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# NORTHWESTERN CARIBBEAN BAPTIST THEOLOGICAL SEMINARY

## STUDENT HANDBOOK

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## WELCOME ... A WORD FROM OUR PRESIDENT

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**WELCOME** ... to the Northwestern Caribbean Baptist Theological Seminary and our family of students, faculty, and staff. We are a school of believers whose passion is to know Jesus Christ and to make Him known. As a new seminary, NCBTS offers new opportunities in theological education for men and women who are serious about following God’s call to vocational and lay Christian ministry. Our mission is to provide theological training that is “affordable, accessible, and applicable” to students in the Caribbean and beyond. Through our online platform, you will be able to study the Scriptures and learn from seasoned Christian leaders in the environ of your home or of your cohort group of students wherever you may gather. Thank you for taking the time to check us out ... either through this Student Handbook or online at our website at [www.ncbts.edu.ky](http://www.ncbts.edu.ky). If you need additional information, please contact our Administration Office at [info@ncbts.edu.ky](mailto:info@ncbts.edu.ky) or call us at (345) 946-2422.

## ABOUT OUR SEMINARY

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### HISTORY

In the Fall of 2016, Dr. Randy Von Kanel, pastor of the Cayman Islands Baptist Church in Grand Cayman, along with George McCarthy, a lay leader in the congregation, met with leadership of the Southwestern Baptist Theological Seminary, Ft. Worth, Texas. The group met over breakfast at Pecan Manor on Seminary Hill as the guests of the President and his wife, Drs. Paige and Dorothy Patterson, on October 5. The two Cayman Islands church leaders shared the need for the training of pastors and lay leaders for the Baptist churches in the Caribbean region. The reality that no Caribbean Baptist Fellowship-related school, college, seminary, or theological training institution existed for the more than eight million English-speaking people in this strategic part of the world caught the attention of every heart at the table. A vision was born that gave way to an eventual partnership for the incubation, birth, and launch of the Northwestern Caribbean Baptist Theological Seminary.

The seminary was incorporated as a Limited Liability Company in October 2018 and registered as a Non-Profit Organisation in November 2018. Registration with the Cayman Islands Ministry of Education was achieved in August 2021. A first cohort of students, representing five Caribbean countries (Trinidad and Tobago, Guyana, St. Vincent and the Grenadines, Grenada, and Barbados) completed a Certificate of Church Ministry

Leadership (not-for-credit) and graduated in January 2022. The beginning of a for-credit Certificate programme in partnership with William Carey University is set to launch in September 2022. Classes will be offered both on the campus of the local host church, the Cayman Islands Baptist Church (located in the Savannah community, Grand Cayman) and through the online platform. From its inception, Northwestern Caribbean Baptist Theological Seminary has been a testimony to the providence of God and to the prayers of His people in providing a way for local Baptist church leaders to be equipped for biblical ministry and mission.

### **MISSION, VISION AND OBJECTIVES**

The Mission of the Northwestern Caribbean Baptist Theological Seminary is to provide quality biblical, theological, and pastoral training primarily for pastors and local church leaders in the Caribbean region that is affordable, accessible, and applicable in the Caribbean setting and beyond.

The NCBTS Vision is to be a Christ-centered, distinctively-Baptist, theological training institution recognized for its excellence in equipping persons called by God to Christian ministry.

The objectives of the seminary—in line with the school’s Mission and Vision—are:

- **Objective One**

To offer quality, affordable, evangelical, theological education primarily focused on the English-speaking Caribbean that delivers and executes a spiritually transformative, intellectually challenging, and professionally focused learning experience that engages the reality of a world in need of redemption at every level.

- **Objective Two**

To strengthen the role of NCBTS as a provider of theological education and practical pastoral training through collaboration with theologically compatible conventions, associations, churches, Christian non-profits, educational institutions, and individual Christian leaders to enhance student experience, strengthen faculty expertise, and assist the churches of the Caribbean.

- **Objective Three**

To prepare indigenous pastors and church leaders for local church-based ministry in the Caribbean and beyond by equipping them to think theologically, engage globally, and live biblically.

- **Objective Four**

To inspire students, ministers, and church leaders for life-long learning.

