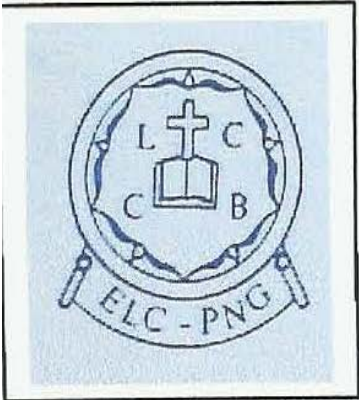


LUTHERAN CHURCH COLLEGE, BANZ



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Second Draft LCCB Student Hand Book 2013

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1. GENERAL INFORMATION

A. Mission statement

Lutheran Church College Banz (LCCB) was founded by the Lutheran Church as an institution to train lay people as theological resource workers with evangelical knowledge in serving God, the church and the people of Papua New Guinea. Especially in preaching the gospel of Jesus Christ, and to carry out the greatest command and commission of Jesus Christ as stated in Mathew 28:19-20.

B. Objective

The College is;

- i. To produce more evangelical lay people to serve in the church.
- ii. To produce good Christian men and women to go out and serve out in the communities or in any organizations.
- iii. To strengthen the status of the social, spiritual and moral principles.
- iv. To provide educational opportunities for drop outs Lutheran young men and women to pursue further education, and for employment.
- v. To carry out the human resource development program with the Evangelical Lutheran Church of Papua New Guinea, and also in the country.

C. History

Lutheran Church College Banz is the entity of the Evangelical Lutheran Church of Papua New Guinea. It was established in 1957 and as Lutheran Agriculture College and then changed to Lutheran Development Services Motivator College in 1973. And in 1987 it was changed to Lutheran Church College with the aim to train Parish workers. The current name and status it has today.

D. Location

Lutheran Church College is situated about 2 kilometers outside of Banz town in the Jiwaka Province with a big land mass. It is located opposite to the ELC-Jiwaka District Head quarter and Banz Lutheran Primary school. It is surrounded by the KNK people.

E. Facilities

Lutheran Church College is blessed with a fine campus with all the agriculture facilities. Such as the fish pond, the coffee garden, piggery houses, poultry houses, cow farm and feed dock, milking house and big land mass for farming. The major building includes the new chapel, the library building, classrooms, the administration block and the dormitories, as well as the house of faculty members in the middle of the college.

In addition, the campus is honor to house the National Women’s Resource Center (NWRC)

Recreational facilities include a foot ball field basket ball court and a valley ball court.

F. College Resources and Capacity.

i. Human Resource

Currently the college has eleven (10) teaching staff with the principal, and eight ancillary staff.

Teaching staff profile.

Name	Qualification	Courses
Rev. Joseph Benson	Bachelor of Theology Certificate in Primary	Church History C/Stewardship
Rev. James Kaiapa	Bachelor of Education Diploma of Theology	Teaching Skills Christian Life Studies
Rev. Kyther Worrety	Diploma of Theology	Homiletics / NT Other faith
Ms. Taunas Tauya	Certificate in Secretarial Studies	Typing/ Home Economic
Mrs. Ellena Asuwe	Bachelor of Commerce	B/Keeping/

	&Commercial computing	B/Studies/ Accounting
Mrs. Susan Fumapa	Diploma of Ministry	Ministry/ EYM Statement of faith
Mrs. Eva Sonny	Masters of Theology	Counseling/ OT
Mr. Henry Kaip	Diploma in Tropical Agriculture	Agriculture
Mr. George Athem	Diploma in Tropical Agriculture	Agriculture
Mr. Ignatius Kuno	Diploma of Theology Certificate in T/Hospitality	Commerce/T/Skills T/Hospitality
Rev. Michael Taikeka	Bachelor of Theology Diploma of Theology	Biblical Exegesis English/ Doctrine

2. COMMUNITY LIFE

A. Worship

Just as the chapel stands right in the center of the campus and tall, the worship life is the center of the LCCB community. Teachers and the ancillary staff of the college take responsibility of taking morning and evening services and devotions through the week. Students assist with worship except for first year students who must complete the worship practicum before assuming leadership role; these students will take the worship practicum during the first year and will be invited to take their turn in leading morning and weekly devotions starting their second year. The college community gathers on Sunday morning and Wednesday evening to worship. The service is led by staff or by others as invited by the Chaplain of the college. The Chaplain of the college is responsible for the direction of the worship program in the LCCB community.

The chapel is available for private devotion and prayers.

B. Community Work

Community work at LCCB is schedule twice a week, on Tuesday afternoon from 2:00 - 4:00 pm and Saturday from 8:00-10:00am (accept the Saturdays on the 4th and 8th week of every term is the weekend leave for the students). LCCB has a self-help project and it is central to this policy. They reduce the cost of operating the college. This including substance gardening, pigs, poultry, coffee, cattle, fish etc and there are essential component of the community work. Regular clean up of the college building and campus also forms part of this important college program.

It is expected that all students will provide their own basic working tools, knife, grass knife and spade. These will be shown prior to registration at the stat of the year.

C. Community Forum

On every Friday, the last period (11:15-12:30) the students, ancillary staff and staff meet together to share information and to hear and discuss matters that are of interest or concern to the all group. This forum is conduct by the Principal or the duty teacher.

D. Student's Government (SRC)

A student Representative Council governs the student Association of the college with members elect by the student body. Details of its operation and objectives are out lined in the Constitution.

E. Women's Program

The college has women's program for the single female students and wives of students, teachers and ancillary staff. These program is to help them grow in Christian faith and life, and to assist the young female students to gain practical knowledge and skills which will be useful to them, to their families and to the congregation among which they will live and serve.

F. Library

The LCCB has fairly well theologically library, with over 6,000 volumes in its collection. The collection covers Biblical, Theology, PNG Studies and others general areas. There are many general and collection of fiction. More than 50 periodical are received. Rules and helps for the use of library are in the library user's handbook.

