

West Indies School of Theology

Serving the World



Student Handbook

2011



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FINANCIAL MATTERS

Financial Information Policy

See "The West Indies School of Theology Academic Catalogue" for detailed information.

Financial Aid

- 1. The criteria for the receipt of Financial Aid are academic performance, Christian leadership at school, financial need and children of ministers.*
- 2. Students who desire such aid must apply in writing to the Administrative Committee. For further information, consult "The West Indies School of Theology Catalogue".*
- 3. Students will be informed periodically of any scholarship, grants, etc available as well as criteria for qualification.*

e. **Re-Admission**

In the case of expulsion, the student may only be readmitted after a formal report of his/her character has been received from his Pastor. In any case, the student will not be readmitted under one (1) year.

f. **Code of Conduct**

The Code of Conduct, which is documented in the student's handbook, is to be sent to students with their acceptance letter.

Students are strongly advised to carefully peruse and become familiar with the school's standards and procedures. At registration students will be required to sign a document indicating his/her knowledge of the requirement of the school, and his/her willingness to abide by same

BRIEF HISTORY

The West Indies School of Theology (WIST) was founded in 1946 by Canadian Missionaries as an institution for the training and development of Ministers of the Pentecostal Assemblies of Canada, West Indies District. As the vision expanded and the student body increased, classes had to be removed from the Woodbrook Pentecostal Chapel to the El Dorado Pentecostal Church. The founder and first President of WIST was the Rev. A. T Jacobson, a Canadian Missionary.

In 1954, the six and one half acre campus at Fourth Bridge, Maracas Valley was purchased and from then to now, has been the home of WIST.

In 1970 the leadership of WIST was transferred from the Canadian Missionaries to Caribbean nationals. The first West Indian President was the Rev. Dennis White who was installed in 1971. All succeeding Presidents of WIST have been graduates

of WIST. The majority of the ministers in the PAWI, WIST's parent organization are graduates of WIST. Many of them are also leaders of other Christian organizations regionally and internationally. Our graduates may also be found in ministries in areas such as Africa, India, Latin America, the U.S.A., Canada, England and Asia.

Since the founding, the school's philosophy has evolved from only preparing Pastors, to include the training of Evangelists, Christian Educators, Para-church organization leaders and the training of lay people to function effectively in the Body of Christ in a number of areas.

The student body has increased from six (6) in 1946 to an average of one hundred and thirty (130) over the past five years. Approximately 85% of our students come from member churches of the Pentecostal Assemblies of the West Indies. The remaining 15% comprise representatives from other Evangelical church groups. Students are drawn

c. Pastoral Involvement

Upon determination of the student's guilt, whether by admission or through investigation but before administering of the final discipline; the student's pastor should be consulted. The pastor should be informed of the accusation, the findings and of the disciplinary options.

Upon determining the method of discipline, the Administrative Committee will formally inform the student's pastor.

d. Appeal

The student has the privilege to appeal the decision of the Disciplinary Committee. Such an appeal must be made in writing to the Secretary of the Board of Directors within thirty days of receiving the decision of the Disciplinary Committee and the Administrative Committee. During the period of the appeal, all other procedures will continue as outlined.

In the event that the accusation is found to be true after investigations, the student is informed by way of documentation, of the inappropriate act of which he/she has been determined guilty, and a notation is made on the student's permanent record with his/her knowledge.

Procedures 3, 4, 5 and 6 above may be followed as the case may require.

The Administrative Committee will be informed of all proceedings during the Investigation phase through documentation that should be signed and counter signed by the Disciplinary committee and the president of the Student Council. These parties, upon determining guilt, may be free to make individual recommendations to the Administrative Committee, but the Administrative Committee will determine the final method of discipline appropriate for the act committed. The student will be formally notified of the discipline determined.

mainly from the English Speaking Caribbean. In 1978, WIST embarked upon a programme of expansion, which saw the establishment of extension schools in locations including north and south Trinidad, Tobago, St. Vincent, Antigua, St. Lucia and Grenada. This continues to grow and develop.

