

Section VII

EDUCATION

PHILOSOPHY & AIMS FOR SDA SCHOOLS

1. PHILOSOPHY

The Seventh-day Adventist Church recognises that God, the Creator and Sustainer of the earth, and the entire universe, is the source of knowledge and wisdom. In His image God created humanity perfect. Because of sin, humans lost this original estate; Christian education, assists in perfecting faith in Christ, which will restore in man the image of His maker. Christian education will also nurture in humanity an intelligent dedication to the work of God on earth, and prepare individuals for conscientious service to fellow humanity and citizenship of the eternal kingdom.

Seventh-day Adventists believe that knowledge of this personal God can never be derived by human reason alone, but that God has communicated His nature, purposes, and plans through divine revelation. The Holy Scriptures of the Old and New Testaments were given by inspiration of God and contain a revelation of His will to men, and they constitute for the Church the only unerring rule of faith, and practice. The Church accepts the counsel and writings of Ellen White as a spiritual gift to the Church. Her specific counsels on education have become a major guiding principle in formulating the Church's philosophy of education.

The Church operates a school system to ensure that its children and young people may receive a balanced physical, intellectual, social, and spiritual education in harmony with denominational standards and ideas, with God as the source of all moral value and truth. His revealed mind and will are the criteria for right and wrong. The stated interest of the Church is in the optimum development of the whole child for the purpose of glorifying God in every aspect of his/her life.

Seventh-day Adventists conduct their own schools for the purpose of transmitting to students the ideals, beliefs, attitudes, values, habits and customs of Adventism. The government maintains a highly developed state system for making citizens; but in addition to being patriotic, law-abiding citizens, Seventh-day Adventists want their students to be loyal, conscientious Christians in every sphere of life.

Therefore, the Seventh-day Adventist Church desires through all its educational programmes to help prepare children and youth for effective citizenship on this earth and for rewarding citizenship in the new earth. Moreover, it makes abundant provision for acquisition and interpretation of that which is appropriate from the store of secular knowledge and skills for mental, social, vocational, and physical development.

2. AIMS

The general educational aims of Seventh-day Adventist Schools are as follows:

(a) Spiritual and Moral

- (i) To develop an understanding of Adventist Christian beliefs.
- (ii) To encourage a personal commitment to the Christian faith.
- (iii) To emphasise the role of a personal relationship with Jesus in the lives of its students.

- (iv) To assist pupils in the development of a stable set of moral principles within the Adventist Christian ethic.
- (v) To foster understanding and respect towards those holding different beliefs and opinions.
- (vi) To provide opportunities for Christian witness and service.

(b) Intellectual

- (i) To motivate students to strive for academic excellence.
- (ii) To encourage intellectual curiosity.
- (iii) To develop an open-minded attitude.
- (iv) To develop the ability to undertake independent research and inquiry.
- (v) To develop basic and high level skills so that students may become confident citizens in a technological world.

(c) Vocational

- (i) To develop an appreciation for the value and dignity of labour, encouraging the development of practical skills and high standards of workmanship.
- (ii) To assist students in selecting the vocation that best suits their interests and abilities.
- (iii) To awaken an interest for vocations in which there is potential for service to God and mankind.
- (iv) To provide opportunities for students to experience different vocational environments.

(d) Aesthetic

- (i) To develop the student's ability to appreciate natural order and beauty.
- (ii) To encourage an attitude of caring for the environment.
- (iii) To stimulate and develop an appreciation and enjoyment of the fine arts (eg. painting, poetry, music) through active involvement.
- (iv) To develop the student's sensitivity, imagination, and powers of expression and discrimination within the arts.

(e) Physical

- (i) To promote an understanding of the structure and functioning of the body.
- (ii) To encourage habits and practices that foster maximum physical vitality and health.
- (iii) To encourage participation in recreational activities which maintain physical fitness and contribute to the well-being of society.

(f) Social

- (i) To assist students in the development of interpersonal skills which contribute to an attractive and well-balanced personality.
- (ii) To provide opportunities for social growth.
- (iii) To encourage a spirit of co-operation based on the principle of equality among all people of different social groups, cultures and ethnic backgrounds.

(g) Civic

- (i) To help develop the skills and to promote the values needed for students to be concerned, responsible and active members of society.
- (ii) To develop an understanding of the workings of government and of an individual's legal rights and responsibilities encouraging the intelligent exercise of their rights where appropriate.
- (iii) To arouse within each student a sense of freedom and justice which leads them to counteract oppression in all its forms.
- (iv) To stimulate interest in current issues at a local, national and international level and an intelligent awareness of the challenges arising from these issues for Christian involvement.

B. UNION EDUCATION COMMITTEES

1. BUC BOARD OF EDUCATION

The BUC Board of Education shall operate in harmony with the following guidelines:

- (a) The BUC Executive Committee shall decide the membership of the board which should include: the union director of education, the conference/mission education directors, the conference/mission presidents, designated members of the union committee, the principal of the college serving the union, and the headteachers of all primary and secondary schools. When financial issues are to be discussed, treasurers of relevant organisations should be invitees.
- (b) The union president shall be the chairperson ex officio of this board, and the union education director the secretary.
- (c) The board shall meet at least once a year.
- (d) The functions and responsibilities of the union board of education shall be as follows:
 - (i) To act as an advisory committee for the union committee on all types of educational problems, policies, standards, and practices.
 - (ii) To advise union leadership in the development of the educational budget.
- (e) Actions of the union board of education, before becoming operative, shall be approved by the union committee.
- (f) In order to be valid, the actions, policies, and standards adopted by the union board of education must be in harmony with the educational policies of the union and division.

2. UNION CONFERENCE CURRICULUM COMMITTEE

(a) Membership

Members of the union conference curriculum committee shall be appointed by the BUC Executive upon the recommendation of the BUC Board of Education and shall consist of representatives from the following:

- (i) Union Education Director (chair)
- (ii) Conference/Mission Education Directors
- (iii) Chairpersons of the sub-committees of the union curriculum committees (when applicable)
- (iv) Educational personnel from the following categories:
 - Secondary principals
 - Secondary teachers
 - Primary school principals
 - Primary teachers

(b) Meetings

Meetings of the union curriculum committee shall be held annually. Additional sessions may be called by the Union Conference Office of Education as needed.

(c) Functions

The union curriculum committee is to:

- (i) Assist in the implementation of a distinctly Seventh-day Adventist curriculum.
- (ii) Promote curricular innovation.
- (iii) Review curriculum proposals, projects, and practices received from the primary and secondary curriculum committees and other sources.
- (iv) Research curriculum needs.
- (v) Establish *ad hoc* committees for special curriculum studies.
- (vi) Be responsible for the co-ordination and articulation of primary and secondary curriculum.
- (vii) Be responsible for the articulation of the primary and secondary curriculum with curriculum in higher education.

3. SECONDARY CURRICULUM SUB-COMMITTEE

(a) Definition

The union conference secondary curriculum sub-committee is the organization responsible for educational planning with emphasis on curriculum development and articulation in secondary schools.

(b) Membership

Members of the union secondary curriculum sub-committee shall be appointed by the BUC Executive, upon the recommendation of the BUC Board of Education from the following:

- (i) Union Education Director (chair)
- (ii) Conference/Mission Education Directors
- (iii) Secondary principals
- (iv) Secondary teachers

(c) Meetings

Meetings of the secondary curriculum sub-committee shall be held annually. Additional sessions may be called by the Union Conference Office of Education.

(d) Functions

The secondary curriculum sub-committee is designed to:

- (i) Formulate plans for the structuring and articulation of a distinctively Seventh-day Adventist curriculum.
- (ii) Be responsible for textbook selection where appropriate.
- (iii) Establish *ad hoc* committees for special curriculum studies.
- (iv) Recommend to each secondary school the appointment of a curriculum coordinator for its campus.
- (v) Encourage curricular innovations.
- (vi) Review innovative curriculum proposals.
- (vii) Identify items or proposals to be considered by the full curriculum committee.
- (viii) Develop plans for in-service training.

4. PRIMARY CURRICULUM SUB-COMMITTEE

(a) Definition

The union primary curriculum sub-committee is the organization responsible for education planning with emphasis on curriculum development and articulation throughout the primary school.

(b) Membership

Members of the union conference primary curriculum committee shall be appointed by the BUC Executive, upon the recommendation of the Union Conference Board of Education from the following:

- (i) Union Education Director (chair)
- (ii) Conference/Mission Education Directors
- (iii) Primary school principals
- (iv) Primary teachers
- (v) Secondary principals

(c) Meetings

Meetings of the union primary curriculum sub-committee shall be held annually. Additional sessions may be called by the Union Conference Office of Education.

(d) Functions

The union conference primary curriculum sub-committee is designed to:

- (i) Formulate plans for the structuring and articulation of a distinctively Seventh-day Adventist curriculum.
- (ii) Be responsible for textbook selection, where appropriate.
- (iii) Establish *ad hoc* committees for special curriculum studies.
- (iv) Encourage curricular innovations.
- (v) Review innovative curriculum proposals.
- (vi) Identify items or proposals to be considered by the full curriculum committee.
- (vii) Develop plans for in-service training.
- (viii) Review and revise primary school evaluative instruments.

5. EDUCATION FINANCE COMMITTEE

The Education Finance Committee advises the BUC Finance Committee and BUC Board of Education on issues relating to the financial management of schools and teachers' pay.

