly and fairly with any complaint.

### **You can expect your School to provide information on:**

- all School courses and services
- entry requirements and final qualifications
- fees and any other charges associated with your course
- the facilities and support available for students with a disability
- deal with queries promptly during working hours
- provide a friendly, polite and efficient service

### **We will also:**

- provide an indication of the costs of studying
- reply to any enquiry about how to join the School and the course you want to study within ten working days

### **You can further expect your School to:**

- provide a programme of orientation to the School and its services and an induction to your course
- provide documentation outlining the syllabus, assessment requirements and essential learning materials for your course
- provide a Student Handbook, containing key information regarding services and procedures
- provide advice and information for students with disabilities
- provide a calendar for the academic year and a timetable for your first semester
- provide details of tutorials and other learning support arrangements, including who your tutors are and how you can contact them

- provide a statement about what you need to do to pass your course and what happens if you do not pass key assessments
- provide you with our policies on health, safety, smoking, the environment and equal opportunities
- provide guidance on financial matters, including what support is available if you are having difficulties
- provide details on the student complaints procedure.
- provide qualified experienced Christian teaching and support staff, who
- provide courses which are Biblically based, well planned, student-centred and supported by appropriate Bible references
- ensure that staff arrive punctually for all lectures/seminars/workshops and tutorials
- provide a range of assessment methods and learning activities which will encourage learning at each level of study
- assess your work fairly and informatively within an agreed time
- provide regular oral or written reports on your progress
- ensure that your achievements are recorded in a clear and comprehensive way during and at the end of your study
- deal with your enquiries promptly, courteously and effectively
- provide you with an opportunity to express your views on the learning experience and receive a response
- give as much notice as we can if we change the teaching arrangements
- provide details of how we will mark the assignment/assessment and the type of feedback you will get on it



**We will expect you to:**

- provide full and accurate information as requested
- keep your appointment for any interview you have agreed to attend or contact the School as soon as possible if you need to arrange an alternative date
- respond to any offer of a place that is made to you by enrolment
- inform the School if you have a disability and need special arrangements so that reasonable adjustments can be made
- tell us about any special help you need before you arrive
- familiarise yourself with the information the School has published about its courses
- provide evidence of your right to be in the UK if you are an overseas/international student

- be an active participant in the learning process and take increasing responsibility for your own learning as you progress through your course
- attend all timetabled classes within your course
- complete learning tasks and activities outside of class attendance as specified in your module study guides or set by your Academic Tutor/ Lecturer
- complete and submit all assignments on time
- explain to your Tutor or Administrator reasons for any missed attendance
- participate in assessments/evaluations.

### **Environmental Services**

You can expect your School to provide a safe and secure environment.

### **7.3. Registers and Attendance**

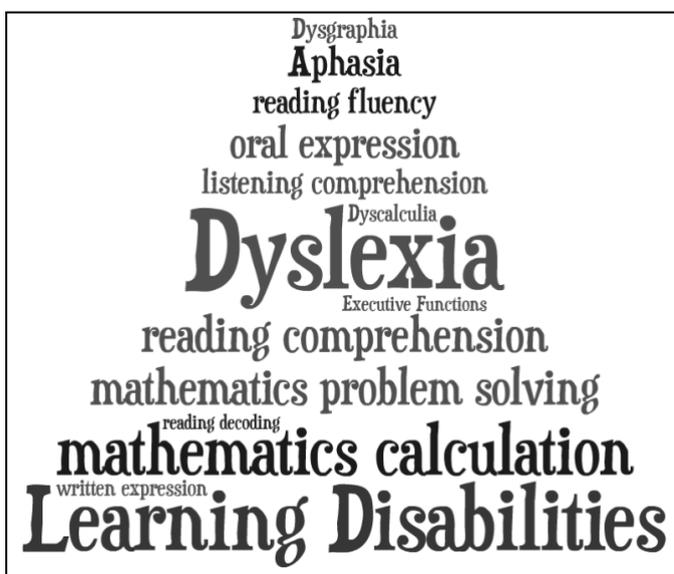
Please note **that is it very important for all students to attend all** their allocated lectures as shown on their timetable. Registers will be taken to monitor attendance of all students.

**Failure of a student to take two out of three/four lectures will mean that students cannot take the assessments for that lecture.**

### **7.4. Childcare**

Students are asked to make their own arrangements for childcare, as this facility is not provided by the Grace City Bible School.

### **7.5. Learning Disability or Difficulty**



The School is committed to a policy of equal opportunities for students with a disability or specific learning difficulty. We are still developing an inclusive approach to learning, so that all students, including those with a disability, can become part of an integrated learning community within the School.

In addition, we try to meet all student requests for reasonable adjustments to enable an equal opportunity of access for all students.

For the purposes of this statement, disability is understood in the broadest sense and, in addition to mobility and sensory impairments, includes, specific learning difficulties and medical conditions which may have an impact on a student's studies. If you would like an opportunity to discuss any specific needs you may have relating to your disability, please discuss this with your academic tutor or with the Head of School.