Presidents

YEARS	NAME
1946-1955	Rev. A. T Jacobson
1955-1964	Rev. Robert Eames
1964-1970	Rev. C.A. Barker
1970-1974	Rev. Dennis White
1974-1979	Rev. Thomas Maginley
1979-1986	Rev. Alvin Nicholson
1986-1988	Rev. Cecil Vincent
1989-1991	Rev. Lew Thomson
1991- present	Rev. Pat Glasgow

placed on probationary status until the situation is resolved.

4. *WITHDRAWAL -The student is allowed to voluntarily withdraw and may return when the sanction is removed.*
5. *SUSPENSION - This student is required to leave the school immediately and not allowed to return within a specified time.*
6. *EXPULSION - Having regard to the gravity of the charge, the committee may expel the student immediately. He is not eligible to re-apply for admission until the administration deems it fit.*

b. Investigation

Where the student denies or fails to admit guilt to the accusation, the Disciplinary Committee must investigate the matter to obtain evidence and witnesses. These must be formally recorded and may be used to incriminate or expel the accused.

Disciplinary Action

Should the student violate the code of conduct, the following options will be pursued:

a. Confrontation of the Issue

The Director of Student Affairs informs the student of the accusations made against him/her. If the student admits to the act in question, several options may be applied depending on the nature of the misconduct.

- 1. COUNSELLING -The Director of Student Affairs or an Advisor appointed by him/her discusses the inappropriate act and the probable rippling effects with the student.*
- 2. NOTION - The student will be informed in writing of the inappropriate act committed. A record of this will be placed on his/her permanent record, with his knowledge of this.*
- 3. PROBATION - If the student continues in the inappropriate act, the student may be*

Mission Statement

WIST exists to offer sound biblical training so that students may acquire the knowledge and develop the skills necessary to equip them for ministry.

The school is committed to the theme of excellence in ministry.

We therefore seek to provide properly trained teachers in order to impart the knowledge needed for the training of students.

STATEMENT OF FAITH

WE BELIEVE *the Holy Scriptures both Old and New Testaments, are the divinely inspired Word of God, without error in the original writings, and the final authority for all Christian faith and life (2 Tim. 3:16-17; 2 Pet. 1:21).*

WE BELIEVE *in one God, infinite, perfect and eternally existing in three persons Father, Son and Holy Spirit (Matt. 3:16-17; 1 Pet.1:2; 2 Cor.13: 14).*

WE BELIEVE *in the virgin birth of the Lord Jesus Christ, His unqualified deity, His sinless humanity, the eternal all-sufficiency of His atoning death, His bodily resurrection and His ascension to the Father's right hand (1Cor.15:3-4; Jn.1:1, 20:24-29; Heb. 4:15; 1 Tim. 2:5; Rev. 20:1-6).*

WE BELIEVE *in the personal and imminent, pre-tribulation return of Jesus Christ for His church, i.e. the rapture; the pre-millennial return of Jesus*

DISCIPLINARY PROCEDURES

Disciplinary Policy

The school's disciplinary procedures act as a catalyst to engender good social interests and relationships. Its aim is to act as a guideline to deal with any behavioural problems. The goals of the procedures are intended to point the student toward developing Christian responsibility and maturity and maintaining his Christian ethics.

The Disciplinary Committee, chaired by the Director of Student Affairs is primarily responsible for disciplinary action. If sufficient evidence is found to render a student guilty of offence against the school's code of conduct, the matter is passed on to the Administrative Committee to administer discipline. The student has the privilege of appeal to the Board of Directors, if he/she requires further input into the matter.

