

Life in the School Community

Upon admission to studies at ETS the students obligate themselves to keep the following school regulations. We encourage students to cultivate Christian values that can be applied beyond their time at ETS. When a student fails to conform to the school regulations, it becomes the ultimate responsibility of the Disciplinary Committee to develop necessary measures of discipline and restoration in the spirit of meekness according to Galatians 6:1. This disciplinary action may include, but is not limited to, committee reprimand, monetary fines, work assignments, detention, probation, loss of a scholarship, suspension, and/or immediate expulsion. In the event that a serious emergency/altercation takes place, the President is authorized to take the immediate action that he/she determines to be in the best interest of this institution.

- [School Life](#)
- [House Regulations](#)
- [Dormitory Life](#)
- [The Library](#)
- [School-Sponsored Events](#)
- [Spiritual Life](#)
- [Infractions against School Regulations](#)
- [Changes to the Handbook](#)

School Life

Attitude and Behavior

The faculty, staff, and students at ETS come from different cultural and family backgrounds. Consequently, everyone is expected to exercise reasonable tolerance toward others and show courtesy, respect, and good manners in all relationships. Only by exercising an attitude of openness, honesty, and mutual acceptance can our whole school community live together in a Christian atmosphere in which everyone is interested in the welfare of the other. All students are required to meet the following principles:

1. Live according to the Scriptural principles and the practical commitments of the Church of God International General Assembly Minutes. All doctrinal and practical commitments of the Church of God can be viewed and read under the “Beliefs” section found on the Church of God website at www.churchofgod.org.
2. Be an example in relationships, in fellowship with other students, and in the church as a whole.
3. Uphold spiritual priorities as persons called by God for ministry and respect the cultural differences of our brothers and sisters.
4. Help one another in times of difficulty and accept help in times of need.

Appearance

Students are expected to dress neatly and tidily both inside and outside of school and to maintain an appearance that reflects Christian modesty and respect. Appropriate attire is expected at public school events and on occasions when the school is represented.

Casual clothing, such as sweatpants and slippers, is not permitted in class or at chapel services and devotions. Students should not wear clothes that expose too much skin or that are tight-fitting.

Relationship Between Members of the Opposite Sex

Students are expected to abide by the following regulations:

1. Share time with different students and not always with the same person. This includes meal times and devotions.

2. Refrain from entering the rooms or dormitory areas of the opposite sex at all times.
3. Fellowship in groups rather than alone as a couple.
4. Refrain from any intimate behavior and physical contact with members of the opposite sex.
5. Any time spent with the opposite sex outside of the time window of 7 a.m.–10 p.m. should always be in a group setting.
6. If two people would like to begin a dating relationship, they should first discuss the matter with a trusted spiritual leader or mentor.
7. New students are not to begin a dating relationship during their first year.

Relationship Between Persons Who Anticipate Engagement or Marriage

Students are expected to abide by the following commitments:

1. Accept personal counselling and the above-mentioned guidelines in the development of the relationship and examine the relationship in prayer and fasting.
2. Give themselves primarily to their training for spiritual ministry.
3. Conduct themselves responsibly as a couple, including sexual abstinence before the legal and religious marriage ceremonies.
4. Make no plans to marry during the course of the school year, except during summer/winter vacations.

ID-Cards

Student ID cards are available from the school office to students who provide their own photographs and pay a small fee. Students may find these ID cards useful for many services which offer discounted rates, such as travel, concerts, and museums.

Insurance

All students, German and non-German, are legally required to enroll in a health insurance program and to present written proof to the school. For any trips outside Germany, students must clear their insurance status beforehand. In some cases, travel insurance is recommended.

While enrolled at ETS all students are insured against accidents during official school activities.

Accidents of any kind must therefore be reported promptly to the school office.

All students must have personal liability insurance.

Non-German Students

The office of the school provides information about visas, passports, work permits, and driver's licenses for non-German students. However, it is the student's responsibility to secure and maintain these papers according to legal requirements. Failure to keep these regulations may lead to a fine or expulsion from the Federal Republic of Germany.