(i) Membership

Members of the Education Finance Committee shall be appointed by the BUC Executive at the recommendation of the BUC Board of Education and shall include the following:

- Union Education Director (Chair)
- Conference/Mission Education Directors
- BUC Treasurer
- Conference/Mission Treasurers
- One secondary principal
- One primary principal
- Three lay-members from the fields of business and education

(ii) **Meetings**

Meetings shall be as required by the agenda of the BUC Finance Committee and BUC Board of Education.

C. SCHOOL POLICIES

The following policies apply to both Primary and Secondary schools throughout the British Union. The establishment of schools throughout the territories of the BUC is encouraged on the following basis:

1. INITIAL STEPS IN ESTABLISHING A SCHOOL

The local Conference/Mission education director (where appointed) shall work with the church(es) requesting the school. Plans shall be submitted to the local Conference or Mission Executive Committee in consultation with the BUC education director, whose duty it will be to bring the request to the BUC Executive Committee. Where there is no local education director, the local administration may invite the BUC Education Director to work directly with the church

2. FINANCIAL PLAN TO BE APPROVED

Schools shall only be opened if the financial plans for buildings and operating are acceptable to the local Conference or Mission Executive Committee, the BUC Executive Committee and where relevant the TED Executive Committee.

3. ENROLMENT

- (a) A school should not be established without a minimum enrolment of six Seventh-day Adventist pupils, with a reasonable prospect of this number being maintained.
- (b) Non-SDA pupils can be admitted in order to meet the requirements of Teacher/Pupil Ratio in section 5 below.
- (c) Where the Seventh-day Adventist enrolment falls below six, the local Conference or Mission Executive Committee and the BUC Executive Committee shall consider changing its status to a Mission School, or discontinuing appropriations.

4. MISSION SCHOOLS

(a) Definition

A Mission School is defined as a denominational school organised and operated as an evangelising agency primarily for non-Seventh-day Adventists.

(b) Criteria

- (i) Where mission schools are conducted, they are to serve as evangelising agencies of the church. (Whenever Seventh-day Adventist children are attending such schools, special provision shall be made for their adequate religious instruction).
- (ii) Mission schools shall not compete with existing church schools or serve as substitutes for church schools.
- (iii) Plans shall be laid for all mission schools to become church schools or to act as "feeders" for church schools.

- (iv) Only Seventh-day Adventist teachers shall be employed for mission schools and where possible at least some of the teacher's education will have been obtained in Seventh-day Adventist colleges.
- (v) Bible courses shall be given priority in the curriculum and all students shall be required to be involved in at least one Bible course each year.
- (vi) Classes shall be kept small enough to allow teachers to exert a personal influence over each student and to maintain contact with their parents.

5. TEACHER/PUPIL RATIOS

Teacher/pupil ratios shall be determined by dividing the number of full-time pupils in a school by the number of full-time equivalents of teaching staff (including heads), and resource staff. Primary Schools should consider 15:1 as an optimum ratio with 12:1 as a minimum. Due to the extra staffing needed at Nursery level, the Nursery or Nursery/Reception unit should be considered as operating with a satisfactory ratio if it falls between 8:1-10:1. Where the ratio for Nursery and Primary Schools drop below these recommended figures, the School Board should seriously consider the reduction of staff so as to approach this target.

Secondary Schools should consider the following formulations as the goals for operation:

- (a) An overall pupil/teacher ratio of 12:1
- (b) Pupil/teacher ratio of 14:1 + 1.5 administrative staff + 1.5 library/resource staff.
- (c) Total subject periods (thirty-five minutes)

32

The overall pupil/teacher ratio should in no circumstance be less than 10:1 and should be within a close orbit of the three criteria given above.

6. TEACHING LOAD

Primary and Nursery: Under normal circumstances Primary teachers should be expected to be engaged in classroom activity during the full length of a school day. However, all efforts should be taken to ensure that each teacher receives at least an unbroken forty-five minute break during each full teaching day (normally during lunch period).

Secondary: Secondary teachers should expect to teach at least 75-80% of the total class time available. Where pupil/teacher ratios are not met, a full load could be proportionally more. Teachers can further expect other duties equivalent to no more than 20% of available break and lunch periods.

7. ECONOMIC STUDENT CLASS SIZE

Where a class drops below seven, the head teacher should be required to justify the continuance of the situation to the School Board and administering organisation.

8. CURRICULUM BREADTH

Each school should analyse its curriculum into core, supportive and enrichment activities, in order for the Board to evaluate the focus of the school and the needs for expansion. In such an analysis core activities should be considered as those essential to the school's academic operation (Maths, English, etc.), supportive activities would be those supporting the core (special needs etc.), and enrichment activities would be those giving specific focus to a school

but which lie outside the core curriculum (Business Studies, Environmental studies, Horticulture, etc.). Where an activity is added or extended this should be examined in light of the total balance of curriculum. It should not be understood by this analysis that supportive and enrichment activities are not required or are of less importance; the analysis should be seen solely as a tool of developmental strategy that is understandable to the School Board and administrative organisations.

9. SCHOOL BUILDING - FINANCIAL ARRANGEMENTS

(a) Availability of Funds

All of these policies are subject to the availability of funds in each organization, and cannot therefore be considered mandatory.

(b) Education Development Funds

The BUC and local Conferences and Missions shall endeavour to establish Education Development Funds in their respective budgets, in preparation for school requests.

(c) Obligations of Local Church

Churches applying for help under this policy shall be made aware of their financial obligations under the policies for School Operating - Financial Arrangements, section 10 below.

(d) Building Plans

In order to qualify for any of the financial subsidies listed in (e), (f) and (g) below, applications to the Union/Conference/Mission must be accompanied by building plans which have:

- (i) been approved by the local church/churches and/or, the school board.
- (ii) been prepared in consultation with the administering organization.
- (iii) received local authority planning permission.

(e) Building New Schools Where There Has Been No School

- (i) The recommended sharing of costs is as follows:

TED	20%
BUC	25% - 30%
CONFERENCE/MISSION	25% - 30%
CHURCH(ES)	20% - 30%

- (ii) A minimum notice of two years is required by the local Conference/Mission, BUC and TED.

(f) Building a New School Where a School Already Exists

- (i) Where circumstances make the building of a new school necessary, even in a different location, in a place where a school is already in operation, the sum to be raised shall be the difference between the price of the new building and the net sale price of the existing building. The recommended sharing of costs is as follows:

TED	10%
BUC	20%
CONFERENCE/MISSION	35% - 40%
CHURCH(ES)	30% - 35%

- (ii) A minimum notice of two years is required by the local Conference/Mission, BUC and TED.

(g) Remodelling of Existing Schools

- (i) Where it becomes necessary to remodel or enlarge existing buildings, the recommended sharing of costs exceeding £1,500 is as follows:

TED	5%
BUC	10%
CONFERENCE/MISSION/CHURCH(ES)	80%

- (ii) A minimum notice of one year is required by the local Conference/Mission, BUC and TED.

10. SCHOOL OPERATING - FINANCIAL ARRANGEMENTS

(a) Local Church Responsibility

The prime responsibility for operating lies with the local church(es), which, through fees and donations received shall be responsible for a minimum of 70% of the total cost of the operating expenses. These expenses include salaries and related expenses, insurance, rent and rates, heat and light, cleaning, education and office supplies, and all other costs.

(b) Union/Conference/Mission Responsibilities

Subject to the needs of the school, and to the availability of funds, the Union, the local Conference or Mission shall be responsible for up to a maximum of 30% of the total operating cost.

(c) Fees

- (i) Full fees, as set by the school board, shall be paid for all pupils.
- (ii) Arrangements for payment of fees shall be made on or before the first day of each term.
- (iii) When an account falls into arrears, arrangement of full payment (including the new term's fees) must be made on or before the first day of the next term.
- (iv) The school board should automatically consider the suspension of a pupil where an account is two terms overdue.

(d) Credit Control

Schools should provide the following information termly to their School Boards and monthly to their administrative organisations:

- (i) A schedule of fees outstanding beyond the current term.
- (ii) Long outstanding fees quotient =

$$\frac{\text{Previous term's fees outstanding} \times 100}{\text{Fees charged this term}}$$

- (iii) Present collected fees quotient =

$$\frac{\text{Fees collected this term} \times 100}{\text{Fees charged this term}}$$

The following targets for the latter should be deemed reasonable:

66% collection rate one month into a term.

80% collection rate two months into a term.

95% collection rate by the end of the term.

Provisions in the budget should be made at the end of each term for existing outstanding debts. This would have the effect of reducing available expenditure within the current year and reflect in the over (under) budget situation.

(e) Reporting of Financial Situation

- (i) The Board of Governors and the administering organisation should receive budget control statements (monthly) and a full financial statement termly. The presentation of these statements should not be more than one month after the period concerned.
- (ii) If the relevant committees do not meet within the one month period, statements should be sent by post, along with management notes.
- (iii) A copy of the statements should be lodged with the BUC treasury department within the one month described in (i) above.

(f) Apportioning of Budget

Board members should satisfy themselves that the budget caters adequately for the resource and maintenance needs of the school, and that depreciation amounts satisfy Union policy.

11. SOLICITATION

Primary schools shall not make general appeals for funds for building and other projects outside their own Conference/Mission territory. If there is an infringement of this policy, the next higher governing body shall take appropriate action.