The Student Council includes all students of the school and provides:

- 1. A forum for the expression of the views of the student body on matters affecting the operation of the school.*
- 2. The opportunity to foster and promote a sense of community and school spirit.*
- 3. Means for addressing students' interests and concerns.*

Student Committees

There are five (5) Standing Committees of the Student Council:

- 1. Social Committee*
- 2. Outreach Committee*
- 3. News, Education and Research & Academic Aid Committee*
- 4. Sports Committee*
- 5. Financial Aid Committee*

There is one other committee of the council which is the Flame Staff. The Flame is the school's yearbook

Christ with His church and His millennial reign on earth (Heb. 9:28; 1Thess. 4:13-18; Rev. 20:1-6; 1Cor. 15:51; Phil 3:20-21; Titus 2: 13).

WE BELIEVE that justification is a judicial act of God on the believer's behalf solely through faith in Christ's death and resurrection (Rom. 4:18-25; 3:24, 26, 5:1; 1 Cor. 6:11; Gal. 3:24).

WE BELIEVE that man was created in the image of God but fell into sin and is under condemnation, and that it is only through the atoning work of the Lord Jesus Christ and regeneration by the Holy Spirit that salvation can be obtained (Gen.1:26, 27; 2:17; 3:1-13; Jn.14:6; Acts 4:12; 1 Tim 2:5-6).

WE BELIEVE that water baptism by immersion and the Lord's Supper are ordinances to be observed by the church during the present age (1Cor.11:17-34; Matt. 28:19; Mk. 16:16; Acts 2:28).

WE BELIEVE *that the Christian life involves discipleship, obedience to the word of God, holiness, witness and service through the power of the Holy Spirit (Matt. 28:19; Mk 16: 16; Acts 1:8; 2:38; 2 Cor. 6:14-18; 7:1).*

WE BELIEVE *in the baptism with the Holy Spirit, with the initial physical evidence of speaking in other tongues (Acts 2:4, 4:31, 10:46, 1Cor. 12: 13-14; Eph 5:18).*

WE BELIEVE *in the demonstration of the gifts of the Spirit and the manifestation of the fruit of the Spirit (Gal 5:22-23).*

WE BELIEVE *in the divine healing of the human body as provided for in the atonement, which is the privilege of all believers (Is. 53:4, 5; Jam. 5:14-15).*

WE BELIEVE *in heaven as the eternal inheritance of the believers, and in Hell and the lake of fire as the place of eternal doom for the devil, his angels, and all unbelievers (Rev. 20:10-15; 21:1-6; Jn.*

4. *Recreational equipment is provided for the benefit of the students. Students are strongly encouraged to take regular physical exercise. A healthy body will also help students to study more effectively.*

The La Joya gym in St Joseph is in close proximity to the school and students can make use of their facilities for a monthly fee made payable at the gym. Personal arrangements can also be made with any gym of your choice.

5. *Phones in the dorms are for the residents to receive calls. Please note this is for resident use only.*

Student Offices

The Student Council Executive shall consist of a President, Vice President, Secretary, Treasurer and one other person as chosen by the council. These persons are elected during the last month of the school year. Students are expected to respect the authority of these officers.

GENERAL SCHOOL INFORMATION

School Facilities

The school property is made available for the comfort and convenience of all. However, consideration should be given to the following:

- 1. The Maginley chapel will be opened daily to facilitate personal times of prayer, inspiration and reflection; and we encourage its use by the faculty, staff and student body. Do keep the environment tidy and desist from excessive talking when others are engaging in prayer and reflection.*
- 2. Rooms, lounges, and classroom furniture should be kept clean. Students involved in the damaging or defacing of school property are liable for the cost of replacement or repair of them.*
- 3. The classrooms are to be used for scheduled classes, approved meetings and music practices.*

14:1-4).

WE BELIEVE *that the true church consists of all who through faith in Jesus Christ have been regenerated by the Holy Spirit and are united in the Body of Christ (Eph 1:22, 23; 2:22; 4:3-6).*

WE BELIEVE *in and practise the five-fold Ministries and the supporting Ministries to be operational in the Church (Eph 4:11-13).*

The Institute seeks to help its students:

- Develop knowledge of the content, history and message of the Bible and clear understanding of Christian doctrine and other related subjects.*
- Develop a well-rounded Christian life, mentally, physically, spiritually and socially.*
- Develop the characteristics, attitudes and*

skills necessary for church-related vocations or lay service in the church as well as in the wider society.

