

WOL Hungary Bible School
Student Handbook 2005-2006

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General Ministry Staff

Alex Konya (Pam). *Word of Life Hungary Director / President*
Pam Konya (Alex). *Librarian*
[Redacted] *Word of Life Hungary Director*
Karen James (Dave). *Housekeeping Advisor, Advisor to Dean of Women*
Alex Katona (Kati). *Director of Operations*
Barbarics Ildikó. *Director of Financial and Legal Affairs*
Kádár László (Alexandra). *Director of Camping Ministries*
Bán Attila (Kati). *Director of Evangelistic and Local Church Ministries*
Madarász Lajos (Klari). *Director of Information Technology Dept.*
[Redacted]
Annette Printz (Axel). *Guest Services Coordinator*
Rob Lockhart (Teo). *Construction Coordinator, Sports Outreach Ministries*
Fazekas Vica. *Music Ministry Coordinator*
[Redacted]
Fábián Julika. *Financial Administrator*
Bartos Angie (András). *Webmaster*
[Redacted]
Berényi Judit. *Financial Secretary*
Jári Mercédesz (Józsi). *Food Purchasing Coordinator*
Deli Laci (Zsuzsa). *Administrator*
Deli Zsuzsa (Laci). *Receptionist*
Mészáros András (Anouska). *Sports Outreach Ministries Coordinator, Maintenance*
Peter Somogyi. *Computer programmer / technician*

Bible School Staff

Dave James (Karen). *Bible School Director, Teacher*
Paul Weaver. *Academic Dean, Teacher, Intern Program Coordinator*
Csikós Gábor (Tünde). *Dean of Students*
Rákossy Mónika. *Dean of Women*
Varga István. *Dean of Men*
Madarász Lajos (Klára). *Main Translator, Teacher*
Bartos András (Angie). *Director of Admissions and Recruitment*
Peg Clayton *Dean of Language Instruction, English Teacher*
Mészáros Anouska (András). *Hungarian Language Teacher, Admissions Secretary*

Academic Information

Director. *Dave James*
Academic Dean. *Paul Weaver*
Grades. *Dave James, Paul Weaver*
Transfer of credit. *Paul Weaver*
Admissions (catalogs, applications, visas, residence permits)
[Redacted]
Secretary. *Mészáros Anouska*
Finances (bills, payments, etc.). *Dave James*
Housing / Meals
Students. *Csikós Gábor*
Guests. *Guest Services*
Library. *Pam Konya, Virág Réka (intern)*
Maintenance / Repair. *Csikós Gábor*
Ministries. *Csikós Gábor*
Office work (photocopying, printing, faxes)
Reception. *Deli Zsuzsa*
Student Life
Dean of Students. *Csikós Gábor*
Dean of Women. *Rákossy Mónika*
Dean of Men. *Varga István*
Teachers
Bible, related courses. *Dave James, Paul Weaver*
English language. *Peg Clayton*
Hungarian language. *Mészáros Anouska / Peg Clayton*
Transportation requests. *Deans Department*
Service assignments. *Csikós Gábor*
Service scholarship. *Csikós Gábor*

Purpose and Goals of the Bible School

The purpose of the Word of Life Bible School is to help men and women develop the strong spiritual foundation necessary to be godly servants and to prepare them for leadership in the Christian community. Through a unique blend of biblical classroom instruction and practical ministry experience, our students will acquire the skills needed for the work of evangelism, discipleship, biblical preaching, teaching, counseling, and the training of others in these ministry areas.

More specifically, the goals of the school are such that the Word of Life Bible School graduate will be someone . . .

. . . who knows what the Word of God says, what it means, how to apply it to his own life and ministry, and how to help others in these same areas.

. . . whose conduct, convictions, and character are in conformity with the Word of God and the example of Christ.

. . . who has had experience in various areas of ministry, and who is motivated to pursue a personal ministry consistent with his spiritual gifts, training and experience.

. . . who has a vision for and commitment to Christian service that will lead him to support a local church and the cause of world missions with his time, talents, prayers and finances.

Philosophy of the Bible School

The Bible School faculty and staff are committed to excellence in preparing our students for a life of ministry of the Word of God. Therefore the Bible School program is designed to provide every student with a thorough working knowledge of God's Word (through classroom instruction), provide an atmosphere in which they can maintain a close relationship with God (through emphasis on personal Bible study, prayer, worship and Christian fellowship), and provide the skills necessary to influence other lives for God (through practical ministry experience).

With these things in mind, it is important to recognize that the Bible School is not simply an academic institution. It is a unique program specially designed to make each student a personal disciple of Jesus Christ. This means that classroom instruction, campus life, and ministry experiences are used to shape the students' thinking in such a way that Christian principles are applied to all areas of one's life. In this way each student's life can be one that is Christ-centered, and therefore morally pure, ethically and doctrinally sound, and capable of having significant influence in both individual lives and in society as a whole.

