

Island LIFE Discipleship Centre
Student Handbook



Island LIFE Discipleship Centre
6553 Portsmouth Road, Nanaimo, BC V9V 1A3, Canada
Phone: (250) 390-2152 ♦ Fax: (250) 390-2168
Email: ildc@maranathachurch.ca ♦ www.ildc.ca

Revised: June 13, 2006

© 2006, Island LIFE Discipleship Centre

Table of Contents

Curriculum	3
Housing	4
Guidelines and Policies	5
Romantic Relationships	5
Punctuality and Attendance	5
Movies and Entertainment	5
Curfew	6
Outside Employment	6
Transportation	6
Prohibited Activities	6
Guidelines for Dress	7
Guidelines for Living in Host-Homes	9
General Guidelines	9
Time Guidelines	9
Noise Guidelines	10
TV, Internet, and Phone Guidelines	10
Food and Kitchen Guidelines	10
Cleaning and Chore Guidelines	10
Corrective Action	12
Dismissal Policy	12
Tuition	13
Refund Policy	13
Medical Policy	14
Contact Information	15

Core Values

These are the core values of Island LIFE Discipleship Centre.

1. **Exalting Christ**
2. **Personal discipleship**
3. **Personal discipline**
 - purity
 - integrity
 - self discipline
 - accountability
4. **Passionate prayer**
5. **Evangelism** - a conviction to reach the lost
 - locally
 - in the world
6. **Equipping for ministry**
7. **Embracing diversity and unity**
8. **A life of sacrifice and humility** (Mark 10:42-45).
9. **Worship as a lifestyle** (Romans 12:1)
10. **Cultivating a Spirit-led life**
11. **The Bible** (2 Timothy 3:16-17)
12. **The local church**
13. **Everyone as a leader**
14. **Holistic approach to personal growth** (Galatians 5:22-23)
 - physically
 - mentally
 - socially
 - emotionally
 - spiritually

Curriculum

We are a certified LIFEline Institute registered with Pacific Life Bible College. Credits are given for each course and transcripts are kept on each student. Students must complete all assignments at a satisfactory level in order to receive credits.

In addition to courses, students will participate in weekend seminars and week-long intensives. From time-to-time, guest instructors share their experience and successes in their fields of expertise. Since we believe in leading through relationship, students work along side of spiritually mature teachers and mentors who are available to help walk them through life's difficult issues as they arise.

First Year

- **Personal Development** - gaining maturity and growth through the spiritual disciplines.
- **Practical Theology** - understanding what we believe.
- **Old and New Testament Surveys** - gaining a general knowledge of the whole Bible in one year.
- **Life Skills** - teaching on relationships, marriage, family life, finances, work ethics, first aid, etc.
- **Outdoor Adventure** - hiking, canoeing, camping, rock climbing, etc.
- **Drama** - learning to express your faith creatively.
- **Church Ministry** - a diverse exposure to the many different ministries that form a church body, with a focus on youth and young adult ministries.
- **Outreach*** (both local and distant) - regular involvement in local mission work plus mission trips to some of the more remote places in B.C.
- **Worship** - training in leading and serving on a worship team.
- **Leadership** - learning to recognize your influence and allowing God to direct you in every area of your life.

* All outreaches throughout the year are in Canada for two main reasons: for the ease of those students who may have difficulty with border crossings and because our country has a great need of being reached.

Second Year

- **Leadership Development** - building on spiritual leadership skills and expanding the student's sphere of influence and responsibility.
- **Biblical Studies** - adding to the Biblical foundations of the first year.
- **Preparation for Ministry** - developing individual and corporate giftings.
- **Specific Ministry Track** - selecting your ministry focus and receiving more responsibility and mentoring in your area of choice.

Housing

Students are placed with host-families during their time at ILDC. These host-families have submitted themselves to the leadership of ILDC and Maranatha Church in order to ensure that they will provide a safe and caring environment for our students. These families view opening their homes to our students as a ministry! They provide room and board, along with oversight and nurture, with a heart to serve an emerging ministry leader. They are not compensated for this ministry, but do this as an offering to the Lord.

All housing situations are unique, and every host-family setting will offer its own blessings and challenges. Some ILDC students will have their own private room and bathroom, while others will share space with other children living in the home. Prayerful consideration is used to place each student into the right home environment.

Not only are host-families a great blessing to our students, but the students end up being a blessing to their host-families as well. When students move in to a home they are not simply getting a roof over their head—they are becoming a part of that household. Students aren't "hotel guests," but rather are a special extension of the host-family itself. Because of this, ILDC students are expected to share in all aspects of home life that they can, from chores to family gatherings.