G. Health Care

When students are sick they are require to report to the teacher in charge of medical and get their clinic fees or clinic pas and visit Miti Mongo sub-health center. If student is seriously sick. Miti Mongo health center will give referral letter to go the Kudjip hospital. If a student is sick during exam, the teacher concern can give his average mark (Assessment Policy).

H. Kinder Garden

A kinder garden school is available at the college for the benefit of the students, teachers, and ancillary staff and also for the neighboring communities. Classes are held at the kinder garden house for two hours (8:00-10:00). Lessons are taught in pidgin to help the children for elementary prep. The school is part of the college program and teachers are the employee of the college. College student receive reduce tuition fees for the children attending the school.

I. Counseling

When students have problems or concerns, they will find someone to talk to. They may talk with a friend or one of the student leaders. They could also talk with Pastors teachers, the Dean of Students, Chaplain, Principal or other members of the faculty. It is important to remember that they are many in the college community who will be glade to listen when asked.

J. Employment.

The college tries to provide job opportunities for students on the weekends. The rate paid is K2:00 per hour.

K. Sport

On-campus sports activities are organized by the Student Association. Some students take part in the off-campus league sports. The college assumes no responsibilities for the student's accidents or injuries when they take part in the no-college organized sports.

L. Tucker Shop

The college through the Administration owns the tuck-shop and operates it. The profit of the operation will be used to supplement the college budget or lend the tuck-shop to other groups of the college to operate. The group such as Student Association, Women's Fellowship and others.

M. Finance and Service

1. Budget – The college financial resources comes from the good Lord through the ELC-PNG, the LOPC, Kitzengen Circuit Germany, college self-help project and student's school fees.
2. 2013 School Fees – The Governing council of Lutheran Church College has resolved that the school fees for 2013 will be K1, 400:00 for single student and K1, 600:00 for married students.

Special notes:

- i. The full or $\frac{3}{4}$ of the school fees must be paid at the beginning of each academic year. All fees must be paid before term two commences every year
- ii. The college will not accept cash at the time of registration. Students must pay their fees in to the college bank account number **1000873958**, Mount Hagen branch and present the receipt to the Accounts clerk at the time of registration.
- iii. A portion of the school fees is paid to the Students Association (SA) is 0.3% = K5:00 / student and the student's caution fees or sometimes called the damage fees is K 30:00 for 3 years.
- iv. The school fee does not cover the transport cost of the students going for holidays.

- v. Financial breakdown of the students' school fees;

K1, 450:00 for single students

K840:00 meals – K3.00 / day (K2:00 dinner and K 1:00 breakfast) = K21:00 x
40 weeks = K840:00

Student Association fee = K 5:00

Caution fee = K30:00

Toilet tissue and fire wood = K25:00

Medical fees = K75:00

Course fees = K475:00 divide by four terms (40 weeks) = **K 11:90/ term/ student**

K1, 650:00 for Married students

K840:00 meals

Student Association fee = K 5:00

Caution fee = K30:00

Toilet tissue and fire wood = K25:00

Medical fees = K175:00

Kerosene = K100:00

Course fees = K475:00 divide by four terms (40 weeks) = **K 11:90/ term/ student**

Total Course fees = K11:90 x 4 terms = K 47:60 x 112 students = **K5, 331:20**

N. Dormitories

The single students (both males and females) are accommodated in the dormitories. The dormitories rooms have one big study table, accommodating four students. Students are required to supply their own pillows, towels, sheet or blankets and a mattress. The college provides a study table, chair, cupboards and beds. Other personal needs are the student own responsibility. A few rules to govern life in the dormitories

1. Students are not allowed to disturb others with excessive noise, especially noon and 1:30, and after 10:30 at night.
2. Students are to keep their rooms neat and tidy and avoid damage to ply wires, furniture etc.
3. At least once a term, the Dean of Students or other appointed teacher will inspect the student's rooms.

4. Students are to obtain permission from the Dean of Student or the Principal before allowing any guest to share their rooms for 24 hours. Guest or wantok of the students must pay K10:00 per night.
5. Students are not permitted to share their rooms with children.
6. Women are not allowed inside of the Male dormitories and men are not allowed inside the female dormitory or in the vicinity of them.
7. Meals are not available for the guest of student unless there are previously arranged with the Dean of Student or the teacher in charge of the meals.
8. Furniture and equipment are not to be removed to other place or exchanged without permission.
9. Furniture must not be left outside under any circumstances. Damage and unwanted furniture must be reported to the Dean of student before it is returned to the workshop.
10. Dogs and pets are not allowed in the dormitories- nor should students in the dormitory own them.
11. Cooking is not allowed in the dormitories.
12. Students are not allowed to make illegal connection of power and use electrical appliances in the dormitories.

O. Married Student's Flats (Farm Houses)

When housing is available, married students are expected to bring their wives and children to live with them at the college. This refers to those who are legally married, whether the marriage is government, church or traditional. Before the allocation of the married flats, the student must produce his/her married certificate. If a single student is engaged or is married by traditional custom he should inform the Dean of Student and the Administration so the married accommodation can be allocated as space permitted.

No married flats will be given to students, whose wives and children are not on campus.

There are a few rules that govern the living in married student flats.

1. Married students must sign a tenancy covenant and must care for the cleanliness and equipments of their flats. Break depositing and loosing of properties result in the withholding of the damage and extra charges to the student concern will be made if required.
2. The Dean of Student or other appointed teacher will inspect housing occupied by married student at least once a term. Housing that is not maintained to accept standard will result in the students' family being asked to vacate by a date set by

the Dean of Student; accommodation will not be available for the married student.