In keeping with these fundamental commitments, the Word of Life Hungary Bible School, as in every Word of Life School around the world, uses the Word of God, the Bible, as its primary textbook. This is because we are committed to the fact that the Bible is God's inerrant, infallible, and authoritative written revelation. Such a commitment to the character of the Word of God demands a system of doctrine that is theologically consistent and that affirms the great fundamentals of the Christian faith. Therefore, the Bible is taught from a premillennial dispensational perspective

derived from a grammatical-historical interpretation. The truths recognized as required by such an approach include the verbal, plenary inspiration of the Bible; the virgin birth and deity of Jesus Christ; His bodily resurrection; the sinful, depraved nature of man; salvation by faith alone in the efficacious, substitutionary death of Christ, the security of the believer; the sufficiency of the Scriptures to deal with the issues of life; the imminency of the pretribulational rapture of believers; and the premillennial return of Jesus Christ to the earth.

Purpose of the Student Handbook

The purpose of the Student Handbook is to help the staff and students of the Word of Life Bible School to work together to achieve the goals of the school in a manner consistent with the philosophy of both the school and that of Word of Life Fellowship. The guidelines are intended to help everyone understand their personal responsibility to the school and to one another. We believe that there is biblical precedent for establishing organizational rules and standards for the purpose of maintaining order and an atmosphere of cooperation. We also understand that such rules are not standards of spirituality and that following organizational rules is not a path to spirituality. However, we do believe the Bible teaches that cheerful obedience and respect for authority is a mark of spiritual maturity and that this attitude will lead to harmony within the Bible School.

ACADEMIC INFORMATION

Registration for Classes

- 1A. New students should arrive between 9:00 AM and 3:00 PM on the day of registration. Foreign students should plan on arriving one or two days early.
- 2A. Returning students should arrive by 3:00 PM on the day prior registration.
- 3A. Room supervisors should arrive on the Sunday before registration day.

Grading system

- 1A. **Explanation of the system:** Because we are an international school we use two grading systems. Each student will receive a grade according to the 5-point Hungarian system and the 4-point American system. Letter grades will be assigned on the basis of the American system.

<u>Percentage</u>	<u>Hungarian</u>	<u>American</u>	<u>Grade</u>
94-100	5.0	4.0	A
90-93	4.5	3.5	B+
85-89	4.0	3.0	B
80-84	3.5	2.5	C+
75-79	3.0	2.0	C
70-74	2.5	1.5	D+
65-69	2.0	1.0	D
0-64	1.0	0	F

- 2A. **Computation of Grade Point Averages:** Grade point averages are calculated at the end of each quarter. The cumulative grade point average is a weighted average computed on the basis of the student's grades and the number of credit hours for each course.
- 3A. **Grade Reports:** Grade reports are generally distributed within three weeks of the end of each quarter.

Academic Status

- 1A. **Honors List**
 - 1B. Students with a grade point average of 4.5-5.0 (Hungarian system) or 3.5-4.0 (American system) will be placed on the Honors List.
 - 2B. Honor students do not have required study hours.
- 2A. **Required Study Hours**
 - 1B. Required study hours are Monday - Thursday, from 6:45 - 8:00 and 8:30 - 9:30.
 - 2B. On Tuesday evening, required study hours begin at 7:00.
 - 3B. Students with a grade average below 4.0 (Hungarian system) or 3.0 (American system) have required study during both the first and second study periods.

- 4B. Students with a grade point average between 4.0 and 4.5 (Hungarian system) or between 3.0 and 3.5 (American system) have required study during the first study period only.
- 5B. All first-year students have required study during both study periods during the Fall quarter.
- 6B. Required study hours are held in the main classroom. Students with required study hours may study in the library with permission.
- 3A. **Academic Probation:** Students may be placed on Academic Probation if their grades fall below an acceptable level.
 - 1B. A student may be placed on academic probation if any of the following occur:
 - 1C. The student's cumulative grade point average falls below 3.0 (Hungarian system) or 2.0 (American system).
 - 2C. The student's grade point average for a given quarter is below 2.5 (Hungarian) or 1.5 (American), regardless of the cumulative grade point average.
 - 3C. The student receives an F in any class. (This is on a quarter-by-quarter basis.)
 - 2B. Students on Academic Probation may be subject to the following:
 - 1C. Additional required study time, including on Mondays and weekends
 - 2C. Limited permission to go home or travel for personal reasons
 - 3C. Weekly meetings with the Academic Dean
 - 4C. Possible dismissal from the school if it is determined that the student is not working to their full potential
- 4A. **Academic Auditing:** The admissions policy of the Word of Life Bible School allows anyone to enroll who is a born-again believer and who indicates a sincere desire to study the Word of God. This means that for admissions purposes we do not require that a student have strong academic ability in order to participate in our program. However, since our curriculum is designed to meet undergraduate level standards, those students who are unable to meet certain minimum academic requirements will be considered on Academic Auditing Status. All academic and ministry requirements remain the same, except for the following:
 - 1B. The student will not receive individual grades or a grade report.
 - 2B. The student will receive a Certificate of Attendance, but not a Word of Life Diploma at the end of the two-year program.
 - 3B. The student will not be dismissed for academic reasons, if he or she is seriously attempting to complete the classroom work at his or her level of ability.

Language Instruction

- 1A. In general, all students are required to study a foreign language. Students whose first language is Hungarian will study English. Students whose first language is English will study Hungarian. Other foreign students may be given the choice of studying either Hungarian or English, depending on their English proficiency. Exceptions to this may include those who are on academic auditing status. Other exceptions will be considered by the Academic Dean.

- 2A. New students who will study English may be given a written placement exercise.
- 3A. Returning students will generally be required to take the next higher level course. However, exceptions may be considered based upon the previous year's results.