Later in the Student Handbook, you will find a section entitled, "Guidelines for Living with Your Host-Family." Please read this carefully to understand what will be expected of you in this environment. Also, let us know during the application process if you have any particular housing needs or concerns: allergies, special food requirements, etc.

While most students live away from their own homes and families during their attendance at ILDC, our staff encourages students to maintain close contact with their parents and other family members. Finding time to nurture family relationships can be a challenge (not only during ILDC, but for a life-time), but through phone calls, emails, brief visits during the ILDC program, and longer visits over the Christmas break, students can continue to prioritize these vital family connections. If at all possible, make plans before beginning ILDC to travel home for the Christmas break. If you are not able to travel home for Christmas, let the ILDC staff know as soon as possible so that we can help find you a great alternative!

Notes Regarding the Schedule:

1. Attendance at Maranatha Church's weekend service is an important part of the ILDC experience. Please ensure your ministry assignments don't preclude your participation in the service each weekend.
2. Evenings are typically filled with things to do—some mandatory and others optional. Students are expected to take care of all mandatory responsibilities (including departmental meetings, drama or worship practices, ILDC homework, and spending appropriate time with their host-family) during the evening hours before time is taken for spending time with friends or other personal activities.
3. ILDC students have a rigorous schedule, filled with programmed events as well as many other unscheduled opportunities to learn and serve. Students are expected to use their time wisely, ensuring that each commitment is fulfilled with excellence, while also maintaining a healthy lifestyle. This will be a fast-paced, intense year resulting in tremendous growth in students' lives!
4. When you decide to participate in optional activities, make sure to inform your host-family that you are taking part in a non-ILDC event (even if you will be with other ILDC students).

Guidelines and Policies

ILDC is an intense leadership development program. We have intentionally designed guidelines for ILDC to help keep students *focused* on their growth as maturing ministry leaders and to *develop patterns* that may serve them well in the years to come. All ILDC guidelines and policies are in effect during the entirety of the Island LIFE year, including weekends, scheduled breaks, and times of travel.

1. Romantic Relationships

There is *no dating* in your first year at ILDC.

The definition of dating is this: having a romantic interest in a person of the opposite gender and cultivating that interest through thoughts, looks, notes, talks, phone or MSN-type conversations, photographs/keepsakes, and events.

The purpose of this is to give nine months of your life completely to Jesus Christ, and allow Him to build your foundation. In order to do that, there can be no distractions in your life. It is hard to give one's heart fully to God if it belongs to another person. Everyone in the ILDC program knows that everyone is there for one purpose: to pursue Christ. With the pressures of dating gone, you are free to relax and allow God to be your only focus. If you are in a relationship when entering into ILDC, it will have to be put on hold and be non-existent until you leave. If it is God's will for you to be with that person, nine months will not change that.

While second year students are free to explore healthy, righteous, romantic relationships, they are expected to refrain from pursuing the kind of intense relationships that would become a hindrance to their overall participation in the ILDC program.

2. Punctuality and Attendance

Part of our credibility as leaders has to do with being where we're supposed to be, when we're supposed to be there! When we are late, we not only miss opportunities to serve, but we show a disregard for those who are waiting for us. Because of this reality, we emphasize punctuality in ILDC. Students must ensure that they are on time or early to each ILDC assignment or other scheduled appointment.

Notes Regarding Punctuality and Attendance:

- a. When emergencies arise, students must contact the ILDC staff along with others who may be affected by their tardiness or absence—their host-family, teachers, etc. Make sure to contact these people as soon as the emergency arises.
- b. Schedule non-emergency appointments (doctor's visits, haircuts, etc.) on Saturdays, Mondays, or other "off" times.
- c. Any planned absences must be cleared in advance with ILDC staff. Please plan family trips or vacation times (other than brief weekend times together) during the two-week Christmas break only. Also, check with ILDC staff regarding the Christmas break schedule prior to booking any travel tickets.

3. Movies and Entertainment

Students are expected to use sound judgement and spiritual maturity when choosing the movies and TV programs they will watch, video games and computer games they will play, Internet sites they will visit, and music they will listen to. Students may not be involved with morally objectionable material at any time.

4. Curfew

Monday to Saturday nights, curfew is 10:30 P.M. Sunday night, curfew is midnight.

Students must be at their host-family home by curfew. An additional “lights-out” time may be required by the host-family as deemed necessary.

5. Outside Employment

The ILDC schedule is so full it will take up the majority of your time. There is no room for a part-time job.

6. Transportation

A working car with car insurance and a license is highly recommended because at ILDC you will constantly be on the go. Every day you will be involved in various ministries in the area and you may not always be with other ILDC students or staff. We understand that not everyone can have a car. If this is an issue, please contact the ILDC staff and we will work something out with you.