3. The housing provide to married students by the college is not to be used for housing other people.
4. Permission must be sought from the Dean of Students before allowing a guest to share the flat for 24 hours. Students will be charged fees for accommodating guest and wantoks.
5. Furniture and equipments are not to be removed to another place or exchange without permission. Furniture must not be left out side under any circumstances. Damage and unwanted furniture must be reported to the Dean of Students before it is returned to the workshop.
6. Married students are not allowed to have dogs, pigs, chicken and etc on campus.
7. The construction of any building, eg. Kitchen (haus kuk), must be approved by the administration.
8. Making fire within five meters of the flat is not permitted.

P. Dining Hall

Nutritious meals are served at regular times; those who arrive unnecessarily late should not be expected to be served.

Everyone who eats in the Dining Hall must provide their own utensils: plate, cups, fork or spoon. Students should not enter the kitchen without permission.

Students are not allowed to bring food out of the mess or the dining hall.

Q. Married Students' Cost

While the college welcomes married students and provides family housing whenever possible, it does not and cannot accept responsibility for support. The operating budget can cover accommodation, food, firewood and instructional cost for all full-time single students; the operating budget can only cover accommodation and instructional cost for full-time married students. The budget does not include and is not permitted to include, subsistence cost for the families of married students. Instead of having meal in the Dining Hall, married students are given the daily rations for the meal at home.

It is important that every married student discussed the question of subsistence and support with his wife. And also discuss with their home congregation and circuit leaders.

R. College Money

The only person who is authorized to hold money on behalf of the college is the bank accounts, money box etc. are the following: the College Accountant, the Treasure of the Student Association, the Chaplain and the Treasure of the Women's program.

Every one authorized to hold money on behalf of the college is required to submit accurate and complete financial statements to the College Accountant when ever requested and not less than twice a year.

No person in the college community is authorized to acquire, accept, or hand over any college money, property or service on credit (dinau) unless he/she first has permission from the principal and the accountant, and a full and complete written record of the transaction has first been made by the college accountant.

S. Vehicles

1. College vehicles are available for approved purpose related to the college's purpose. The college is not interested in hiring out vehicles or functioning as a PMV carrier. PNG law forbids the use of school vehicles for hire purpose other than school related uses.
2. The driver (s) is the only person authorized to drive the college vehicles during working days: Monday-Friday, 8:00 AM-430 PM. During weekends the driver (s) will take his break but he will be asked if there is a need without paying any fees to the driver for his personal use.
3. In the case of emergency, the driver(s) or any other person authorized by the principal may drive especially in the night or over the weekends if the driver is not available.
4. Teachers who wish to use the college vehicles for private use will have to pay the mileage and the driver will drive them. The cost of usage by the teachers is K1:50 per kilometer. The driver will record the mileage reading when the vehicles leave the campus and also record the mileage when the vehicle is back on the campus. Cost of any damage made to the vehicle will be met by the person who hires the vehicles.
5. Teachers who wish to use a vehicle should apply a day prior to the use of the vehicle and the Principal will have to approve or reject the application depending on the use of the vehicle by the teacher.
6. The vehicles log book will be kept in the vehicles so that all the trips it makes will be recorded.

7. The vehicles driver will be instructed not to stop at buai market places, at night clubs, gambling vicinities and so on.
8. Smoking, chewing of betel nuts and consumption of alcohol is forbidden in the vehicles at all times.
9. The vehicles will not be used for picking and dropping off friends and relatives at bus stops and air port unless a teacher has booked the vehicles and pay for its use.
10. The vehicles' key will be with the driver during working hours 8:00 AM to 4:30 PM Monday to Friday and return it to the Principal in the afternoon. And over the weekends the keys will be with the Principal.
11. The college vehicles must be parked in the school workshop at all times.
12. The overseas guest lecturers are approved by the Principal to use the college vehicles for shopping and other use.
13. Students are not allowed to travel on the college truck unnecessarily or instruct the driver to bring them to the bus stop or to their places. They must seek permission from the Principal.
14. The college will not be responsible for any accidents on the school truck, if students travel unnecessarily without any permission from the office of the Principal.
15. Students are to sign a declaration form with their parents to all allow them to travel on the college truck. If the parents don't agree to sign the declaration form, meaning that their students are not allow traveling on the college truck.
16. Regarded to point 15, the students who do not abide to this rule and happened to involve in the accident then the college is not responsible for the accident.

T. Standard of Conduct

It is impossible to separate the way we live from the calling we receive from Christ's people and especially to serve Christ's people (Eph 4:1-3). This is the reason that the members of the LCCB community must be concerned or not just the academic studies, but also about the way we live. We ought to encourage one another, correct one another in the spirit of gentleness and seek witness to God's love for the world by the way we love one another.

The LCCB teachers and administration have a particular responsibility as ministers to the students, to help them grow not only in knowledge and understanding but also in faith, hope and love. The college constitution gives particular responsibility to the Principle to watch carefully over the spiritual welfare, personal life, conduct, educational progress and physical condition of all students.

At times, the welfare of the LCCB community and the good of the students may require the exercise of formal discipline. This is because the college exists for the training of the parish workers of the church, the college must believe that the students whom its graduates are fit in all areas of life. The purpose of these guide lines on discipline is to make clear the frame work within with such discipline is normal exercised.

The college expects of its students

i. Community

1. Students will make every effort to maintain the unity of the spirit in the bond of peace (Eph4:3)
2. Students will Endeavour to overcome differences and division, and build a peaceful community among the people of the college.
3. Students will be faithful in the use of word and sacraments, which are channel of God's grace. This includes attendances of scheduled worship on campus and Sunday morning service.
4. Students will be faithful to the different commitments and that are part of living at LCCB, and including participation in district groups and community work.
5. Students will show due respect to the teachers, administration and the ancillary staff of the college.

ii. Alcohol and Drug

1. Students will not keep or consume alcohol drinks in the students' residence or on the college campus (apart from Holy Communion).
2. Students will not keep prohibited drugs.
3. Students will not get drunk either on or off the campus

iii. Violent Aggression

Students will not threaten another person with physical injury or by words.