12. EMPLOYING ORGANISATION

The employing organisation, is defined as the body responsible for authorising:

- (a) the employment of all teaching staff and the issuing of contracts;
- (b) salary and remuneration rates, including annual awards, and

- (c) disciplinary actions or dismissal of any employee.
- (d) recognised by the Inland Revenue for Pay As You Earn (PAYE) and National Insurance (NI) purposes.

13. THE ROLE OF THE UNION/CONFERENCE/MISSION

The employing organisation, through its governing body, is responsible for authorising:

- (a) the recording of all staff appointments;
- (b) the approval of school budgets;
- (c) the implementation and monitoring of BUC education policies.

14. THE APPOINTMENT OF GOVERNORS

A Board of Governors is to be appointed by the employing organisation, and its composition to be as follows:

- (a) Where the school serves the Conference/Union constituency:
 - President of employing organisation (chair of governors, or his appointee).
 - Three ministers from churches supporting the school (churches are to be represented on a rotating basis).
 - Headteacher of the school (secretary to governors or as otherwise stipulated).
 - School treasurer/bursar.
 - BUC Education director.
 - Treasurer from employing organisation.
 - Two lay-representatives from the churches supporting the school (these are to be selected on the basis of a pool of names recommended by the churches).
 - Two parents to be appointed at an annual general meeting.
 - Representative appointed by the teaching staff of the school (two where there are 20 or more staff members).
 - PTA president where appropriate.
 - Two Seventh-day Adventist educators.
- (b) Where the school serves a local church or group of churches
 - Resident minister (chair of governors)
 - One local church elder
 - Headteacher of the school (secretary to governors)
 - School treasurer/bursar
 - BUC Education director
 - President from employing organisation
 - Treasurer from employing organisation
 - Three other lay-members, including parents
 - Representative appointed by the teaching staff of the school
 - PTA president
 - One Seventh-day Adventist educator.

- (c) The governors of any maintained school will be appointed by the promoters of the school, that is, the relevant Mission, local Conference or Union Conference.

15. THE FUNCTION OF THE GOVERNING BODY

(a) SDA Philosophy:

- (i) to ensure that the Seventh-day Adventist education philosophy and practices are followed in the operation of the school, especially with respect to the provision made for the spiritual, intellectual and physical development of its pupils;
- (ii) to ensure that Seventh-day Adventist values are explicitly identified as part of the ethos of the school.

(b) Strategic Role:

- (i) to be accountable for the educational standards and performance of the school;
- (ii) to formulate the school's mission and its long term direction;
- (iii) to define the school's aims, objectives and curriculum strategy;
- (iv) to ensure the school sets in place a dynamic School Development Plan.

(c) Management Role:

- (i) to develop, with the headteacher, school policies within the framework of BUC guidelines;
- (ii) to determine what powers are to be delegated to the headteacher, in addition to those already provided in his/her job description;
- (iii) to approve the annual school budget;
- (iv) to determine school fees on an annual basis;
- (v) to approve or recommend, where appropriate, the appointment of staff;
- (vi) to approve or recommend, where appropriate the annual salary audit/award;
- (vii) to keep a conflict of interest register;
- (viii) to prepare and present an annual report to the school's Annual General Meeting.

16. DELEGATED COMMITTEES

In order to assist the governing body in fulfilling its responsibilities, decision-making powers, with respect to admission, discipline (pupils and staff) and the right of appeal should be, where possible, delegated to specific committees. Primary governing bodies should decide on the appropriate way of responding to these areas of responsibility. In the case of secondary schools, the governing body should set in place the following delegated committees:

(a) Admissions Committee

- (i) This committee shall consist of, at least, three governors, one being the headteacher.
- (ii) This committee will consider applications for admission to the school, in line with the governing body's admissions policy.

(b) Discipline Committee

- (i) This committee shall consist of, at least, three governors, excluding the headteacher;
- (ii) This committee will consider recommendations from the head with respect to (a) temporary exclusions exceeding one week and (b) permanent exclusion. However, before a recommendation for exclusion is considered by the committee, the parents/guardians are to be informed by the headteacher of the proposed action.

In arriving at their decision, the committee should consider representations from the pupils and parents/guardians.

Where there is a decision to exclude a pupil either on a temporary basis or permanently, the committee should inform the parents/guardians of their rights of appeal to the Appeal Committee.

(c) Staff Committee

- (i) This committee shall consist of, at least, three governors, except the headteacher.
- (ii) This committee will consider disciplinary matters relating to staff, including any recommendation from the head for the dismissal of a staff member.
- (iii) Before a recommendation for disciplinary action or dismissal can be considered by the committee, the staff member involved should be informed by the headteacher of the proposed action.
- (iv) The committee will consider all recommendations for disciplinary actions or dismissals with reference to the governing body's disciplinary rules/procedures and grievance policy.

(d) Appeal Committee

- (i) This committee shall consist of, at least, five members and a maximum of seven. Members will be from three categories, governors (2-3); lay members (2-3); and independent members (1-2).

A lay member is defined as a person without personal experience of school employment other than as a governor or as a voluntary worker. She/he must not have any close connections with the school (for example as parents, relatives of staff members, parents of former pupils of less than five years, or as suppliers of services to the school).

- (ii) An independent member is defined as a person who has experience in the field of education, but without any close connections to the school, such as those already stated in (i) above.

- (iii) The committee will hear appeals against admission decisions, exclusions extending beyond one week of permanent exclusions, proposed staff disciplinary actions and proposed termination of employment of service.
- (iv) When considering cases the committee's decision will be guided by:
 - (1) the procedure followed by the relevant delegated committee.
 - (2) the soundness of the decision, as it relates to the facts and evidence presented to the delegated committee; and
 - (3) the presentation of any new and relevant information/evidence about the case.

17. SUB-COMMITTEES

(a) Curriculum Audit Sub-Committee

- (i) This committee shall consist of, at least, five members and a maximum of seven. It should include the headteacher and one other teacher.
- (ii) This committee will be responsible for:
 - (1) formulating the school's curriculum aims and objectives;
 - (2) review, where appropriate, curriculum policy statements, subject plans, schemes of work and assessment, recording and reporting arrangements;
 - (3) monitoring the implementation of curriculum policies;
 - (4) evaluating the school's curriculum needs on an on-going basis.
 - (5) handling complaints from parents regarding curriculum decisions made by the governing body.

(b) Personnel Sub-Committee

- (i) This committee shall consist of, at least, five members and a maximum of seven. It shall include the headteacher.
- (ii) The committee will be responsible for making recommendations to the governors on the following:
 - (1) the recruitment of staff;
 - (2) the determination of salary levels and all areas of conditions of service;
 - (3) arrangements for staff appraisal, in line with BUC policy;
 - (4) arrangements for staff induction; and
 - (5) arrangements for staff development.

(c) Finance Sub-Committee

- (i) This committee shall consist of, at least, five members and a maximum of seven. It shall include the headteacher, school bursar and the treasurer of the employing or sponsoring organisation.
- (ii) This committee will be responsible to the governors for:
 - (1) preparing the annual budget;
 - (2) monitoring the financial operation of the school;
 - (3) receiving monthly budget control statements from the school administration;
 - (4) working in partnership with the school administration to formulate a School Development Plan; and
 - (5) monitoring the school's internal financial control system.

(d) Premises Sub-Committee

- (i) This committee shall consist of, at least five members, and a maximum of seven. It shall include the headteacher or bursar and the maintenance manager.
- (ii) This committee will be responsible to the governors for:
 - (1) the overall maintenance of the plant;
 - (2) implementing relevant aspects of the school's health and safety policy;
 - (3) formulating a school letting policy;
 - (4) developing and implementing a long-term maintenance programme.

18. EDUCATION DEPARTMENT

The Education Directors of administering organisations are appointed to support and encourage the heads and teachers in the schools and should be the first point of contact beyond the administration of the school. Matters which should be communicated by the Head to the Education Director include staffing needs, personnel problems, curriculum concerns and major discipline matters. Where Conferences do not have an Education Director, they may request that this responsibility falls on the Union Education Department. Where issues and decisions then require the involvement of the Conference or Union, the Education Director shall present such issues verbally or in writing to the relevant individuals or bodies. However, the Headteacher remains the administrative officer at the local school level and teachers should relate initially to their respective Head.

The Education Department is also responsible for the following:

(a) In Relation to the Schools:

- (i) Advising and initiating curriculum development projects through the relevant curriculum committees.

- (ii) Developing policies relevant to all schools, through co-operation with church administration and schools.
- (iii) Informing schools of relevant education developments in the world church and the state.
- (iv) Keeping files of prospective teachers, and promoting church employment to student teachers.
- (v) Organising inservice training that affects all schools: both professional and specifically denominational.
- (vi) Relating with the TED Education Department in matters relevant to the Division or World Church.
- (vii) Acting as a liaison between Adventist teachers in the state sector and those within Adventist schools to promote professional and spiritual support between the different groups.
- (viii) Encouraging personal development of all staff.
- (ix) Encouraging interaction and sharing of ideas between schools.
- (x) Organising regular school evaluations for Primary schools and participating in Division organised evaluations of Secondary schools.
- (xi) Organising assessment of Headteachers and assisting Headteachers in implementing appraisal schemes in individual schools.
- (xii) Producing statistical annual reports on all schools in the BUC.

(b) In Relation to the Local Churches:

- (i) Promoting Adventist Christian education.
- (ii) Training and encouraging local education secretaries.
- (iii) Encouraging and, where relevant, instigating programmes and projects to balance the education of Adventist children and youth not in church schools.
- (iv) Serving as an advisor to the Adventist Teacher's Association.

