

# 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 could include, but not be 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.

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# School Life

## Appearance

Students are expected to dress in a manner that is clean, neat, and modest, whether inside or outside school. Appropriate attire is required for all school events to which the public is invited and for all occasions when the student is representing the school.

## 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](http://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.

## Dress-Code

The appearance of students while on campus is expected to reflect Christian modesty and respect. Additionally, students are expected, while in chapel services, to wear appropriate clothing (no athletic wear).

In keeping with a standard of Christian modesty, female students are asked to observe guidelines such as:

- All clothing must be modest in style. Clothes that are extremely tight-fitting tops with low necklines, or that allow midriff exposure is not appropriate in public.
- The length of dresses, skirts and shorts should be no shorter than approximately a hand's width above the top of the knee.

- Tank tops, cropped tops, and tops that show undergarments or come off the shoulder are not appropriate.

Male students are asked to groom themselves in a clean manner appropriate to the school context.

- Inappropriately tight-fitting sweatpants and shorts should not be worn.

## ID-Cards

Student ID cards are available from the school office to students who provide their own photographs and pay a small fee. Students 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.

## Relationship Between Members of the Opposite Sex

Students are expected to abide by the following regulations:

1. Share time with other students and not always with the same person. This includes meal times and devotions.
2. Refrain at all times from entering the rooms or dormitory areas of the opposite sex.
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 these hours (7:00–23:00) should 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 semester.

## Relationship Between Persons Who Anticipate Engagement or Marriage

Students are expected to abide by the following commitments:

1. Welcome and accept personal counseling and the 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. Continue to be subject to the guidelines related to relationships between members of the opposite sex.
4. Conduct themselves responsibly as a couple, including sexual abstinence before the legal and religious marriage ceremonies.
5. Make no plans to marry during the course of the school year, except during summer/winter vacations.

## Residence Registration

Each new student is required to personally report to the Einwohnermeldeamt (registration office) in Freudenstadt within the first week. 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 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 are posted on the whiteboard in the entrance area. First-aid supplies are available from the box in the mailroom.

## Fire Safety

Open flames, such as candles, are not permitted in the dormitory or lounge areas. Fireworks are 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 and assemble in the parking lot or on the field by the chapel.

## Food and Beverages

Food and beverages are NOT allowed to be brought into 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 maintenance supervisor without delay. Damages resulting from carelessness or willful neglect will be charged to the student.

# 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 godlike 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 videos and DVDs, 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 living outside the school may register for school meals but must sign in by 9 a.m. Those wishing to have meals at the school on the weekend are to sign up for the meals by 6:30 p.m. on Friday evening.

Those who have not signed up 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 for the particular meal, as determined by the responsible member of the kitchen staff) and may then immediately sign up for any remaining meals for the weekend.

Furthermore, to prevent waste, students should only sign up 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 reasons of hygiene, the dining room may not be used as a lounge 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 maintenance supervisor will test drivers and approve those who may drive the school vehicles. This includes using the school vans for private use.

Those using a school vehicle for private use must return to campus by 10 p.m. Any exception must

be approved by the maintenance supervisor.

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

## Student Center

The student center is available for students until 10 p.m. (midnight on Friday and Saturday). 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 occasionally serves as a classroom or for special events and should not be entered during those times.

## Student Labor

Cooperation in doing house chores is expected from every student. The various duties will be assigned at the beginning of the semester by the school administration 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. The beginning and end of work times must be reported to the responsible member of staff.
3. Students must observe correct safety procedures when engaged in their respective chores.
4. Assigned duties should be carried out during the scheduled times.

## 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 11 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 maintenance supervisor.

## 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

Students are not allowed to have on campus any type of weapon that could bring bodily harm to others. Please refer to the guidelines of the German Federal Ministry of the Interior Weapons Act, which can be accessed at the following link: [http://www.gesetze-im-internet.de/englisch\\_waffg/englisch\\_waffg.html#p0014](http://www.gesetze-im-internet.de/englisch_waffg/englisch_waffg.html#p0014)

# Dormitory Life

## Laundry

Each student is responsible for washing and drying his or her own clothes in the 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 office. Students are responsible for ironing their clothes and may bring their own irons (220 volts).