1. Student will not deliberately injure another person physically.
2. Student will not accept, approve or support anyone else's use of unlawful violence.
3. Married students will not physically abuse their spouse (what is sometimes referring to wife bashing).
4. Students are not allowed to boycott classes or lead strike at the college (Synod Res: 90 -36. 1 & 6)

iv. Sexual Conduct

1. Women are not allowed in the boys dormitories nor are men allowed in the girls' dormitories.
2. Students will conduct themselves in Christian manner with the people of the opposite sex, meaning no practice of adultery and fornication in and off the campus.
3. Students of the opposite sex go around as married couples on and off the campus will be suspended to arrange for proper marriage with their parents.
4. Female students who have affairs with outsiders must be suspended from the college.
5. Likewise, male students who have affairs with females outside of the college and if the female is pregnant and reported will be suspended to arrange for proper marriage.

v. Property

1. Students will respect the property of others in the community
2. Students will protect and preserve the building, grounds, vehicles and other properties and equipments of the college, including especially that which is entrusted to them for their use.
3. Students enrolled at the college are requiring owning basic tools (knife, grass knife, and spade)

vi. Honesty

1. Students will avoid communication that is false and destructive, but rather speak the truth in love.
2. . Students will not present work of other people for evaluation as if it were their own work (plagiarism).
3. Students are expected to dress properly with a dissent manner. For example, female students are not allowed to wear short to classes.
4. Students are not allowed to use the letter head of the college to write personal letters or ask for donations from someone or somewhere pretend that it belongs to the college.
5. Students must pay a sum of 30 toea to print his or her own papers form the college's photocopy machine.

vii. Sports

1. Students will not take part in league sports, which schedule their game for Sunday morning, since all college students are to be involved in congregational worship at that time.
2. Students are not allowed to play around any building on campus. They have to play on the playing field only.

This list of rules should not be considered complete. It should be clear, though, what sort of behavior might lead to disciplinary action.

viii. Security Measure

1. The main gate close at 6:00PM and the gates will not be opened, so no students and community members come in after 6:00PM.
2. No students or community members are to walk, sit around on the streets of the campus from 10:00PM-5:00AM.

ix. Keys of Dormitories and Flats

1. All students should vacate their rooms and flats at the end of the school year and term breaks, and return the keys to the administration or the Dean of Students.
2. For any circumstances, if a student has to stay back for a week or two, he or she must see the Dean of Students for approval.

U. Disciplinary Action

It is to be hope that in our life together, most difficulties can be resolved by counsel and encouragement .The Dean of Students in particular has the responsibility to be sensitive to the welfare of students and their families. Advisory group leader likewise have this responsibility towards those in their advisory groups.

When a student fails to meet the college rules/Handbook, it is the responsibility of the principal to decide what formal disciplinary action might be appropriate. In making such decisions, he/she will consider the seriousness of the offence, the possibility of correcting the behavior, the necessity of protecting the members of the community, and the purpose of the college. If he/she wishes, he/she may consult the Dean of Students, the administration committee (hevi komiti), the faculty or others in order to make decision.

There are three kinds of disciplinary action: probation, suspension, and dismissal.

Probation: This means that the student is warned that his behavior is not acceptable and must charge. A student is put on probation may be warn that he/she must meet

certain conditions in order to stay at the college (For example, a student might be warn that he/she must without fail any course in the class, community work, or whatever might be appropriate to the offence). Probation shall be for a set time, usually for one or two terms. It might be appropriate to put a student on probation when the offence has caused injury to others, or when it is believed that the student will charge his attitude and behavior.

Suspension: This means that the student is told to leave the campus for a specific length of time (For example, a semester or a year) or else he/she is told not to return until a specific problem is resolved to the satisfaction of the college(Like for example, students of opposite sex decided to get married). A student who is suspended must leave the college campus. He/she may not complete the requirement for the course, wait to register a appeal, or continue to leave in the college dorms or flats. Suspension may be appropriate for more serious offenses or for repeated offenses.

Dismissal: This means that the student's relation with the college is terminated. When a student is dismissal (or expelled), the college is saying that the student will not be readmitted for future studies. The student who is dismissed must leave the college campus. He/she may not complete the requirement for the course, or continue to leave in the college dorms or flats. Dismissal is appropriate when the offence is very serious, or when the student show that he/she cannot or will not change.

Although in some case the discipline of a student may proceed from probation to suspension to dismissal, these should not necessary be thought as three steps. In the case of severe offences, it may be appropriate to suspend the student or even dismiss the student immediately.

Record of discipline: Whenever a student is put on probation, suspension, or dismissal, a record of the offence(s) and the discipline should become his/her permanent record. The student's previous record will be considered in deciding what discipline is appropriate on subsequent occasions.

Academic consequences of suspension and dismissal: When a student is suspended or dismissed before satisfying all the requirements for courses, they will not be permitted to complete those requirements and obtain credit for the courses. Course which the student was failing at the time of being disciplined will be graded F. Courses which the student was passing will not be graded, nor will credit be received from them.

3. APPEALS

Who may appeal? Any students who has been suspended or dismissed (except for academic reasons) may appeal the decision.

How should the student appeal? Within seven days of the disciplinary action, the student should appeal the decision in writing to the Dean of Students; giving the reasons he feels the decision is excessive or unfair.

Who should hear the appeal? The Appeal Committee shall hear all appeals. The Appeal Committee will consist of 1) Dean of Student, 2) Dean of Studies, and another person named by the faculty, who is not the member of college community.

How does the appeal process work? The Appeal Committee will look at the available evidences, including written notices, faculty minutes concerning the case, records of counseling received, grades, etc. The committee may hear from the student him/herself, and from other who wish to give testimony. The committees will than make a recommendation to the Principal, with whom the responsibility ultimately rests either to let the action stand or to change it.

What are grounds for granting an appeal? The appeal committee must try to determine whether the disciplinary action is 1) based on factual grounds, 2) appropriate to the offense. An appeal which addresses itself only to other considerations (such as the students' desire to get an education, or whether the college handled the case in the proper way) is not likely to be granted.