7. Prohibited Activities

ILDC students will abstain from all immoral, illegal, and unethical activities. This includes the use of inappropriate, foul, or objectionable language or communication in any form. Students are also required to refrain from the consumption of alcoholic beverages, and the use of tobacco products and illegal drugs.

Guidelines for Dress

ILDC students are ministry leaders representing the Lord and Maranatha Church. For this reason, basic guidelines have been established for ILDC attire. Students must realize that as leaders, they set the standard for everyone else. We ask that extreme styles be avoided and that students dress in a way that brings honour to the Lord rather than bringing attention to oneself.

Students are to refrain from getting any piercings or tattoos during their time at ILDC. Students are also to refrain from wearing jewellery that draws undue attention to the wearer. (This includes, but is not limited to, eyebrow, nose, lip, and tongue rings and/or studs.)

All ILDC students are required to have and occasionally wear the following items of clothing for the duration of ILDC:

- khaki casual pants
- khaki dress pants
- black dress pants
- black, closed-toed shoes
- white, collared dress shirt (men)
- black socks (men)
- white dress top (women)

Notes Regarding Women's Dress

1. Women's skirt lengths (including slits) should be no shorter than the top of the knee.
2. No spaghetti straps, halter tops, tight T-shirts, or short-cropped tops.
3. "Safety shirts" (T-shirts or tank-tops) must be worn beneath other shirts that are low-cut and/or that are not tucked in.
4. Nice jeans, shorts, T-shirts, and sweatshirts may be worn as long as they are not tight, do not have holes, and are not overly frayed. Shorts must not be "short shorts."
5. Modest one-piece bathing suits are required.

Notes Regarding Men's Dress

1. Dress shirts must be tucked in unless they are designed to be left untucked. All shirts must be tucked in if one's back is exposed when bending over.
2. For services, dress tops and shirts must be ironed.
3. Nice jeans, shorts, T-shirts, and sweatshirts may be worn as long as they are not tight, do not have holes, and are not overly frayed.

Notes Regarding Attire for Sunday Church Service and Ministry

1. Women – a dress, or a skirt or dress pants with a dress top.
2. Men – dress pants with a dress shirt.

Notes Regarding Outdoor Attire

During your time at ILDC, you will need the following for outdoor activities and outreaches.

- comfortable hiking pants (zip offs are suggested)
- quick-dry shorts
- wool or hiking socks
- hiking boots
- overnight-size backpack
- warm clothing for outdoor activities such as snow skiing and snow boarding
- comfortable running shoes or trail runners
- sport sandals or water socks (optional)
- rain gear
- hat
- water bottle

Guidelines for Living in Host-Homes

Host-families are an incredible and integral part of the Island LIFE program. Not only do they provide an essential service to our ILDC students by opening their homes, but they also are involved in the discipleship process that Jesus is working in the lives of the students.

We ask students to keep in mind the tremendous privilege it is to live at home with parents or in the home of a host-family while at ILDC. Those who are opening their homes have sacrificed greatly, enabling students to dedicate themselves to God during the ILDC program. It is imperative for students to live in their host-homes in such a way that they are a blessing to these special families. Remember that home life is often a more accurate measure of one's growth in the Lord than how one lives in any other setting.

Keeping these things in mind, students are required to adhere to the following guidelines.

1. General Guidelines

- a. Students may not move into their host-family's home more than three days prior to the ILDC program start date. If a student requests early move-in, but the host-family will not be ready to host them until the program start date, our staff will find them alternate housing for up to three days.
- b. Students are to be sensitive as to how their host-family's homes function and will remain flexible and teachable at all times.
- c. Students are to be considerate in word and deed at all times.
- d. Students are to be modest in dress at all times. A student may wear a robe if it is acceptable with their host-family, otherwise he or she must be fully dressed when in the family's common rooms.
- e. Students that are last to bed at night will be quiet and make sure all lights, fans, radios, and TVs are turned off, as directed by their host-family. They will also make sure all doors are locked.
- f. Students wishing to invite others over for a meal or fellowship will get prior approval from their host-family. Students will be sensitive and avoid putting host-families "on the spot" in front of guests. Please allow host-families the freedom to deny the request with grace.
- g. Students' vehicles will be properly maintained and cleaned. Students are not to depend on their host-families for gas. Car repairs are the responsibility of each individual student, not ILDC or host-families.