(c) In Relation to the Community at Large:

- (i) Keeping up-to-date with educational developments in the state system and government.
- (ii) Making appropriate contacts with government/local education committees on education issues.

19. PRIMARY SCHOOL INSPECTION

(a) Frequency of Survey

All denominational primary schools within the BUC territory shall be inspected not less than once every three years by an inspection team.

(b) Composition of Inspection Team

- BUC Education Director (chair)
- Conference Education Director (where appointed)
- President of administrative organization or president's nominee
- Chair of the school board or the chair's nominee
- Headteacher or teacher(s) of a school of the type being inspected. (Teachers may not be members of the team inspecting the school where they teach. The headteacher shall be fully consulted in the inspection process).
- An independent individual. (Where possible a non-church employee with relevant expertise).

(c) Terms of Reference

- (i) To show an active interest in the work of the school.
- (ii) To support and encourage the headteacher in his/her responsibility.
- (iii) To make commendations and recommendations to the board concerning:
 - Maintenance of Seventh-day Adventist principles and spiritual values
 - Levels of academic performance.
 - The adequacy of upkeep of the buildings and equipment.
- (iv) To encourage links with SDA Secondary Schools.

(d) Implementation of Recommendations by Inspection Team

All reports from an inspection team shall be studied by the Executive Committee of the administering organization and the school board. Ultimate responsibility for the implementation of recommendations shall rest with the relevant Executive Committee.

20. SECONDARY SCHOOL INSPECTION

Secondary school inspections are the responsibility of the TED, and shall be organised according to TED policy. Reports from secondary school inspections shall be dealt with in the same way as Primary.

D. PRIMARY SCHOOL EDUCATIONAL BURSARIES

1. RESPONSIBILITY FOR SCHOOL FEES

In all situations the school fees for pupils attending all schools owned and operated by a Union, Conference or Mission within the territory of the British Union Conference of Seventh-day Adventists remains the responsibility of the pupil's parents or legal guardians. Until the pupil's account with the school is credited with any bursary the parent or legal guardian is responsible for the payment of the pupil's full school fees.

2. ELIGIBILITY FOR EDUCATIONAL BURSARY

In order to make application for an educational bursary at least one parent or legal guardian of the pupil must be a Seventh-day Adventist who has been a member in regular standing of a Seventh-day Adventist church within the territory of the British Union Conference for at least twelve months prior to the start of the academic term for which a bursary is being applied.

Or at least one parent or legal guardian of the pupil must be a denominational employee.

3. THE BURSARY

- (a) The maximum bursary available to any pupil will not exceed 50% of the school tuition fee.
- (b) A Union, Conference, or Mission may elect to apply one of the following implementation options, except where one parent or legal guardian is a denominational employee in which case the bursary up to a maximum of 50% will be provided and approved by the respective employer:
 - (i) The local church through its church board is responsible for providing and approving a bursary up to the maximum 50% of the school tuition fee subject to:
 - (1) the availability of local church funds;
 - (2) the parents or legal guardian meeting any local criteria established by the local church board.
 - (ii) The Union, Conference or Mission through the action of its executive committee will provide and approve a bursary up to a maximum of 25% of the school tuition fees subject to:
 - (1) Budgetary provision;
 - (2) Any criteria established by the union, conference or mission executive committee.

In addition the local church through its church board will provide and approve a further bursary up to a maximum of 25% of the school tuition fees subject to:

 - (1) the availability of local church funds;
 - (2) the parents or legal guardian meeting any local criteria established by the local church board.

The approval of a bursary by one party does not automatically imply approval by the other party.
 - (iii) The School through the action of its governing body will provide and approve a bursary up to a maximum of 25% of the school tuition fees subject to:
 - (1) Budgetary provision;
 - (2) Any criteria established by the School's governing body.
- (c) Any potential bursary will be reduced by the amount of any local authority (or similar) financial contribution received by the parent or legal guardian towards the cost of the pupil's school fees. Similarly where the pupil receives financial assistance from a denominational policy of another organisation that is more generous than the above policy such a pupil will be ineligible for any of the above bursaries.
- (d) A minimum of two term's notice must be given before any reduction in the level of the bursary.

- (e) A Union, Conference, Mission, School or Local Church governing body may award a discretionary bursary where a Seventh-day Adventist parent or legal guardian does not meet the eligibility criteria above and where that governing body, in their sole judgement, deems the circumstances are appropriate. Such a discretionary bursary awarded by one organisation does not imply, as a matter of right, a similar grant by any other organisation.

3. APPLICATION PROCEDURE

Each Union, Conference or Mission is responsible for determining and approving the application procedure for primary school bursaries.

E. SECONDARY SCHOOL GRANTS AND SUBSIDIES

1. AVAILABLE GRANTS

- (a) A grant relating to a straight percentage of the gross fee is given to all Adventists holding membership within the territory of the BUC.
- (b) A further percentage grant is available, and this is based on the net income according to tables drawn up annually by secondary schools within the BUC.

2. ADVENTISTS FROM OUTSIDE OF BUC

Where the parents are domiciled outside the BUC territory and hold membership outside the BUC, no grants shall be applicable. It is the responsibility of the parents, with such help as the employer may give, to meet the gross fee without grants from the school or BUC/Conference.

3. ADVENTISTS LIVING OVERSEAS WITH MEMBERSHIP IN BUC

Where parents are domiciled outside the BUC territory but hold membership within the BUC territory, the basic fixed-grant percentage shall be paid by the school, but no income-related grant is applicable.

4. OVERSEAS PARENTS IN RECEIPT OF NON-CHURCH GRANTS

Where parents living overseas are in receipt of assistance from the Armed Forces, government or commercial enterprise, no grant shall normally be applicable. This shall apply whether the parents are Seventh-day Adventist church members or not, or whether or not an SDA relative is sponsoring the child. In cases where undue hardship might be caused by this policy, the Head of the school shall bring the matter to the attention of the board.

F. STANBOROUGH SCHOOL FEES AND GRANTS

1. GENERAL CONDITIONS

(a) Payment of Fees

- (i) Full fees as set by the school board must be paid for all pupils attending Stanborough School
- (ii) Fees shall be paid on or before the first day of each term.
- (iii) Where a full year's fees are paid in advance a 5% discount shall be given in the case of British-based students.

- (iv) When an account falls into arrears, full payment (including the new term's fees) must be paid on or before the first day of each term.

(b) Grant to SDA Parents Living Within BUC

All SDA parents who are domiciled in the United Kingdom and the Republic of Ireland, and have their membership in the BUC, are eligible to apply to the BUC education director for a grant.

(c) Grants Committee

Applications for grants shall be considered by a committee consisting of:

- BUC Treasurer (chairman)
- BUC Education Director
- SEC President
- Head of secondary school
- Head of primary school
- School Bursar

(d) Annual Review of Grants

Grants are subject to an annual review (in March of each year) with consideration being given to both the financial position of the parents as determined by an annual return or declaration form, and a report by the school on the attitudes and progress of the pupil.

(e) Unsatisfactory Attitude or Progress by Pupil

Parents will be given a term's written notice of any unsatisfactory attitude or progress prior to the annual review.

2. GRANTS AVAILABLE FOR CHURCH MEMBERS AND DENOMINATIONAL EMPLOYEES

(a) Basic Grant

Basic grants towards the cost of tuition and boarding shall be available to church members residing in the BUC, and to denominational employees.

(b) Additional Grant

- (i) This grant is based on the balance of income of a church member calculated on the net income obtained by deducting allowances specified on the grant application form, including allowances for dependent children.
- (ii) A "dependent child" shall be defined as one not yet of school age, or one who is receiving full-time education at a school, college, university, or other centre of learning. This definition shall not include study beyond the first degree or degree equivalent.

3. TUITION GRANTS - PRIMARY SCHOOLS

(a) Employees

Where at least one parent is a full-time denominational employee the minimum subsidy shall be 50% of the tuition fees. Of this 50% subsidy 25% shall be a tuition discount by the school with the employing organization caring for the remaining 25%.

(b) Church Members

(i) Where at least one parent is a church member living within the BUC territory, a tuition discount of 25% shall be given.

(ii) Additional assistance of up to 25% of the tuition fees may be granted to church members on the basis of the criteria outlined in (2) (b), with the local church and the BUC Education Fund sharing equally in its funding. The total grant per child including tuition discount shall not exceed 50% of fees.

4. TUITION GRANTS - SECONDARY SCHOOL

(a) Employees

Where at least one parent is a full-time denominational employee the minimum subsidy shall be 50% of the tuition fees. Of this 50% subsidy 25% shall be a tuition discount by the school with the employing organization caring for the remaining 25%.

(b) Church Members - BUC

(i) Where at least one parent is a church member living within the BUC territory, a tuition discount of 25% shall be given.

(ii) Additional assistance of up to 25% of the tuition fees may be granted to church members on the basis of the criteria outlined in (2) (b), with the local church and the BUC Education Fund sharing equally in its funding. The total grant per child including tuition discount shall not exceed 50% of fees.

5. BOARDING SCHOOL GRANT

(a) Employees

Where at least one parent is a full-time denominational employee within the BUC a 50% discount shall be given on the boarding fees per child. (In the case of part-time employees working 16 or more hours per week, the contribution by the employing organization shall be pro-rated.)

(b) Church Members

(i) Church members living within the BUC shall be entitled to a basic discount of 33% of the boarding fees per child.

