



Handbook

2009

Registered as a private training establishment by the New Zealand Qualifications Authority under the provisions of the Education Act 1989 and its subsequent amendments.



We offer

Short Courses

anything from a day to six weekly sessions
on subjects of general interest to the church
and courses of training for ministry

Diploma and Degree Courses

contact with EIDTS, OU, and other tertiary providers

Visiting Speakers

from New Zealand and overseas

*If you would like to be on the mailing list
please contact Chris Church 355-9145.*

*You will then receive notification
of all courses and visiting speakers.
Visit our web site for up to date details.*

**Theology House,
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URL <http://www.theologyhouse.ac.nz>

THEOLOGY HOUSE

About Theology House

Welcome to Theology House. We hope this handbook will provide you with useful information about what happens at 30 Church Lane and its importance to you. Theology House's vitality depends upon you and the use you make of the facilities and the opportunities offered here.

The work we do can be divided into three broad categories: (a) library resources, advice and occasional tuition assistance for those doing papers for the Diploma, Licentiate of Theology, of the Ecumenical Institute of Distance Theological Studies, or for any other tertiary institution offering courses in theology; (b) ministerial training opportunities mainly directed at lay people looking to advance their skills and confidence in their parish or community; (c) general interest courses in various fields of spirituality, Biblical studies, history and Christian faith, together with interesting visitors from New Zealand and overseas.

The basic task of Theology House is to provide a stimulating environment in an ecumenical setting for people to learn at whatever level is most suitable for them. We hope that you will explore what is offered, take part in a course and that your experience will be personally enriching.

History

Theology House was originally part of College House which is also a University Hall of Residence. College House, itself originally the Upper Department of Christ's College, was formally established as a distinct entity on September 5, 1957, with two stated objects in view:

- (a) the provision of a university hall of residence for young men
- (b) theological teaching.

In 1992 College House resolved that its "theological branch" should be managed by a separate governing body and known as "the College House Institute of Theology". The Anglican Bishop of Christchurch is chairperson of the Board of Trustees. The Institute's Deed of Foundation was formally signed by the initial trustees on 28 July 1994, and it was incorporated under the Charitable Trusts' Act 1957 on 4 November 1994. In 2003 the name was changed from College House Institute of Theology to Theology House.

Historically and constitutionally Theology House has links with the Anglican church, but there are no denominational restrictions at all on entry to courses.

Where possible Theology House will also offer resources and support for all those studying theology. This includes those pursuing degree courses in theology offered by Otago University through its distance education network, and also those studying for the L.Th. and S.Th. diplomas of the Ecumenical Institute of Distance Theological Studies.

Statement of Purpose

Theology House has as its purpose the education and training of men and women for the ordained ministry or for lay ministry; and of men and women of any age in the principles of the Christian faith. This involves theological learning, development of ministry skills and spiritual formation. There is usually a wide variety of people attending any particular course.

Short courses are offered in theology, ministry and liturgical skills and spiritual formation. The length of these varies from a single day, to a weekend, to an evening a week for several weeks.

Goals of Theology House

The Goals of Theology House, as agreed by the Board, are:

- (1) To provide and promote a wide variety of short general interest courses in theology, including opportunities for people to hear local and visiting speakers through seminars or conferences, and to engage in theological discussion.
- (2) To provide and promote courses in theology and training in ministry skills for clergy and laity, including opportunities for members of tikanga pakeha to enrich their understanding of and interaction with members of tikanga Maori.
- (3) To offer and promote services in conference organisation, course marketing, and mentoring or supervision for individual learners and people working towards tertiary qualifications in theology and year-long courses in theology.
- (4) To maintain, promote, update and expand the theological library.
- (5) To publish educational material on the Christian faith.
- (6) To fulfil satisfactorily the contractual obligations entered into with the Diocese of Christchurch for the provision of a programme of Diocesan

Ordination Training and for the management and maintenance of the Diocesan Educational Resources.

- (7) To establish good links with parishes in the Diocese of Christchurch, with Te Pihopatanga o Aotearoa o Te Waipounamu, and with churches of other denominations in the Canterbury area.
- (8) To survey clients and church leaders for ideas and needs when planning the programme of courses.
- (9) To provide courses at sites other than the Institute's own premises in Christchurch and to take courses to centres outside Christchurch.

The Setting

The rooms occupied by the Theology House are centrally situated in Christchurch, in the suburb of Merivale, on an arterial road which is also a major bus route. The premises consist of a well-appointed suite of four rooms on the upper floor of the St Mary's Parish Centre. There is a lecture room and an excellent Library which provides resources to support the courses offered and as far as possible the research needs of staff and students. A lift is available for access.

Library

The Library is based at Theology House, providing resources to support the programme of courses offered. It is open 8.30—2.00pm each day (later if the Director is in) and during courses in the evening. New accessions are displayed in the Library. A significant number of mainly older books are held in stack at the Library at College House. A computerised catalogue is available.

The Library has 15,762 volumes; 300 titles (approx.) are added each year and 27 journal titles are received annually. The subject coverage of the collection is: church history, biblical studies, doctrinal theology, liturgy and worship, homiletics, ministry and spiritual and devotional works, Anglicanism, Hebrew, Greek and Maori language.

