



2018/19

College Handbook

Forming the Next Generation of Christian Leaders

Mattersey Hall College, Retford Road,
Mattersey, DN10 5HD

www.matterseyhall.com



Please note: The College Handbook is subject to reasonable revision both annually and at other times. All such revisions are applicable to all involved from the time they are made available.

WELCOME...

It is my thrill, as Principal, to welcome you to Mattersey Hall College.

We believe your time here can and should be an immensely positive experience. We are a Christian Leadership Training College and consider ourselves to be a resource for both Assemblies of God (GB) and the wider Church family. As such we are thoroughly committed to the local church. As a Christian Academy we are also thoroughly committed to the institution of the University, together with its values of education and critical thought.

The College is situated within the village of Mattersey. The site is comprised of a 14-acre campus, which makes up the National Ministry Centre of Assemblies of God Great Britain (AoG GB). Within the campus there are four main centres: The Administration Centre, The Research Centre, The Residential Centre, and The Teaching Centre.

This College Handbook is intended to help us achieve our vision. Our vision is simple yet profound: to form the next generation of Christian leaders. This can be in the local church, or in other contexts such as industry, education, social enterprise, or the arts. Fundamental to the achieving of our vision are attitudes and behaviours that we consider to be vital for all expressions of Christian leadership. This year we will be focussing on:

- | | | |
|--------------------|---|----------------------------------------------|
| CHRIST-CENTREDNESS | – | Jesus Christ is centre of all we do and are. |
| SERVING | – | All leadership is serving others. |
| INTEGRITY | – | We really are what we say we are. |
| RESPECT | – | We treat everyone with esteem and honour. |
| KINDNESS | – | We are kind to all. |
| EXCELLENCE | – | We strive to be the absolute best we can be. |

This Handbook is not intended to lead the College – rather it is intended to serve us. As such it contains vital information that you need to know, and under the authority of the Principal and his team it gives the final word on College-related matters. For all these reasons it is very important that you read it carefully, understand it and happily agree to what it contains.

Our desire and prayer is that you discover more and more the glory of God's purpose for your life, find your role in the local church, and reach your full potential.

Dr Glenn Balfour, Principal

INTRODUCTION...

The College Handbook is designed to help the College function as a national centre for Christian Leadership training. As such it is hoped and expected that you are happy to abide by everything laid out in its contents – including any revisions made in the future. (These will be reasonable revisions, made after proper consensus.) In the unlikely event that a student chooses not to abide by it, the College reserves the right to terminate the student’s training. As such they will be removed from the College Diploma, and alternative arrangements will need to be made should they wish to continue their degree studies. In the likely event that a student is happy to abide by it, it will contribute enormously to their time and studies at Mattersey Hall College. For full details on our commitment to you please refer to the College Commitment, Representation, Complaints and Attendance section of the College website.

[\(www.matterseyhall.com/student-life/policies/\)](http://www.matterseyhall.com/student-life/policies/).

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SECTION ONE: COLLEGE CALENDAR

1.1 TIMETABLE FOR THE WEEK COMMENCING 16TH SEPTEMBER 2018

Sunday 16th September

- 14:30 – 16:30 New residential students report to the Residential Centre for room allocation.¹
- 17:30 Buffet (for all new Residential and Day Students, and for other students and guests who have booked in advance²)
- 19:00 New Residential and Day Students meet the Lead Students in the Conservatory

Monday 17th September

- 09:00 New day students arrive
- 09:15 – 13:00 Induction Session for all new students in Classroom 1 (College Dean)
- 11:00 Break
- 13:00 Lunch (for all new students, and for other students and guests who have booked in advance²)
- 14:00 Return and registration of continuing residential students in the Conservatory
All new students and continuing residential students should make payments from this time on.

Tuesday 18th September

- 09:00 Continuing day students arrive
- 09:15 – 13:00 Induction Session for all students in the Chapel (Principal)
- 11:00 Break
- 13:00 Lunch³
- 14:00 Emergency Procedure Training in the Chapel with Mel Tennela
- 15:00 Registration of continuing day students in the Conservatory.
All continuing day students should make payments from this time on.

Wednesday 19th September

- 09:00 MAIN EVENT in the Chapel

¹ Lead Students and the worship team for the first Wednesday chapel are also to return on this day.

² Please book in through the Finance Department no later than Wednesday 12th September.

³ Lead Students have lunch with the Principal and College Dean.

- 10:30 Break – PAT Testing for all Residential Student items
- 11:00 Induction Session for all students in the Chapel
This will include: Missions Trips; Church Placements; Student Support
There will also introductions to College and NMC Personnel during this time.
- 13:00 Lunch
- 14:00 Health and Safety for all students in the Chapel with Mel Tennela.

Thursday 20th September

- 09:15 – 13:00 Academic Sessions for all students in the Chapel (Academic Dean)
(This will include an induction on PREVENT.)
- 11:00 Break
- 1:00 Lunch
- 14:00 – 15:00 Further induction for Distance Learning students
Induction for new students to the Research Centre
Induction for Lead Students

Friday 21st September

- FREE DAY Note: During term time, Fridays are strictly part of the Academic week. Generally speaking they are Free Days, but it may be necessary for the college occasionally to give forward notice about something scheduled for a Friday.

There will be events organised by the Lead Students during this first week.

Weekend Placements

Weekend Ministry Placements start on Saturday 22nd September.

1.2 DAILY TIMETABLE

Students are expected to adhere to the daily timetable for morning worship, lectures and meals. Please note that there should be quietness throughout the College between 22:30 and 07:00. So as not to disturb others, please make sure that phone calls, baths, showers, *etc.* are all finished by 22:30. You are also requested to maintain reasonable quietness during scheduled lecture periods and private study periods.

07:00 – 07:30	Prayer Time
07:30	Breakfast
08:30 – 9:00	Morning Chapel (Tuesday, Thursday) *
09:15 – 11:00	Lecture Period 1 (Tuesday, Thursday) *
	* Each Wednesday we instead have Main Event: 9:00 – 10:30.
11:00 – 11:15	Break
11:15 – 13:00	Lecture Period 2
13:00 – 13:45	Lunch
13:45 – 15:30	Lecture Period 3
15:30 – 15:45	Break
15:45 – 16:30	Leadership Formation Groups (Monday or Tuesday) Well-Being Group (Wednesday); Recreation Time (Wednesday, Thursday)
17:30	Dinner
18:30 – 21:30	This time is generally intended for private study. There may occasionally be evening events and master classes as part of the College Diploma (Mondays to Wednesdays). AoG Ministry Training for students on the accreditation course will also take place during week day evenings (usually Wednesdays).
22:30 – 07:00	Quietness throughout College (This starts at 23:00 on Fridays and Saturdays.)

During the hours of quietness, the Conservatory is out of bounds. The Common Room and Dining Room are out of bounds after midnight. There is no curfew as such. However, if you are returning after 22:30, please be quiet when entering the Residential Centre and when parking. Please remember that everyone has a right to a good night's sleep!

Although you may not have lectures on a certain week day, you need to bear in mind that the College runs a full-time course and so may expect you to attend any activities arranged, with reasonable notice. For the BA programme, this covers any hours that may be described as the 'ordinary working day' (*i.e.*, 08:30 - 17:30), from Tuesdays to Thursdays.

Saturdays Breakfast is at 08:45, with the other meals as usual.

Sundays Breakfast is at 08:00

Note: It is expected that students are committed to their Church Placements during weekends.

See Section 7.1 for more information on Church Placements.