(ii) Additional assistance of up to 16% of the boarding fees may be granted to church members on the basis of the criteria outlined in (2) (b), with the local church and the BUC Education Fund sharing equally in its funding.

(c) Church Members - Overseas

In the case of children of overseas members a discount of 20% on the boarding fees shall be given where fees are paid in advance yearly.

G. GRANT POLICIES FOR UNDERGRADUATES AT NEWBOLD COLLEGE

1. AVAILABLE GRANTS

(a) Church Member's Grant

For a student to be eligible for a Church Member's grant, the student or one of the parents of the student must have been resident in the British Union for a minimum of three years before the student commences study, and a member in good and regular standing of an SDA Church within the BUC for at least one year.

(b) Denominational Employee's Grant

Students whose parents are employed full-time by either the BUC or a Conference, Mission or institution which operates under the auspices of the BUC, may be eligible for a Denominational Employee's grant.

(c) Employee's Further Education Grant

Employees who have completed at least two years denominational service within the BUC may be eligible for an Employee's Further Education grant.

(d) Postgraduate Grant

Students who are not in receipt of a sponsorship, but who qualify for a BUC resident grant [(a)-(c)] above may request a postgraduate grant for MA studies.

2. PROCEDURE FOR GRANT APPLICATIONS

(a) *Application forms* for any of the above grants are available from the BUC Education Department.

(b) *A recommendation from the local church pastor* is required on each application form.

(c) *Completed application forms* should be sent to the local Conference/Mission or institution for approval before being forwarded to the BUC education director for ratification by the BUC Committee.

(d) *Approved grants shall be credited* to the student's account at Newbold College at the commencement of the second term of each academic year for which a grant is awarded.

(e) *If a student withdraws* for any unacceptable reason prior to the end of an academic year, the grant is repayable.

3. PRESCRIBED COURSES FOR WHICH GRANTS ARE APPLICABLE

(a) Full Degree Programme

For students gaining entry to a full degree programme, the appropriate grant is available for a maximum of three years with a discretionary grant of 25% of the net composite fee (see below) being available in its place for the final year of study.

(b) Programme II Course (Which does not lead to a BA degree)

The appropriate grant is available for the first two years of the course, a discretionary award of 25% of the net composite fee (see below) being available for the final undergraduate year.

(c) Two-year Postgraduate Certificate in Theology

Where a non-Newbold first degree or similar professional qualification is required for entry, a grant of 25% of the net composite fee shall be applicable for the first year. For the second year of this course where postgraduate theology credit is earned, financial assistance may be under the sponsorship programme, or where funds are not available, a 25% postgraduate grant can be requested.

(d) Level II Christian Counselling Course

Where a church member satisfies the entry qualification for enrolment by Newbold College for the Level II Course in Christian Counselling, he/she will be eligible for a grant of 25% of the net composite fee, subject to the following conditions:

- (i) that his/her application is initially approved by the local conference/mission;
- (ii) that the application (at the time of consideration by the local conference/mission) falls within the prescribed annual number of grants approved/set by the executive committee of the British Union Conference;
- (iii) that the application be submitted to the local conference/mission at least three months before the commencement of the course.

(e) Grant Applications Exceptional to the Above Categories

These shall be adjudicated by the BUC Executive Committee.

4. CHURCH MEMBER'S GRANT

(a) Conditions

- (i) At least one of the parents of the student or the student must have been resident in the British Union for a minimum of three years before the student commences study, and a member in good and regular standing of an SDA Church within the BUC for at least one year.
- (ii) Where a student is in receipt of a Local Education Authority (LEA) grant, refer to No. 7 of this policy.

(b) Financial Aspects

- (i) The Church Member's grant shall be 25% of the annual net composite fee for tuition, board and accommodation.
- (ii) The above grant shall be provided from the following sources:
 - 50% - BUC
 - 50% - Local Conference/Mission

5. DENOMINATIONAL EMPLOYEE'S GRANT

(a) Conditions

- (i) At least one of the parents of the student must be either:
 - Employed full-time by either the BUC or a Conference, Mission or institution which operates under the auspices of the BUC, or

- A credentialed literature evangelist in the BUC having a minimum of three years full-time unbroken service since being credentialed, or
- A BUC beneficiary of the Retirement Plan or,
- Resident in BUC territory and in regular employment with the GC/TED.

(ii) Where a student is in receipt of a Local Education Authority (LEA) grant, refer to No. 7 of this policy.

(b) Financial Aspects

(i) The Denominational Employee's grant for dependent children shall be 25% of the annual net composite fee for tuition, board, and accommodation.

(ii) The above grant shall be provided from the following sources:

- 50% - BUC
- 50% - BUC, Conference, Mission, Institution or Literature Evangelist Benefit Fund (in the case of literature evangelists).

6. EMPLOYEE'S FURTHER EDUCATION GRANT

(a) Conditions

The employee must have given at least two years full-time denominational service within the BUC.

(b) Financial Aspects

(i) The Employee's Further Education grant shall be 25% of the annual net composite fee for tuition, board and accommodation. (Fee payable by the student after other church grants are deducted).

(ii) The above grant shall be provided for from the following sources:

- 50% - BUC
- 50% - Employing Organization

7. RECIPIENTS OF LOCAL EDUCATION AUTHORITY GRANTS

All students falling in the above categories attending Newbold College and whose applications have been approved by the local conferences/missions shall be eligible for the standard grant of 25% of the composite fee.

However, where the implementation of the grant leaves a student with an annual financial cost less than the prevailing national university student contribution, the grant shall be reduced accordingly, to harmonise with the latter position (that is, the national university student contribution).

H. POSTGRADUATE SPONSORSHIP FOR STUDENTS

1. ELIGIBILITY

This programme is not intended as general aid for all postgraduate students. It is designed to prepare individuals for employment within the BUC **territory** by aiding selected postgraduate

students at Newbold College. The ceiling in any one year is a maximum of 10 students, subject to budgetary constraints.

2. COURSES FOR WHICH SPONSORSHIP IS APPLICABLE

The courses for which sponsorship may be offered are:

- (a) The four quarters of the MA in Religion degree, plus two quarters of Church and Ministry, or
- (b) The six quarters of the MA in Pastoral Ministry degree.
- (c) The four quarters of the MA in Education degree.

3. APPLICATION AND ADMINISTRATION

- (a) Application for consideration for sponsorship should be made two quarters (summer quarter excluded) preceding that in which the programme would start. Applications should be made to the President of the Conference or Mission in which the student normally resides.
- (b) The applicant will be interviewed by a team consisting of the BUC Officers, Conference and Mission Presidents, BUC Education Director, Conference Education Director (where appointed), and such other persons as they shall co-opt.
- (c) Upon successful interview, the application will be submitted to the Conference or Mission Committee for approval. If approved, the accepting Conference or Mission will then become the "Interested Conference".
- (d) The application shall also be approved by the BUC Committee by the end of the quarter (summer quarter excluded) preceding the year in which the programme starts.
- (e) Sponsorship contracts shall clearly indicate whether the MA in Religion or MA in Pastoral Ministry degree is to be pursued. Any other arrangements shall be clearly stated in the sponsorship contract.

4. SCHEDULING OF SPONSORSHIP PROGRAMME

The postgraduate quarters for ministerial students shall normally follow immediately after graduation from the BA degree, or completion of undergraduate requirements under Programme II.

5. CONTRACT AND AMORTIZATION

A contract shall be drawn up by the TED Education department and signed by the TED, the BUC, the interested Conference/Mission, and the student. The contract shall allow for any party to opt out of the programme if the student's academic achievements fail to reach the required level. The contract shall include a statement of amortisation in response to the aid offered as stated. The amortisation period shall be three years service upon completion by the student of a four quarter postgraduate course and four years service where a six quarter course is completed.

6. FINANCIAL ARRANGEMENTS

- (a) The net tuition cost (cost to the student) after other grants are deducted shall be shared equally between the TED/BUC/Conference or Mission and the student.

- (b) Two-thirds of the board/accommodation fee shall be met by the interested Conference or Mission.
- (c) The cost of books per quarter up to a maximum of 10% of the BUC monthly salary factor shall be met as follows:
 - TED according to Division policy
 - The remainder by BUC
- (d) The cost of preparing a thesis or project up to a maximum of 25% of the BUC monthly salary factor shall be met as follows, subject to successful completion of thesis or project:
 - TED according to Division policy
 - The remainder by BUC

7. UNSPONSORED POSTGRADUATE STUDENTS

Where a student in a postgraduate programme has not been selected for sponsorship, a 25% postgraduate grant may be requested. This will be 25% of the net composite fee for tuition, board and accommodation (the fee payable by the student after other church grants are deducted). The grant shall be provided from the following sources:

- 50% - BUC
- 50% - Local Conference/Mission

I. POSTGRADUATE STUDY AT NEWBOLD COLLEGE FOR BUC EMPLOYEES (Three or more quarters)

1. STUDY LEAVE

When the Executive Committee of the employing organization recommends and approves an employee taking postgraduate studies at Newbold College, and the arrangement is approved by the BUC Committee, the employee shall be granted a study leave for a specified period.

2. SELECTION

In selecting employees for postgraduate training at Newbold College the employing organization shall bear in mind the following factors:

- (a) The need and possibility of self-improvement.
- (b) Qualifications for advanced study.
- (c) Prospects of future service in the denomination.
- (d) The special need to prepare individuals for designated lines of work.
- (e) The completion of five or more years of satisfactory service since the last study leave.