Classroom Guidelines

- 1A. **Punctance:** Students are required to attend all classes. Absences should be approved by the staff. Except for illness, a request to be absent from class should be submitted by 8:00 AM on the preceding day.
- 2A. **Missed-class Makeup:** All missed classes must be made up by watching the video tapes. In most cases this should be done within 3 days of return to class.
- 3A. **Homework, quizzes and tests:** Homework, quizzes and tests should be completed on time. Exceptions may be granted by the instructor. Late work may be subjected to grade reductions.
- 4A. **Dress:** In general, students should wear clothes that would be appropriate when attending church. Men may wear ties if they choose, though this isn't required. Nice jeans are acceptable for either men or women.
- 5A. **Name tags:** In order to make it easier for guests and staff to get to know our students more quickly, we ask that students wear their name tags from breakfast through lunch on Tuesday.
- 6A. **Food and drinks:** Students may bring something to drink to class, but not to other meetings. We ask that students not bring food or candy into the classroom or to meetings.

Financial Obligations

- 1A. **When to pay:** The school bill may be paid on a monthly, quarterly, or yearly basis.
- 2A. **Where to pay:** Payments should be made to the Director of the Bible School during office hours. If you have paid by bank transfer or someone else has helped with your bill, please report this so your account may be properly credited.
- 3A. **Deferred payments:** Students may apply for a deferred payment schedule due to financial hardship. Students will be considered individually and accepted into the deferred payment program based upon their financial needs. If accepted, the student will agree to pay a portion of the school bill each month, with the remainder to be repaid on a monthly basis after graduation. Graduates and students who leave the school for other reasons must begin repayment within two months of leaving the school.
- 4A. **Financial Aid:** Financial assistance may be available in the form of special scholarships for students from Hungary, Eastern Europe and countries in other regions of the world that have more difficult economic situations. Scholarships are also available for dependents of full-time Christian workers. Students are required to fill out financial aid applications in order to receive these scholarships.
- 5A. **Service Scholarship Program**
 - 1B. Students who owe money on their school bill may be asked to work in order to receive credit toward what they owe.
 - 2B. Students will be credited with 1% of the yearly tuition cost for each 4 hours worked.

- 3B. ServiceScholarship eligibility will be determined on the basis of financial need and will need to fill out an application form.
- 4B. Service Scholarship hours will be assigned on the basis of financial need and availability of work each week.
- 5B. Service Scholarship hours are generally given on Mondays, but may be available at other times, including during school breaks.
- 6B. Students who are not able to pay their school bill should see the Dean of Students, who will set up a Service Scholarship schedule for you.
- 7B. A maximum of 25% of the total school bill may be paid for through the Service Scholarship program.

Graduation

- 1A. In order to receive a Word of Life Diploma each student must meet the following graduation requirements. Students who otherwise complete the program, but fail to meet all of these requirements will be issued a Certificate of Attendance.
 - 1B. Students must have a cumulative grade point average of at least 2.0 (Hungarian system) or 2.0 (American system)
 - 2B. Students must successfully complete the minimum course requirements for each course. This means the student must receive at least a 2.0 (Hungarian system) or 1.0 (American system) for each course.
 - 3B. Successfully complete all ministry requirements.
 - 4B. Be in full agreement with the Word of Life Statement of Faith.

Students who are not in full agreement with the Word of Life Statement of Faith must submit a written explanation to the Bible School Director at least 2 months prior to graduation. In this paper, the student should give details concerning areas of disagreement and include supporting biblical reasons and references. The paper will then be reviewed by the faculty and the student will be interviewed. The faculty will then determine whether or not to grant an exception to the Statement of Faith requirement. Students who fail to submit this paper or who are denied the exception will not graduate with a diploma, but will receive a Certificate of Attendance.
- 5B. **Financial obligations:**
 - 1C. All financial obligations must be met in order to receive a diploma and have transcripts sent to other institutions.
 - 2C. Students who still owe money to WOL Élet Szava will be required to sign a repayment agreement.
 - 3C. Students who still owe money will be allowed to fully participate in the graduation ceremony, but will receive an unofficial diploma.
 - 4C. Students will receive their diploma and be eligible for transcripts upon full payment of their school bill.

2A. **Exceptions to minimum course requirements**

1B. **Course-waivers**

- 1C. Students may apply for course-waivers for up to a maximum of 6 credit-hours. However, only up to a maximum of 3 of these may be used for courses taught by guest teachers.
- 2C. Course-waivers may be granted because of failure to meet the minimum course requirements or because of absence related to sickness or other emergency situations.
- 3C. Course-waiver requests must be submitted in writing to the Academic Dean within 1 month of the end of the quarter in which the course was taught.
- 4C. Each course-waiver request must include any details of why a course was either failed or missed.
- 5C. If it is clear that the student did not make a reasonable attempt to successfully complete the course work, or if the course was missed without a legitimate reason, the course-waiver request may be denied.