Residence Registration

Each new student is required to personally report to the Einwohnermeldeamt (registration office) in Freudenstadt within the first week. This is usually done as part of the orientation week.

Alternatively, the registration forms can be obtained from the school office. Non-German students must also report to the Ausländeramt (immigration office) in Freudenstadt. The student must also bring proof of health insurance (see above) as well as a down payment for the costs of tuition and board. The student must also deregister at the Einwohnermeldeamt at the end of his/her residential studies, close his/her local bank account, and have his/her mail redirected.

House Regulations

Alcohol and Tobacco

With respect to the school's sponsoring organization, students are expected to comply with the practical commitments of the Church of God in regard to the use of alcoholic beverages, tobacco, and habit-forming or hallucinatory drugs. Complete abstinence is the policy on the ETS campus and is recommended while off-campus as well.

Emergencies

The dormitory supervisor or First Aid must be notified in cases of emergencies. If the dormitory supervisor or First Aid is not available, another staff person must be notified. Emergency telephone numbers and numbers for medical assistance can be found in the First Aid folder located in the postbox room. First Aid supplies are also available in the postbox room.

Fire Safety

Open flames, such as candles, are not permitted in the dormitory or lounge areas. Fireworks are strictly prohibited. Fire extinguishers are readily accessible on each floor of the building. Students should familiarize themselves with the fire escapes in case of emergency. A fire drill may be carried out without warning. In the event of a fire, all students and staff must evacuate the building immediately without taking any belongings. The assembly point is in the parking lot.

Food and Beverages

Food and beverages are not permitted in the following areas:

1. Classrooms
2. Reading room
3. Chapel
4. Library

All meals are to be eaten inside the dining room; food from the dining room may only be taken to a student's room if the student is sick or had an eligible reason not to be at the meal. Dishes and cutlery may not be taken from the dining room. Water and coffee may be taken, but only in closable cups or bottles.

Furniture and Equipment

Any damages to school property must be reported to the grounds and maintenance manager without delay. The student will be charged for damages resulting from carelessness or wilful neglect.

House Security

The main doors are open during school hours and are locked in the evening. All resident students' room keys also open the house entrance. These keys are obtained by paying a deposit of €50 for the key and the room. At the end of each academic year, the deposit will be refunded if the key is returned and the room is in order.

Internet-Access

Internet access is available throughout the campus. Students are expected to use the internet in a godly manner. Students are liable for any consequences of their internet use (illegal downloads or similar).

Kitchen

The kitchen may only be entered by staff or people assigned to a specific kitchen task. Students are prohibited from entering the kitchen to get something out of it. Only authorized people are allowed to manage the kitchen and the items therein.

Leisure Time Activities

Students are expected to observe the biblical standards of holiness, in accordance with Philippians 4:8, in their choice of movies, music, reading material, and computer/video games in their leisure time.

Mail

Personal mail should be addressed as follows:

Student Name
European Theological Seminary
Rippoldsauer Str. 50

72250 Freudenstadt-Kniebis
Germany

Individual mailboxes are provided for each student.

Meals (Signing In and Out)

Resident students who do not want to participate in a meal during the week (Monday to Friday), must sign out by 9 a.m. on the day of the meal.

Resident students wishing to have meals during the weekend must sign in by 6:30 p.m. the day before the meal.

Students who live outside the school can participate in school meals, but must register for the corresponding meals by 9:00 a.m. on weekdays and by 6:30 p.m. on the previous day on weekends.

Those who have not signed in in advance may still opt to participate in a meal (subject to immediate payment of the regular price for the meal, and subject to availability of food as determined by the responsible member of the kitchen staff).

Furthermore, to prevent waste, students should only sign in for meals that they actually intend to partake in. If known in advance that a student will miss a meal because of church activities, another student is allowed to prepare a plate, put the student's name on it, and set it aside.

Opening Hours of the Dining Room

The dining room is only open during mealtimes and coffee breaks. For hygiene reasons, the dining room may not be used as a common room outside those times.