2. Time Guidelines

- a. Students will abide by curfew hours. Students must be at home by 10:30 P.M. on Monday to Saturday evenings and by midnight on Sundays. Host-families may also stipulate a "lights out" time as they deem necessary.
- b. Students will wake up early each morning for classes, church, or work. Students may sleep no later than 9:00 A.M. when morning events are not scheduled.
- c. If students will not be home at a prearranged time, they will call ahead (at least one hour) whenever possible in order to advise their host-family.
- d. One evening each week will generally be set aside as a "family night" on an evening agreed upon by family members. Students will reserve this evening for spending time with their host-family.

3. Noise Guidelines

- a. When students are awake when others are asleep, they will be very quiet to avoid being a disturbance. Remember to move quietly about the home without slamming doors or cabinets, or playing loud music.
- b. Students who have stereos in their rooms will keep the volume down or use earphones.

4. TV, Internet, and Phone Guidelines

- a. Students will ask permission to turn on the TV and be sensitive to the viewing times of their host-families. Students will be extremely selective about how much TV they watch and what programming they view. This applies to video, DVD, and movie viewing as well. All TV and video/DVD viewing will conclude no later than midnight.
- b. Students may access the Internet at their host-families' homes only with permission. Access is to be for a period of time set by the family, but no longer than 30 minutes per day. Internet access will be provided for students on a limited basis on the church campus.
- c. Students will keep phone calls to a maximum of 15 minutes or according to individual host-family guidelines. No long distance calls may be made without permission unless pre-paid calling cards or personal cell phones are used. Out of courtesy for the homes receiving phone calls, non-emergency calls must be made between 8:00 A.M. and 9:00 P.M. on weekdays and between 9:00 A.M. and 10:00 P.M. on weekends.

5. Food and Kitchen Guidelines

- a. Students must discuss kitchen etiquette with their host-families. They will be considerate about the amount of food they eat and will not eat anything (from the refrigerator, freezer, pantry, etc.) without permission. They will not consume the last amount of any item without prior permission. Food is expensive and most families have limited food budgets.
- b. When students use the last of something that can be easily remade (tea, juice, ice, etc.), they will remake it immediately.

6. Cleaning and Chore Guidelines

- a. Students will participate in regular household chores like sweeping, vacuuming, dusting, washing dishes, ironing, washing windows, yard work, washing cars, watching children, etc. Students will be faithful with weekday and weekend chores as defined by their host-families (weekend chores generally consist of a larger 2-3 hour project).
- b. When students make a mess, they will clean it up immediately without being asked.
- c. Students will do their own laundry on a regular basis at times specified by their host-family. They will not leave clothing in the washing machine, dryer, or laying around the laundry area or house. Clean clothes must be put away immediately.
- d. Students will keep their rooms, and other areas of the house that they use, clean at all times. Students are to make their beds first thing every morning. Bathrooms are to be kept clean at all times, according to the host-families' standards.

Host-families may have additional standards and guidelines as well as the above. It is our desire that each family govern their home, integrating these guidelines as well as their own into their unique family structure. It is also our desire that ILDC students would be comfortable in their home environment and confident in

their ability to discuss any aspect of their living arrangements with their host-family as well as with the ILDC staff. If you have questions about these guidelines or have a particular situation that needs addressing, please contact ILDC staff.

Corrective Action

If a student violates an Island LIFE policy or guideline, the most common corrective action is to place the student on one week of probation. During probation, students must forgo all personal or optional activities and be on an altered schedule assigned by the ILDC staff whenever they are not on the church campus for assigned ministry responsibilities. This corrective action should serve to help provide a student with extra time to re-prioritize his/her schedule and activities.

Probation may only be given twice for the same kind of violation. If the same kind of violation happens a third time, a student will be suspended from Island LIFE, usually for three days. During a suspension, students will have various appointments scheduled for them with church leaders. Any suspension from ILDC automatically triggers communications both with the student's parents and the student's home-church pastor.

Following a suspension, should a student again engage in the same kind of violation, the student will be dismissed from Island LIFE Discipleship Centre.

Dismissal Policy

It is always the goal of Island LIFE staff to seek restoration with students whenever ILDC policies or guidelines have been violated. If corrective actions have not helped a student to keep from repeating violations, however, or if the violation was significant, dismissal from ILDC could become necessary. Corrective actions, short of dismissal, are always considered in order to bring about restoration.

If dismissal from Island LIFE is deemed necessary by ILDC staff and the Maranatha Church leadership, it would result in the loss of a significant portion of a student's ILDC tuition. A refund schedule is included in the "Finances" portion of this manual.