2B. **Remedial-credit**

- 1C. Students may apply for remedial credit up to a maximum of 3 credit-hours.
- 2C. The student who applies for remedial-credit will be given independent study assignments by either the course instructor or the Academic Dean. These must be successfully completed by the stated due date. Late work may not be accepted.
- 3C. Remedial-credits are to be used in conjunction with course-waivers in order to make it possible for a student to have enough credit-hours to receive a diploma. This means that a student may lose up to a maximum of 9 credit-hours due to failure of a course, sickness or emergency if 3 credit-hours of remedial work are successfully completed.
- 4C. Remedial-credit requests must be submitted in writing to the Academic Dean at least 2 months prior to graduation and the work must be completed no less than 2 weeks prior to graduation.

3A. Diplomas will indicate the level of success in completion of their studies. Because of the international nature of the school there is a difference in how this is indicated on diplomas for Hungarians and international students.

1B. Hungarian students: Hungarian diplomas will indicate level of completion according to the following grade point averages:

- 1C. Outstanding: 4.90 - 5.00 (*3.9 - 4.0, American*)
- 2C. Excellent: 4.50 - 4.89 (*3.5 - 3.89*)
- 3C. Good: 4.00 - 4.49 (*3.0 - 3.49*)
- 4C. Average: 3.50 - 3.99 (*2.5 - 2.99*)
- 5C. Acceptable: 3.00 - 3.49 (*2.00 - 2.49*)

2B. International students: International diplomas will indicate level of completion according to the following grade point averages:

- 1C. High Honors: 3.90 - 4.00 (*4.90 - 5.00 Hungarian*)
- 2C. Honors: 3.50 - 3.89 (*4.50 - 4.89*)

4A. Because graduation is a special occasion in the Bible School year, all students are asked to attend the graduation ceremonies.

Transcripts

- 1A. Students who have no school debts will be entitled to one free official academic transcript, which will be sent without charge to any school the student so designates.
- 2A. All transcript requests must be made by the student himself, either in person or in writing by letter, fax or e-mail.
- 3A. Subsequent transcripts will be subject to a fee of 10 USD or 2000 forints, payable in advance by cash only.
- 4A. Transcripts will only be sent to recognized academic institutions and not to the student or other individuals.

STUDENT LIFE

Personal Conduct

- 1A. **Responsibility for one another:** As brothers and sisters in Christ we are personally responsible for one another. We should all strive to contribute to one another's spiritual well-being and growth. When problems arise, students should apply the biblical principles found in Matthew 18 and Galatians 6. We should always treat one another as we wish to be treated — with respect, kindness and love.
- 2A. **Relationships:** As believers we must maintain a good testimony before other believers and before the world, and therefore have the highest standards of personal purity. This involves not only our actual conduct, but appearances as well. Therefore the following rules apply to relationships between students of the opposite sex:
 - 1B. **Third-party rule**
 - 1C. Two students of the opposite sex must have a third party with them when in a vehicle, in an otherwise empty building or room (including classrooms), or in a secluded or dark area of the property.
 - 2C. A third-party is not required in public areas.
 - 3C. The third-party rule applies to the entire time that a student is enrolled at the Word of Life Bible School. This includes weekends, vacations and other breaks.
 - 4C. The third-party rule does not apply if the two students are interns.
 - 2B. Students should not have romantic physical contact of any kind, with the exception that engaged couples may hold hands.
 - 3B. In general, students are not permitted to spend the night in the home of another student of the opposite sex.
 - 4B. Students planning to be engaged must first discuss this with the Bible School staff.
 - 5B. In general, students are asked to wait until after graduation to be married.
 - 6B. Divorced and separated students are allowed to attend the Bible School, however they are not permitted to date or become engaged while enrolled.
 - 7B. The above rules apply even if the other person is not a student.
- 3A. **Statement of Faith / Standard of Conduct:**

Each applicant to the Bible School is asked to read and sign the Word of Life Statement of Faith and Standard of Conduct prior to their acceptance as a student. Although students are not required to be in complete agreement, they should always maintain a Christ-honoring personal witness that is consistent with these two documents (which are included at the end of this booklet).

Personal Appearance

- 1A. The Word of Life Bible School desires to maintain a Christ-honoring philosophy of dress in keeping with traditional styles for men and women.
- 2A. Clothes should be neat, clean, conservative and modest.

- 3A. Hairstyles should also be conservative in keeping with traditionally accepted appearances for men and women.
- 4A. In keeping with Word of Life Fellowship's international organizational preference, we ask that men be clean-shaven. Men may have mustaches, but not beards.
- 5A. As a matter of respect, we ask that each person maintain the standards of their home church during their time with us. This would include standards of personal conduct, dress, jewelry and makeup.

Personal Quiet Time

- 1A. In order to assist our students in developing and maintaining a personal devotion time we have a special "Quiet Time" period from 6:45 to 7:15 AM, Tuesday through Friday.
- 2A. Those working breakfast should have their quiet time (outside their room) from 6:30 to 7:00.
- 3A. Students may have their personal quiet time in any appropriate place on campus, but should be there during the entire quiet time period.
- 4A. Quiet time is a personal time with the Lord and His word and is not meant to be a time for studying, preparing for tests, or doing homework.
- 5A. As a minimum, we ask that students use the Word of Life Quiet Time Diary. Students may use additional devotional material if they so desire.
- 6A. Students should also have a regular Quiet Time on Saturday through Monday.
- 7A. Students will be asked to keep a daily record of their Quiet Time completion.