Quiet Time

Quiet time hours are enforced for all persons in the house from 10 p.m. to 7 a.m.

School Secretary

The school secretary's office is open during the posted opening hours.

School Vehicles

At the beginning of each school year, the grounds and maintenance manager will test drivers and approve those who may drive the school vehicles for school or private use. No one is allowed to drive school vehicles without permission.

Those using a school vehicle for private use must return to campus by 10 p.m. Any exception must be approved by the house manager.

Further information concerning usage, insurance, etc., will be given to the approved drivers by the grounds and maintenance manager.

Student Center

The Student Center is available for students until 10 p.m. (1 a.m. on Saturday and Sunday). A kitchenette with a counter, refrigerator, and electric oven is accessible to the students; however, the area must be left clean after use. The Student Center may occasionally be used as a classroom or for special events and should not be entered during those times.

Student Work Hour

Every student is required to contribute to the school community by assisting with house chores. The various duties will be assigned at the beginning of the semester by the dormitory supervisor and posted on the bulletin board. Please note the following guidelines:

1. On-campus students work an average of 6 hours each week without remuneration, and off-campus students 4 hours.
2. Students must observe correct safety procedures when engaged in their respective chores.
3. Assigned duties should be carried out during the scheduled times.
4. If you finish your work early, you must inform the supervisor responsible and you may be required to do additional tasks.

Study Time

Set study time hours in the evening are 7 p.m. to 10 p.m. (Monday–Thursday) and are enforced so that the dormitories will be quiet during these hours.

Telephone

Dormitory phone numbers are as follows: +7442 4905 xx (xx = room number). Mobile phones should be turned off during all classroom and chapel times. Only in emergencies should calls be received after 10 p.m.

Utilities

Private heating units are not allowed since individual heating is provided in each room. Radiators must not be turned up higher than “3”. Three times per day, the window must be fully opened for between 3 to 5 minutes and then closed, to prevent mold from forming. Cooking units, except kettles and coffee machines, are not permitted in individual rooms. Students are not permitted to tamper with any of the central heating and electrical controls, including fuse boxes unless instructed to do so by the grounds and maintenance manager.

Utility Rooms

The utility rooms in the school building, like the kitchen, storage or furnace rooms, and garage, are off-limits to students except when their assigned duties require them to be there. Tools or other school-owned or private implements may not be taken from these areas.

Weapons

Weapons in any form are strictly forbidden on campus.

Dormitory Life

Laundry

Each student is responsible for washing and drying his/her own clothes in the student laundry room and should collect the dry clothes as soon as possible from there. Tokens for the use of the machines are available for purchase from the dormitory supervisor. There is one iron available on every floor of the dormitory area.

Private Sphere

Living together in a dormitory requires that the private sphere of others is respected. The individual rooms of the students constitute their private sphere while the rest of the facilities (e.g., the Student Center) are available for community purposes.

Living outside of the school

Single students who want to live outside of the dormitory must receive permission from the school administration. Only exceptional cases will be granted permission. Living together in the school community is viewed as an important part of the educational process. However, married students are required to live outside the school.

Noise

Musical instruments and music played on smartphones, music boxes, etc. must all be kept at moderate volume levels during regular hours and not be used during quiet time. This applies to all school areas except music rehearsal areas.

The quiet time between 10 p.m. and a.m. is to be observed by all.

Pets

Keeping pets is not allowed.

Room Cleaning

Students are responsible for the cleanliness of their own rooms. Cleaning products are provided for this purpose. Each dormitory room will be checked on a weekly basis by the Dormitory Supervisor.

Sign-Out Policy

The school needs to know where students are in case of emergencies. Therefore, if the student is absent overnight he/she must give prior notice to the Dormitory Supervisor so that he/she may be reached in emergencies.

Vacation Periods

Students are not permitted to stay in the dormitories during school vacations without prior approval from the house manager. The opening and closing of dormitories will be published in the school calendar.