3. SALARY

The employing organization shall continue the employee's salary for the specific period of study or other period to be decided upon at 60% of the BUC rate, plus 5% for each child up to a maximum of 80%, and 5% for each child attending a denominational school up to 100%.

The housing allowance will not be paid unless the employee continues to live at home and commutes to the college.

4. RENT

The employing organization shall provide 50% of the monthly rent for accommodation at Newbold College.

5. HEALTH-CARE EXPENSES

While at Newbold College the student and the family will normally be covered by the provisions of the British National Health Service.

6. ASSISTANCE WITH GENERAL COLLEGE FEES

(a) Net tuition costs shall be met as follows:

33% - TED

33% - BUC

33% - Employing organization

(b) The cost of books per quarter up to a maximum of 10% of the BUC salary factor shall be met as follows:

TED according to Division policy. The remainder shared equally between the BUC and the employing organization.

(c) The cost of preparing a thesis or project up to 25% of the BUC monthly salary factor shall be met as follows, subject to successful completion of thesis as project:

TED according to Division policy. The remainder shared equally between the BUC and the employing organization.

7. TRAVEL EXPENSES

Approved travel expenses for the employee and family from place of labour within the BUC to Newbold College shall be met by the employing organization.

8. INCIDENTAL EXPENSES

Other incidental expenses while at Newbold College shall be met by the employee.

9. GRANTS/FELLOWSHIPS

The sum of any grants or fellowships given to the student from government sources shall be deducted from the denominational assistance available under this policy.

10. CONTRACT

All expenses granted under the study leave shall normally be the subject of a contract between the employee, TED, the BUC, and the employing organization.

11. POSTGRADUATE STUDY, SUMMER QUARTERS - EMPLOYEES

(a) When postgraduate study for the summer quarters or half quarters is approved, the applicable policy shall be as in sections 1 to 9 above, except that:

- (i) The employee shall continue to receive his/her then current salary and allowances without any additional percentage for dependent children and children attending a denominational school.
- (ii) Fifty percent of the room component of the Newbold room and board charge shall be met by the employing organization.

J. ENTRANCE REQUIREMENTS FOR MINISTERIAL EMPLOYMENT IN BUC

1. STANDARD PRE-REQUISITE

The normal qualifications for entry into the ministry of the Seventh-day Adventist church in the BUC shall be the BA degree (Theology major) from Newbold College, or another fully-accredited, church-operated Seventh-day Adventist college, plus six quarters (72 credits) of postgraduate study from a Seventh-day Adventist educational institution made up in one of the following two ways:

- (a) The four quarter MA in Religion degree plus two quarters of Church and Ministry courses.
- (b) The six quarter MA in Pastoral Ministry degree.

2. STUDENTS WITH FIRST DEGREE IN ANOTHER DISCIPLINE

Where a student has a first degree in another discipline, completion of the following courses at Newbold College shall constitute the pre-requisites for ministerial employment:

- (a) Undergraduate theology requirements necessary for entry into postgraduate courses (usually taking one year to complete).
- (b) Four quarters MA in Religion.
- (c) Two quarters of Church and Ministry courses.

3. EXCEPTIONS

- (a) Permission to enter ministerial employment with less than the above qualifications may be granted by the BUC and the prospective employing Conference/Mission on the following grounds:
 - (i) The age of the student.
 - (ii) The pressing need of the Conference/Mission.
 - (iii) A demonstration of maturity in church leadership.
- (b) In each case where an individual is taken into employment without the MA degree, an agreement shall be made between the BUC, the employing organization, and the employee regarding:
 - (i) The ultimate level of qualification to be reached.
 - (ii) A time-table for further study through a full-time study course at Newbold, attendance at a summer course, a day-release arrangement, or an off-campus study programme.

- (iii) Clarification of financial arrangements for the programme of further study.

4. MATURE STUDENTS ENTERING NEWBOLD FOR MINISTERIAL TRAINING

Applicants to Newbold College above the age of 30 who wish to graduate from courses in Theology and then pursue ministerial employment within the BUC are advised to consult the President of the local Conference or Mission prior to applying for entrance to Newbold.

K. PLANNED MINISTERIAL INTERNSHIP - GUIDELINES

1. DEFINITION OF INTERNSHIP

Internship is in-service ministerial training. During this probationary period the intern is given the opportunity to demonstrate a calling to and suitability for ministerial service. This period is granted or terminated at the discretion of the employing organization.

2. LENGTH OF INTERNSHIP

Each intern is to serve a one to two year period of internship.

3. THE OBJECTIVES OF INTERNSHIP

- (a) Personal growth - this will include the development of a personal devotional life, time management, continuing education courses etc.
- (b) The development of personal relationship skills within a church/community setting and with the conference/mission administration.
- (c) Evangelism and church growth - eg. practical exposure to public evangelism. It is anticipated that the intern will be involved in at least one major public evangelistic campaign. This to include visitation of interests and the conducting of Bible studies. Where possible the intern should be given the opportunity to conduct a public campaign under the guidance of the supervisor.
- (d) Lay training - the intern will be expected to become familiar with and participate in denominational lay training programmes.
- (e) Preaching and worship
 - (i) to be sensitive to personal preferences in this area.
 - (ii) to have a regular and varied preaching schedule.
 - (iii) to have sermons critiqued from time to time by supervisor.
- (f) Pastoral care and nurture - to include developing some counselling skills eg. grief counselling; listening and visitation skills.
- (g) Organization and administration - opportunity to attend and chair board/business meetings should be given; familiarisation with treasury procedures etc.
- (h) To provide the intern with experience under the supervision of at least two senior pastors.
- (i) To create an awareness of conference/mission objectives, administrative procedures, policies etc.

- (j) To become familiar with the *Church Manual, Pastor's Manual*.
- (k) And such other objectives as may be contained in church publications such as *The Ministerial Interns Manual*.

4. EVALUATION

The supervisor shall produce a quarterly assessment on the intern which they will review together, sign and submit to the Conference/Mission administration.

It is anticipated that the Conference/Mission officers and/or the executive will also periodically interview the intern. Copies of the standardised quarterly and annual assessment forms are available from the Conference/Mission administration.

5. SELECTION OF SUPERVISORS AND LOCATIONS

- (a) Although many employees may be successful in varied aspects of ministry it is recognised that not all may be gifted with the ability to direct and supervise an intern nor able to communicate effectively their knowledge and skills. Employing organisations will therefore exercise discretion in selecting supervisors.
- (b) Administration, recognising the long term benefits of a well-structured internship, will endeavour to give this priority over the immediate requirements of a local field when locating and assigning responsibilities to an intern.

6. FINANCIAL AND LEGAL REQUIREMENTS

- (a) Remuneration and allowances will be in harmony with BUC policy and reviewed annually.
- (b) Service credit for the internship period will be granted by the employing organization.
- (c) The intern will be eligible for up to two one-year fixed term contracts of employment.

Upon successful completion of the internship a permanent contract of employment will be offered.

7. MINISTERIAL INTERNSHIP - EVALUATION REPORTS

Name		Age			
Conference					
Location in Conference					
Name of Supervisor					
QUARTER AND YEAR OF SERVICE COVERED BY THIS REPORT	YEAR	DEC 31	MAR 31	JUNE 30	SEPT 30
	1				
	2				
	3				

1. List responsibilities carried by the intern in the quarter under review.						
2. How much time do you (the supervisor) spend with him on his work, and how often?						
3. Statistical report for the quarter:						
(a)	Number of sermons preached					
(b)	Number of visits made to church members					
(c)	Number of visits made to non-members					
(d)	Number of Bible Studies (non-members)					
(e)	Number of Prayer Meetings taken					
(f)	Number of times in attendance at Church Board and Church Business Meetings					
(g)	Visits to patients in health-care institutions					
(h)	Public Relations activities, news media contacts, public officials, inter-denominational					
4. Please check the column that best describes the intern in the various areas:						
		EXCELLENT	VERY GOOD	GOOD	FAIR	POOR
(a)	Preaching					
(b)	Visitation					
(c)	Leadership ability					
(d)	Dependability - on time for appointments					
(e)	Ability to get along with people					
(f)	Soul-winning concern					
(g)	Ability to deal with hard situations					
(h)	Intellectual alertness					
(i)	Personal appearance					
(j)	Co-operative and open to suggestions					
(k)	His ability to promote					
(l)	Enthusiasm					
(m)	Personal finances					

(n)	Willingness to work					
(o)	Loyalty to church and leadership					
(p)	Happiness in work					
(q)	Theological orthodoxy					
5. Enlarge on "excellent" or "very good" ratings given above						
6. Enlarge on "fair" or "poor" ratings given above						
7. In what areas could the intern benefit from special counsel and help?						
8. How involved is the spouse in the intern's pastoral duties?						
9. What is your evaluation of the overall ministerial training for the Seventh-day Adventist ministry as reflected in the work of the intern?						
Date Supervisor's Signature						
Date Trainee's Signature						
CONFERENCE PRESIDENT'S REMARKS (Annual Report)						
Conference President's Signature						
Date						
Additional Remarks:						

L. DAY-RELEASE COURSE AT NEWBOLD COLLEGE FOR DENOMINATIONAL EMPLOYEES

1. ELIGIBILITY

Each employing organization within the BUC shall establish with its employees who is eligible or desirous of taking courses for academic credit. Employees may also apply to take courses on a non-credit basis. Employing organisations shall then establish a prioritised list of those eligible to attend such courses.