Room Devotions

- 1A. On Monday, Wednesday and Thursday evenings, group devotions are held in the student rooms from 9:45 to 10:00 PM and are generally organized by the room supervisor.
- 2A. Group devotions are also held on Tuesday evening for the men and the women and are usually led by the student deans.
- 3A. Students will be asked to prepare a 10 minute devotion on a regularly scheduled basis.
- 4A. Occasionally the deans will schedule a special speaker for room or group devotions. If students wish to have a special speaker for devotions they should see their resident assistant who will make these arrangements.
- 5A. Room supervisors may organize prayer partners who may meet personally for prayer one evening each week in place of room devotions.

Quiet-on-Campus And Lights-out

- 1A. Quiet-on-campus periods are to provide a time when excessive noise is avoided, both inside buildings and outside on the property where others might be disturbed.
- 2A. There is a quiet-on-campus period from 10:00 PM - 7:30 AM each day.
- 3A. During the Bible School year, on Monday through Thursday, 6:45 - 8:00 PM and 8:30 - 9:30 PM are also quiet-on-campus times.

- 4A. On Monday through Thursday there is an overhead lights-out time at 10:30 PM and an all lights-out time from 11:00 PM - 5:45 am.
- 5A. From Monday through Sunday students should be in their rooms by 11:15 PM with a lights-out time at 11:30.

Chapel, Conferences and Other Meetings

- 1A. Students are required to attend all chapels, conferences and other meetings. Absence may be excused by special permission from the staff.
- 2A. Students are required to attend the annual missions conference and are therefore excused from their ministries that weekend.
- 3A. Students should bring a Bible, their songbook (if available) and a notebook to all meetings and are [redacted] to take notes.
- 4A. The dress standard will be announced for conferences and other meetings.
- 5A. Please do not bring food or drinks to these meetings to chapel, conferences or other meetings.

Weekends and Breaks

- 1A. Student [redacted] return [redacted]
- 2A. All school-related responsibilities should be finished before traveling on the weekends.
- 3A. In general, students should plan to return to school in time to fulfill all school-related responsibilities. Exceptions require advance permission from the deans prior to leaving.
- 4A. Students who remain here for the weekend will be scheduled to help with meals.
- 5A. For transportation information see the Transportation section.
- 6A. International students who are under 20 years old and still live at home when not in school and who wish to travel outside of Hungary must have written permission from their parents. These may be mailed or e-mailed to one of the deans.
- 7A. **Remaining on campus:** In general, students should plan on going home for breaks between quarters.
 - 1B. Permission to stay on the Word of Life property during breaks should be requested at least 5 days in advance from the Deans Department.
 - 2B. Students who remain should plan on working 4 hours for each full day they will be here. This means they may work half a day and take a half-day off or they may work a full day and take a full day off later. These hours can accumulate so that a student can take several days off together.
 - 3B. Instead of working 4 hours a day, a student may pay the posted student rate for room and board.
 - 4B. Housing and meals will not be available from December 23 through January 2 because of the Christmas and New Year holidays. Therefore, international students need to make arrangements through the Deans Department for this time period.

- 8A. All standards of the Bible School remain in effect during breaks on campus. In-dorms time is at 11:15 PM with lights-out at 11:30.
- 9A. **Return from Winter Break:** Because classes begin on Monday after the Winter Break, students should return by 9:00 PM Sunday evening. Those returning before lunch or supper should let us know at least 2 days in advance. Students flying back from North America should plan on arriving on Saturday.
- 10A. **Spring Break:** Students should arrive by 9:00 PM on the last Monday of Spring Break. Those returning before lunch or supper should let us know at least 2 days in advance.
- 11A. **Summer Ministry Quarter:** In general, students who will be serving in our summer camp need to return on the Friday morning before the Sunday of the first day of camp.

Transportation

- 1A. Requests for transportation to and from the airport or train and bus stations should be submitted at least 48 hours in advance along with the transportation fee.
- 2A. In general, transportation is available only for students entering or leaving the country via [redacted] are considered in an emergency.
- 3A. Students should not ask staff members for personal transportation [redacted]

Ministry

- 1A. Each student participates in some type of ministry throughout the school year.
- 2A. All standards of the Bible School remain in effect during ministries.
- 3A. The minimum dress standard for ministries is class-dress, but should always be consistent with the level of dress of those in leadership at the place of ministry.
- 4A. Students can only miss a ministry assignment by permission from the Dean of Students and their ministry leader. In general, permission will only be granted for emergencies and sickness.
- 5A. Students need to fulfill ministry responsibilities during school breaks unless otherwise instructed or permission to be absent is given.
- 6A. Ministry teams and individuals are asked to evaluate their ministry each week. Ministry reports should be turned in no later than the day of their next ministry.
- 7A. In addition to the regular ministry evaluations, personal ministry involvement will be evaluated by either the ministry team leader or another leader at the ministry location. This evaluation will be incorporated into the Christian Service grade.

Service Assignments

- 1A. In general, students have service assignments of 3-6 hours each week, depending on their ministries and other responsibilities.
- 2A. Occasionally students may be asked to serve additional hours to help with the Word of Life ministry.
- 3A. Students should report to their team leader or supervisor at least 5 minutes early.