### **Dyslexia and other specific learning difficulties**

Students with dyslexia can access a range of support at the Grace City Bible School including one to one-to-one dyslexia tuition and Individual Support Plans. Students who require the dyslexia support are advised to speak to the Head of School or their academic tutor.

### **7.6. Student Concern Procedure**

The Academic Tutors or Head of School will identify causes of concern with student performance and offer appropriate additional assistance. This will particularly relate to attendance, punctuality, engagement with and completion of work, or behaviour affecting the student's learning or that of others. All other matters that would normally fall under the Student Code of Conduct (above) will be addressed.

For the avoidance of doubt a decision as to whether the Student Concern Procedure or Code of Conduct shall be followed is a decision of the School and such decision is final.

### **7.7. Student ID Number**

The Student ID number is an individual number given to every student. This number is allocated to you when you enrol to study at the School. You will find this number on all correspondence that the School sends out to you.

Your Student ID Number is exclusive to you and is used for various reasons:

- Any payments made to the School are allocated to your student account which is your Student ID number
- Where possible, your assessments are anonymously marked with your Student ID number being the key identifier
- The publication of results is listed by Student ID number on notice boards

### **7.8. Student's Mitigation**

Mitigation may be defined as the taking into account of any circumstances that were not within the foresight and control of the student and which the School believes might adversely affect the academic performance of a student. For any award the School must be satisfied that the student has provided sufficient evidence that the required learning outcomes, as laid down in the Course specification and course requirements, have been met.

A student presenting a case for mitigation must provide appropriate evidence in the form of medical certificates, statements from professionals etc.

The consideration of any student claim is on the basis of supporting the best interest of that student. It is not automatic that unforeseen circumstances will result in any special consideration of a student. Information regarding personal circumstances of students should be treated as confidential. Knowledge of the detail of a student's circumstances should be restricted.

### **Mitigating or Extenuating Circumstances**

Circumstances that could lead to a successful mitigation plea include the following:

- (i) Ill-health
- (ii) Severe financial hardship i.e. over and above that experienced by all students
- (iii) Emotional/personal difficulties – e.g. bereavement
- (iv) Special needs i.e. where the student's disability comes to light for the first time at assessment
- (v) Unavoidable absence from the School – e.g. requirements of employer
- (vi) Unavoidable absence from their home – e.g. eviction
- (vii) Other serious circumstances which could not be foreseen by the student.

Note: Examples in these regulations are for illustration only and are not intended to be definitive or exhaustive.

### **Mitigation can result in:**

- (i) Extension of submission deadlines

- (ii) Altering assessment requirements e.g. allowing further resits/resubmission
- (iii) Changing assessment type

### **7. 9. Student Complaints**

The School seeks to maintain high standards in its provision of courses, services and facilities to students. The School has established its student complaints procedures to deal with legitimate complaints from students in a fair, prompt and efficient manner. Complaints will be addressed through a two-stage process:

Stage I: Informal Resolution of Complaints and

Stage II: Formal Complaints Procedure.



All complaints will be dealt with without recrimination and no student will be disadvantaged on account of raising a complaint. Students may complain individually or collectively, where appropriate. Complaints will be investigated objectively.

Anonymous complaints will not be accepted.

All complaints will be dealt with constructively and the student will be informed of the outcome. Where a complaint is upheld, the School will make an appropriate response including taking any necessary corrective action. Means of redress include an explanation of actions taken or planned and written or oral apologies.

All complaints will be dealt with in confidence. A student may be asked to attend an interview with the member of staff investigating their complaint.

A record of Stage II complaints received from students and the means of resolution will be kept by the Head of School and reported annually to the Board of Directors as part of the School's monitoring processes. No information that will identify any individual will be available within the report.

A student may seek advice from the academic tutor or a lecturer when making a complaint. However, under no circumstances may the student be represented by an external organisation. For students under 18 or vulnerable adults additional support may be provided. If a complaint is not upheld the student will be informed of the reason(s) for that decision.

#### **Scope of the Complaints Procedure**

This procedure is designed to deal with complaints arising from:

- provision of academic services described in the School's publications including
- teaching, content of courses, support for learning
- incorrect or misleading information about services provided by the School
  
- any matters relating to examination and assessment procedures or academic appeals
- disciplinary issues
- complaints about the behaviour of other students
- unacceptable behaviour of School staff.

Admissions procedures prior to enrolment as a student of the School do not fall under the complaints procedure. If a student wishes to make a complaint about the behaviour of another student or about unacceptable behaviour of School staff, this should be addressed to the Academic Tutor in the first instance who will consult as appropriate and shall determine the correct procedure to be followed.

**Stage I: Informal resolution of complaints**

If a student requires advice or wishes to discuss the matter before making a complaint he/she should consult his/her personal tutor or the Administrator

An appropriate member of staff will resolve most complaints informally.

The member of staff to whom the complaint is made will investigate or refer the Complaint, and a response will be made to the student either orally or in writing, normally, within ten working days.