2. STUDY SCHEDULE

Each approved applicant for day-release shall prepare with Newbold College a schedule for completion of a postgraduate degree, where applicable. Those applying for non-credit courses should indicate their full study programme and its application to the ministry.

3. FINANCIAL ARRANGEMENTS

(a) Net tuition fees for course participants earning postgraduate academic credit should be divided as follows:

50% - BUC
50% - Employing organization.

(b) Net tuition fees for course participants taking courses for personal development (without academic credit) shall be divided as follows:

37½% - BUC
37½% - Employing organization
25% - Course participant/employee.

(c) The cost of books and materials for approved course participants up to a maximum of 7½% of the BUC monthly salary factor can be claimed from the employing organization as part of the annual book/equipment allowance.

(d) Approved participants shall be allowed petrol expenses (calculated at 30 mpg) for return mileage from the employee's home to Newbold College, payable by the employing organization.

M. OFF-CAMPUS COURSES CONDUCTED BY NEWBOLD COLLEGE AS PART OF ON-GOING EDUCATION PROGRAMME FOR MINISTRY

1. GENERAL ARRANGEMENTS

(a) Each Conference and Mission shall appoint a person to be in charge of co-ordinating the programme within the local field and conducting negotiations with Newbold College under the direction of its local executive.

(b) The BUC shall appoint a person to act as advisor and co-ordinator of local programmes.

(c) Dates and venues for the off-campus meetings will be negotiated directly between Conference/Mission and Newbold College, with information copies to the BUC co-ordinator. Copies of proposals may also be sent to co-ordinators in adjacent fields where two organisations could share the instruction.

2. ELIGIBILITY

Each employing organization within the BUC shall establish with the ministers and with Newbold College a list of those who are eligible for and desirous of taking courses for credit. Special attention should be given to those who have started postgraduate degrees and have a limited time for completion.

3. FINANCIAL ARRANGEMENTS

- (a) TED shall assume responsibility for the travel expenses of the lecturers.
- (b) The cost of accommodation for lecturers shall be pro-rated as follows:
 - (i) Newbold College shall accept a share of the expense for students taking the course for academic credit.
 - (ii) The local Conference/Mission shall accept a share of the expense for non-credit students.
- (c) Tuition fees for course participants earning postgraduate academic credit shall be divided as follows:
 - 50% - BUC
 - 50% - Employing organization
- (d) Tuition fees for course participants taking courses for personal development (without academic credit) shall be divided as follows:
 - 37½% - BUC
 - 37½% - Employing organization
 - 25% - Course participant/employee
- (e) The cost of books and materials for approved course participants up to a maximum of 7½% of the BUC monthly salary factor can be claimed from the employing organization as part of the annual book/equipment allowance.
- (f) Approved participants shall be allowed a petrol expense (calculated at 30 mpg) for return mileage from the employee's home to the instruction centre, payable by the employing organization.
- (g) A per diem allowance at the current BUC rate shall be paid by the employing organization, unless meals are provided at the instruction centre.
- (h) If overnight accommodation is found necessary by the employing organization, it shall assume responsibility for selection and payment.

N. EMPLOYMENT OF TEACHERS IN DENOMINATIONAL SCHOOLS

1. CAREFUL SELECTION

Teachers are to be selected as carefully as ministers. Teachers are employed subject to the terms of the BUC contract of employment.

2. INITIAL PROBATIONARY YEAR

The first year of denominational employment shall be considered probationary by both parties.

O. SENIOR BIBLE TEACHERS IN DENOMINATIONAL SCHOOLS

1. IMPORTANCE OF BIBLE-TEACHING

The evangelistic and pastoral functions of classroom Bible-teaching are recognised as vital and integral parts of the Seventh-day Adventist ministry. In recognition of the importance of Bible-teaching the following criteria shall apply in respect of Senior Bible Teachers:

- (a) Classroom Bible-teaching is recognised as requiring particular abilities and professional training. College students who give evidence of potential ability as Bible-teachers are encouraged to add such training to the regular preparation for a place in the ministry.
- (b) The TED Board of Education shall supply guidelines for the standards of Bible-teaching at various levels of instruction.
- (c) The committees responsible for granting credentials and licences shall consider granting a ministerial credential or licence to Bible-teachers who have had professional training for Bible-teaching or the ministry.
- (d) Prospective secondary Bible-teachers shall be encouraged to spend some time in the pastoral-evangelistic ministry before beginning, or continuing with their work in the classroom.
- (e) Beginning Bible-teachers should have the opportunity of an apprenticeship in the classroom under the supervision of experienced instructors.
- (f) The administrative boards of educational institutions shall foster the Bible-teacher's growth by arranging for the teacher to obtain experience in public evangelistic soul-winning either in connection with school work or during holiday periods.
- (g) Where a Bible-teacher has given clear evidence of a call to ministry through public evangelistic soul-winning and by their influence and counselling on the campus and in the classroom, consideration should be given to ordination.

P. CERTIFICATION OF TEACHERS IN DENOMINATIONAL SCHOOLS

1. DENOMINATIONAL CERTIFICATION

- (a) Denominational certification is additional to and not a substitute for academic and professional qualifications recognised as satisfactory by the Department of Education and Science.
- (b) Certification shall come from the TED Education department on the recommendation of the BUC Education department.
- (c) The Denominational Certificate shall be valid for a minimum of five years.

2. CRITERIA FOR CERTIFICATION

- (a) A teacher being considered for denominational certification is expected to have demonstrated ethical responsibility and loyalty towards the Church's standards.
- (b) A teacher is required to give evidence of scholarship and professional skills as recognised by the Department of Education and Science.

- (c) A teacher is required to complete a spread of courses, in which instructional provision may be found within the Postgraduate programme at Newbold College. This shall consist of a minimum of 16 quarter hours to be taken in residence at Newbold College, through Extension Schools in the BUC, or through the HSI correspondence school. The spread of subjects shall include:
- (i) One course in Philosophy of Christian Education.
 - (ii) One course in Adventist Theology.
 - (iii) One course in the Writings and Ministry of E. G. White.
 - (iv) One course in Adventist Church History.
 - (v) Electives, approved by the BUC, to complete a total of 16 quarter hours.
- A combined course of The Writings and Ministry of E. G. White and Adventist Church History may be offered. The choice of electives would be approved by the BUC Education Director in the case of primary schools, and school principals in the case of secondary schools.
- (d) During the five-year currency of the Certificate the teacher shall:
- (i) Attend a local Seventh-day Adventist Educational Workshop, or
 - (ii) Attend the Trans-European Division Quinquennial Education Convention, or
 - (iii) Follow a course of study in residence at Newbold College.
- (e) Complete a short course of study in their teaching discipline by correspondence or in attendance at an educational institution.

3. FINANCES

- (a) Teachers shall receive reimbursements up to 75% of tuition costs of correspondence course on the successful completion of their studies.
- (b) Salary and travel to courses shall be payable by the employing organization.
- (c) Board and room costs on residential courses shall be payable by the employing organization.
- (d) Costs of travel and accommodation for instructors shall be provided by the personal travel budgets of the instructors unless other arrangements are made.
- (e) Where finances permit, an additional 2% on the denominational scale may be given to those obtaining denominational certification. This only applies to teachers for whom the maximum on the denominational wage scale does not exceed 100%.

Q. TEACHER EXCHANGE PROGRAMME (TEP)

A TEP assumes that the teacher in the arrangement remains in the employment of the sponsoring school. Existing terms of conditions will also continue.

1. OBJECTIVES

The following are the objectives to be met by any proposed TEP involving a secondary or primary school in the British Union:

- (a) That it should contribute to the teacher's professional development.
- (b) That it should further the school's staff development strategies.
- (c) That it should provide the basis for a collaborative approach in developing educational initiatives that will be of mutual benefit to the participating schools.
- (d) That it should strengthen the international dimensions of Seventh-day Adventist education.

2. THE PROCEDURE FOR DEVELOPING A TEP

A proposed TEP may be initiated either by the school administration or by a staff member, and should conform to the following procedure:

- (a) That the school administration formulates a written proposal in consultation with the teacher. It should clearly state the rationale for the suggested TEP, demonstrating how it will address the educational needs of the school, including the four objectives above. It should also provide details of the arrangements as per paragraph (c) below including a copy of proposed arrangements by the participating school.
- (b) That consultation be held with the Education Department of the British Union, which in turn will dialogue, through the Trans-European Division, with the appropriate Union Education department to which the participating school is attached.
- (c) That the decision of the Board of Governors be communicated to all relevant parties to the TEP, and be recorded by the BUC executive committee.

3. ARRANGEMENTS FOR TEP

All approved TEPs are to subscribe to the following arrangements:

(a) Duration

All TEPs must be for a duration of between one quarter/term to one academic year. At the end of the period the teacher is contractually obliged to serve the sponsoring school for at least one full academic year in fulfilment of the objectives of the TEP.

(b) Travel

Each employing institution will pay the travel costs of its teacher in the exchange agreement. A spouse travel subsidy of 50% at the most economical return airfare rate will be granted to the applicant by the school. The teacher will be responsible for travel costs of other accompanying family members. The teacher may claim one daily allowance, in accordance with BUC policy, for outward and one for the return journey. No further allowances are applicable.

(c) Meals

The receiving school may provide either a meal ticket for the cafeteria or a food cost supplement for the period of the TEP. The actual rate to be determined by the school administration.