- 4A. Students who remain here on the weekends may be scheduled to help with meals or other functions hosted by Word of Life.
- 5A. Service assignments will be evaluated by a group leader. This evaluation will be incorporated into the Christian Service grade.
- 6A. Students who serve during the Tuesday evening meal should attend the Tuesday evening chapel. Therefore, those students who also have required study hours are required to study in their rooms for one hour during the afternoon on that day.
- 7A. Students may miss their service assignment only by special permission and except for absence due to illness, the time should be made up within one week.

Meal

Students should be at all meals on-time. This is especially important at breakfast because of the test on Tuesday and Wednesday. Students should be at the table by 7:45 so that those who are late do not cause a delay either.

Radios, Televisions, Instruments and Music

Music and entertainment are a part of life and should be enjoyed with liberty. Word of Life recognizes that music and entertainment can sometimes lead to conflicts between believers. Therefore, we try to maintain a more conservative approach in order to offend the least.

- 1A. Students may listen to cassette and CD players outside or in their rooms, but only with personal headphones. They should not be used during work assignments.
- 2A. Students should not listen to music inconsistent with a good Christian witness. In general, MTV-style music would not be considered appropriate.
- 3A. Televisions and VCR's may only be used by special permission from the Dean of Students. For weekends, permission should be requested before 3 PM on Friday.
- 4A. Personal radios with headphones may be used to listen to news broadcasts.
- 5A. Students may use amplified electric instruments with personal headphones.
- 6A. **Word of Life instruments**
 - 1B. Pianos may be played only with permission.
 - 2B. **Guitars**
 - 1C. Guitars may be checked out of the library for up to one month at a time with a 5,000 forint deposit.
 - 2C. If a student needs a guitar for longer than one month, the guitar must be brought back to the library each month in order to extend the checkout time.
 - 3C. Guitars must be returned in the same condition in which they were checked out. Any damages or the cost to replace broken strings will be deducted from the 5,000 forint deposit. Otherwise, the deposit will be refunded in full.

Library

Most of the books in our library are gifts from friends of the Word of Life Hungary ministry. The school library includes volumes in Hungarian, English, Romanian and German. We are thankful to the Lord that He has provided this resource material for our Bible School.

- 1A. **Library hours:** Times are posted on the door.
- 2A. **Check-out system:** Books may not be taken from the library for any reason unless they are first properly checked out.
- 3A. **Books on reserve:** Books that are required reading for school courses are usually put on strict reserve, which means they cannot be taken out of the library for any reason. Students should therefore plan on doing their study and reading in the library when using these books.
- 4A. **Computer usage**
 - 1B. The computers are primarily for school work and for e-mail rather than surfing the internet. All internet usage is monitored by our servers on a per-user basis.
 - 2B. Students may sign up in advance to use the computers for 20-minute intervals. If no one is waiting to use the computers students may continue using them up to 40 minutes at a time.
 - 3B. The first 20 minutes of internet usage per day is free of charge. After the first 20 minutes, a 200 HUF fee will be charged for each 20-minute time-period or any part thereof. This must be paid to the librarian on duty prior to using the computer.
 - 4B. Students are not allowed to download or install anything on the library computers.
- 5A. When using the library students are expected to maintain a quiet atmosphere that will not disturb others while they study.
- 6A. **Mobile phones:** Mobile phones must be switched off or put in silent mode in the library and may not be used to place or receive calls.
- 7A. **Printing**
 - 1B. Students may print to the library printer for 10 HUF per page.
 - 2B. Students will be charged for every page printed.
- 8A. Food and drinks are not allowed in the library.

Telephone Usage

- 1A. Campus phones are to be used primarily for business purposes.
- 2A. Most phones are restricted to placing calls to other phones on campus. However, all phones can place calls to emergency, toll-free and certain staff phone numbers.
- 3A. Office phones are for use by the Word of Life staff only.
- 4A. Students should place calls from the public phone located outside the summer dining hall. Please don't ask staff members to use their phones.
- 5A. Ministry-related calls are the responsibility of the students. If funds for this are a problem, then we encourage students to request reimbursement for this from their place of ministry.
- 6A. Please do not call staff homes except in the case of an emergency. In general, Resident Assistants, Interns and staff should be the only ones to place these calls.

7A. Mobile phones

- 1B. We ask that you not use your phone during class time, classes, meetings, required study hours, devotions and service assignments or between 10:30 PM and 7:30 AM. Please turn them off or set them to silent mode.
- 2B. [redacted] staff with their mobile phone numbers.

Reception and Guest Services Hours and Services

1A. Office hours

- 1B. In general, the reception hours for reception are Monday mornings from 9:00 - 12:00 and Monday - Friday afternoon from 3:00 - 5:00. Please plan on doing all business during this time. This includes fax and copy requests.
- 2B. Students should not use anything in the office without prior permission.
- 3B. Students should not take anything from the office without permission.
- 4B. Students should not be in the reception office at any other time.

2A. Faxes

- 1B. Students wishing to send faxes related to urgent business matters should fill out the [redacted] form.
- 2B. There will be a charge of 200 forint for each page sent and 100 forint for each page received. This must be paid before any faxes are processed.

3A. Photocopying

- 1B. Photocopies may be requested at the reception desk during the office hours (3:00 - 5:00 PM). This service will not be provided at other times, so please plan ahead.
- 2B. Photocopies cost 10 forints per copied side whether they are personal or for ministry use, unless requested by a staff member.