1.3 COLLEGE CALENDAR DATES: 2018-2019

Please note that the College Calendar is subject to revision from time to time. Consult the College website regularly for latest version of the calendar. This can be found on our website (under Student Life, Timetables and Calendars):

www.matterseyhall.com/student-life/timetables-and-calendars/

Term One

3rd – 14th September	Graduate Lectures (MA)
5th September	Donald Gee Lecture (evening)
16th September	New residential students arrive and welcome
17th – 20th September	Induction days
21st – 23rd September	Free time / Church placement 1
24th – 27th September	Lectures 1:1
28th – 30th September	Free time / Church placement 2
1st – 4th October	Lectures 1:2
5th – 7th October	Free time / Church placement 3
8th – 11th October	Lectures 1:3
12th – 14th October	Free time / Church placement 4
15th – 18th October	Lectures 1:4 (First Years: College Diploma week)
17th October	Campus service (First Years)
19th – 21st October	Free time / Church placement 5
22nd – 25th October	Lectures 1:5
[24th – 25th October	DMin Seminars 1]
26th October – 4th November	Reading Week
5th – 8th November	Lectures 1:6 (First Years: College Diploma week)
7th November	Essay deadline: 12:00 midday (TH4359 only)
[9th November	Chester Graduation]
9th – 11th November	Free time / Church placement 6
12th – 15th November	Lectures 1:7
16th – 18th November	Free time / Church placement 7
19th – 22nd November	Lectures 1:8
20th – 21st November	Taster Days (1)

23rd – 25th November	Free time / Church placement 8
26th – 29th November	Lectures 1:9
30th November – 2nd December	Free time / Church placement 9
3rd – 6th December	Lectures 1:10
5th December	Staff & Students Christmas Dinner
7th – 9th December	Free time / Church placement 10
10th – 13th December	Lectures 1:11 (Second and Third Years: College Diploma week)
11th December	Essay deadline 1: 12:00 midday
12th December	Campus service (Second and Third Years) Christmas Show (evening)
14th December	Departure (by 3:00 PM)
15th December – 13th January	Christmas Break Note: The Research Centre will remain open from 13 th – 21 st December, during office hours on week days only. It will open again on 7 th January.
[17th December	Strategic Planning Day 1: Staff and Faculty]

Term Two

7th – 11th January	Graduate Lectures (MA)
13th January	Residential students may arrive (from 3:00 PM)
14th – 17th January	Lectures 2:1
14th January	Essay deadline 2: 12:00 midday
18th – 20th January	Free time / Church placement 11
21st – 24th January	Lectures 2:2
25th – 27th January	Free time / Church placement 12
28th – 31st January	Lectures 2:3
1st – 3rd February	Free time / Church placement 13
4th – 8th February	Lectures 2:4
5th – 6th February	Taster Days (2)
8th – 10th February	Free time / Church placement 14
11th – 14th February	Lectures 2:5
15th – 24th February	Reading Week

25th – 28th February	Lectures 2:6
1st – 3rd March	Free time / Church placement 15
4th – 7th March	Lectures 2:7
[5th – 6th March	DMin Seminars 2]
8th – 10th March	Free time / Church placement 16
11th – 14th March	Lectures 2:8
15th – 17th March	Free time / Church placement 17
18th – 21st March	Lectures 2:9
22nd – 24th March	Free time / Church placement 18
25th – 28th March	Lectures 2:10
28th March	Essay deadline 3: 12:00 midday
29th March	Campus service and Departure (by 3:00 PM)
30th March – 22nd April	Easter Break
	Note: The Research Centre will remain open from 1 st – 12 th April, during office hours on week days only. It will open again on 13 th May.

Term Three

23rd April	Students return (morning)
	Essay deadline 4: 12:00 midday
	Commissioning service (1:30 PM)
24th April – 5th May	Missions Trips
7th – 9th May	AoG Conference (Life Church, Bradford)
10th – 12th May	Free Weekend
13th – 14th May	Missions Trip Presentations Preparation
15th May	Missions Trip Presentations (9:00 – 12:30)
16th May	College Diploma Day (9:15 – 3:30)
17th – 19th May	Free time / Church placement 19
20th May	Essay deadline (Missions Trips)
20th – 23rd May	Lectures 3.1 (College Diploma)
21st – 22nd May	Taster Days (3)
24th May – 2nd June	Personal Formation Week

3rd – 6th June	Lectures 3.2 (College Diploma) (There will also be a 'roll out' for the next academic year.)
7th – 9th June	Free time / Church placement 20
10th – 14th June	Final Week (This is a full week. It includes academic boards, the final Main Event, lectures, preparation and celebration!)
15th June	Release (Leavers are free to go after this.)
16th June	Departure (by 3:00 PM)

SECTION TWO: COLLEGE PERSONNEL

2.1 FACULTY, STAFF, LEAD STUDENTS & OTHER KEY APPOINTMENTS

Faculty

Glenn Balfour	Principal
Lilly Brightwell	Lecturer and Disability Officer
Mark Button	College Dean, Church Placements Co-ordinator
Anne Dyer	Research Centre Manager
Leigh Goodwin	Lecturer, Mission Trips Co-ordinator
Robin Routledge	Academic Dean, Data Protection Officer
Catherine Shiells	Director of Studies
Mark Wreford	Lecturer

Office Staff

Becky Foulds-Hopkin	Academic Administrator
Matt Enticott	Admissions Officer, Safeguarding Officer
Tandi Evans	Student Liaison
Rebecca Platts	Academic Administration Assistant

Lead Students

Amy Atkins, Duncan Allton, Jake Browne, Jessica Carpenter, Bryn Joslin, Samuel Longstaff, Caitlin Lyons, Arnold Maleco, Beverley Taylor, Kyle Thurlow

Visiting Lecturers

Pete Baker, Gareth Cheedy, Andrew Georgiou, Edward Issitt, Rachel Issitt, Dave Wade; various members of the of AoG GB National Leadership Team.

National Ministry Centre staff that have key interaction with students

Amanda Clarke	Assistant Cook
Kerry Greaves	Hospitality Team Leader
Mel Jacques	Facilities Assistant
Ken Miley	Maintenance Engineer
Mel Tennela	Health & Safety Officer
Dawn Twemlow	Kitchen Manager
Simon Weir	Facilities Manager
TBA	Finance Administrator

Senior Leadership Team

Glenn Balfour, Grayson Jones, Robin Routledge, Ian Watson

Note: Grayson Jones is the Training Leader for AoG Inc.

Ian Watson is the Director of the National Ministry Centre, AoG Inc.

2.2 PRINCIPAL

The Principal of Mattersey Hall is Glenn Balfour. The college's vision is to form the next generation of Christian leaders: and the Principal's express function, together with the support of the college faculty, staff and lead students, is to facilitate this vision. With the support of the various governance and consultation structures in the college, he has oversight of the college's leadership, supervision and management.

At a personal level, his function is to create an environment and atmosphere in which each student can achieve their full potential and God's calling on their life. As such, he also has ultimate responsibility for all matters of discipline and other aspects of College life. Serious breaches of discipline or persistent bad behaviour will be reported to him and may result in suspension or discontinuation of a student.

2.3 ACADEMIC DEAN

Robin Routledge is the Academic Dean and, together with the Academic Department, is available to give guidance and advice to students on their College course. The Department is also available to offer advice to students contemplating further studies after leaving Mattersey Hall and on grants and student loans. Please be aware that students should consult the Academic Dean if they wish to change the course for which they were originally accepted and both the College Dean and Academic Dean before considering any part-time employment during term time.

2.4 COLLEGE DEAN

The College Dean is Mark Button. Besides his own teaching and academic responsibilities, his main responsibility is overseeing all aspects of campus and student life, with a special focus on pastoral care.

Your time at College can and should be an extremely positive and life-changing experience, and we want you to enjoy God's blessing while you are here. However, living in a community environment with the inevitable pressures of study and the daily routine of College life can sometimes cause difficulties. Mark and other member of faculty and staff are here to help you.

If you feel that you need specialised help in areas of pastoral care or mental health, we recommend that you do not seek it outside of College without first consulting the College Dean. For more on our provision for pastoral care, see on Section 6.1.

Mark's responsibilities also include the monitoring of all matters relating to leave of absence, punctuality and attendance at Chapel etc. He also monitors the attitude and behaviour of students in all areas of College life, and is to be consulted with regard to relationships that develop a romantic component. (A student who is suspended from College or whose course has been discontinued may only return to the campus with the express permission of the College Dean.)

2.5 DIRECTOR OF STUDIES

Catherine Shiells is the Director of Studies. She is often the first point of contact for academic-related matters (including grades, deferrals, academic integrity, etc.) and, together with the Academic Administrator (Becky Foulds-Hopkin), is available to give guidance and advice to students on their degree studies. If you have any academic-related issues, we strongly encourage you to contact the academic department sooner rather than later, since we really do want you to succeed in your studies.

