

STUDENT HANDBOOK

2009-2010

**ABUNDANT LIFE
LEADERSHIP ACADEMY
CREATING LEADERS
FOR LIFE**

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INTRODUCTION

This handbook contains essential information for Leadership Academy students. Please refer to this Handbook first, and then if you are unclear or need further help ask one of the staff.

These simple guidelines have been established to ensure the smooth running of your course and to ensure you gain maximum benefit from your time at the Academy.

FIRST-POINT-OF-CONTACT PERSONNEL ARE:

Tim Staples: for administrative, academic and pastoral matters

Tutor Group Leaders: for general support with pastoral and academic matters

As appropriate, matters will be passed through to Stephen Matthew (Principal)

The faculty are supported by some of the wider church staff and pastoral team who assist with various aspects of Academic and pastoral support.

All administrative and tutorial staff can be contacted through the Academy office or online by emailing; academy@alm.org.uk.

TERM DATES

AUTUMN TERM 2009

First Half Term	Monday 7th September	Friday 23rd October
Stronger Conference	Wednesday 23rd September	Friday 25th September
Reading Week	Monday 26th October	Friday 30th October
Second Half Term.....	Monday 2nd November	Friday 18th December
Xcel Men's Conference.....	Friday 20th November	Saturday 21st November
Christmas / New Year Break.....	Monday 21st December	Tuesday 5th January

SPRING TERM 2010

First Half Term	Wednesday 6th January	Friday 12th February
Reading Week	Monday 15th February.....	Friday 19th February
Second Half Term.....	Monday 22nd February	Friday 2nd April
Easter Break.....	Monday 5th April	Friday 16th April

SUMMER TERM 2010

Term Dates	Monday 19th April.....	Friday 25th June
Bank Holiday Weekend.....	Friday 30th April.....	Monday 3rd May
Cherish Women's Conference.....	Monday 24th May.....	Friday 28th May
Graduation	Saturday 26th June	

3 COURSE STRUCTURE

The Leadership Studies course is structured around the three strands representing our core values: God Centred, Purpose Driven, People Empowering

Each element of the course belongs to one of the three strands, as shown in the course description (see section 20).

4 COURSE MATERIALS

Some teachers will issue handout notes. All other stationary, personal books, Bibles, concordances and other research tools are your own responsibility to provide.

LIBRARY BOOKS:

A small number of research books are kept in the Academy Office for reference purposes. These should not be taken off campus as they are a class resource.

ALM RESOURCES SHOP DISCOUNT:

Students are issued with a discount card which gains them discount on purchases from the Resources shop. Students receive 30% off for all ALM product and 20% off for non-ALM product. The shop is open at all services on a Sunday.

5 TIMEKEEPING & ABSENCES

We aim for excellence in all we do and expect this ethic to be reflected in the attitude and personal discipline of Academy students. Therefore:

Students must be disciplined in their time keeping, attending all lectures on time and any other appointments with Academy staff. Assignments must be handed in on time. Activities attended off-site as part of the course should be arrived for promptly.

Daily Registration takes place between 9.20-9.30am and all students must be registered in

this time. Classes commence at 9:30am prompt and this includes days on which the student body are serving together or meeting off site.

Please arrange dental, hospital, work or other appointments outside of the scheduled class times. If an absence from class or a given activity becomes absolutely essential, it should be agreed with the Academy office in advance by filling out an absence form.

Apologies for lateness should be lodged at the Academy office. Failure to do so will count as an absence, which could ultimately affect your ability to graduate (see section 8 below).

Absence through illness should be logged at the Academy office with a telephone call to Tim Staples on the day and when the student returns to class an absence form must be filled out.

Persistent lateness is dealt with in the Disciplinary procedures outlined in section 20 below.

6 MAIL & MESSAGES

Each student has a mail slot in the classroom. Messages, mail, handouts etc. will normally be distributed via these. Please make a point of checking your mail slot on a daily basis.

7 FEES AND PAYMENTS

Tuition fees become payable in full at the start of the course. Students unable to pay in full at registration may pay a minimum of £650 on registration and the remainder by 8 Standing Order payments of £100 from October – May inclusive.

Students with fees outstanding will not be permitted to graduate.

8 REQUIREMENTS FOR GRADUATION

Graduation is not based solely on attaining an academic standard/pass mark – though all written work will be graded to establish that the task has been completed satisfactorily.