Membership is free. All books and journals may be borrowed except a small Reference Collection. Postal borrowings can be arranged. The library has a computerised catalogue, access to the New Zealand bibliographic database, Te Puna, and is a member of the New Zealand Libraries Interloan scheme. We have good working relations with other theological libraries in New Zealand. The catalogue is also accessible on the website.

Theology House also houses and manages the Resource Centre of the Anglican Diocese of Christchurch. The materials are accessible through the same catalogue and the shelving of items is integrated.

Staff

The staff of the Institute consists of the Director (appointment pending), the Administrator, Ms Chris Church, and the Librarian, Mrs Judith Curtis. All teaching staff are part-time and are appointed on the basis of their expertise to teach the particular course being offered.

Advertising

Details of courses are published separately and advertised in *Anglican Action*, *The Press*, and local newspapers. Brochures are also distributed widely through libraries and to many parishes in various denominations. Full details are also available on the Institute's web site <http://www.theologyhouse.ac.nz>. A brochure is published three or four times a year describing the courses which will happen during the next months. We try to vary these courses, and if you have suggestions for new courses we look forward to hearing from you.

Who are the courses for?

Courses are designed to equip members of the church for ministry and mission. Short courses will appeal to many people because of their length and variety of subject matter. Some courses are designed to equip those with lay licenses and also for interest. People who take papers for interest or towards L.Th. may be lay people wanting to explore their faith more deeply, people training for ordination or licensed lay ministry, and some clergy refreshing themselves. All courses are open to anyone interested regardless of denominational or religious allegiance. Theology House also manages the Diocesan Ordination Training programme of the Anglican Diocese of Christchurch.

Complaints Procedure

All complaints on any matter relating to Theology House and its courses or programmes should be made to the Director. Where the student has a complaint about a courses this must be made in writing.

If the complaint is not dealt with to the satisfaction of the initiating party then it can be discussed with the Board.

Where external moderation is required, this is done through the appropriate body of the Diocese of Christchurch whether for academic/course matters or non-academic matters. If this process does not resolve the issue, the student may take their complaint to the NZQA.

Student Welfare

The Director is available for questions, advice and referral for personal, emotional or financial crises.

Disciplinary Procedures

Theology House encourages adult students to take responsibility for their own actions. Discipline will be enforced as a last resort or to protect other students. If a student causes problems, the first course of action will be to discuss this with the student, and a verbal warning will be given that if it happens again they may be asked not to return to classes. In the event of serious misconduct, e.g. assault, theft or harassment, the student may be asked to leave the course immediately. Appeals are dealt with under the Complaints Procedure.

Terms and Conditions of Enrolment

Enrolment

- 1.1 Enrolment as a student in any course at Theology House remains provisional until an enrolment form (if required) is completed and the fees paid.
- 1.2 Any changes to student addresses or telephone numbers after enrolment should be advised as soon as possible to the Administrator.

Student Fees and Charges

- 2.1 Theology House fees are determined annually by the Board of Theology House and are set out in the publicity material.
- 2.2 A student becomes liable for all fees on the date of enrolment, or on the starting date of the course, whichever is the sooner. This liability for fees is not reduced in any way if the student does not start the course or does not attend all the sessions.

- 2.3 Fees need to be paid by the due date. If there is a problem with this please arrange terms with the Director before the course begins.
- 2.4 All fees for courses of longer than 40 hours duration are held in a trust fund for student protection, in accordance with NZQA requirements.

Withdrawal from Courses

- 3.1 Formal withdrawal from a course of study at Theology House must be made in writing to Theology House.
- 3.2 The effective date of withdrawal will be the date on which Theology House receives the student's written advice.
- 3.3 The final withdrawal date for year long courses is 31 March.

Refund of Fees and Charges

- 4.1 Any request for refund of fees and charges associated with a formal withdrawal from a year long course as specified in (3) above must be made in writing to Theology House before 31 March. Applicants must advise reference number and date of the receipt. The last withdrawal date for short courses is the day on which the course is scheduled to begin.
- 4.2 A formal withdrawal from a year long course after 31 March will not entitle the student to a refund of Theology House fees and charges. The only application for refund of tuition fees which will be considered later will be one arising from medical reasons or exceptional circumstances recognised as such by the Institute.
- 4.3 Except in the case of courses cancelled by Theology House, an administration fee of \$10 will be deducted from every refund.
- 4.4 Except in the case of courses cancelled by Theology House, refund amounts of less than \$10 will not be made.
- 4.5 Approved refunds will be made by cheque to the party making the original payment, and will be mailed to the last officially recorded address within six weeks of receipt of the refund application.

Alteration or Cancellation of Courses.

- 5.1 If any course is cancelled for any reason, e.g. lack of numbers, fees and charges will be refunded in full. On request, any such payments may be credited towards the fee for another course or courses.
- 5.2. Where any aspect of a course is altered, e.g. days, dates, times, Theology House will contact all enrolled students at either their stated address or contact telephone number to inform them of the changes.