Tuition

The fee for attending Island LIFE Discipleship Centre during the 2006/2007 academic year is \$6,100. This fee includes the following:

- All Pacific Life Bible College fees (for accredited courses taken at ILDC)
- Mission trips
- Conferences
- Housing for the nine months of attendance
- All meals
- Ministry retreats
- All meals and travel expenses when touring with Island LIFE
- Any ILDC logo-marked clothing
- All outdoor/indoor adventure outings

If family members, friends, or people from your congregation will be supporting you, please have all cheques made out to “Maranatha Church,” with a note attached giving the name of the student whose tuition the funds are to be credited towards. Please note that monies received for tuition are not tax receiptable.

Please note that personal spending money is not included in the ILDC fee. Students will be responsible for supplying their own personal spending money.

Payment

Upon your acceptance by Island LIFE, a non-refundable deposit of \$300 is due. The remaining amount is due in full on the first day of the academic year.

If you need to request a payment plan, please contact Island LIFE Discipleship Centre.

Something we stress again and again at ILDC is to not let a lack of money stop you from coming. Many students have raised money through financial support letters to extended family members, their home church, and friends. Be assured, if God wants you here, He will provide a way, and ILDC will help you in any way we can to get you here.

Refund Policy

Refunds may be granted within the first six weeks of the first day of classes at the beginning of the school year in September, according to the following schedule:

- 80% within the first 2 weeks
- 60% within the first 3 to 4 weeks
- 50% within the first 5 to 6 weeks

After six weeks from the first day of classes at the beginning of the school year in September, Island LIFE Discipleship Centre is not obliged to refund any part of a student’s tuition fee.

Medical Policy

1. Island LIFE Discipleship Centre does not have **health insurance** for students. Students are responsible for their own health care expenses while they are attending ILDC.
2. If a student has any medical problem(s) or chronic condition(s), it is strongly suggested that they be under the care of a local doctor. Please indicate any chronic conditions when applying for ILDC.
3. It is requested that all major dental work be completed before commencing studies at ILDC.
4. While attending ILDC, all non-emergency medical or dental appointments are to be scheduled during the students' free time.
5. If ILDC students and staff travel through foreign countries which require specific vaccinations, students will be required to obtain these inoculations at their own expense.
6. Before coming to Nanaimo or area, out-of-town students should discuss with their parents/guardians the way they want to handle minor emergencies or sickness requiring a doctor's care.
7. Students staying with families other than their own should have at least \$50 cash set aside in case they need to visit a doctor or minor emergency centre in Nanaimo.
8. Out-of-town students may want to go to their host-families' physicians or may go to a walk-in clinics. Walk-in clinics in Nanaimo are listed below.

Walk-In Clinics in Nanaimo

Clinic	Location	Phone	Hours
Caledonian Clinic (on Brickyard)	6010 Brickyard Rd. Nanaimo, B.C. V9V 1S5	390-5200	Monday-Friday - 5:00-7:00pm Saturday & Sunday - 9:00am-1:00pm
Caledonian Clinic (on Campbell)	340 Campbell Street Nanaimo, B.C. V9R 3G7	753-3202	Monday-Friday - 5:00-7:00pm Saturday, Sunday & Holidays - 9:00am-7:00pm
Medical Arts Centre	Port Place Shopping Centre 650 South Terminal Ave. Nanaimo, B.C. V9R 5E2	753-3431	Monday-Friday - 9:00am-9:00pm Saturday & Sunday - 10:30am-5:00pm
Southgate Medical Clinic	1151 Lawlor Road Nanaimo, B.C. V9R 5K1	754-3218	Saturday - 10:00am-4:00pm (best 1:00-3:00pm) Monday - open for same-day bookings
Sow's Ear Medical Clinic	7186 Lantzville Rd. Lantzville, B.C. V0R 2H0	390-4542	Monday-Friday - 5:00-6:30pm

Contact Information

Please feel free to contact our Island LIFE Discipleship Centre staff at any time. We're here to serve you!

Name	Phone Number	Email
Lisa Wengel Pastor and Director	(250) 390-2152, ext. 204	lisa@maranathachurch.ca
Barry Hansen Pastor and Lecturer	(250) 390-2152, ext. 102	barry@maranathachurch.ca
Deborah Hathaway Church Administrator	(250) 390-2152, ext. 100	deborah@maranathachurch.ca
Wanda Meier Host-Family Coordinator	(250) 758-3047	meier@shaw.ca

Web Site Addresses

www.ildc.ca or www.islandlifediscipleshipcentre.ca

Mailing Address

Island LIFE Discipleship Centre
c/o Maranatha Church
6553 Portsmouth Road
Nanaimo, BC V9V 1A3
Canada

Phone and Fax Numbers

Phone: (250) 390-2152
Fax: (250) 290-2168