Visitors

Overnight visitors are welcome at the dorm if there is a guest room available and when the visit has been approved in advance by the Dormitory Supervisor. Guests must abide by all of the house rules and they or their host must make prompt payment of fees for room and board to the School Office.

The Library

The Library serves the purpose of theological training at the European Theological Seminary (ETS). A collection of theological textbooks, reference works, treatises, and magazines, is available for students in both German and English. Library materials are kept in the Library, Reading Room, and 1st level classroom.

Books that have white library codes may be checked out of the Library using your Student ID (See below for more details). All reference books (which have yellow labels) may not be removed at any time.

Fees and Fines

1. The annual fee for using the Library is 100,00€.
2. A late return fee of 1,00€ per day and per book will be charged. This starts at 11:01 o'clock on the day of return. The late fee is to be paid to the Library staff.
3. The Library is also accessible for users who are not enrolled in the school for a fee of 50€ per semester, payable at the front desk, where they also will receive a User-ID-Card.

Library Regulations

Library users are obligated to keep the following library regulations:

1. The Library and Reading Room will be open during the semesters from 7 a.m. to 10 p.m., although a librarian will not be continually on duty.
2. Each book needs to be properly checked out with the Student ID, also if used in the Library or Reading Room! Library inventory is never allowed to be taken out of the Library without properly signing it out.
3. The limit on signed-out books is ten books at one time. The librarian may allow exceptions.
4. Used books are not allowed to be placed back on the shelves by oneself, but are to be put on the book cart (Main Library) or the return shelf (reading room).
5. Books reserved for current courses are kept on the reserved shelf in the Main Library and can only be checked out for a maximum of two hours. Books taken from there HAVE to be put back on the reserved shelf.
6. The regular lending period is four weeks. It can be extended by two weeks if there is no other reservation or an ulterior usage. Handing over the book to a third person is not allowed. The Library is free to shorten the lending period in special circumstances.
7. Magazines and newspapers from the magazine shelf are only allowed to be read in the library or the foyer and have to be put back in the right spot on the magazine shelf.
8. The working space in the Library has to be totally cleaned, at the latest in the evening.

9. In order to enable work to be carried out as undisturbed as possible, we ask that you remain quiet.
10. Food and beverages are prohibited in all Library rooms, except water in closable containers.
11. The working place of Library staff is not accessible to Library users.
12. In the event of damage to or loss of the borrowed book, the user shall be liable for the full replacement cost incurred by the library.
13. The librarian may exclude certain Library property from lending or use.

Printing/Copying/Scanning

In the Library, the students have access to a printer/copier. At the beginning of the school year, every student receives a printer account as well as a code for using the printer/copier. One page costs 0,10€. The printer account can be recharged by the Library staff during their working hours. Copying and scanning from the Library property are allowed, but the user takes the responsibility for keeping the copyright regulations.

Violation of the Library Regulations

Readers who violate the Library regulation can lose their Library privileges temporarily or permanently.

School-Sponsored Events

Social and cultural events are scheduled throughout the year to meet the fellowship needs of the faculty, staff, and student body. **These events are clearly marked on the school calendar and all students are required to attend.** Students are expected to give these events priority over church meetings, homework, or personal obligations. Students may be expected to participate in at least one planning team or committee which is responsible for the school-sponsored events. Absences from these meetings must be excused in advance by the House Manager. These events may include:

Christmas Fellowship

An evening of family fellowship is planned and presented by a faculty-student committee before each Christmas holiday. This includes the “Wichtel” tradition which sets the mood for the Christmas season.

Class-level Family Night

The second level presents an evening of family entertainment each year. It is limited to faculty, staff, students, and guests approved in advance by the hosting class.

Graduation and School Opening

Every school year begins with an opening celebration in which graduating students receive their diplomas and new students are introduced. This celebration is set in the context of a worship service.

Music Evenings

Near the end of each semester, students who are involved in music performance courses present a student recital.

School Picnic

Once a year the school takes an afternoon off for a picnic to which spouses and children of the students, as well as faculty and staff members, are invited.