Other staff offices

- 1A. Students should not be in staff offices at any time unless invited in or unless they have received prior permission from that person.
- 2A. Students should not use anything in the staff offices without permission.
- 3A. Students should not remove any items from staff offices without permission.

Laundry

- 1A. Coin operated washers and dryers are located in the laundry room. Students are responsible to provide their own laundry detergent.
- 2A. Only items that require hand-washing may be washed in the bathroom sinks and must be dried on the towel racks.

Church Attendance

Regular church attendance is required for Bible School students. If students are involved with a Word of Life Bible Club, they are encouraged to become involved with that church as much as possible. Because Word of Life wishes to support the fellowship of believers in Tóalmás we ask that those students remaining for the weekend attend the church here.

Pets

Students are not allowed to keep pets.

Bicycles

Bicycles should be parked in a bike rack or the bike storage building at all times. Borrowing and lending of bicycles is not recommended.

Disciplinary Procedures

- 1A. Discipline of a student may involve one or a number of actions aimed at correcting the problem and helping the student get back on track spiritually.
- 2A. Disciplinary actions may include homework assignments, regular counseling, and certain restrictions concerning free time and travel.
- 3A. More serious cases may result in disciplinary probation after which a student may be dismissed if the problems are not resolved.
- 4A. Parents may be contacted anytime disciplinary action is taken.

Visitors

- 1A. Cost information for overnight stays and meals is available from Guest Services. Students are responsible to make sure that meals or overnight stays are paid for.
- 2A. Students should request permission for visitors to stay overnight at least 24 hours in advance.
- 3A. The standards of the school apply to visitors while they are here.

BUILDINGS AND GROUNDS

Care of our property

The use of the Word of Life property in buildings has been made possible through the gifts of many concerned believers around the world. It is our responsibility to care for the buildings and grounds as unto the Lord.

- 1A. We ask that students help us keep all areas of our property clean. This includes classrooms, _____
- 2A. Any damage to property and any cost for repair will be the responsibility of those involved. Damage should be reported to the resident assistants.
- 3A. Pictures and other items may not be attached to walls, ceilings, or other painted surfaces.
- 4A. If furniture is moved, please return it to its original location when finished.
- 5A. Resident assistants should report any needed repairs on a work request form.

Offices, storerooms, guest rooms, and other buildings

- 1A. Students should receive permission before entering offices, rooms, areas of the castle and other buildings except those that are public or otherwise set aside for student use.
- 2A. Please do not use or remove anything from its normal location without instruction or prior permission.

Kitchen and Dining Room

- 1A. Health Department regulations limit entrance to the kitchen to those who are working assigned hours and who have a Health Department booklet.
- 2A. White smocks are required to be worn by all students working in the kitchen.
- 3A. Coats, jackets, hats, etc., should not be brought into the kitchen.
- 4A. Nothing should be taken from the kitchen or dining room at any time, including food.
- 5A. Personally purchased food may not be stored in the kitchen.

Student Rooms, Living Areas and Bathrooms

- 1A. All student rooms should always be kept clean and neat.
- 2A. To avoid damage, please do not attach anything to walls, ceilings, radiators, windows or doors. Pictures or other items may be attached to wardrobes or desks with blue tack or clear tape.
- 3A. Men should only be in men's housing areas and women should only be in women's housing areas. This includes adjacent halls, balconies, terraces, and porches.
- 4A. Coffee and tea makers, and hot-air popcorn poppers may be used in the student rooms. Toasters, hot plates or any other appliance with exposed heating elements should not be used because of the fire hazard.

- 5A. In the case of extremely cold weather or in emergency situations, electric heaters may be used with permission from the Deans staff.

Fire Procedures

In case of fire, students should shout a warning, immediately inform a staff member if possible and then leave the building from the nearest exit. In addition:

- 1A. If you can do so without endangering yourself or others:
 - 1B. Close all windows.
 - 2B. Keep all lights on.
 - 3B. Close room, hallway and entry doors.
- 2A. _____
- 3A. Do not return to your room for personal belongings unless instructed to do so by a staff member.
- 4A. _____ her _____
- 5A. In case of a fire or accidental alarm, notify a staff member immediately.

EQUIPMENT USAGE

In general, all Word of Life equipment is for ministry purposes only. It may be available for personal use with permission. Students are personally responsible for the equipment they use. This includes any cost for repair of damage, even if caused by someone else. All equipment must be returned to its proper owner or location after use.

- 1A. **Office equipment:** In general, all office equipment is to be used only by those instructed in its use and who have appropriate permission.
- 2A. **Maintenance equipment:** Maintenance equipment should be used only by those who normally work with this equipment or who have received specific permission to use it.
- 3A. **Audio and video equipment:** Audio and video equipment is to be used only by those instructed in its use and who have appropriate permission. This includes all recording and playback equipment, sound systems, electric pianos, televisions and VCR's.
- 4A. **Sports equipment:** Sports equipment may be used with permission and should always be returned to its appropriate place.
- 5A. **Tables and chairs:**
 - 1B. Tables and chairs should only be moved as instructed or with permission. In general, they may not be taken outside for any reason.
 - 2B. Picnic tables should not be moved from their locations without permission.