2.6 LEAD STUDENTS

The Lead Students are appointed by the Principal, in consultation with faculty, staff and previously appointed Lead Students. The names of this year's Lead Students are to be found in Section 2.1. These students provide a spiritual lead for other students, and offer themselves as role models in that respect. Their function is to help the Principal and faculty fulfil the College's vision of forming the next generation of Christian leaders. Lead Students can also be a point of first contact for pastoral care; they do not carry any direct pastoral responsibilities, however, and are expected to refer all such matters to Student Liaison.

Their main responsibilities are:

- To provide a role model for other students;
- To be a first point of contact for students experiencing difficulties, and to refer students to the appropriate department (Student Liaison for pastoral issues, the academic department for academic issues);
- To assist other students with routine issues relating to campus life, and, where appropriate, to refer students with more general concerns to Student Representatives (see below);
- To assist the Principal and College staff with routine, practical tasks relating to the campus;
- Together with any Events Committee, to assist with campus events.

Within the areas of their designated responsibility, Lead Students act with the full authority of the Principal and faculty, and should be respected accordingly. They receive induction at the beginning of the academic year, and meet with the College Dean each week during term time to receive regular updates, input, advice, and, where necessary, training.

2.7 STUDENT REPRESENTATIVES

Two student representatives are appointed to represent each student year group. Student representatives are appointed at the start of each academic year, by their respective student year group. They are authorised to represent their year group to the Principal and faculty regarding any matters related to student studies. They also represent students to our validating university – the University of Chester. Their role is described more fully in the BA Course Handbook and on the College website. Please see the Student Engagement Strategy policy (under Student Life, College Commitment, EE Reports, Representation and Attendance and Other Policies):

www.matterseyhall.com/studentlife/policies

2.8 FINANCE DEPARTMENT

The Finance Department is located in the Administration Centre, and as far as students are concerned this largely relates to the payment of fees. The Finance Administrator is the main point of contact for students in the finance department.

SECTION THREE: DIPLOMA MATTERS

All students should refer to the BA Course Handbook, which gives further and more detailed information regarding their academic studies with the University of Chester. Please see the Student Handbook section of our website (under Student Life and UG Student Resources):

www.matterseyhall.com/student-life/ug-student-resources/

3.1 COLLEGE DIPLOMA CRITERIA

The vision of Mattersey Hall is ‘to form the next generation of Christian leaders’. A vital part of this is spiritual and holistic formation, together with the academic programme, as well as the many activities held outside of the classroom and the active participation in and attendance at such. To this end, students on an on-site BA or Graduate Diploma course are accepted on the understanding that they enrol for the College Diploma at the same time. Therefore, a student is unable to study on a university course without taking the College Diploma. (The exception to this is Distance Learning students.)

On-site students should be aware that the College Diploma covers the entire period they are a student. Any student during their first, second or third year may be removed from the College Diploma for non-attendance or non-active participation in the College activities listed below, for behaviour deemed inappropriate and contrary to the ethos of a Christian College, or for non-payment of fees. They will automatically be removed from the on-site university programme, though transfer to a Distance Learning programme may be an option.

The College Diploma will be awarded and graded on completion of a course of study for what will be deemed reasonable attendance and active participation in the following:

- BA / Grad Diploma lectures
- Scheduled other lectures and activities
- An annual Mission Trip organised by the College, or its equivalent – i.e., an assignment
- Morning Chapel
- Leadership Formation Groups
- Church placements
- Campus service
- General Christian conduct, character and service

On successful completion of a student’s three-year course of study and the full payment of fees, and under normal circumstances, they will receive an Advanced Diploma in Christian Ministry. (The variants – an Advanced Diploma in Christian Studies or Biblical Studies – can be awarded where this is deemed appropriate by faculty and staff). The Advanced Diploma in Christian Ministry will be graded as a Pass, Merit or Distinction. A student who is withdrawn from a course, or does not complete the course for which they were originally accepted, will ordinarily not receive a College award.

Note:

An on-site Cert HE student will ordinarily receive a Certificate in Christian Studies.

An on-site Dip HE student will ordinarily receive a Diploma in Christian Studies.

An on-site Grad Dip student will ordinarily receive a Graduate Certificate in Christian Ministry.

Because a student’s academic studies with Chester are viewed by the College as an integral part of their formation for Christian leadership, they should also adhere to the following:

3.2 LECTURES

- Students should not be absent from any lecture without prior permission from the lecturer.
- Students should not be late for any lecture. This is discourteous and unnecessary.
- Students are to show full respect to the lecturer as soon as they enter the classroom, and be prepared to start the lecture immediately. Lecturers may wish to begin with a word of prayer.
- Students should keep the lecture rooms tidy and free from litter.
- Ordinarily students are expected not to consume food during lecture periods. All drinks should be in a lidded container.
- Orderly conduct in the lecture room is expected at all times – this includes the use of social media, mobile phones, gaming, etc.
- Lecture notes are issued (usually via Moodle) on the understanding that they are for the students' personal use only. They are not to be copied for use either within or outside the College without the expressed consent of the lecturer.
- Lectures may not be recorded without the permission of the lecturer. If this is granted, recordings may be used for the student's benefit only.

For further details, please see the Attendance Policy on the College website (under: Student Life, College Commitment, Representation, EE Reports and Attendance):

www.matterseyhall.com/student-life/policies

3.3 PRIVATE STUDY

In order to propagate a healthy and holistic approach to learning and formation, the College encourages each student to spend time outside of the lectures for private study. To help facilitate this for residential students, private study periods have been suggested between the hours of 19:00 to 21:30. Make it your aim to study throughout all scheduled private study periods and lecture periods when you have no lecture. Take a break if you need it – but not in such a way as to disturb others. If you need any help, please make an appointment to see either Student Liaison or your Leadership Formation Group (LFG) leader.

3.4 READING WEEKS/ PERSONAL FORMATION WEEKS

During each term there are various Reading/Formation Weeks. These are intended as breaks from lectures for the purpose of study or personal development. They should enable you to catch up on some of your reading. Please note that these form part of the academic year. Residential students may stay in College or go home for this purpose. Those who stay in College must remember that all College regulations remain in force and that some campus duties may be required. A signing-in procedure is used for those who wish to stay.

SECTION FOUR: LIFE IN COLLEGE

4.1 OFFICES

Reception

This is found in the Administration Centre and is open from Mondays to Fridays, during normal office hours (08:45 to 16:30, excluding breaks and lunchtime). Students may go to Reception to collect parcels, for general advice and information at any time during open hours. (Letters are taken across the Common Room by a Lead Student each day.)

4.2 DAY STUDENTS

All day students should attend all activities listed below. If you are unable to attend (e.g., because of sickness) please contact Reception as soon as possible.

- Morning Chapel (sign in before 08:30) – except when you have no lecture for the first period on a Tuesday or Thursday.
- Wednesday Main Event – even if you have no lectures at all that day
- All lectures related to your course
- Leadership Formation Group sessions
- Church Placement (see Section 7.1)
- ‘Release’ Commissioning Service at the end of the year.
- Any other College activities that you are notified of in advance
- Day students are also encouraged to join in Campus service slots scheduled for various times during and at the end of the year. (See Section 4.14.)
- Day students are entitled to have lunch each week day they are on campus in the Dining Room. They will be required to indicate what meals are required. (See Section 4.10.)

4.3 RESEARCH CENTRE

The Research Centre is located next to the Teaching Centre. Please refer to the College Website (under Student Life and Research Centre) - www.matterseyhall.com/student-life/research-centre/ and BA Course Handbook (Under Student Life, UG Student Resources & Student Handbooks) - for information on the operation of the Research Centre:
www.matterseyhall.com/student-life/ug-student-resources/

4.4 FOOD AND DRINK

There is a Common Room and kitchen area for students in the Residential Centre. Please keep these communal areas in a clean and tidy condition out of respect for others.

Please note that no food may be taken into the Research Centre. Food may not be consumed in the Chapel, though it can be taken into the lecture rooms (to be consumed only during breaks). Water only is allowed in the Research Centre. Drinks are permitted in the Teaching Centre and Chapel, but only in fully-lidded containers.