Student Government

1. Class Meetings are held regularly on Friday mornings. At the beginning of the school year, each class elects two class speakers who represent them at Class-Speakers Meetings.
2. Class-Speakers Meetings (between faculty, staff, and class speakers) are held on a regular basis to make decisions concerning student needs, evaluation of classes, and the overall academic and domestic situation. They provide an important interface between students, faculty, and staff. Class speakers inform their respective classes of any decision reached.
3. School Forums for the whole student body are held once per semester to provide everyone an opportunity to voice his views. No decisions are made in the forum unless an item has been referred to it for a vote by the Faculty-Speakers Meeting.

Spiritual Life

Chapel Services

The school community celebrates a worship service every Wednesday morning. Assigned responsibilities encourage participation in the services through preaching, worship leading, Bible reading, special music, musical accompaniment, sound, and media. Lord's Supper, foot washing, and days of fasting are observed at least once each semester.

Church Membership

While enrolled at the seminary, students are encouraged to maintain membership in their home congregation that has confirmed God's call on their ministerial preparation and has recommended them to the school. Students are further expected to seek counsel from the same congregation concerning future ministry once Bible school is completed.

Evening Prayer Meeting

Mondays to Thursdays a student-led prayer meeting is held at 8 p.m.

Personal Devotions

All members of the ETS community are encouraged to develop the spiritual discipline of daily personal devotions, as these are necessary for the proper spiritual growth of each individual. Worship services, prayer meetings, and other activities are no substitute for personal devotions.

School Devotions

The student body meets three times each week for devotions, both as the whole student body and in cell groups. Students are given the opportunity to share their needs, pray for one another, and have a time of worship and Bible study.

Spiritual Guidance & Mentoring

Students are encouraged to seek help and guidance as needed from faculty and staff members. Each student is assigned to a cell group and the leaders are available for counseling, as is the Campus Pastor. Each student will also be assigned to a faculty or staff member for additional mentoring meetings throughout the school year.

Sunday Church Attendance

Students must attend at least one church service each Sunday in one of the local churches. As much as possible the student shall integrate himself in this church during his/her time of enrollment at the school.

Infractions against School Regulations

Disciplinary Committee

Representing the school community in the ministry of admonition and restoration is a Disciplinary Committee composed of no less than three members who are appointed by the President at the beginning of each school year. They review cases brought before them by any member of the faculty/staff. They shall hear from the offender, pray, counsel, and determine appropriate action.

In the event a serious emergency altercation takes place, the President is authorized to enforce the immediate action that he/she determines to be in the best interest of this institution.

Student Mediation

Student Mediation is possible as a form of Conflict Resolution. The steps of Mediation are as follows:

1. Issues of mediation are to be referred to the Campus Pastor.
2. The process of mediation is to be initiated by the Campus Pastor in a meeting of the Campus Pastor and the persons involved.
3. If the issue cannot be resolved it should to be brought before the Disciplinary Committee.
4. If the issue of mediation has academic implications, the Academic Dean should also be involved in the process of mediation.

Changes to the Handbook

The school administration retains the right to change the regulations of the school including the Student Handbook. When changes are made, the student body must be given a two-week notice. This notice can be given either by public announcement in a scheduled student body function or written document. After the two-week notification period, the changes come into effect. Students may also bring proposed changes to school administration for consideration through the following process:

1. The suggested revision is first submitted to the student's class for discussion, revision, and voting. The suggested change must have a majority vote of the class in order to go beyond this stage.
2. The revision is then submitted to a meeting of the class speakers for discussion, revision, and voting. Again, it must have a majority vote of the class speakers in order to go further.
3. It is next submitted by the class speakers to the faculty and staff for discussion.
4. When a proposal also receives a favorable hearing in the faculty/staff meeting, it will then be placed on the agenda of the next scheduled faculty/staff meeting for discussion and for final approval/rejection.
5. In the event a proposal is approved, the student body will be given a two-week notice. This notice can be given either by public announcement at a scheduled student body function or by a written document. After the two-week notification period, the changes come into effect.