It is very important to stress that **in the case of drug and alcohol consumption and sexual misconduct, there will be no appeal.** Student will be terminated on the spot, if found.

ACADEMIC PROGRAM

Introduction

Christian Ministry in its broadest sense involves the individual and communal participation of Christian in the work of serving human kind. Christian ministry in a narrower sense involves smaller groups of committed Christians to, and trained for, a life of professional service in Christ's church.

The Lutheran church in PNG has needs ministry as lay workers to perform ministry in both the broadest and the narrower sense. In particular, the church need competent and committed men and women who

- Hold fast the Holy Scripture as the only norm for faith and life.
- Regard the confession of the Lutheran church as the correct exposition of the truth of the scripture.
- Able to speak God's words to today's situations in word and deeds.

Therefore, as stated in the constitution of LCCB, LCCB exist to train able lay parish workers of the gospel for the Lutheran church in PNG. LCCB exist as resource of church for able parish workers to help the administration work of the parish, circuit, District and the Nation church, Teaching in ETC and girls schools of ELC-PNG.

Specifically LCCB exist by the grace of God to provide a Variety of learning experience aimed towards the development of graduate who:

- a. Have a living, justified and reconciled relationship with God through faith in Jesus Christ as the Lord with God through faith in Jesus Christ as the Lord and savior and are growing in the life of sanctification motivated by Holy Spirit through the word and sacrament.
- b. Have committed themselves to Christ and his mission and willing to dedicate their lives and talents to the ministry of the Lord and his church wherever they are called.
- c. Are able to demonstrate a growing knowledge of the scripture and the Lutheran confession.
- d. Show sensitivity to human needs as well as a growing competence to meet those needs.

The curriculum of Lutheran Church College is design to prepare graduates who meet these objectives. It comprehends the students total college experience.

The curriculum development gives attention to the requirements of the mark of the church, to the requirements of the Papua New Guinea context, to continue in the teaching program, flexible in meeting student's needs and freedom in utilizing teacher and teaching resources.

There should be a balance of theological and general courses offering in the college and every endeavor should be made to demonstrate the interrelationship and unity between them.

There should be a healthy balance between the academic and non academic aspect of the program and every attempt should be made to relate concept and knowledge taught to concrete experience and practical life.

The curriculum viewed as comprehending the students total college experience, may be divided in to the college study program and college community life. What follow is the study program and it includes all those learning experiences provided at the college which are formally organized in to courses and formally evaluated in terms of recorded grades.

1. General Structure.

A. Scope and segments.

The study program of LCCB normally covers a period of three years. It includes two consecutive complementary phases

1. Equipment for ministry in PNG: Basic study.
2. Equipment for ministry in PNG: Special training study.

B. Certificates/Diploma.

Incorporate with the two phases, the college offers:

1. A parish workers programmed (and business Administration programmed) normally of three years duration

C. Admission.

The student of LCCB are selected among many applicants by the admission committee composed of the Principal, the Dean of studies, two faculty (a male and a female) members appointed by other faculty members.

Selection criteria include;

1. Grade 10 school certificate.
2. Standard achievement and ability test score(example English test)
3. Church references.
4. Acceptations for students coming from ETC and Girls school.

Minimum admission requires by the BOG of the college and reviewed from time to time.

D. Yearly Schedule.

The school year consist of four ten –weeks term schedule as closely as the government school but assessment are made semester.

E. Course and credits:

1. Credit is gain by students in formal organized courses schedule in each term and semester of the school year. A normal course consists of four classes per week. There are a limited number of half courses (2 hours per week). And there is a double course (8-9 class hours per week). This is the theological foundation courses. (1-6)

2. Courses are classified by both letters and numbers. The prefixed letters indicate the areas of studies.

- B – Biblical Studies
- H – Historical Studies
- D – Doctrinal Studies
- M – Studies in Ministry
- G – General Studies
- I – Interdisciplinary courses
- S – Special course

There are three numbers assigned to each courses. The first digit indicates the numbers of class hours per week.

4 – A normal course, 4 class hours

2 – A half course, 2 class hours

8 – A double course, 8 class hours

The second digit (example, 01, 02, 03) indicates the number of course within the designated areas of studies and also the type of course.

01 – 29 Basic Studies Programs

30 – 49 Special Training Programs

50 – 79 Special Training Programs Electives

80s – Practical

Example, Course D431

This is a basic studies core course in doctrinal studies, 4 hours per week.

F. Grades:

Grades are given for all formal organized learning which is part of the learning programs. They are calculated to “d” schedules.

1. Grades are calculated according to schedule “d” as follows;

Grades	Classification	Percentage	Grade Points
D (A)	Distinction	90-100%	4
C (B)	Credit	80-89%	3
UP (C)	Upper pass	65-79%	2
P (D)	Pass	50-64%	1
F (F)	Fail	Below 50%	0
I (I)	Incomplete	-----	0

Note: A grade of “I” may be given after consultation with the Dean of Studies (DOS).

2. Grade Points Average (GPA):

- a. All grades given are computed in to a grade points average (GPA) for each student. The only grades are not included are incomplete (I) letter grade.
- b. Students who maintain a GPA of 3.00 or better are eligible for a place on the Deans Honors List.
- c. Students who earn a GPA of 1.80 or who fail in more than one course in a term will place on course probation. Students who remain on course probation for two consecutive terms will be recommended to the principal for dismissal on the grounds of inadequate course performance.
- d. A student who in their previous schooling successfully completes a course similar to a course offered at the college (LCCB) may apply for a transfer of credit for a course by taking examination which tests their mastery of the subject concern.

2. Basic Study Programs:

A. Principles and Objectives.

1. The basic study program (BSP) comprise the three semester of the college training. The basic principles upon which the BSP is constructed are;
 - a. The students are equipped for future studies with a firm foundation in the bible, doctrine and general studies.
 - b. Over the three semester the students are evaluated in the variety of areas with regard to suitable for further theology and general training of the under graduate level.
2. The fundamental objectives of the BSP are to enable the students that they may;
 - a. Give evidence of vital Christian faith and growing love for Jesus Christ as Lord and Savior.
 - b. Give evidence of having reached a scriptural mature in the Christian services.
 - c. Grow in biblical and general knowledge.