4.5 BEDROOMS

New residential students will receive their room allocation when they arrive at College in September. A key and fob will be issued on arrival and a £30 key deposit, £10 fob deposit and an £90 room deposit will be required. Ordinarily, all deposits will be carried over into the student's 2nd and 3rd years, and will be returned at the end of the course. No deposits will be refunded if the student has any outstanding fees, but will be used to offset their outstanding fees. Please note also that deposits will need to be claimed by the student before 30th September following their final year. After this, any deposits not claimed will enter the Student Bursary Fund. (All refunds or their alternative are subject to accepted returns and satisfactory inspections.)

Keys and fobs must be handed in at the end of each academic year. These deposits will only be returned in full provided the key and fob are in the same condition as they were when received by the student at the beginning of the year (labels included).

Room deposits will be returned after the student's bedroom has been inspected at the end of the academic year, and the room is found to be in a satisfactory condition. Any unreported damage or lack of cleanliness caused by the residential student that requires remedial action may lead to the withholding of some or all of the room deposit.

During your stay at Mattersey please keep your room clean and tidy. Please do not hang towels or clothes on wardrobe doors or out of the window, and do not dry your washing on corridor radiators. To avoid damage to walls, any posters, pictures, etc., should be fixed only to the cork tiles provided. Please do not put pins in walls, and do not move fitted furniture or beds.

To identify any potential hazards there will be the occasional 'spot-check'. If your room is deemed to pose a hygiene risk or to be potentially hazardous by the Facilities Manager or the Health & Safety Officer, you will be informed of the deficiencies and have a limited amount of time to rectify the issues. If the room remains unsatisfactory, cleaners or other suitable professionals will be brought in at the student's expense. Periodic room inspections will take place throughout the year.

Our students are expected to live by the very highest of Christian standards, and your living environment should reflect this. For this reason, any material deemed inappropriate or offensive by the faculty, which is found in a student's room or in their possession, may be removed or destroyed. This also applies to the non-permitted items listed in Section 4.8

No student is permitted to bring on to campus any drugs, alcohol, cigarettes, illegal weapon, or any weapon that may be deemed dangerous by the faculty. (See Section 6.5.)

Students may enter the corridors of members of the opposite sex only if there is a legitimate and unavoidable reason for doing so, and only between the hours of 9:30 AM and 9:30 PM. Students should not enter the room of members of the opposite sex. (Regarding standing or sitting at the door, see Section 6.3.)

4.6 INSURANCE

The contents of your room (including, for example, such items as laptops, tablets, mobile phones, jewellery, etc.) are not insured by the College, and each student is responsible for arranging their own contents insurance.

Please note that you are responsible for the safety of your own property whilst at College. While we endeavour to make the campus secure, we would advise you to keep your bedroom locked when you leave your room. Similarly, you are advised not to leave valuables unattended anywhere on campus.

Cars are parked on campus at their own risk since no responsibility is accepted for any damage, accident or loss while on campus.

4.7 SAFEGUARDING AND CHILDREN ON CAMPUS

The College operates under the AoG Safeguarding Policy. The Leadership Statement is available on main notice boards, and a copy of the policy may be obtained from the National Ministry Centre offices. There is also a 'Mattersey Hall Safeguarding Policy', which may be found on the College website (under Student Life, Policies and Other Policies): www.matterseyhall.com/student-life/policies/.

It is important to note that any minors (under 18 year olds) that are brought on to the College campus are to be under the direct supervision of at least one parent / legal guardian at all times and that children are not permitted to attend any lectures (or ordinarily to enter the Research Centre). It is also important that you talk to the College Dean first if you intend to bring a child to College for any event.

All visitors you bring on to campus, including children, must be signed into the visitors book (Main Reception) when they are brought on to campus, and signed out when they leave.

4.8 WHAT TO BRING

All students will need a computer for their studies. (Because of limited space on the desk in your bedroom, we would strongly recommend a laptop). You will also need a Bible. The College recommends the ESV, NIV and NRSV.

Residential students need to bring their own bedding. You will also need your medical card (see Section 4.9). Please note that because of fire regulations certain items are not permitted at College:

TV, fire (electric, gas or oil), electric blanket, mini-boiler, cooking equipment, fridge, incense, candles, fragrant oil-burners, irons and kettles.

The following items are permitted:

Radio, music speakers, hairdryer and shaver. Please provide your own mugs and lidded cups if you need them for your room. Only one four-way extension is permitted per room.

All portable electrical items must be tested, including chargers and extensions. There is both a personal and a College responsibility for this. PAT testing is undertaken by our trained Maintenance Team, and there are set times for getting your electrical equipment tested – please ensure you use those times to get all your portable electrical items checked. Please refer to the PAT testing policy on the College website for more details (under Student Life, Policies & Other Policies):

www.matterseyhall.com/student-life/policies

4.9 MEDICAL

We require that all residential students register with a local doctor during the first week of Term One. You will need your medical card, and you will get a letter from the Health & Safety Officer explaining the procedure.

If you need to see the doctor, dentist, or optician, etc., you will be responsible for making your own appointments and arranging for your own transport. We regret that members of staff are not available for help with transport. Except in an emergency you should seek to avoid conflict with lectures or other College activities. Evening surgeries are available.

All cases of sickness, whether requiring a visit to the doctor or not, should be reported to the Student Liaison. This should normally be done during office hours, but in cases of emergency outside of office hours a Lead Student should be informed immediately. If you are too unwell to report yourself sick, please get someone else to do it for you. If you are not reported sick you will be expected to be present at all your usual college activities.

You will need a doctor's note if any absences impinge upon your academic studies (please see the Academic Department for more details). If you would like prayer, please send for a member of the Pastoral Team (i.e., Student Liaison or College Dean) or a Lead Student.

First Aid facilities are available in the Chapel, in the Common Room and in the Conservatory, as well as from the appointed First Aiders. See notice boards for the most up-to-date list of first aiders.

4.10 MEALS

Mealtimes are listed in the Daily Timetable in Section 1.2.

Student ID cards will need to be shown at meal times to indicate eligibility for meals.

If you are on a special diet or have particular dietary requirements, please complete a Request Form, available from the Student Liaison.

Suggestions about meals or the menu should be made in writing to the Student Liaison. Please make only positive comments to the kitchen staff directly.

A vending machine is available for all students to purchase drinks throughout the day and evening. This is located in the conservatory or dining room. Coffee and tea will be provided by the College during meal times only in the Dining Room.

Residential Students

Between Mondays and Fridays, if you intend missing a meal you should sign out on the appropriate board at least one meal in advance. If you require us to make you a meal between Fridays and Sundays, please order your meals via the meal request form and hand it in no later than 4:30 PM on the Thursday.

Meals may only be taken out of the Dining Hall / Conservatory to people who are ill and who are reported as sick.

Day Students

Between Mondays and Fridays, if you intend having lunch you should sign in at least one week in advance using the forms outside Chapel. Evening meals and weekend meals are not provided within the Facilities Fee, although meals may be purchased (via Finance Department).

Lunch is provided for all day students on any week days they are in College, provided they have signed in to indicate this.

4.11 LAUNDRY

Students are expected to be responsible for their own laundry. Washing machines and tumble-dryers are available for use in the laundry room (Residential Centre). These are all coin-operated.

Ironing boards and irons are available for the use of residential students in the iron room (Residential Centre). These should never be removed from this room. Please note that you may not do washing, drying or ironing anywhere else on College premises. Rotary dryers are available on the grass outside the Conservatory for general use.

4.12 TELEVISIONS

A television is provided in the Common Room in the Residential Centre. Please be considerate to others with regard to what is suitable viewing. Films above a 12A rating should not be viewed in a public place on campus. Please note that the television is not intended for games consoles.

4.13 TELEPHONES

All hand held smart devices should be used only for relevant purposes during lectures and Chapel times, and should not be an inconvenience to others. (E.g., They should be switched to silent mode.) The presiding member of staff or faculty will deem what is relevant on any given occasion.