(d) Housing

The teachers involved in the exchange should be invited to negotiate housing arrangements, in consultation with the school bursar. If no housing exchange can be negotiated, the host school may provide acceptable lodging. No exchange should be finalised until written details of accommodation are agreed upon for both teachers.

(e) Car

As per agreement between the two exchange teachers. No involvement on the part of either school.

(f) Salary

The teacher's salary will be the responsibility of the sponsoring school and she/he will continue to receive salary at the home rate.

(g) Insurance

Medical insurance and other benefit arrangements will be the responsibility of the sponsoring school. This is to be arranged with Adventist Risk Management. Coverage for a spouse and other family members shall be required and will be at the teacher's own expense.

The teacher will be expected to submit to medical clearance, to be funded by the sponsoring school.

(h) Pension and Service Credit

Pension contributions will remain the responsibility of the sponsoring school. The teacher will continue to receive service credit for the duration of the TEP.

4. MONITORING AND REPORTING

All TEPs approved by the Board of Governors, extending beyond a quarter/term, are to be monitored and reported on in the following way:

- (a) That each school should provide a support colleague for the teacher.
- (b) That a monthly review programme be in place and implemented by the school administration.
- (c) That a termly (or otherwise) interim report be prepared by each school and shared appropriately with each other.
- (d) That a final report be prepared by each school on the outcome of the TEP.

5. TERMINATION OF THE TEP AGREEMENT

Where a teacher in the TEP is failing to fulfil the objectives and the arrangements negotiated in the proposals (supported by evidence from the interim reports), the sponsoring school should seek to negotiate appropriate ways to solve the problem(s). However, where attempts to

resolve the matter are unsuccessful, the sponsoring school reserves the right to terminate the agreement.

R. STUDY LEAVE

1. DEFINITION

Study leave is defined as "a leave from regular denominational service granted exclusively for study purposes on a basis agreed to by the worker and employing organization".

2. CRITERIA

- (a) It is specifically for study purposes.
- (b) It is for a specific period of time.
- (c) The employee agrees to return for continued service with the granting organization upon completion of the study leave.
- (d) The granting organization agrees to accept the individual in full-time employment upon completion of the study leave.

3. COMMITTEE APPROVAL

The terms of the study leave are to be approved by the Executive Committee of the granting organization, and the individual is to agree in writing to the terms of the leave.

4. CREDENTIAL/LICENCE

The granting organization shall continue to issue the current credential/licence to the individual concerned.

S. HOME STUDY INSTITUTE COURSES - SUBSIDIES FOR CHURCH MEMBERS

When a church member with the approval of the Conference/Mission takes a Home Study Institute non-credit course, the church member shall assume responsibility for meeting the total cost of the syllabus, necessary textbooks, and tuition at the time of registration. After successfully completing the course, the church member may apply to the local Conference/Mission for the following financial subsidies:

- 25% - BUC
- 50% - Conference/Mission

T. OPEN UNIVERSITY

Where an employee does not hold a first degree, or seeks further qualifications, the following conditions shall apply:

- 1. Permission shall be sought from the employing organization through the administrative head.
- 2. Evidence shall be presented regarding the relevance of the degree to the work and professional growth of the applicant.

3. A time-table for completion of the degree shall be presented.
4. Approval shall be at the discretion of the Executive Committee of the employing organization.
5. Financial assistance, where applicable, shall be as follows:
 - (a) 66% of the cost of the course (excluding textbooks) and rail travel shall be paid in connection with the summer course, provided the employee is not in receipt of any non-denominational grant. This grant shall be shared as follows:
 - 33% - BUC
 - 33% - Employing Organization.
 - (b) Expenses shall be paid on the successful completion of each unit of study.

U. STUDY COURSES FOR POST FINAL QUALIFICATION

Where a credentialed employee requests to follow in the United Kingdom or the Republic of Ireland a prescribed course of study beyond the first degree, diploma, or equivalent, (but excluding postgraduate courses at Newbold College) which course of study would lead to a higher degree, diploma or qualification, the following shall be the policy:

1. The applicant shall submit to the employing organization a detailed programme indicating the planned course, duration, location, cost and possibility of a grant from his local authority.
2. After approval by the employing organization, the application shall be referred to the BUC Executive Committee for action.
3. Approved applicants will be granted the following provisions:
 - (a) Study leave for the agreed duration of the course.
 - (b) Consideration by the employing organization for half-term employment during the course of study at half-salary and with half-housing allowance, and with appropriate travel provisions.
 - (c) A loan each month from the employing organization equal to the balance of current monthly salary and housing allowance.
 - (d) Two-thirds of the educational expenses - ie, tuition, registration and examination fees, books, and stationery - shall be met as follows:
 - 33% - BUC
 - 33% - Employing organization.
4. The provisions under 3 (c) and (d) shall be amortised by two years of service for every one year of the approved study course.
5. Further to the above, where an employing organization deems it necessary that an employee enters a full-time advanced study programme, in place of the provisions under 3 above, the following shall apply to approved applicants:

- (a) Study leave for the agreed duration of the course.
 - (b) A loan each month from the employing organization equivalent to the applicant's current monthly salary and housing allowance.
 - (c) Two-thirds of the educational expenses, ie, tuition, registration and examination fees, books, stationery, the cost of which shall be met as follows:
 - 33% - BUC
 - 33% - Employing organization.
6. The provisions under 5 (b) and (c) shall be amortised by three years of service if the approved study course is only one year in length. Two years or longer shall be amortised by five years of service. When an employee returns to work prior to completion of the degree, only two-thirds of the debt may be amortised by service, prior to the completion of the degree.
 7. A written contract incorporating these provisions and conditions shall be entered into with the BUC by the beneficiary under this policy.
 8. The contract shall make provision for either party to be released from its terms, but in this event the amount of the loan still not cancelled by service shall be paid in full, even where the employing organization terminates the beneficiary's service.
 9. In the event of the beneficiary being called to service outside the territory of the BUC before the loan has been cancelled by service, the calling organization shall be required to repay to the employing organization the portion of the loan not cancelled.

V. EMPLOYEE'S EDUCATIONAL TRAVEL

1. ELIGIBILITY

Ministers, Editors, Bible Instructors, Associates in Pastoral Care, and Bible Teachers, may apply to their employing organization for the provisions of the Employee's Educational Travel policy. In considering applications, committees will take into account:

- (a) Length and quality of service (minimum 5 years).
- (b) Value of the tour to future service.
- (c) Availability of funds.
- (d) Relation of request to overall Conference/Mission programme.

2. REFORMATION LANDS AND/OR ROME

- (a) One week in addition to the annual holiday shall be granted for travel.
- (b) A grant of 33% of the BUC monthly salary factor shall be given to individuals selected, the cost to be borne as follows:

- 33% - BUC
- 66% - Employing organization.

3. BIBLE LANDS

- (a) Employees who have demonstrated their soul-winning abilities and who have been selected by their local Conference/Mission may be approved by the BUC to participate in this programme.
- (b) This must in no sense be construed as a reward for past services and no employee should assume it as a 'right' but as a contribution to ministerial progress.
- (c) The cost of the private visit up to a maximum of 150% of the BUC monthly salary factor shall be cared for as follows:

25% - TED
25% - BUC
35% - Employing organization
15% - Employee.

Amounts beyond this shall be the responsibility of the worker. Applicable expenses are travel, accommodation, daily allowance and unexposed film. Workers requesting this assistance shall plan their itineraries in consultation with the Division and Union Ministerial Secretaries.

Applications will only be considered by the Division in connection with the Spring Meetings of the Division Committee.

- (d) Approval will not be granted to employees receiving gifts or loans from church members in connection with such travel plans.
- (e) A period of one month, of which half shall be considered holiday time, shall be permitted for the tour.
- (f) The maximum number of evangelists from the BUC to participate in this plan in any one year shall be two.
- (g) An employee should apply to his employing organization at least a year before his projected visit to ensure that his plans can be fitted into the overall programme.
- (h) In all cases beneficiaries shall be counselled to study adequately in preparation for the tour. Plans shall be made in consultation with the TED Ministerial Secretary and detailed itineraries provided one month beforehand to each of the three sponsoring organisations.
- (i) An employee electing to take a spouse shall be responsible for the spouse's total expenses.
- (j) Failure to comply with the foregoing provisions will relieve the organisations of their responsibility from giving this help.
- (k) A period of two years' service after the visit shall amortise financial assistance given under this scheme.

W. SHORT-TERM STUDY COURSES

1. Where a minister, teacher, treasurer, or institutional officer is asked by his employing organization to take a short-term course of study (eg, day-release, specific correspondence course, professional training course, etc) such a course must be approved by his employing organization and the BUC Executive Committee. The cost of such a course (ie fees, travel, accommodation and board, where appropriate) shall be met equally by the employing organization and the BUC.
2. Where a minister, teacher, treasurer, or institutional officer requests to take a short-term course of study of the type indicated above such a course must be approved by his employing organization and the BUC Executive Committee. The cost of such a course (ie, fees, travel, accommodation and board, where appropriate) shall be met equally by the employing organization, the BUC, and the individual concerned.

X. OVERSEAS STUDY

The benefits of sponsorship may be extended to selected students who wish to obtain Adventist qualifications other than those currently available at Newbold College, with a view to entering denominational employment in the BUC. Particular consideration is to be given to teachers for whom no denominational training is available within the BUC. Candidates for sponsorship are to be limited to a maximum of two in any academic year.