- d. Be equipped with knowledge, skills, attitudes and habit for further study at the under graduate level.
- e. Be equipped to participate in and benefit from practical training experience, such as planning and leading worship, preaching, teaching and etc.

B. Registration.

Students who are admitted to LCCB are expected to register for BSP course on the schedule date prior to the beginning of the class for a term. All BSP courses are normal required courses.

C. Course in the Basic Study Program (BSP).

The BSP normal course consist of 38 full course (of which four (4) are run as 6 double course; example theological foundation and 14 half course distributed over 6 terms, 3 semester. All courses in the Base study programs are classified within the numbers 01-30.

Basic Study Program (BSP), course and its description.

1. I401-406, Theological foundation (1-6)

There eight double course consist of biblical foundation and doctrinal foundation (1-6) to give BSP students a solid ground in biblical knowledge and introduction, and in the basic doctrine of the church especially the catechism of Martin Luther.

2. I407-410, Preparing to preach (1-4)

These four courses consist of two hermeneutical exegesis and two homiletic courses which combine the skills of biblical exegesis with the theory and art of preaching.

They contain basic principles of exegesis (hermeneutics), in writing exegesis on the text, preparing homiletic out line, writing sermon manuscript and actual delivers of sermon or homily.

3. H401 History and the Ancient near East.

There are three components in this course

- What is history?
- Backgrounds for the biblical history include pre history and surveying the emergence of civilization of the Ancient Near East.
- The beginning of Israel history- Abraham to Sinai.

4. H402 History of Israel.

The history continues from Sinai to Roman conquest of Palestine.

5. H403 History of NT times.

There are three areas of study for this course.

- History of the Jewish in the Roman period.
- Greco- Roman background for NT studies.
- The life of Jesus and the beginning of Christianity(4BC-AD150)

6. M401 Introduction to Christian Education.

A study of principles of education under the topic of education in General, the learner, the learning process, the teacher, the teaching process and the lesson and its presentation.

7. M402 Worship (1-2 practicum)

A study of basic principles of Christian worship in the church. Instructions especially, given in the meaning and the use of the church year in the church.

8. M403 Worship practicum

Students gain experience in leading worship, in liturgical practices both in English and Pidgin.

9. G401 English 1. Study Skills

Individual units in the skills of studying English;

- Writing outlines
- Making notes
- Using library
- Exam preparation
- Improve reading

10. G402 English 2. Reading Skills

The course is focus on improvements of reading skills is therefore, personal information or for reading in public. More work is done on English vocabulary, comprehension, skimming and pronunciation. A variety of

literature is used example; the media, theological literature, poetry or PNG novel.

11. G403 English 3. Writing Skills

This course is aimed at developing the ability to communicate clearly in the written forms. Skills learned in English 1 are practiced further; vocabulary exercise, making notes, writing outlines and writings of paragraph, short composition, essays and etc.

12. G404 English 4. Grammar

A course in the structure of English languages, special attention is given to parts of speech, verb tense usage and sentence analysis.

13. G405 English 5. Term Paper

A course in writing of research papers on issues of the church and the country.

14. G406 English 6. Speech Making

This course consists of basic communication theory and practice in oral communication, public speaking skills and dramatic reading. This is done through a format of speech, oral presentation, discussion and experience in drama or dramatic reading.

15. G407 Drug and Alcohol Abuse

The course deals with abuse of alcohol and drugs, the natures of alcohol and its impact on human bodies, problems of alcohol and method of curing. Other drugs, what there are, what they do and how they can be treated.

16. G244 Music 1

Students are introduced to basic music theories and become involve in the learning of trumpet.

17. G245 Music 2

Supplement both music 2 and worship 1. The students became better acquainted with various musical setting of the Literacy and get familiar with church hymnody both indigenous and from other tradition.

18. G217and 218 Typing 1and 2

Students are introduced to standard touch typing with an emphasis on developing skills and accuracy.

19. G 225 Basic health.

This course covers such topic as the principle of health and hygiene, treatment of common illness, first aid, basic instruction on human sexuality, conception pregnancy and child birth.

D. Yearly Schedule.

The courses in the Basic Studies programs are usually arranged over six terms of three semesters. (LCCB-semester)

Term 1	Term 2	Term 3	Term 4	Term 1	Term 2
B801 B/F 1	B802B/F 2	B803B/ F 3	B804 B/F 4	B805 B/F 5	B806 B/F 6
D801 D/F 1	D802 D/F 2	D803 D/F3	D804 D/F 4	D805 D/F 5	D806 D/F 6
I407 Exegesis1	I408 Exegesis 2	I410 Homiletic	I411 Homiletic	G405 Eng 5	G406 Eng 6
H401 H/Israel	H402 H/NT	H403 R/History	H404 H/PNG	G216 T/Hospitality	G217 T/hospitality
M411 Worship	M412 W/Practicum	G410 Drug Abuse	G411 HIV-Aids	G214 Mathematic	G215 Mathematic
G401 Eng 1	G402 Eng 2	G403 Eng 3	G404 Eng 4	G405 Eng 5	G406 Eng 6
G217 Typing	G218 Typing	G219 T/speed	G421 Computing	G422 computing	G423 Computing
G412 Agriculture	G413 Agriculture	G414 Agriculture	G415 Agriculture	G416 Agriculture	G417 Agriculture

M401 CLS	M402 CLS	G224 Music	G225 Basic Health	G220 Office Skills	G221 Office Skills
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The scheduling of courses in the six – terms BSP may vary according to needs, but the sequence of the courses should not be broken.