## Privat Sphere

Living together in a dormitory requires that the private sphere of the other is respected. The individual rooms of the students belong to their private sphere while the rest of the facilities (e.g., the student lounge) 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.

## Noise

Musical instruments, radios, C.D. players, etc., and personal computers must all be kept at moderate volume levels for individual room use during regular hours and not be used during quiet time or study time. This applies to all school areas except music rehearsal areas. The quiet time between 22.00 and 7.00 is to be observed by all.

## Pets

Keeping pets is not allowed.

## Radio Registration

Private radios (including car radios and computers) must be registered with the respective German government agency and a fee must be paid.

## Room Cleaning

Students are responsible for the cleanliness of their own rooms, which will be checked on a weekly basis by the Dormitory Supervisor.

## Sign-Out Policy

The school needs to know where students are at all times in case of emergencies or parental inquiries. Therefore, if the student is absent overnight he/she must give personal 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

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. Belated returned library property will be charged with a 1,00€ late fee per belated day and book. This starts at 23:01 o'clock on the day of return. The late fee is to be paid to the library staff.

## 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 07.00 – 22.00, although a librarian will not be continually on duty.
2. The use is limited to the index inventory, meaning books with a signature on the back of the book and a barcode on the inside of the book cover.
3. Each book needs to be properly checked out with the Student ID, also if used in the library or reading room! In no case, library inventory is allowed to be taken out of the library without properly signing it out.
4. The limit on signed-out books is ten books. The librarian may allow exceptions
5. Should the Self-Check-out-System not work, it can have the following reasons:
  - i. The maximum of ten books is reached
  - ii. One or more of the already signed-out books are overdue.
  - iii. The book is already reserved by another student.In order to find out the reason, the student should log into the library system with his/her username and password.
6. 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).
7. Books, being 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 into the reserved shelf.

8. The regular lending period is four weeks. It can be extended by two weeks if there is no reservation or an ulterior usage needed. Handing over the book to a third person is not allowed. The library is free to shorten the lending period on special occasions.
9. 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.
10. The working space in the library has to be totally cleaned, at the latest in the evening.
11. In order to enable a possible undisturbed working atmosphere we are asking for silence.
12. Food and beverages are prohibited in all library rooms, except water in lockable containers.
13. The library staff is available at the following times: TBA
14. All of the library staff working place is not accessible to users.
15. At damage or loss of a checked-out book the user has to cover all expenses, the library suffers from this. Because he can be held accountable for every damage, it is recommended to review the book yourself when checking it out and inform the library staff about possible defects.
16. 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 is 0,10€. The printer account can be charged 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.

## Task

The library serves the purpose of theological training at the European Theological Seminary (ETS). It is also accessible for users who are not enrolled at the school as long as they pay 50€ per semester in the main office and receive a User-ID-Card.

## 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 person in charge of the event. These events 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. The planning committee decides about invitations for family members and other guests.

## 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 or twice each 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 every two weeks. Each class elects two class speakers who represent them at Class-Speakers Meetings.
2. Class-Speakers Meetings (between teachers, 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 also held 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 worship every Wednesday morning. Assigned responsibilities encourage participation in the services through preaching, song leading, Bible reading, special music, musical accompaniment, sound, and media. Lord's Supper, feet 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

On each evening, a student-led prayer meeting is held at 20.00.

## Personal Devotions

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

## School Devotions

The student body meets four 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 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 meetings throughout the school year.

## Sunday Church Attendance

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

## Workshops

These are usually held once per year, with special speakers giving practical instruction.

# Infractions against School Regulations

## Disciplinary Committee

Representing the school community in the ministry of admonition and restoration is a Disciplinary Committee composed of not 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 needs to be brought before the committee of mediation, i.e. the Disciplinary Committee.
4. If the issue of mediation has academic implications also the Academic Dean needs to be involved in the process of mediation.

# Changes to the Handbook

The school administration retains the right to change the regulations of the school which includes 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. It again 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 their discussion.
4. When a proposal also receives a favorable hearing in the called 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.