If the student is dissatisfied with the outcome of this informal procedure, then they should follow the procedures described in the formal complaints procedure below.

**Stage II: Formal complaints procedure**

A complaint under this procedure should be made to the Head of School, in writing, normally within twenty working days of the incident or action from which the complaint arises, or the outcome of the informal resolution.

The Head of School will determine whether all the necessary information has been provided and may contact the student requesting additional details and evidence. In all cases, the Head of School will acknowledge receipt of the complaint.

The Head of School will forward the complaint to Academic Board who will investigate the complaint using the information provided by the student in their written statement of the complaint. A response will be sent to the student in writing within twenty working days of the full complaint being received by the School. Every attempt will be made to resolve the matter/complaint amicably.

**7.10. Withdrawal/ Deferral/ Refunds**

Official withdrawal is the receipt by the Head of School of an email or letter from the student requesting withdrawal.

The structure of refunds upon withdrawal will be, based on the assumption that the fee has been paid in full, as follows:

- Official withdrawal after the first lecture in the first month of a term of the course: 50% of the total fee is refundable.
- Official withdrawal after the second lecture in the second month of a term of the course: 100% payable with no refund.

An applicant is permitted a deferral until the next available enrolment date of the course. The structure of the refund for withdrawals after deferral will be as the refund policy previously stated.

In cases where a student defers his/her study to the next academic period after payment, the fee already paid, can be used as payment or part payment against fees for that next academic period if the student returns to study within one year of the deferral date. On return from deferral the current years fees will be charged to all students.

### 7.11 Catering/ Refreshments



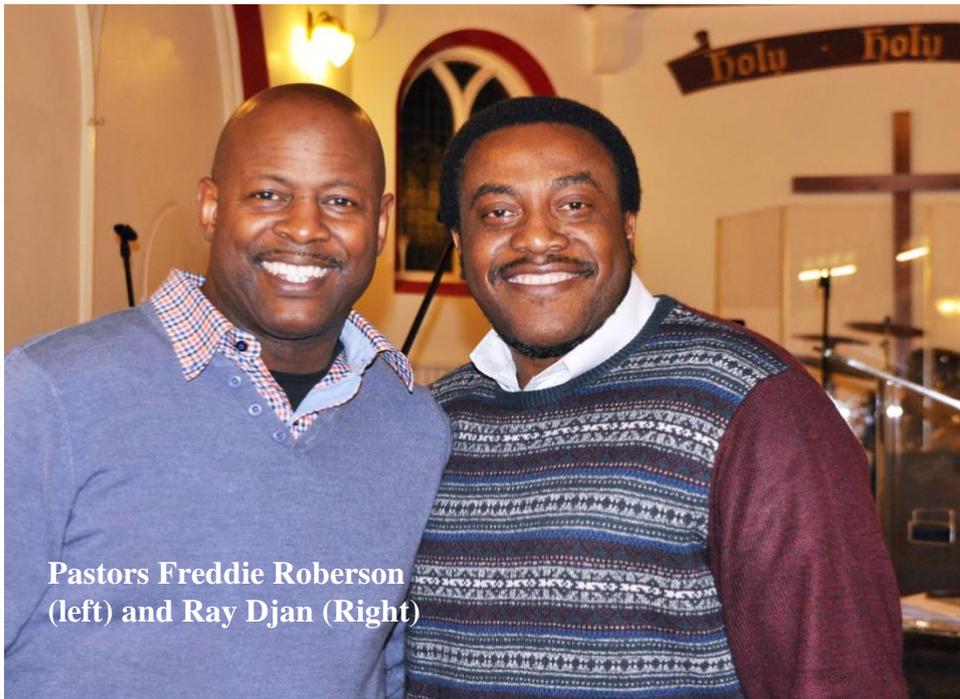
Tea Breaks will take place during the morning and afternoon lectures on the Saturday. Students generally administrate a collection for teas, biscuits and refreshments for these tea breaks. Some year groups choose to fund a Petty cash system (contributed by students) to fund their tea breaks.

The current services at the School do not provide lunch for students during the one-hour lunch break. Students who wish to have lunch during the one-hour break can bring a pack lunch or choose to buy some lunch at the nearby catering outlets based in Addiscombe or Thornton Heath respectively.

## 8. THE SCHOOL'S STAFF

Our Staff consists of: -

- The Board of Directors
- The Head of School
- The Academic Board
- Academic Tutors
- Lecturers and visiting lecturers
- Administrative Staff



Pastors Freddie Roberson (left) and Ray Djan (Right)

8.1.

### *The Board of Directors*

The board's job is to lead, provide direction and serve the School. They are responsible for formulating the vision, goals and have the general oversight and governance of the School. They are responsible for the strategic development of the School and offer academic and spiritual leadership, promoting Christian values and teaching excellence.

The current board of directors are Reverend Lovel Bent, Reverend Ray Djan, Mrs Susie Djan, Mrs Louise Isaac, Mr Tony Horswood and Reverend Freddie Roberson. See below for their profiles.