4.14 CAMPUS SERVICE

Whilst the Board and Lodge Fee for Residential Students and the Facilities Fee for Day Students contributes towards the general and basic housekeeping and maintenance of the campus, there is still an understanding and expectation that each student will voluntarily support and actively participate in the upkeep of the facilities and services provided on campus. These will include, but are not confined to:

1. Maintaining, on a daily basis, a good level of cleanliness and tidiness in a student's study bedroom, but also in communal areas such as the Common Room, student Kitchen, Dining Room, Classrooms, Conservatory, etc., as well as ensuring the grounds are litter free. Cleaning equipment and supplies will be available for students to clean the above areas when needed, to deal with spillages, etc.
2. Washing up at lunch times and dinner times, in accordance with rotas set by Student Liaison. Note: Rotas will usually be sent by email, and instructions and guidance on the various tasks will be provided.
3. Campus service days, particularly at the end of term time and at the end of the academic year. (The end of academic year campus service is especially related to preparations for 'Release'.) On these occasions, students will support campus staff on cleaning and gardening tasks. Equipment and supplies will be provided, including personal protective clothing where appropriate. Please note that campus service is expected of both Residential and Day Students.
4. Research Centre tasks.

Students are expected fully and actively to participate in all campus service tasks as part of the ministry and leadership development, and to foster a sense of ownership of the campus. Absences will be monitored on a regular basis by the College Dean.

All students carrying out campus service will receive the required training with regard to health and safety, food hygiene etc. They will be required to sign an appropriate training record when this is complete. Cleaning materials must be returned after use to the cupboards where they belong. All college equipment that is not working properly should be referred to the Facilities Manager. Please do not borrow tools or similar items of Campus equipment for your personal use.

4.15 BREAKAGES

Please report breakages of any kind to the Facilities Manager. You will be expected to pay for any damage you may cause by careless behaviour. Naturally we expect you to be honest about this. It is also vitally important that you report to the Facilities Manager any item of College equipment that ceases to function properly so that arrangements can be made for its repair.

4.16 MUSICAL INSTRUMENTS, RADIOS ETC

Only competent musicians may play the instruments in the Chapel. No musical instrument may be played anywhere on campus in a way that causes disturbance to other people. This includes radios and all other music players. For the sake of our neighbours musical instruments may not be played in the Chapel building after 20:00 or before 08:15 without the permission of the College Dean. Drums may only be practised in the Chapel during lunchtimes (i.e., 13:00 – 13:45). For the sake of neighbours, the windows on the Abbey Road side of the chapel should ordinarily remain closed at all times. No college equipment may be taken off site, or placed elsewhere on site without express permission of the College Dean. (The same applies to student equipment, without the express permission of the student concerned.)

In order not to disturb others who may be studying, or who may wish to sleep, radios, all other music players, noisy computer games, etc., must only be used with headphones during Private Study periods and between 22:30 and 07:30.

4.17 LAWNS

All the lawns and grounds are available to students. The main lawn in front of the Administration Centre is available as a quiet area only. Please confine all ball games to the playing field or volleyball area.

4.18 SWIMMING POOL

When using the swimming pool please remember the following:

- The 'deep' end is only 4' 6" deep and therefore diving is banned
- Don't throw or push anyone in – ever!
- Please do not interfere with the tap, pump, etc.
- No less than 3 people in the pool at any time
- No more than 50 people in the pool at any time
- Suitable clothing must be worn at all times
- No running around the pool
- Please do not use the pool if you have had diarrhoea or sickness in the past 24 hours
- Do not use the pool between the hours of 21:00 and 07:00.

Please note that the pool is for students and staff only. If friends or family wish to use the pool please speak to the College Dean. Access to the pool is gained only through the Lead Students and Student Representatives. Everyone using the pool has responsibility to ensure that the above is adhered to. Failure to do so may lead to temporary or even permanent closure of the pool to students.

4.19 GYM

Students may access the Campus Gym (the old 'Cricket Pavilion' on the main field) only after full induction. More details will be given during the first week of term.

4.20 CYCLES

You may leave your cycle, at your own risk, in the cycle shed provided. This is located behind the Teaching Centre and is protected by a combination lock. Please see the Maintenance Engineer (Ken Miley) for the code. For extra security we advise you to secure your cycle with a padlock. Please note that cycles may not be left indoors anywhere else on campus. You are permitted to cycle only in areas to which other vehicles have access.

4.21 CARS & MOTOR CYCLES

The drive leading to the Administration Centre is out of bounds to all students' cars and motor cycles. Residential students should park in the car park outside the Residential Centre, with the exhaust pipe away from the wall. Day students should park on the playing field.

All cars and motor cycles are parked at the owner's risk. The College can take no responsibility for damage or theft caused to vehicles while parked on the campus.

All student cars on campus should be taxed, insured and M.O.T'd. Vehicles may not be left on campus during vacations without prior permission from the College Dean.

4.22 FIRE

Fire Register – In the interests of safety it is important that we know where you are in the event of a fire. Fire Register systems are located in the entrance of the Residential Centre (and Teaching Centre for Day Students). These consist of a T-shaped card with the name of each residential and day student.

This fire register must be used by all residential and day students every day. It will:

- enable the Fire Marshalls to identify students on site at any time. This IN and OUT card register will act as the student fire register.
- enable the students and staff to know at a glance who is on site.
- enable people to leave small notes/messages for other on the card

In compliance with GDPR regulations, the T-card with your name will be used only for fire register procedures, and will be disposed of following the completion of your course.

Procedure – All students must register that they are on site by moving their own card from 'OUT' to 'IN' on the student register prior to going to their room, class or elsewhere on campus. When leaving the site from wherever they are on campus, all students must come back to the Residential Centre or Teaching Centre to record their departure by moving their own card from 'IN' to 'OUT' on the student register. All campus visitors must sign in and out using a visitors' register, which will be available in the Residential Centre. Another visitor register is available in the Administration Centre (Old Hall).

Fire Alarms – The fire alarm system is tested every Wednesday between 8.30 - 9.00 AM. Study bedroom doors are fitted with an automatic door-closing device. This should not be removed for any reason. You will be expected to pay for the cost of any repairs incurred by the removal this device.

Please do NOT use a glass-bolted or security tagged fire door unless there is an alarm.

If you discover a fire or hear the fire alarm, please follow these guidelines:

- Activate the nearest fire alarm immediately by breaking the glass panel on the front of the red box;
- Leave the building immediately by the nearest exit, going out quickly and calmly;
- Do not delay or detour and do not re-enter the building to retrieve any belongings;
- Go immediately to your Assembly Point where a Lead Student * or member of staff will conduct a roll call using the student fire register;
- All student should assemble at the Assembly Point which is next to the swimming pool;
- Do not re-enter any building until permission has been given to do so by a Fire Marshall.

*** Note for Lead Students**

Please inform the Facilities Manager, College Dean or Health & Safety Officer of the alarm immediately. Keep a checklist accessible and note that other copies are available:

- By the notice board in 'A' Corridor
- From the Health and Safety Officer
- From the Facilities Manager
- On the notice board in the Teaching Centre (outside Classroom 3)

4.23 MAIL

Letters

Each week day during term time a Lead Student will take letters addressed to Residential students and place them in the pigeonholes in the Common Room. Please look in the pigeonhole labelled with the first letter of your surname.

Larger parcels

Residential students will be emailed by Reception on the same day that any larger parcel arrives for you. Please come over to Reception (Administration Centre) to pick up your parcel.

Redirecting Mail

If you require us to redirect your mail during the summer vacation you should supply Reception with pre-addressed sticky labels for that purpose. Otherwise mail will not be redirected. We regret that we cannot redirect mail at any other times.

Leavers' mail will be redirected only up to September 30th in the year in which they leave, and only if pre-addressed sticky labels have been supplied.

4.24 FOBS / ID CARDS

New students will be allocated a Library Card, which will also serve as an ID Card, at the beginning of the year – continuing students can use the card previously given to them. All on-site students will be allocated a Fob. This Fob will allow access to all authorised areas, and will serve for signing in to all timetabled activities. There will be a £10 deposit chargeable for the Fob, which will be returned to the student at the end of their course when they return their (undamaged) Fob.

4.25 COMPUTING, INTERNET SERVICES AND EMAILS

Wireless broadband internet access is provided, as much as possible, throughout the campus. This provision is based on agreement to the College's computing and internet policy, available on the website (under Student Life, Policies and Other Policies): www.matterseyhall.com/student-life/policies).