- *Develop a vision of local and worldwide needs and a commitment to meet those needs by the proclamation of the gospel through classroom exposure and Christian service.*
- *Develop an unflinching commitment to the Word of God and the Lordship of Christ.*

AFFILIATION

The West Indies School of Theology is sponsored by the Pentecostal Assemblies of the West Indies, a Christian organization with over 220 churches throughout the English-speaking Caribbean from Antigua in the North to Trinidad in the South.

WIST is a member school of the Caribbean Evangelical Theological Association (CETA) formerly Caribbean Association of Bible Colleges (CABC)

Overnight Non-Resident Stay

Requests for overnight stay by non-residents must be made to the Real Estate Coordinator. Payment of the required fee must be made in advance.

Please note members of the opposite sex are not allowed in the residences at anytime.

End of School Year

At the end of the school year, if students are vacating their rooms, they are to ensure that the rooms are cleared of personal belongings and cleaned before they depart. Any damage found will result in a reduction of surety deposit.

Personal belongings of returning students may be stored in space provided at their own risk. They should be stored with the name and address of the student clearly visible.

Keys must be returned to the Real Estate Coordinator before refunds can be made. Failure to return keys would result in additional charges being added.

Students are required to use water facilities wisely and to avoid waste.

The following are prohibited:

- 1. The driving of nails and screws into walls, doors and furniture without receiving prior permission.*
- 2. The pasting of stickers, pictures on the said surfaces.*
- 3. Defacing the surfaces with markers or by scratching.*
- 4. Ironing on beds or any surface that could be damaged.*

Note:

A surety deposit will be paid at the beginning of the academic year. This may be returned to the student at the end of their sojourn at WIST, if there is no damage or loss of any of the building fixtures, equipment or furniture.

WIST is presently registered with the Accreditation Council of Trinidad and Tobago (ACTT).

The Diploma and Bachelor's Degree in Inter Disciplinary Studies offered at WIST are approved by the ACTT.

WIST is a member of the Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE).

WIST's Diploma and Bachelor's Degree are GATE approved by the Ministry of Science, Technology and Tertiary Education of Trinidad and Tobago.

STUDENT LIFE

Personal Standards of Conduct

In a changing world, the Christian has an unchanging standard, the Word of God. Every student is therefore expected to aim at living a life above reproach. When a student attends Bible School, his friends, his church, his family and the world in general expect a higher standard of life from him/her. There are many details of life which of necessity must be regulated by the school. As a result, personal standards of life must be on the very highest plane, not only to assist the student in forming life-long habits which honour the Lord, but also to protect the standards of the school from variations of conduct which, though sincere, might be misunderstood by others. If a student is not willing to submit his personal life to the discipline of the Word of God, or the Godly guidance of the faculty, then this is not the school for him.

Sheets must be used on the beds at all times and no mattresses will be allowed on the floor.

Furniture and equipment must not be removed from room to room or from building to building unless permission is given from the Real Estate Coordinator. Cooking or heating units should not be used in the rooms.

Perishable food items should be stored in the kitchenette area of the lounges and not in the rooms. This would help to avoid infestation by pests. Noted infestations should be reported immediately to the Real Estate Coordinator.

Needed repairs of room furniture are to be reported to the Real Estate Coordinator. Lights must be turned off if a student leaves his/her room.

Extension cords must be limited to nine (9) feet, and be kept in good repair. All rooms are to be locked when the occupants of the room are out. Any loss of personal items will be solely the responsibility of the student.

transportation to visit the physician. Exceptions will be dealt with accordingly.