E. Completion of BSP

1. To complete the BSP, students must;
 - A. passes an English proficiency examination
 - B. passes mastery in theological studies
 - C. exhibits a manner of life which testifies their Christian faith and vocation.

2. Satisfactory completion of the BSP is normally a prerequisite for admission to the CSP.
 A student who fails to obtain pass grades in more than three BSP course (or equivalent) may upon the action of the teacher’s meeting be admitted provisionally to the CSP, with the understand that the student must take, repeat, or pass the course concerned during the first CSP semester.

3. Theological foundation examination.
 All students must pass an examination in which they distrait their mastery cover in the theological studies course. Not more than 3.

4. English Proficiency Examination.
 All students must pass an examination which tests their skills in composition, reading, grammar comprehension, and vocabulary. Not more than 3 attempt.

5. Certificate for BSP in theology as formal recognition for their achievement

3. Special Training Programs

A. Structure.

1. The special training programs are a program for theoretical and practical training for the ministry of the gospel. It builds upon the BSP and is intended to assist students to equip themselves adequately for ministry in PNG.

2. There are three basic components, in the formal structure of the special training programs (STP).
 - a. A body of required core course, which is designed to give the student inadequate grounding in various areas study.
 - b. A selection of elective awareness, which gives some scope for the students to plan their programs according to their needs and interest.
 - c. Practical training (10weeks) supervised practical.
3. The STP is normally three semesters, which includes 6 terms duration.

STP Semester1.

In the first semester, (second years, term (3&4) students take 5 core course only (2 theological and 3general course) for admin students and 3 theological courses and 2 general courses for ministry students plus 3-4 elective courses. This is to ensure that basic mastery in the various areas of study becomes formally established.

STP Semester 2.

In the second semester 4 core course are required (one theological course,3 general course for admin students, and 1 elective course and the second semester build on the first semester and is interested to prepare the student with the knowledge and experience necessary for practical.

STP Semester 3.

Practical provides an extended in the field learning experience in the first 10 weeks of the third semester which is term 3, what they have learnt. Thu, the college training depends on their commitment to their parish worker ministry (Lay- ministry).It is a flexible term made up of 2 core and other elective courses.

B. Objective.

With the general objective of the LCCB curriculum, the specific objectives of the STP are as follows; to enable the students that they may

1. Demonstration sign affiant growth in each of the five areas (Biblical studies, Historical Studies, Doctrinal Studies, studies in ministry and general studies by passing the GPA of 2.00 in the academic Grade Points average.
2. Demonstration and increase ability to intergraded life and learning (a) by reflecting rationally and theologically on life, and (b) applying learned knowledge and skills to life situation. Examples and attest this Christian vocation in service to God and other people.
3. Because actively involves in the paining of their own study program.

C. Admission

The requirement for admission to the STP is successful completion of the BSP as started above on E1.

D. Registration.

Students are expected to register for the area of interest in the beginning of the second semester of their second year (2) studies of the college and fulfill other registration procedure on the schedule date period to, or at the beginning of each school term. For course loading see STP course requirements below.

E. Completion of the STP.

To complete the special training program students must:

1. Fulfill all the requirements for Diploma in Administration and Ministry.

F. Categories of courses.

1. Core courses(c)

There are offered annually. There are 11 core courses in STP 1, 5, STP 2, 4, and STP3, 2, course.

2. Elective courses(e)

This arrangement can be made by the lecturer and the office of the Dean of studies to develop new courses which were not taken and help the student in the areas of need. Elective courses should not be less than 12 course and not more than 20 every year.

3. Special courses.

This category includes learning opportunities which may become available, but which feel in to a category other than the above. They may take place on campus or off campus, and are scheduled as opportunities present themselves.

G. STP course requirements.

1. STP Semester 1 course require.

(a) In STP Semester 1, (2nd, year) all courses are core. There are 10 cores courses in the 1st semester, 5 are offered in each term.

(b) Practice

(i) CLS: Students in STP 1 are required to participate each of them in teaching CLS at primary level. The four terms of CLS are credit as half courses of credit.

2. STP Semester 2 course requirements.

(a) In STP Semester 2 (1st semester third year) student are required to do 8 core courses (4 core courses each term) and the rest of the courses are chosen from the list of elective courses. In each term of STP 2 the students should register for six courses, plus the required practical. Registration for 4 courses requires a GPA of 1.90 or better.

(b) Practice

(i) Homiletics: Students are required to do two practical in homiletic, one English and one Pidgin.

(ii) Counseling practicum (M244) credit, one half courses.

3. STP Semester 3 courses requirements

In STP Semester 3 the third term of the 2nd, semester (third year). Students are required to spend 10 weeks on practical for credits.

The program of studies for the final term of 2nd semester is flexible. In STP Semester 3 of the fourth term, priority is to be given to the two core course. These are normally offered two each to make up any missed or failed core course from STP 1 and STP 2. Other courses for STP3, term 4 are chosen

from the list of electives. A total of 12 electives taken over a period of 3 semesters (STP 1, 2&3) are required for a Certificate/Diploma. There is only one requirement practicum in STP 3, term 4 and that is student must participate in (1) homiletics practicum and write (2)Verbatim each for Business communication(Admin students) and counseling (Ministry students) for their credit. Provided this does not exited the Maximum credit permitted.

4. Summary of STP courses requirement.

STP 1	10 core course (5 each term)
STP 2	8 core course (4 each term)
STP 4	2 core course (1 term)
	20 core courses
+	12 Elective courses Total

	32 Academic courses

STP Practical Minimum.