## 8.2. The Academic Board

The Academic Board has the principal responsibility to encourage and maintain the highest standards in teaching of the School. The members of the Academic Board work with the Head of School and participate in many of the decisions of the day to day development of academic activities of the School. They assist the Head of school in formulating and reviewing procedures in relation to academic matters and playing an active role in assuring the quality of teaching in the School.

Specifically, the Academic Board makes decisions on student appeals for extenuating circumstances on different issues. Academic Board will be informed about new courses; discusses policy regarding Courses and Assessments and considers all withdrawals.

The current Academic Board members are Chloe Asante, Shirley Ashley, Henry Cleland, Debbie McSween, Sarah Senior, Pauline Tomlin.

## 8.3 The Head of School

The Head of School is responsible for formulation and delivery of the academic, curricular and financial strategies of the School and for the administrative and operational management of the School in conformity with the decisions of the of Directors of Grace City Bible School. (Pastor) Susie Djan is the current Head School (Her profile is stated in this handbook).

She liaises with the Academic Board Board of Directors. Her duties include:-

- Including hearing issues from students and academic tutors
- Keeping a dialogue between students and the School
- Acting in a timely matter for any academic problems pertaining to students
- Responsible for representing the Board of Directors



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handbook.

## 8.4. Lecturers

Lecturers prepare for and deliver lectures at Grace City Bible School. They carry out biblical research and produce manuals. They contribute to the development, planning and implementation of a high-quality curriculum. They set the assessments and mark the assessments giving appropriate feedback. Profiles of our current lecturers are given in this

### ***8.5. Academic Tutors***

Academic Tutors assist students with independent study and any collaborative work students or in their independent study. They give feedback on students' assessments. They meet with students and discuss progress, complaints, and difficulties. They give appropriate feedback to lecturers of students' progress and give academic care and support to students. Lecturers may also be called to the task of academic tutoring.

Our current Academic Tutors are, in alphabetical order (and profiles below):-

Pastor Cecil Addy (who is also a lecturer)

Pastor Harold Adjei Twum

Mrs. Chloe Asante

Mrs. Shirley Ashley

Mr. Henry Cleland

Pastor Clement Deniran

Mrs. Patricia Ferreira

Mrs. Debbie McSween

Mrs. Sarah Senior

Mrs. Marcia Thomas

Mrs. Pauline Tomlin

### **8.6. The School's Administrators**

First and Second Year Administrator – Miss Teresa O Connor

Third Year Administrator – Mrs. Chloe Asante (Also an Academic Tutor)

Miss Shirley Ashley (Also an Academic Tutor and Support Tutor)

The School Administrators will provide the following service: -

- Circulate application forms to students and collect completed forms in a timely manner.
- Send letters to successful applicants.
- Provide students with course material.
- Send reminders when fees are due.
- Liaise with students, Head of School, Academic Board, Lecturers and Academic Tutors regarding the monthly sessions (this will include sending reminders approximately 1 week before each session is due.)
- Ensure students have all material required before the session date.

### ***8.7 About Our Staff Members (profiles)***

**Board of Directors (In alphabetical order)**



**Reverend Lovel Bent** is a member of the Board of Directors and lecturer at Grace City Bible School. Lovel attended Bible College in Ireland. In 1970 he began pastoring a small church in West Norwood and in 1985 founded New Life Assembly in East Dulwich. The New Life Assembly ministry has now grown to 8 branches of which he is the senior pastor of the New Life Assembly group of churches. Lovel is a member of the apostolic team of Connections. This is an inter-denominational, cross cultural, multi racial and multi faceted Christian ministry whose aim is to reach the nations for Jesus Christ by serving Christians and Christian churches/ fellowships in the UK. He has travelled extensively throughout America, Africa, South America, Asia, the Caribbean and Europe, teaching and preaching the gospel and seeing many people converted, healed of sickness and

receive miracles from God. He is a man of great faith, a man of prayer and fasting and has an anointing on his life to do great exploits for God. Lovel has a big heart for people and will go to extremes to give assistance. He is also a father figure, spiritual mentor and advisor to a wide number of leaders and pastors. He is married to Bernice and has two grown children, Faith and Wayne, as well as one grandchild - also called Lovel.



**Reverend Ray Michael Djan** is a member of the Board of Directors, Academic Board and a Principal Lecturer of the Grace City Bible School. Ray trained in Hampstead Bible College London, UK. Ray was trained as a geodetic/civil engineer by profession. He founded True Vine Church in 1989. He is also the General Director and pioneer of the True Vine International Mission, a resource ministry based in London, UK. He is a development consultant, a mentor and trainer of leaders and operates in the office of an apostle to many leaders and churches in the UK and worldwide. Ray Djan is also the International mission Director of Kidcare International a charity that supports families, children and community projects worldwide. Ray is also a member of the Apostolic team of