RESIDENT LIFE

Personal Effects

Along with personal items, all resident students are required to bring their own bed sheets, blanket, pillow cases, towels, wash cloths, toilet paper and flashlights. Useful optional items to bring would be a bedside rug, a desk lamp, mosquito net or coils, and a fan.

Room Care

Students are expected to clean their rooms and keep them orderly. A final cleaning must be done before leaving WIST at the end of each semester.

Residence Halls

Students are to keep bathrooms clean and tidy. Lounges are to be maintained by a roster arrangement supervised by a designated student resident.

Code of Conduct

WIST is committed to a Biblical standard of Christian conduct. In striving to provide an environment conducive to spiritual growth and development, we desire as few rules as necessary, knowing that submission to rules alone does not make one spiritual. However, to live and learn together in harmony and to accomplish the purpose to which God calls us, some disciplines are needed in the training process. Moral conviction and self-discipline are as important as academic excellence. The conduct of students should reflect the heart obedience to Biblical principles. If God has clearly spoken on the subject, it is settled. Many situations, however, require applying Biblical principles.

In seeking to rightly divide the Word of Truth regarding the issue of conduct, the following questions will help students and staff to apply Biblical principles:

IS MY CONDUCT:

1 Thessalonians 5:22

- *Abstaining from the appearance of evil?*

1 Corinthians 6: 12-20

- *Beneficial to spiritual growth or is placing me under its control?*
- *Fleeing from temptation?*
- *In accord with our bodies as the Temple of the Holy Spirit?*
- *Glorifying to God?*

1 Corinthians 10: 21-33

- *Partaking of the table of Satan?*
- *Building me up in the faith?*
- *Taking into account the spiritual needs of others?*
- *Contributing to my ability to witness to others?*

2 Corinthians 5:14 to 7:1

- *Causing me to be unequally yoked with unbelievers?*
- *Causing me to "touch the unclean thing"?*

Student Health Information

All students are encouraged to acquire medical insurance. All students are required to complete a Student Health information card upon registration for their first term. The cards, which are kept on file to provide emergency information, are to be updated yearly at the first registration of the school year.

It is recommended that students establish a relationship with a nearby Doctor of their choice, but emergency health care will be accessed at the hospital or clinic in close proximity to the school.

First Aid supplies for minor emergencies may be available in limited quantities (kept by the office). It is advised that each student purchase his/her own medicines.

If there is a serious illness or injury requiring significant class absence, please notify the Director of Student Affairs.

A certificate of excuse should be obtained from a physician and given to the Director of Education if the student is under a doctor's care. It is generally expected that students provide their own

Student Reviews (see below) and informally over coffee or lunch. A meeting between a student and a staff leader can be arranged as needed at any time.

School Functions

Students are required to attend school functions. Notice of such will be given during the school year. The graduating class and other invited guests are required to attend the graduation dinner. All students are to attend the school's pre-graduation and graduation exercises.

Employment

Employment opportunities will be posted on Bulletin Boards.

Transportation

The school is responsible to transport overseas students to school only at the beginning of the school year. At any other time, there will be a fee charged for going to or from the Airport.

Hebrews 13:17

- *In accord with the will of those in authority?*

1 John 2:15-17

- *Causing me to "love the world"?*

Students are expected to demonstrate loyalty to the Lord Jesus Christ in every area of life. He is our example and each should discipline him/herself to conform to that which honours Christ.

The Agreement between students and WIST that is included in the application package outlines the following guidelines. These are included here as a gentle reminder of your agreement and responsibility to WIST while a student at our Christian Educational institution.