CLS (2 terms)	2
Homiletic (4terms)	1
Counseling	
	+ 1
Total	-----
	4

Practical Seminars	1
Credit for practical (10 weeks)	+ 15

Total	20

Academic courses	32
Practical	+ 20

Grand Total **52 course credits**

Explanatory Notes

1. In STP 1, students are required to register for 10 core course (5each term) plus the required practical (2.5 courses)
- (a) In STP 2, student may register for 8 core courses (4each term), plus the required practical (3.0 course)
- (b) In STP 3, students are required to register for 2 core course previously missed or failed and many electives as are required to complete the program me. A total of 12 electives for STP1, 2and4 are required.
- (c) A capable and conscientious student who throughout his STP program is able to complete all the required courses finish comfortably in time for graduation at the end of the third year with Diploma in Administration or Ministry.
- (d) Students aiming to continue their studies to other church or government institutions are advice to score a GPA of 3.00 and above to apply to other institutions with the help of the College Administration.
- (e) Description of STP courses
The core courses are;

Office Administration students
 2. Theological courses
 2. General coursesMinistry Students
 2. Theological courses
 2. General course

1. STP CORE COURSES

A. for Ministry students

I432 Leadership

This course focuses specifically on the role of the church and office worker as leaders in the congregation as well as in the larger communities

M451 Marriage & Family

The biblical teaching on marriage and family life is surveyed, and against this background there are discussions on marriage pattern and problems that are typically Melanesians. Practical concerns, e.g. sex education, family planning, better communication in marriage, are also taken up in this course.

M435 Christian Stewardship

In the first part of the course the students are introduced to the Christian theology of stewardship. On that basis various practical concerns are investigated, especially Christian living in the congregational settings.

M455 Church Administration

Students gain exposure to the theology of Lutheran polity and church administration, and receive practical experience in the duty and task of congregational administration.

G451 Introduction to philosophy

This course includes lectures and reading on human rationality and selected topics in western philosophy. It is aimed at increasing the students knowledge and ability to read western theology and philosophy and to recognize and identify philosophies and political ideologies influencing PNG today.

H451 History of Papua New Guinea

A course designed to increase the student's knowledge of the history of Papua New Guinea and its people. Opportunity will be given for the students to further their knowledge in the particular area of interest by means of research and reading

B. for Office Administration students

G431 Accounting and Book keeping

An introduction to the accounting procedures with an emphasis on the work of keeping congregational financial records, reconciling bank statements, and basic information on the operation of small business concerns.

G432 Business Management

G433 Computing

G434 Business Mathematics

G435 Tourism and Hospitality

G436 Community Development

G437 Education

G220 Office Skills

Instructions in the skills one requires to function competently and efficiently in an office, especially the kind of office to be found in the parish, circuit or institution of the church.

G221 Introduction to Library

The course is an introduction for those who are not familiar with the use of library, a refresher for those who are and a guide to the chief work of general reference and the standard specialized source in various fields.

3. Required Practicum and seminars:

This practicum and seminars are requirements for both Ministry and Administration students;

M141 Homiletic Practicum

M244 Worship Practicum

M281 Per-Practical Seminar

M282 Post-Practical Seminar

I Schedule of STP courses

1. Core Courses

The core courses are offered annually.

I432 Leadership

M451 Marriage & Family

M435 Christian Stewardship

M455 Church Administration

M201 Introduction to Ministry 1

M202 Introduction to Ministry 2

G451 Introduction to philosophy

H451 History of Papua New Guinea

G431 Accounting and Book keeping

G432 Business Communication

G433 Computing

G434 Business Mathematics

G435 Tourism and Hospitality

G436 Community Development

G437 Educational Administration

G438 Economic

G220 Office Skills

G221 Introduction to library

J. Practical

1. Practical normally takes places during the third STP year. Practical is the learning experience giving the students practical training in the congregational and office setting and require reflection on that experience.
2. The practical program is supervised through a cooperative effort between the college and the competent and informed supervisors in the field.
3. Admission. In order to qualify for the practical program, a student must successfully complete a maximum of 50 courses including the 15 core admin and ministry courses.
4. Practical consists of a period of 10 weeks, which begins at the first week of term 3, second semester of every third year of studies at the college.
5. Practical assignments are made by the practical coordinator and approve by the college faculty.
6. Practical students are introduced to the situation to which they are assigned by experience people. The experience people of various fields supervise and assist the practical student in their work and study and the supervisor is responsible for the student's evaluation. The supervisor is understood to another member of the college faculty in his role as practical field supervisor.
7. The evaluation of the student's practical program is the responsibility of the student themselves, their field supervisor and the practical coordinator of the college.
 - a. In order to complete their practical program the student is expected to serve in the field in which they are assigned for a period of 10 weeks and submits reports on their situation to the college, furthermore, submit a final evaluation report on their 10 weeks experience to the college.
 - b. The field supervisor in their practical situation is expected to observe the student in all aspects of their experience, and to give guidance and consultation as they sees need. They are also expected to meet regularly with the practical student to discuss working assignments and matters of personal and professional concerns. In terms of evaluation, they are expected to submit written reports on the student to the college every month. They are also expected to submit a clear summary of their evaluation of the student's total performance to the college at the end of the practical. This final evaluation report includes their recommendation with regard to the student's suitability for continuing in the college training programs and their fitness for their future ministry.
 - c. The college practical coordinator is expected to communicate regular with practical students in the field, collect monthly reports, arrange for visit at the

place of practical and submit the final evaluation of the practical student's experience at the college.

8. A student's practical is considered complete when have met all the requirements in 7 (a) above and has completed the post practical seminar, based on their field supervisor's final evaluation report submitted to the college faculty by the practical coordinator. The college faculty gives the final approval to each student on the basis of the report of the practical coordinator. The college faculty is also responsible for any decisions regarding a student's withdrawal from a practical position or their reassignment to another position.
9. In the case of the marriage practical student, the college shall not be responsible to cater for the student's family members. Only on genuine reasons the college will have them on campus.

4. The Certificate/Diploma

- A. The Certificate/Diploma of Office Administration and Ministry consist of three years of training for full time ministry in the church and outside in the secular world.
- B. Students desire to graduate with certificate/diploma of Ministry and Office Administration must meet the following academic requirements:
 1. Satisfactory completion of the Basic Study Program
 2. Satisfactory completion of the Special Training Program with a course **total of 52 courses**