Connections. This is an inter-denominational, cross cultural, multi racial and multi faceted Christian ministry whose aim is to reach the nations for Jesus Christ by serving Christians and Christian churches/ fellowships in the UK. (mentioned above). He is married to Susie (below) and has four grown children (two sons and daughters), as well as four grandchildren



**Susie Djan (LL.B (Hons), B.L., LL.M, PGDip (Education))** is a member of the Board of Directors, Head of School and a Principal Lecturer of the Grace City Bible School. In 1992, she trained at a missionary Bible school (International Christian Missions in Finsbury Park, London) and was ordained into ministry as a pastor and elder to True Vine Church. She has studied Education at a postgraduate level at Greenwich University and has lectured law at three universities, the last being positioned as the course co-ordinator and senior law lecturer. She retired from University lecturing in December 2012. Susie is also the founder and CEO of

Kidcare International, a charity that supports families, children and community projects worldwide. She is a lawyer (trained barrister since 1984). She is married to Ray (above) and has four grown children (two sons and two daughters), as well as four grandchildren.



**Reverend Freddie Roberson** is a member of the Board of Directors, Academic Board and a Principal Lecturer of the Grace City Bible School. Freddie trained as a missionary at Christians in Action, in Long Beach California and moved to the UK in 1980. After two years Freddie became the leader of the UK Christians in Action (C in A) missionary training college. He is the director of the overall ministry of C in A UK and became the senior pastor of the C in A church in 1991. In 2009, Freddie was appointed Area Director for Europe, India and for the new field of Pakistan. He has travelled to India, Pakistan, most western European nations, Sierra Leone and has strong connections in Northern Ireland. During his years of service, Freddie has been a very popular public speaker and

motivator, particularly among churches in Croydon and parts of South London. He is married to Wanda and has two grown children (son and daughter), as well as three grandchildren.



**Pastor Pastor Ade Omooba MBE, Christian Concern co-founder**

is a member of the Board of Directors, Academic Board and a Lecturer of the Grace City Bible School. As well as his work for Christian Concern, Pastor Omooba has been involved in social action projects across the UK and Africa for over 30 years, including co-founding the Christian Victory Group – ‘I Care’ Projects, through which he has helped set up over 100 social action projects in the last 27

years. Ade also co-founded the Christian Legal Centre, defending Christians’ civil rights. He serves as a trustee for Global Day of Prayer London and is a member of the Apostolic Team of Connection Trust a global network of churches.



**Tony Horswood** is a member of the Board of Directors, Academic Board and a Lecturer of the Grace City Bible School. He is based at Sutton Christian Centre where he serves as an elder. Tony serves within the Apostolic team of Connections. This is an inter-denominational, cross cultural, multi racial and multi faceted Christian ministry whose aim is to reach the nations for Jesus Christ by serving Christians and Christian churches/ fellowships in the UK. (mentioned above). Within Connections Tony has responsibility for the London network of churches. He is also responsible for the Connections office in London, the administrative base of the Connections charity. Tony as the Director and Secretary of the Connections Trust also deals with the International side of the work (often called International

Connections) as well as the UK side. Tony is very keen on team ministry and takes great delight in seeing others realise their full potential in God. Tony is married to Wendy. They have two grown

children and four grandchildren. He likes all sports, golf in particular, and still holds a few school sports records from his school days in the 50s.



**Mrs. Louise Isaac (Dip VG, PGCert, BA (hons) MA)** is a member of the Board of Directors and a Lecturer of the Grace City Bible School. Louise is a mature Christian leader with a teaching and pastoral care ministry. Over the years she has worked in vocational guidance, social work training and in teaching. Louise has been a trustee for various organisations and contributed to a number of projects. Recently she has developed and now runs a marriage course with her husband. She also facilitates a Christian retreat for school teachers. Louise is married to Reverend Les Isaac OBE, founder of Street Pastors and CEO of Ascension Trust and they have two grown children (daughter and son) and one grandchild.

**LECTURERS AND VISITING LECTURERS (In alphabetical order)**

Including all of the above board of directors who all lecture, we also have the following lecturers:-

**Pastor Cecil Addy** is a lecturer of Grace City School. He currently serves as a pastor and elder in Vine church. He functions chiefly in the office of a He is involved in training and teaching several in and out of the church. He has travelled as a missionary to France and to both Uganda and training Bible school students in these nations. He Kidcare Trustee and Director since 2005, a charity supports families, children and community worldwide. He is a computer analyst by profession consultant. Cecil is married to Monica and has two and a daughter.