Before the commencement of their college studies each student is given a Mattersey Hall email account. For the majority of College communication this email account will be used. Students are expected to check their account on a regular basis. Student will also receive an email account from the University of Chester and they should check this email account regularly too for correspondence from the University. Please see the BA Course Handbook for further information. Please see the Student Handbook section on the website (under Student Life and UG Student Resources): www.matterseyhall.com/student-life/ug-student-resources/

The College respects the privacy and freedom of expression of individuals who use the IT facilities, and those with or about whom they correspond. There are circumstances, however, where there is a legal requirement or demonstrable business need to review, monitor or intercept individuals' electronic information or online activity. When you use the IT facilities you give consent that your activity may be logged and / or monitored, and that information in your account may be accessed and processed in accordance with this policy.

4.26 COMPLAINTS AND APPEALS

The College takes its commitments to its students seriously, and wants to respond appropriately and amicably to any complaints that arise. A Student Complaints and Appeals Procedure is in place and this can be found on the College website (under Student Life, Policies, Other Policies): www.matterseyhall.com/studentlife/policies/

This procedure is taken in conjunction with the standard complaints and appeals procedure of the University of Chester. There will be no discrimination in the case of students who make a complaint or mount an appeal. In addition, the 'Our Commitment' policy can also be found on the College website ((under Student Life and Policies): www.matterseyhall.com/student-life/policies/). This policy also includes some of the mutual expectations.

4.27 HEALTH & SAFETY / FIRST AID

Statement – Whilst Health & Safety is everyone's responsibility, the College has a legal responsibility to protect the health and safety of staff and others who may be affected by their work. We take our obligations very seriously and our overall objective is to provide staff, students and visitors with a safe environment in order to prevent accidents etc. Our general policy is to:

- Provide adequate control of the health and safety risks arising from our activities
- Consult on matters affecting health and safety
- Provide information, instruction and supervision where appropriate
- Ensure everyone is competent to do their task, and to give them adequate training if needed
- Prevent accidents
- Maintain safe and healthy conditions

Requirement of students – we expect students to take reasonable care for their own safety and the safety of others who could be affected by their actions. We expect students not to interfere with anything provided to safeguard their health and safety and to co-operate fully with any arrangements made in relation to health and safety issues. Finally we ask that they reports such concerns to the Health & Safety Officer.

Reporting accidents and near-misses – all accidents and near miss accidents must be reported through accident forms (located in the Reception and the Health & Safety Officer’s office). Where appropriate the H & S Officer may undertake an investigation to identify the cause of the accident, incident or near-miss. By investigating adverse events and understanding what went wrong, we may prevent future issues.

First Aid – The purpose of a First Aider is to give first assistance until the casualty is passed on to either an ambulance, medical staff or appropriate person. All First Aiders are provided with small emergency packs and first aid boxes are located outside all toilets and by the main doors. Please inform a First Aider if any items are used from the box. An Emergency First Aid course is offered to students during the first term.

Guidance – On discovering an accident or injured person, make the area safe and send for first aid assistance by pressing the emergency button located on the entrance to each building. Press ‘1’ for first aid assistance and ‘2’ for emergency situations. Do not hesitate to call an ambulance if you feel one is required. Do not move the casualty unless the area is unsafe. Keep the casualty calm and warm until the First Aider arrives then let this person take charge. The First Aider will assess the situation, administer first aid and decide what further action is required. The First Aider will report the incident to the Health & Safety Office ASAP. The Maintenance Team must be called if the accident involves electric, buildings or grounds.

Note: Fireworks

The College insurance policy does not permit the storage or usage of fireworks of any kind on site. Should any firework display be organised, it must only be done so with full permission of the insurers, fully authorised and endorsed in advance by senior management, with appropriate staff supervision and prior planning including payment of additional insurance premium and comprehensive risk management in accordance with Health and Safety Executive guidelines. Any breach of the above will incur disciplinary action by the College.

4.28 PREVENT DUTY

Recent Government legislation requires all relevant Higher Education bodies (RHEBs) to take measures to reduce the risk of its students becoming drawn into terrorism. This is described as our ‘Prevent Duty’. The risk of that at Mattersey Hall is minimal. Nevertheless, we need to have a policy in place. Our Prevent Strategy can be view on the website (under Student Life, Policies and Other Policies): www.matterseyhall.com/student-life/policies/. This includes the following areas:

1. Expression of ‘extreme’ views, defined as ‘vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs’.
2. Inappropriate conduct and attitudes towards those of different cultures and different faith groups.
3. Accessing inappropriate internet sites, particularly those relating to hate and discrimination and weapon-making.

This is no more than we would expect of Christian leaders in training. We do, though, take our responsibilities in this area seriously and ask staff and students to be aware of possible dangers and report concerns to the Academic Dean and / or College Dean.

For further information see: www.gov.uk/government/publications/prevent-duty-guidance

4.29 FUND RAISING

Regretfully, no public appeals (by word, notice or electronically) may be made for the private or individual raising of funds. Please see the College Dean for more advice if needed.

4.3 DATA PROTECTION

As part of making college life work safely and efficiently, there will inevitably be a certain amount of data related to students on display. (This data in particular will involve names and campus location.) All information will be used and displayed only for the purposes for which it was taken, and will be disposed of following the completion of the student's course.

SECTION FIVE: FINANCIAL MATTERS

5.1 FEES FOR THE YEAR COMMENCING SEPTEMBER 2018

	Residential students (£)	Day students (£)
Board & Lodging	4,250	-
Tuition ¹	6,850 (new students) 6,650 (Year 2) 6,500 (Year 3)	6,850 (new students) 6,650 (Year 2) 6,500 (Year 3)
Facilities Fee ²	-	1,275 (incl. prov. for lunch)
Totals ³	11,100 (new) 10,900 (Year 2) 10,750 (Year 3)	8,125 (new) 7,925 (Year 2) 7,775 (Year 3)

Please note:

1. These are the main fees associated with the on-site full time BA course. For a full breakdown of costs associated with each course, see the College website (under Finance and Fees) www.matterseyhall.com/finance/fees/.
2. All College fees are liable to an annual increase. These will be applied to all new students. These will also be applied to continuing students, with the single exception of Tuition fees; under normal circumstances, tuition fees will be charged at the rate at which they were set when the student commenced their current course of study.

1) Payment in Advance

Students should treat payment of fees as a priority. Fees are payable for each term in advance. Payment dates will be provided on your personal finance statement given at the beginning of the year via email to your Mattersey Hall email address. Students are expected to pay their fees by the appropriate deadlines. Those who do not, may be asked to leave. In all events, the College will withdraw all its services from a student in the subsequent term if the previous term's fees have not been paid in full. All fees for the academic year must be paid in full by April 30th 2019. Please note that failure to comply with these payment deadlines is a disciplinary offence and may result in a suspension or in extreme cases expulsion from the programme. The College will withdraw all of its services from students who fail to meet this deadline. Practical effects of withdrawal of services include: non-presentation to a Module Assessment Board; and not being able to progress to the next year, receive that year's exit award or to graduate or take part in the Commissioning service. Additional administrative charges will be incurred for bounced cheques and for late payment of fees. Please refer to the MHC Payment Policy for more information on this matter (available on the college website under Finance and Payment Policy): www.matterseyhall.com/finance/payment-policy/.

¹ The Tuition Fee includes University validation costs

² The Facilities Fee allows day students to make use of all College facilities (excluding student accommodation, breakfast and evening meal). It includes the provision of lunch on week days during term time.

³ The cost of the annual mission trip for a European destination (excluding spending money) is included within this total. Any trip outside of Europe will incur a top-up fee.

2) Government Loan Scheme

Many students on a BA course will be eligible for Student Finance. Full details of this are available from either the Admissions Officer or Finance Department upon request. If a student is entitled to Student Finance and wishes to take this, they need to provide proof of funding to the Finance Department before the commencement of the academic year.

3) Transfers

Residential Students wishing to transfer to Day Student or Distance Learning status may normally do so only during the summer vacation. The student will need to give written notice to the College Dean before 31st May 2019. Under normal circumstances, Residential Students will not be given permission to transfer to Day Student status during the academic year. If a Residential Student insists on transferring to Day Student or Distance Learning status anyway, full residential fees will still apply for the remainder of the academic year. If a student misses the above deadline but still insists on transferring to Day Student or Distance Learning status for the following academic year, full residential fees will apply for the entirety of that following year.

4) Withdrawal from the Course

Although payments are made in instalments, course fees are charged on an annual basis. This means that if a student withdraws from a programme of study part way through the academic year, he or she will be, nevertheless, liable for all fees for the whole year.