GRADUATION WILL RELY UPON:

- Attendance to no less than 80% of programmed classes
- The successful completion of all assignments as outlined below
- The successful completion of the Service Skills requirement
- Full payment of all fees
- Adherence to the student code of conduct

9 ASSIGNMENT SCHEDULE

ASSIGNMENTS ARE SCHEDULED INTO THE TIMETABLE AS FOLLOWS:

MONTH	COURSE STRAND	ASSIGNMENT TOPIC	PRESENTATION METHOD
October	God Centred	The attributes of God	Written
November	God Centred	God centred living	Spoken
December	God Centred	The centrality of God's word	Written
January	Purpose Driven	Kingdom purpose	Written
February	Purpose Driven	Personal purpose	Written
March	Purpose Driven	Community purpose	Spoken
April	People Empowering	Empowered to lead	Written
May	People Empowering	Empowered to serve	Written
June	People Empowering	Empowered to communicate	Spoken / Practical

10 ASSIGNMENT GUIDELINES

The majority of the written assignments are fairly open-ended and allow the student to explore aspects of God's Word and its application to the depth they choose. The limiting factor will often be the suggested word-count.

The tutor marking the assignment is looking for the following:

That the student has answered the question asked, not only a part thereof, a similar question or another question!

That the student has understood the issues in question. Clear, concise answers are better than long waffle-filled ones.

That the work is their own and not copied from another source. Read and research around the topic but always express your answer in your own words. If you quote from elsewhere, name your source.

That biblical support is provided for important statements and conclusions. Back up these statements with references, illustrations etc from the Bible.

That the biblical principle is applied to life in some way. This may be by illustration or personal example.

That additional reading/research has been done as appropriate. This could be biblical, reference books, commentaries etc. and may appear as a quotation, bibliography or example within the answer.

That the work is presented legibly and with some semblance of structure. Aim to have an introduction, main points and a conclusion. It is the content that determines the bulk of the mark, but the way it is presented enhances the content and will gain a better overall mark.

11 ASSIGNMENT MARKING

As stated previously, Graduation is not based just on attaining an academic standard/pass mark – though all written work will be graded to establish that the task has been completed satisfactorily. We are also keen not to engender too much academic competition within the class – you are each on an individual journey, a race against yourself not each other.

We believe that it is important that you have some feedback on all assignments and an indication of your progress. We therefore grade assignments within five broad bands rather than giving them a percentage mark. The grade will reflect your academic ability, competence in the English language and the evident amount of work put into the paper. All tutors use the same marking guidelines to ensure uniformity.

MARKING CATEGORIES ARE:

- Distinction
- Merit
- Good Pass
- Pass
- Fail

If a student fails an assignment, it will either be resubmitted or an additional task set by the Tutor concerned.

IMPORTANT: Please refer to point 20.2 of the Disciplinary Procedures regarding assignments handed in late without previously agreed extenuating circumstances.

12 SERVICE SKILLS

MID-WEEK

At the start of each term you will be assigned to a ministry areas to serve in for 5 hours between Monday and Friday every week.

This is your opportunity to get involved in the life of the church and gain an insight into how the ministry you are serving in works. Your service skills will be overseen by a leader from that ministry. You will also be required to log your progress using your service skill log book.

You will serve your chosen ministry for a minimum of 5 hours per week. Time and involvement will be by agreement with a leader within the ministry and should be worked around your employment (if applicable) and any other reasonable commitments.

SUNDAYS

Over and above your mid week service skills you will be expected to serve within a ministry that helps make church happen on a Sunday.

13 CONFERENCES AND SERVING TOGETHER

As part of the curriculum students are expected to participate in conferences held throughout the year. This includes Stronger, Xcel and Cherish. Students are expected to be available during the day and evening and will need to notify employers of their unavailability during conferences. Dates can be found in section 2.

There are other mornings where the class will be serving together these too are compulsory and form an important part of the curriculum for the year.

14 READING BOOKS

There are various books that are either necessary or very beneficial to the curriculum. The main class list relates to books that will be used in sessions on the main timetable on

Mondays, Wednesdays, Thursday and Fridays. The elective lists relate to books that will be used in the electives on Tuesdays. All these books are available in the resource shop.