Bible True teacher. groups

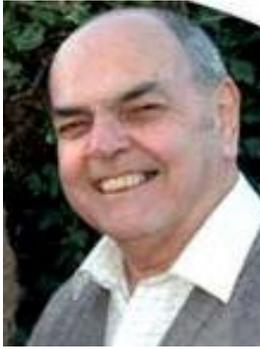
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**Reverend Ian Christensen** is a regular visiting lecturer at Grace City Bible School. He is the Senior Pastor of the New Life Christian Centre International in Wembley, which has planted



several churches in England and abroad. (It is an Assemblies of God church). Ian preaches the word with clarity and anointing and moves freely in the gifts of the Holy Spirit. He has ministered to leaders and churches in many different parts of the world – which to date have included North America, Europe, Africa, Asia, Australasia and in the Middle and Far East. He is the founder and Principal of New Life Bible School which started in 1991. He is also the author of two books and the Presenter and Host of a Christian TV program broadcast on the Sky Network in the UK (Channel 581). Ian has served on two apostolic teams including the Superintendence Team for the London Assemblies of God

churches. Ian and his wife Dennise have 3 grown up children and five grandchildren. He carries, amongst other messages, a strong message related to prayer, challenging people and churches to greater fruitfulness and intimacy with God.



**Mr Pete Game** is a regular visiting lecturer at Grace City Bible School. Pete and his wife Diane have been involved in various leadership positions for over 45 years. Since 1995, Pete has been part of a team ministry serving churches in different nations. They also lead Share Christian Fellowship which aims to serve Leaders, link Churches and reach nations.

#### **ACADEMIC TUTORS**



**Miss Shirley Ashley** is an academic tutor for the first year students and supports the administration of the Bible School. She assists Bible School students who need additional help, support in IT skills generally for assessments such as, footnotes, referencing, understanding the nature of given assignment questions, learning memory verses, etc. Shirley is an experienced ICT Tutor, with excellent presentation, interpersonal and people management skills. She has worked as the ICT Lecturer, Manager, Tutor, Support officer in the following colleges: -*South Thames College, London Advance College*. She has also provided Administrative and Secretarial support in several organisations. Shirley is a mother to two grown up children.



**Pastor Harold Adjei Twum** (pronounced A-jay Choom) is a Pastoral Tutor in Grace City Bible School. Harold currently serves as a pastor, elder and teacher in True Vine Church, London. He also functions in the prophetic ministry. He is involved in training, discipling new converts, teaching several groups and preaches as a guest minister in several churches and conferences. He has travelled as a missionary to several countries and in the last few years to East Africa training Bible school students in these nations. He is a Chartered Certified Accountant and a Member of the Securities Investment Institute and has worked in the financial services industry for over 14 years. Prior to this, Harold worked in public practice as an Audit Senior for approximately 8 years and spent over 12 years at the UK regulatory watchdog, the FSA. He has also spent over 2 years as a compliance officer for one of UK's largest asset management firms of charity funds. Harold is

married to Erika and has two sons and a daughter.



**Pastor Clement Deniran** (*B.Sc. (Hons), DipSW, M.Sc., DMS, Cert. in Leadership*) is an Academic Tutor of Grace City Bible School. He currently serves as a pastor and elder in True Vine church. He functions in the prophetic ministry and is the head of the prayer and intercession ministry of the church. Clement is currently Assistant Director Children's Services at Barnardo's, the largest UK charity, responsible for a range of services to children and families. Clement has 25 years experience in the social care sector (local authority and third sector), with over 15 years of this being at senior management/leadership level. He has been a trainer and management consultant for a number of organisations, lectured social work at university and been a speaker at a number of conferences. He is married to

Funke and has two grown sons and a daughter.



**Patricia Ferreira**

Patsy is an academic tutor for the 2<sup>nd</sup> year students in Grace City Bible School. Patsy serves as an assistant pastor and worship team leader at Highland Church, where she has attended for the last 20 years. Patsy has a passion to see true worshippers arise, and serves as a teacher on the Worship Lifestyle School that helps people to cultivate a lifestyle of worship. Part of the call on Patsy’s life is to empower and help to redirect the lives of children and young people. She is the director and founder of Destiny7 CIC, a Health and Wellbeing Education organisation. D7 supports children and young people to discover their identity through building confidence and self-esteem, gaining an understanding of their true value, and so, enabling them to realise and be released into their fullest potential. She is married to Mike, and has four children as well as two grandchildren.



**Mrs. Deborah McSween** is an Academic Tutor of Grace City Bible School. She has been involved with the youth team in Christians in Action church for about 10 years and currently serves as the Youth Leader. As well as teaching the youth she is involved in training and discipleship of the young adults and the Youth Workers. In her career she spent some time teaching IT and Business Administration including the assessment of the NVQ programmes. She is now employed as PA to the Principal and Administration Operations Manager at a local secondary school, where she also undertakes the role of Clerk to the Governors. In her spare time she acts as PA to the Pastor and supports the administration at Christians in Action Church. Deborah is married to Shaun and has three grown children (two grown up sons and a daughter).



**Mrs. Pauline Tomlin (B.Ed., M.Ed)** is an Academic Tutor in Grace City Bible School. Pauline is a member of the care ministry team of her church. Pauline is also an Assistant Head teacher in a secondary school. She has completed the Additional Inspector training and conducted one Ofsted Inspection. She has experience of both pastoral and curriculum issues in Inner London secondary schools and she specializes in the teaching of Mathematics. Pauline is married to Dennis and has one grown up daughter.