In all cases, failure to meet a payment deadline may result in the withdrawal of all College services and provision. This would include attendance at lectures and Board and Lodging. Services would be resumed only once all required payments have been made. Please note that because course fees are charged on an annual basis, where the College withdraws its services part way through an academic year (for any reason as outlined in this handbook, including non-payment of fees) the student continues to be liable for all fees for that year. College services will not be resumed until all relevant matters have been resolved (e.g., payment of all outstanding fees). In cases where a student subsequently returns to complete their course, any payments made for services not yet received will be offset against their future fees.

5.2 VISITORS' BOARD & LODGING

Please note that all visitors and guests should register their presence on campus by signing in and out, either at the Administration Centre (office hours) or at the Residential Centre (non-office hours). Non-Residential students (including visitors and Day Students) may not remain on College campus beyond 22:00. If you wish to have visitors stay overnight, please consult with the Hospitality Team Leader (Kerry Greaves) at least one week in advance. If a guestroom is available, the charge will be £30 per night per person. This includes bed and breakfast. Other meals will be £5 per head per meal; tickets are available from the Finance Office. If you have a guest at College it is your responsibility to ensure they abide by all the rules of the College Handbook, including the signing-in and signing-out process and the guidelines on 'Bedrooms' found in Section 4.5. All payments will be due upon booking. Please note that, under normal circumstances, Day Students may book a room on campus during term time for the occasional night at a cost of £20 per night. This includes bed and breakfast (whether it is taken or not). Evening meals for Day Students are offered at a discounted rate of £3:50. Rooms should be booked via the Hospitality Team Leader.

5.3 THE USE OF YOUR ROOM DURING VACATIONS

Please note that Board and Lodging fees cover the use of your room *during term time only (including Study Breaks)*. Because of this, Residential Students may *not* stay on campus outside of term time. The Campus is also used for conferences and other purposes, and so it will be necessary for you to remove all your belongings from your room for the whole of the Summer Vacation. The campus is not able to store any student belongings over the summer.

SECTION SIX: PERSONAL

6.1 PASTORAL CARE

We take the pastoral care of students very seriously, and we require that students do so too. Among other things, we seek to cultivate a healthy and holistic life balance, which includes good and sustainable sleeping habits, eating habits, and exercise (including physical, emotional and spiritual).

The pastoral care we offer is overseen by the College Dean, together with the support of other members of staff and faculty (and in particular the Student Liaison). First points of contact for pastoral care are Lead Students, Leadership Formation Group (LFG) leaders, and all other college faculty and staff. All first points of contact are required to communicate with the Student Liaison, who, in consultation with the College Dean, will suggest appropriate ways forward. Appropriate personnel at Church Placements may also form part of pastoral care in matters related to a student's Church Placement.

We acknowledge that peer-to-peer and other informal conversations can be of immense help as part of pastoral care. However, these non-formal approaches are often helpful only when they form part of a wider plan of action. For this reason, we again ask that all non-formal first points of contact communicate with the Student Liaison.

There is also an emergency number that students can call for pastoral-related matters (07927-186900) and one for campus-related matters (07568-383725). These numbers are also on display in the Residential Centre. We do ask that these numbers are reserved for genuine emergencies, *i.e.*, for things that cannot be left until the following working day.

All forms of pastoral care will be appropriately confidential, and the student will be consulted fully before any plan of action is undertaken. If it is considered, however, by the Campus Dean and Principal that certain issues (for example where the law has been broken, if a student is at risk to either themselves or others, etc.) then this confidentiality may be broken for the greater good. We will endeavour to consult with professionals in more serious situations, and expect compliance from the student(s) concerned.

While we take the pastoral care of students very seriously, we recognise that the college does not have the resources or expertise to deal with more serious issues related to mental health. For this reason, our pastoral care of students will also offer 'sign-posting' in areas of mental health and well-being that require professional resources and expertise. For more advice on this, and other related areas, see the Disability Officer (Lilly Brightwell).

6.2 PERSONAL APPEARANCE

On campus, students may dress casually but not untidily or scruffily, especially for lectures and Chapel Services. Modest dress should be worn at all times, and students are encouraged to be culturally sensitive in regards to their dress. Appropriate clothing and footwear should also be worn at meal times in the Dining Hall. When out on ministry in churches, students should be dressed appropriately. The general rule is to conform to the standards expected of you by the local church you are attending. In some cases, this may have implications with regard to hairstyles and certain types of jewellery, studs, etc. It is important that you co-operate with local church leadership in this respect (see Section 7.1). At formal events, e.g., Commissioning Service, Graduation, End of Year Ball, students should be dressed appropriately. More details will be given nearer to the time of such events.

6.3 RELATIONSHIPS

Mattersey Hall is a mixed-sex College and it is natural and right that some, though by no means all, students will find their life's partner during their time here. However, in a close environment it is possible to make a serious mistake that could affect your leadership formation. Because of this, and because the College takes the institution of marriage seriously, it seeks to adopt a firm but caring approach with regard to romantic relationships.

The following guidelines are motivated by a genuine pastoral concern and a real desire to see the best for every student. Further clarification and explanation will be given at the beginning of the College year, but students are admitted to College on the understanding that they are prepared to abide by the letter and spirit of the following guidelines:

1. We do not encourage romantic relationships to be formed during the first term for any new student(s). After this time the College Dean should be informed of any romantic relationship formed with another student. After this point the College Dean would be happy to provide on-going pastoral advice to the couple. If, however a romantic relationship is starting to develop during the first term for any new student(s), they should arrange to see the College Dean as soon as possible for advice and to discuss the way ahead.
2. The above applies equally to romantic relationships in Church Placements, with the extra proviso that the local church leadership would also be involved in on-going pastoral care and advice.
3. We do not expect romantic relationships to be formed or developed during Mission Trips. This includes relationships among fellow-students or those in the host context. (See Section 7.3.)
4. Once a relationship has been formed a couple should be wise in their conduct as a couple, so as to present a good Christian testimony outside and to show respect and not to cause embarrassment to others. This includes areas such as personal displays of affection, etc.
5. If the relationship develops to a point where students wish to get engaged or married they should first inform the College Dean who can offer advice on an on-going basis to the couple.
6. We encourage full time students to arrange their wedding only during the summer vacation, and they should consult with the College Dean before the 31st May 2019 as to whether they wish to continue as residential students after they are married.
7. Students of the opposite sex (whether in a relationship or not) may not ordinarily be together in a bedroom whether the door is open or not. Male students are allowed to enter the female corridors of the Residential Centre (and vice versa) only between 09:30 and 21:30, but only for legitimate reasons. Students are allowed to stand or sit at the doors of students of the opposite sex only between 09:30 and 18:30, unless this causes disturbance to other students. This applies also to Corridor H. The same regulations apply to students' guests.
8. The College is fully committed to the traditional Christian view, that sex should be enjoyed exclusively within the context of marriage.

Any act which contravenes points 1 – 8 above may be liable to disciplinary action.

6.4 MARRIAGE BREAKDOWN

In the unfortunate and sad event of a marriage breakdown, the student(s) involved will receive pastoral care from the College and be referred to their home church for pastoral covering. This may well include a deferment of their studies.

6.5 SMOKING & DRINKING

Because of the well-established medical evidence, people who smoke incur a greater risk to their health and also set a bad example to others. The known chemical addiction issues related to nicotine also means that smoking necessarily becomes a life controlling issue. As people being prepared for Christian leadership, students are therefore expected not to smoke (or vape). If you have a problem in this area, please consult the College Dean.

Mattersey Hall operates a non-smoking policy in line with the Health Act 2006. Therefore, anyone found smoking on the campus will face disciplinary action. This also applies to e-cigarettes. More information on this may be obtained from the Health & Safety Officer.

The question of the consumption of alcohol is a matter over which Christians differ, and attitudes vary from country to country. Because many Christians believe drinking to be wrong and would be shocked at the thought that a Christian could drink, even in moderation, those who are not total abstainers need to be sensitive to this. They also need to be careful not to cause pastoral or lifestyle issues for anyone who may have a background of addiction to alcohol.