MAIN CLASS

- Crossing Over (Scanlon)
- Consumer or Consumed (Scanlon- Gambill)
- Developing the leader Within You (Maxwell)
- Knowledge of the Holy (Tozer)
- Courageous leadership (Hybels)
- Purpose Driven Church (Warren)
- Know The Truth (Milne)

PASTORAL ELECTIVE

- How to be a People Helper (Collins)
- Volunteer Revolution (Hybels)

YOUTH ELECTIVE

- Purpose Driven Youth Ministry (Fields)
- Youth Leaders Guide to Sanity (Evans)
- Youth Ministry Handbook (McDowell)

WORSHIP ELECTIVE

- Worship, Evangelism, Justice (Pilavachi)
- Whatever Happened to Worship? (Tozer)
- Extravagant Worship (Zschech)
- The Air I Breathe (Giglio)

15 YOUR DEVOTIONAL LIFE

Each student is personally responsible for maintaining a healthy walk with God during their time at the Academy. Classes do not replace your private time with God. Indeed, your personal time with God should enhance our class times together.

A weekly sessions called FOCUS is timetabled which includes corporate prayer and worship. These are times to worship, share and grow together, strengthening one another in your corporate desire to be shaped by God through this programme.

16 CLASSROOM ETIQUETTE

TIDINESS:

The classrooms and lecture theatre should be kept clean and tidy at all times. This is the joint responsibility of all students. Cleaning materials can be obtained from the caretaking staff. Students be will on a weekly set up and clear up rota to ensure that facilities are ready for everyone to use.

TEACHERS:

Honour your tutors. They are investing their time and experience to shape you in this short time you have together. Always ensure that:
Fresh drinking water is available
The white board is clean. Required AV equipment is ready and working. A particular student may be asked to ensure this happens but it should be regarded as a shared responsibility to serve those who serve you.

Be sensitive to each tutor. Some will need space to get their head straight for the next session; others will happily chat their way through each break.

Ask questions when the tutor asks for them. Only interrupt them if they give you permission to do so – most will not mind this.

17 AWARDS

AT GRADUATION, PRIZES ARE AWARDED BY THE ACADEMY STAFF:

STUDY APPLICATION AWARD

This award is given to the student who has shown the greatest diligence to personal study of God's Word and its application as demonstrated in the preparation of their written and spoken assignments throughout the course.

STUDENT OF THE YEAR AWARD

Without detracting from the progress made by every student in their class, this award is given by the Academy's resident faculty

to honour the student they collectively consider has most observably grown in grace, developed in character, served with excellence, studied diligently and wholeheartedly given themselves to the pursuit of godliness throughout the course.

TWO ELECTIVE AWARDS

These are awarded to students who exemplify application to both the study and practical expression of the principles dealt with in the elective programmes.

18 MALE/FEMALE RELATIONSHIPS

Whilst dating is not banned during your time on academy, students should prioritise their studies during their time with us; it is time you have dedicated to God for your personal development. We therefore recommend that you don't pursue a relationship during the course of the academic year. If, however, you do sense a relationship developing, please talk to us about it so we can be aware and help you keep your focus right.

19 DISCIPLINARY PROCEDURE

Students are expected to live and act in accordance with established Christian values and behaviour patterns. In addition, the rules of the Academy as stated in the Student Handbook must be adhered to for the mutual benefit of all.

20.1 EXAMPLES OF INAPPROPRIATE PERSONAL BEHAVIOUR INCLUDE:

Personal behaviour inconsistent with established biblical patterns
Maintaining attitudes or behaviours which damage the healthy class dynamic

Students acting inappropriately will be disciplined according to Matthew 18:15-17 as far as possible. However, the Principal reserves the right to dismiss any student whose

behaviour is deemed by the Academy Board to have brought the reputation of the Academy into disrepute

20.2 EXAMPLES OF BREACH OF ACADEMY RULES INCLUDE:

Unexplained Absences and Persistent Lateness

All absences must be authorised in advance, or in the case of illness logged retrospectively by completing an absence form available from the office. Each case will be assessed on its merits by faculty. In the case of unexplained absences from class and persistent lateness, the following disciplinary measures will be taken;
Exclusion from teaching sessions

- Verbal warning
- Written Warning
- Final written warning
- Full exclusion from the course

21 ASSIGNMENTS

Failure to meet assignment deadlines will result in the failure of that assignment. The student involved will subsequently receive a letter regarding the late assignment and will be invited to meet with the principal to discuss a resubmission deadline. Resubmitted assignments will be downgraded by one marking category. Should the resubmission deadline not be met the failure mark will stay on the student record and the student will not be permitted to graduate.

Abundant Life Church
ENGLAND

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