**Mrs. Sarah Senior (BA (Hons) (English Literature & American Studies)** is an Academic Tutor at Grace City Bible School and has been a student with the Bible School since September 2014 (Valedictorian for her first two academic years). Sarah is an active member of Christians in Action Church UK and for a number of years she has had responsibility in her role as Youth Worker and more recently as a Sunday School teacher. Sarah is employed as a Learning Support Assistant at a School in East London working with students with special needs. Sarah is married to Mark Senior.



**Henry Cleland (B.Sc., M.Sc.)** is an Academic Tutor of Grace City Bible School and has been a student with the Bible School since September 2015, also a valedictorian in his year. Henry is an active member of True Vine Church and serves as a youth worker and a Sunday School teacher. Henry is Software Engineer and Data Scientist by profession and works in London. He is married to Esther and has a daughter.



**Chloé Asante (B.Ed (Hons) in Primary Education)** is an Academic Tutor of Grace City Bible School and has been a student with the Bible School since September 2015 (Valedictorian for her 2<sup>nd</sup> Year). Chloé is an active member of Christians in Action Church UK where she is also a Sunday School teacher. Chloé is a Primary School teacher of 8 years and is currently working in an inner London school. She is married to Stephen Asante.



**Marcia Thomas**

Marcia is an academic tutor for the 2<sup>nd</sup> year students in Grace City Bible School. She is a mother of three girls and has 7 grandchildren and two great grandchildren. She has attended Grace City Bible School and was a valedictorian in her third year. She is an active member of New Life Assembly serving as a house group leader. She is also a worship leader and a member of the Women’s group of the church. She is the administrator for the Worship Lifestyle School and works as an administrator in her day job in London.

**OUR ADMINISTRATORS**



**Teresa O’ Connor**

Tess is an IT Service Development Manager with extensive experience in the development and delivery of new service models in support of major transformation projects. Tess has managed complex IT Service Management Operations, enabling her to use real world experience in the development of IT Service Management processes and procedures, team structures, and SLA performance management. Organised and with an eye for detail, Tess is passionate about quality and the delivery of pragmatic service organisation solutions. Tess supports Grace City Bible School in an administrative capacity and gives invaluable support to the main office of the administration of the school.

**Chloe Asante (above under Academic tutors) is the administrator for the third year students**

## 9. POLICIES



### *9.1. Health and Safety*

The School accepts its legal duties and responsibilities with regard to the health, safety and welfare of its premises, activities, staff and students. Students are required to observe Health and Safety procedures, including those relating to fire safety, first aid and incident reporting. While attending the School or School activities, students must exercise personal responsibility for themselves and the health and safety of other students, staff and visitors.

### *9.2. Data Protection Policy*

#### **General Policy Statement**

In order to operate and to fulfil its legal obligations, the School needs to collect and use certain types of information about people with whom it deals. These include current, past and prospective students. This personal information must be dealt with lawfully and correctly however it is collected, recorded and used whether on paper, in a computer, or recorded on other material. All information containing personal data must be carefully classified and protected against unauthorised access, accidental loss or destruction, modification or disclosure. The School regards the lawful and correct treatment of personal information as important to successful operations, and to maintaining confidence between

those with whom we deal and ourselves. To this end we are committed to the principles of data protection, as stated in the Data Protection Act 2018. Students can request our Privacy and Cookies policy

### *9.3. Equality and Diversity Policy*

The School is committed to a policy of equal opportunities within our Bible School's Christian ethos. It is the Bible School's aim that all people are treated equally and fairly regardless of age, disability, socio-economic background, gender, ethnic origin or race.

The School recognises that members of staff and students may have a range of aspirations and wishes to provide a positive Christian working and learning environment where diverse skills and experiences are applied to learning and teaching, support services, research, administration and management. All staff and students should have equal access to the full range of the School's facilities and adjustments to working and learning practices are considered wherever appropriate in order to accommodate a more diverse School community.

An Equality and Diversity Policy cannot succeed without the active support of the entire School community. The Board of Directors have ultimate responsibility, the Head of School has direct day-to-day responsibility, and all members of staff and students have personal responsibility for its implementation.

We at Grace City Bible School seek to ensure that our Christian curricular knowledge and skills are provided for everyone, enabling us to provide equality of opportunity in all aspects of the student's

learning experience. We accept the need to allow for differences in abilities and attitudes and the needs of students.

To make our policy effective, our School’s curriculum will provide a wide range of experiences, which deliver the same knowledge of skills taking into regard the needs of every student. We accept that equality of opportunity will be just as important for all staff employed at Grace City as well as all students being educated here.

We accept that we need to monitor and review our policy regularly (annually) to ensure that we are meeting our own policy requirements.

**Aims**

All our students have the right to a Christian curriculum, irrespective of gender, ethnic origin, level of ability or social circumstances.