1. *The student agrees to abide by the rules and regulations of WIST as outlined in the Student Handbook, published elsewhere by WIST, Administration or announced at chapel exercises or at any other convocation at which he/she is required to be present.*
2. *The student agrees to relate to all members of*

- faculty and staff with due respect at all times.*
3. *The student agrees to attend the weekly chapel sessions and special exercises such as Week of Prayer and Lecture Series conducted during regular class time, unless granted exemption for unusual circumstances by the Director of Student Affairs.*
 4. *The student agrees not to engage in dishonest practices such as cheating, stealing, plagiarism and forgery.*
 5. *The student agrees not to engage in any form of gambling.*
 6. *The student agrees not to carry on his/her person or use any illegal weapon or illicit drugs.*
 7. *The student agrees not to smoke or use any form of alcoholic beverage on campus, or appear/be on campus under the influence of alcohol.*
 8. *The student agrees to refrain from using profane language on campus under any circumstances.*
 9. *The student agrees to refrain from playing on*

2. *All students are asked to work towards maintaining clean and tidy classrooms.*

Student Guidance

*At the beginning of the school year, each student is assigned to a Fellowship group which will be headed by an advisor who is a member of staff, in Christian ministry or a senior student, and assisted by a student leader. This advisor is available throughout the year to give individual counsel and guidance, (see *Spiritual Formation Handbook*). Additional assistance may be given at other times, as it is convenient to the advisor. The aim of the fellowship groups is to provide spiritual and social support for students.*

Staff leaders will be there to support students in times of personal or academic difficulty; and at times will be involved in disciplinary matters involving a student from their group. Contact between a student and his/her staff leader occurs formally at the monthly meeting, at the times of

and Director of Student of Affairs reserve the right to indicate the same to students.

Chapel

- 1. Students should be appropriately attired for school chapel. (See dress code).*
- 2. Students must attend at least 75% of all chapel services per semester as part of graduation requirements.*
- 3. Students should regard attendance to student chapel and all-school chapel as very important.*
- 4. Christian Service reports must be submitted monthly, but when doing internship, planning sheets and monthly reflections are to be submitted. These reports will be marked with a pass/fail grade each semester.*

Classroom Sessions

- 1. All students are expected to adhere to the dress code guidelines.*

campus those forms of secular music associated with activities such as rock concerts and carnivals.

- 10. The student (if resident in one of the dormitories) will attend the worship services at any full gospel church of his/her choice in consultation with the Director of Student Affairs.*
- 11. The student agrees to abide by the institution's dress code of modesty and propriety on campus and at any off-campus activity conducted under the auspices of WIST.*
- 12. The student acknowledges that admission to WIST is on a yearly basis and that readmission for each new school year is based on satisfactory compliance with all academic and citizen requirements as outlined in the rules and regulations of the foundation.*

Personal Devotions

A consistent devotional life should be a top priority for all students at WIST. It is expected that each student will set aside times to meet with the Lord

each day.

Christian Service

All students are expected to attend church regularly and be involved in Christian service. A brief report must be submitted monthly which will be graded as a pass or a fail.

Spiritual Emphasis

One (1) week of each semester, nightly services are held for spiritual emphasis with a series of messages on the development of Christian life and character given by a guest speaker.

Dress Code

Given the tertiary level, cross-cultural and spiritual character of our institute, WIST reserves the right to define the reasonable Dress Code for its population. While specificity may not be outlined, the institute feels however that dress code based on subjective standards and interpretations may lead to undesirable extremes. It is therefore necessary that students be guided by the following advisements.

- 1. Students should be neatly attired and groomed at all times.*
- 2. Rubber slippers, under vest, curlers should not be worn in the main congregating areas: Student Lounge, Library, Classrooms, Chapel, and Offices.*
- 3. Students should be appropriately dressed for chapel, which should be a 'step up' from casual wear.*
- 4. Close, body-fitting tights, pants, skirts, jerseys, blouses or shirts should not be worn on the campus. Tops must be long enough to cover top of pants or skirts when arms are upraised.*
- 5. Skirts should not be worn that are above the knees when in a standing position. Slits in skirts should not be higher than four inches above the knee.*
- 6. Excessive hand, neck and facial adorning must not be worn on official school engagements: Graduation, Ministry Focus Day, School promotions. The Administration*