Students that choose to drink alcohol in moderation must adhere to the following:

- They should not cause offence to other students in their use of alcohol;
- If a student chooses to drink in moderation, they need to be careful it really is in moderation! That is to say, there should be no visible signs of intoxication; and this includes behaviour both on and off campus.
- For accountability purposes we do not expect students to drink alone.
- No alcohol should be brought onto campus at any time and under any circumstances.

Note: No alcohol will be permitted at any official College-sanctioned event. This includes the mission trips, the AoG Conference, End of Year Ball (throughout the whole event at the particular venue), etc.

Failure to adhere to these may result in disciplinary action.

As Christians being prepared for leadership it is to be understood that any harmful activities, especially those that have life controlling elements, such as substance abuse, drugs, etc., whether taken on or off campus and not under the guidance of medical experts, will be taken very seriously by the College. Everyone at College is encouraged to live the true life of freedom that is a result of the Gospel. Again, College faculty are available for prayer and advice in this area.

6.6 LEAVE OF ABSENCE

With the exception of Reading Weeks, Personal Reflection Weeks, the College Mission Trip and Church Placements, Residential Students are normally expected to be resident in College throughout the whole of each term. If you wish to be absent from Campus at other times, please inform the College Dean via email. This is to comply with Fire and Health and Safety regulations. With regards to meals please refer to Section 4.10. Please note that if a student wishes to be absent from their Church Placement they will need prior permission from the Church Placement Co-ordinator.

For students that wish to be absent from an official College activity (e.g., Chapel, Lectures, Campus Service, AoG Conference, Mission Trip, the Commissioning Service, etc.), the student is required to send an email to the College Dean giving details of this request. Authorised absence will be granted at the discretion of the College Dean. Unauthorised absence during an official College activity will affect the College Diploma at the end of the course. Persistent unauthorised absence may result in the student being withdrawn from the College Diploma. (See Section 3.1.)

SECTION SEVEN: CHRISTIAN SERVICE

7.1 CHURCH PLACEMENTS

Because the purpose of the College is primarily to form the next generation of Christian leaders, it is expected that our students will be actively involved in Church ministry. To help facilitate this, for the entire academic year all students should be committed regularly and actively to attending and engaging with a church. The College Calendar and Timetable have been structured to enable this to happen. (See Sections 1.2, 1.3.) This commitment will be arranged by the Church Placement Co-ordinator at the start of the academic year, in consultation with both the student concerned and the local church.

The local church leadership is responsible for the student during their placement, and are to be treated with respect. The church leadership will report to the College on students' attitudes, co-operation, punctuality and attendance. An unsatisfactory report may affect the level of diploma awarded by the College. (See also Section 6.2 with regards to personal appearance whilst on ministry.)

Students with cars may be asked to use their own vehicles for travel to churches. Churches are expected to assist Residential Students with travel expenses for church placements. Students that are kind enough to do this will be required to fill out the appropriate forms, which will include reference to appropriate insurance cover.

More details on Church Placements will be given at the beginning of the College year.

7.2 PRAYER GROUPS, ETC.

Students are encouraged to form their own ministry activities. This can include Student Prayer, Men's Ministry, Women's Ministry, etc., as well as other corporate worship events. These activities, however, must not be taken in place of calendared and timetabled activities (but, rather, in addition); they need the prior approval of the College Dean; and they remain the sole responsibility of the students that arrange them.

7.3 MISSION TRIPS

Each year all full time BA students take part in a cross-cultural mission trip, which is usually led by a member of staff or faculty. This year the trip will be for about 10-12 days in April 2019. The Missions Trips have the potential to be a life changing experience, and may lead to future ministry opportunities. The Mission Trips count toward the BA for first years (they form part of a 10 credit module at Level 4), and towards the College Diploma in all three years.

At the beginning of the academic year, students are given details of all proposed mission trips, together with an application form and deadline dates. As detailed in Section 5.1, the cost of most Mission Trips is included in the fees (excluding any spending money). Trips beyond Europe will incur an extra charge.

For various reasons, the formation of a romantic relationship (or something that may be perceived as such) with either another student or non-student is not permitted during the Missions Trip. (See Section 6.3.) Students are not permitted to consume alcohol during a Missions Trip. During a missions trip, students should also be aware of the information contained in Section 6.2 ('Personal Appearance').

More details on the Missions Trips will be given at the beginning of the College year, and during the Missions Preparation sessions in Term Two. Also see the Missions Policy on the College website. For any other related queries, consult with the Mission Trips Co-ordinator.

7.4 STUDENT MINISTRY

While at College, ministry opportunities outside or apart from your Church Placement or Home Church should be arranged through the College. No such opportunity should be accepted without reference to the College Dean, who will of course encourage suitable opportunities.

7.5 VACATION TRAINING SCHEME

Students who wish to gain further practical ministry experience may well wish to take advantage of the College's Vacation Training Scheme, which normally operates during the summer vacation. Where possible, you will be sent to a church or Christian organization to gain further practical experience working alongside the leadership for normally a minimum of four weeks and a maximum of eight. Students are encouraged to be involved in areas of ministry in which they feel God leading them in the future (for example; pastor, evangelist, teacher, youth or children's worker, missions, etc.) Involvement in the Vacation Training Scheme may help the College recommend you for ministry when you leave Mattersey.

Students who wish to participate in the Scheme should inform the College Dean by the Christmas vacation who will then recommend a church/organisation or approve your suggestion. Training placements in your home church will also be considered. The leader with whom you work will send the College a report which will, along with our own perception of your gifts, calling and character, determine whether we feel able to recommend you for ministry after the completion of your studies.

7.6 COMMUNITY MINISTRY

There are various opportunities for community ministry, such as prison work, school assemblies, etc. Students are encouraged to be involved in such activities during the academic year. More details will be given at the start of the College year.

7.7 MORNING CHAPEL

There will be opportunities for students to be involved in the weekday morning Student Chapel services (Tuesdays and Thursdays). The rotas for these services are displayed on the notice boards in the Teaching Centre. As stated in Section 3.1, the College will monitor student attendance for both continuation of the on-site programme and the final College Diploma grade.

The Worship bands used in Student Chapels will also be involved in Main Event (Wednesday mornings). Those involved should consult with the College Dean for more information.

7.8 AOG MINISTERIAL TRAINING

During a student's second and third year there is an option for a student to be considered for AoG Ministry Training. More details on this will be given to you during your first year, although it should be noted that your Placement Church will need to be an AoG Church in order for this to be possible.

7.9 DBS CHECK

All students will be required to complete both a Self-Declaration form and an electronic DBS application form to ascertain their suitability to work with children and vulnerable adults. This will be part of the admissions process, and it is important for the student to be aware that a blemished DBS disclosure may affect the continuation of a student's studies with Mattersey Hall. Please note that the DBS check will be carried out at the student's expense over and above College fees.

7.10 FUTURE MINISTRY OPPORTUNITIES & REFERENCES

Students should be aware that their forming of committed relationships with local churches is a vital part of the College's exit strategy for students. Church Placements are the central feature in this. There may also be other ministry opportunities, which students will be made aware of via the College Dean or Student Liaison (usually via email). Students seeking future ministry opportunities in local churches, organisations or mission contexts, at the completion of their studies, should take full advantage of potential opportunities presented to them.

7.11 LEADERSHIP FORMATION GROUPS

To help accomplish our vision of forming the next generation of Christian leaders, Mattersey Hall has established a programme to guide each student through his or her studies. This holistic programme seeks to help form the student academically, practically, spiritually and emotionally, with the goal of the successful completion of their academic studies and entrance into Christian ministry.

At the beginning of the College year, each student will be matched with a member of faculty or staff as his or her Leadership Formation Group (LFG) leader. More details will be given at the beginning of the year.

There will also be provision for a Well-Being Support group. More details will be given to students during Induction Week.

7.12 AND FINALLY ...

It is important that you also read the Course Handbook you will have been pointed to at the start of your studies with us – many areas related to your studies (including Research Centre information, Disability support, academic protocols, etc.) are dealt with there rather than here. It is also important that you familiarise yourself with the College website and the Chester University Moodle site.

And finally ... thank you for taking the time to read the College Handbook. We realise that it can sound like a lot of information and 'rules'. And while these things are vital to making anything work well, our greater intention is that this handbook helps everyone who comes to Mattersey Hall to realise their full, God-given, potential, and is fully formed for their sense of calling, ministry and leadership.

We really do pray for you as you take this exciting journey!