**Objectives**

To enable every student to benefit from this School, we will endeavour to eliminate any barriers that might inhibit the development of individual potential. All students should have access to: -

- The uncompromised Word of God as taught in our Christian curriculum
- Common learning experiences that are differentiated where necessary to match learning ability
- Equality of Lecturer and Academic Tutor time
- Equal access to school resources

We will endeavour to treat each student with the same consideration regardless of his or her ability, ethnic origin or gender by ensuring:

- Non-stereotyped lecturing
- Experienced, good and mature Christian role models
- Positive action to combat disadvantage
- Informed choice of the School’s resources



**15 FREQUENTLY ASKED QUESTIONS**

	Question	Response
1.	Are qualifications of this school accredited or is this school accredited to a another university/ school or college?	Qualifications gained through Grace City Bible School are not currently accredited to another recognised academic institution.
2.	When and how are the School fees due?	Fees are due when a prospective student receives an acceptance letter. The course costs £540 for the year. This is broken down into termly installments of £180 which should be paid <b>before</b> a student starts a term’s course or module at the Bible School. Fees can be paid online or by cheque to ‘ <i>Grace City Bible School</i> ’.

		The student's Initial of first name, full surname and 'GC Fees' must be stated at the back of the cheque or as the Online Reference eg. F.Bloggs GC fees <i>Bank Details of Grace City Bible School can be requested for online payments. Fees are subject to review and students will be notified if there are changes to the fees.</i>
3.	Can the termly fees be paid by installments?	If a student's financial circumstance warrants, an arrangement to pay the termly fee can be discussed. A request for fees to be paid in installments should be made to the Head of School or the academic board before lectures start.
4.	Is this course similar to an Alpha Course? Has anyone else done this course before or will we be the first batch of people to do this course?	This course is designed by the Grace City Bible School's governing Board of Directors. They are led by how they believe God wants them to instruct members in the body of Christ to know more about the Word of God and train for service and godly living.
5.	Can you confirm the closing date for enrolment.	Closing date for enrolment is the date of the school's orientation. Students who have received a letter of acceptance to Grace City Bible School can enrol before that date. Enrolment comes with the £15 payment which can be done online or by payment of a cheque to <i>Grace City Bible School</i> with enrolment stated at the back.
6.	Will prospective students be interviewed and what is the purpose of this?	All prospective students will have their applications considered and some may be asked to come for an interview to ascertain their interest and aspirations in attending the Bible school. More information will also be given to the student as to what to expect from the Grace City Bible School. A prospective student may be interviewed by any member (or all) of the Board of Admissions at a date and time which will be suitable to the student.
7.	Will members of specific well known churches (eg. True Vine/Christians in Action) have to <i>get a reference</i> from their Pastor?	<b>All</b> students (whether they also attend the home churches of the directors or not) are asked to name a reference. This could be a pastor, elder or Christian leader.
8.	What must a student do to receive a certificate at the end of the course?	<u>Certificate Requirements</u> To successfully achieve a Grace City Bible School Biblical Certificate you must: <ul style="list-style-type: none"> <li>• Attend the lectures of the prescribed modules/ subjects</li> <li>• Pass the assessment and complete reading or practical assignments for each course taken</li> <li>• Pass the peer tutorial and one to one assessments</li> </ul>
9.	How will evaluation/assessment be conducted. i.e. will there be some sort of exam at the end of the course?	There will be various assessments in the term which will vary for each course. Each course will also have a Summative assessment to <i>evaluate student learning</i> . Students receive a certificate based on evidence of the student's coverage of the specification as identified in the description of the assessment.
10	Will there be any provision in place for disabled candidates? One possible candidate who is hearing impaired?	All students who apply and are accepted will have a chance to discuss any disability towards appropriate provision.
11.	Are there "Guided Learning Hours" attached to this course?	In addition to what has already been stated in this manual. There will be a Course handbook which accompanies each course which will give the 'guided learning hours' for each course.
12.	Students Orientation Evening	All students are to attend the Bible School's orientation evening where a lot of details will be given and students can feel free to ask questions and seek more information.
13.	Who are the current board of directors and the Head of school?	Current Board of Directors are Reverend Lovel Bent, Reverend Ray Michael Djan, Pastor Susie Djan, Tony Horswood, Mrs Louise Isaac, Ade Omooba MBE and Reverend Freddie Roberson. <b>The Head of the Bible School is Susie Djan</b>
14.	How do students get to know more about the courses that are on offer and the choices available to them at the Grace City Bible school?	Students can request information of the updated list of courses on offer each year from the administrator. Students will be updated regularly in class, and on the website and through leaflets and brochures.
15.	Where can a student get additional information?	Grace City Bible School General Handbook gives as much information about the school, courses and what a student should expect.

		Students also receive a Course handbook for each course they undertake and a Course Reader. Students can also get more information from visiting the website <a href="http://www.grace-city.org">www.grace-city.org</a>
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For all enquiries on any aspect of the Bible School, please email or telephone  
Office Tel. 020 8684 1603 or 020 8684 4339  
Mobile:- **07724711700**  
Email: [admin@grace-city.org](mailto:admin@grace-city.org)  
Website: [www.grace-city.org](http://www.grace-city.org)