Word of Life Statement of Faith

1. We believe that the Scriptures of the Old and New Testament are verbally inspired of God. They are without error in the original writings and they are the supreme and final authority for faith and life.
2. We believe in one God, Creator and Sustainer of the universe, who is eternally existent in three persons, Father, Son, and Holy Spirit.
3. We believe in the Deity of Jesus Christ, His virgin birth, sinless life, His death to pay the penalty for our sins, His bodily resurrection, His exaltation to God's right hand, His personal, imminent, and premillennial return.
4. We believe that all men have sinned and therefore are guilty before God and are under His condemnation.
5. We believe that all who, by faith, receive Jesus Christ are born-again of the Holy Spirit and therefore become children of God and are eternally saved, and that the Holy Spirit dwells within every believer to enlighten, guide, and enable him in life, testimony and service.
6. We believe that God gives spiritual gifts to all believers for the building up of the body of Christ. However, we believe that some gifts of the Spirit such as tongues and healing were evidently limited to the early church. We believe that God answers the prayers of His people and meets their needs according to His purpose.
7. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved in Glory, and the everlasting conscious punishment of the lost in Hell.
8. We believe that all believers are called into a life of separation from all worldly and sinful practices and alliances.

Word of Life Standard of Conduct

1. As a Christian organization, WORD OF LIFE Fellowship, Inc., holds a unique position in the world today. It is dedicated to the fact of the Lordship of Christ in all areas of life. The distinctiveness of WORD OF LIFE lies also in its philosophy and goals. Those who are associated with WORD OF LIFE, including Directors, administration, faculty, staff and students, form a community, and are not a group of autonomous individuals. They consequently bear certain responsibilities and obligations within the organization for the implementation of its purposes and goals. In order that the organization may function smoothly and that its goals may be realized, it is necessary that there be mutual commitment to a corpus of regulations which when embraced by all members, involves the willing surrender of certain individual purposes and goals.
2. Since WORD OF LIFE is a Christian organization, we must follow specific Biblical principles which relate to Christian behavior within the organization. WORD OF LIFE, therefore, prohibits practices which are clearly forbidden by the Word of God (for example, 1 Cor. 6:9-20: drunkenness, sexual immorality, dishonesty, etc.) Further, to expect the Christian to exemplify Christian love, consideration for the rights of others, honesty, and a high sense of Christian ethics, is to expect only that which the Word of God teaches to be primary in the character of the Christian (for example, Eph. 4:24-5:8).
3. WORD OF LIFE recognizes the principles of Christian liberty within the sphere of those things which are intrinsically innocent. However, WORD OF LIFE also recognizes that

liberty needs to be restricted in certain instances. Scriptural precedent is found for this in Acts 15 and Romans 14, where certain practices inherently innocent were forbidden because they could do spiritual harm to other members of the Christian community.

4. Good verses for Biblical consideration concerning the above paragraph are:

1 Corinthians 6:12	Lawful, but not expedient (not profitable for our good).
1 Corinthians 10:23	Lawful, but not edifying.
1 Corinthians 8:9	Could be a stumbling block.
Romans 1:32	Christians are different, and by living like the world, we approve of it. There should be no pleasure in watching sin.
Ephesians 5:6-7	Don't be deceived with vanity and participate in it.
Colossians 3:17	Make sure it pleases the Lord, not emotions, flesh, or self.
Hebrews 12:1-2	Lay aside weights as well as the sin.
5. WORD OF LIFE rejects the principle that exposure to and/or experimentation with the doubtful and objectionable elements of "life" is essential to the development of moral or intellectual discernment and or discrimination. WORD OF LIFE reserves the privilege to make the final decision for any full-time staff in any questionable area.
6. Certain principles of conduct are believed to be a necessary part of an effort to establish an atmosphere within which the goals of WORD OF LIFE may be realized. For this reason, WORD OF LIFE requires all members of its organization to refrain from the possession or use of alcoholic beverages and tobacco, from gambling and the use of traditional playing cards, from narcotics and hallucinogenic drugs (including marijuana), from participation in oath-bound secret organizations (societies), from social dancing of any type, from attendance at the motion picture theater and commercial stage productions. It is further expected that all members of the organization will actively support a local Bible-believing church through service, giving, and allegiance and exercise of Christian discretion and restraint in the choice of entertainment, including radio, television, audio, and visual recordings, the various forms of literature, and observance of the Lord's day.
7. WORD OF LIFE recognizes that observance of these regulations does not comprise the whole of one's responsibility to God and hence does not necessarily indicate that one is living a life of full commitment. The philosophy of WORD OF LIFE, however, maintains that one's willingness to obey these regulations shows a maturity and spiritual concern for the whole Christian community (for example, Gal. 5:13-24).
8. The conduct of any member of the WORD OF LIFE organization that is an offense to good taste, sound morality, or Christian propriety will not be acceptable. While some may not have personal convictions wholly in accordance with the above standard of conduct, the purpose underlying them necessitates the member's honorable obedience to them. If in conscience a member of the organization can no longer in integrity conform to them, he or she should withdraw from WORD OF LIFE. Willful disobedience of the above standards will bring about dismissal from WORD OF LIFE immediately.
9. To insure that the doctrinal position of WORD OF LIFE Fellowship, Inc., will be maintained in an uncompromising manner, and believing that a consistent and exemplary life should be expected of those who undertake the instruction and guidance of Christian youth, it is required that every member of the organization shall individually affirm the above at the time of initial appointment or employment and shall so reaffirm at such time as determined by the Board of Directors.