- **Objective Five**

To promote and facilitate professional development of existing and future members of the academic community in order to achieve excellence in teaching. NCBTS will seek to develop five PhD students who will assume the teaching future role.

## **OUR VALUES AND BELIEFS**

- **Christ-Centered**

We affirm the ancient proclamation, "Jesus is Lord." He is the hope of the world and the head of His church. We expect students, faculty, and staff to exemplify the highest standards of Christian behavior. We believe the basis of leadership and the foundation of Christian Ministry is Godly character. We are consecrated to a life of spiritual growth and moral integrity. Christian values such as love, kindness, obedience, faithfulness, perseverance, service, and humility are shared and modeled by faculty, staff, and students.

- **Biblically Based**

We are dedicated to a biblically based education that enables students to integrate faith and practice. We treasure the Bible as both inerrant and infallible and are devoted to correctly handling the Word of truth. The Bible is the primary textbook in every class. We unashamedly build our theology from it, gauge our practice on it, and measure our faithfulness by it.

- **Distinctively Baptist**

Who we are as Baptists is largely determined by what we believe. We are traditional, conservative Baptists, baptized believers gathered in local, autonomous congregations living out distinctive foundational beliefs according to God's Word. Our beliefs correspond closely with the *Baptist Faith and Message 2000*. These beliefs may be summarized in seven statements or confessions:

- We believe the Bible is the Word of God, "a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth without any mixture of error, for its matter." The Bible is our absolute authority—our sole authority—for faith and

practice (2 Timothy 3:16-17; John 17:17; Hebrews 4:12). We believe Jesus is the living Word of God (John 1:14).

- We believe in the one true and living God Who is “an intelligent, spiritual and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe ...The eternal God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being” (Genesis 1:1; Exodus 3:14; 1 Kings 8:23; John 20:17; John 1:1; Colossians 2:9; Hebrews 1:3; Romans 8:9-11). We believe Jesus is God incarnate (John 1:14).

- We believe that man, created by God in His image as a unique creation without sin, “was endowed by his creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race ... whereby his posterity inherit a nature and an environment inclined toward sin, and as soon as they are capable of moral action become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man, therefore every man possesses dignity and is worthy of respect and Christian love” (Genesis 1:26-30; 2:5,7,18-22; Psalm 8:3-6; Romans 3:10-23). We believe Jesus loves every person (John 3:16).

- We believe that salvation is by grace and “is offered freely to all who accept Jesus Christ as Lord and Savior, Who by His own blood (through the Cross) obtained eternal redemption for the believer.” Salvation or the new birth “is a work of God’s grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ.” Justification by grace through faith is at the heart of the Gospel. We believe the saving work of God is inclusive of regeneration, sanctification, and glorification. Furthermore, we believe salvation is eternal. We hold to the eternal security of the believer, believing that once a person is saved, that person will always be saved (Titus 3:5; Ephesians 2:8-10; 2 Corinthians 5:17; Ephesians 1:13-14; 1 Peter 1:23). We believe Jesus alone saves (Hebrews 7:25).

- We believe that sanctification is “the experience, beginning in regeneration, by which the believer is set apart to God’s purposes, and is enabled (by grace) to progress toward moral and spiritual perfection through the presence and power of the Holy Spirit dwelling in him.” Spiritual growth in Christlikeness is the understood course for every believer who engages in a life-long discipleship under the Lordship of Christ

(Luke 9:23; Romans 8:9-11; 15:16; Ephesians 4:15; Galatians 4:19; Philippians 1:6; 2 Peter 3:18). We believe Jesus is our righteousness and sanctification (1 Corinthians 1:30), the indwelling Christ Who is our hope of glory (Colossians 1:27).

- We believe the church is “a local body of believers who are associated by covenant in the faith and fellowship of the Gospel, observing two ordinances (Believer’s Baptism and the Lord’s Supper) of Christ, committed to His teachings, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the Gospel to the ends of the earth.” We believe the New Testament church has two officers: pastors (overseers) and deacons (Matthew 15:16-19; Matthew 18:15-20; Acts 2:41-42,47; 1 Corinthians 12:27; Philippians 1:1; Colossians 1:18; 1 Timothy 3). We believe Jesus is the Head of His Body—the Church (Colossians 1:18).

- We believe “Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.” We believe Jesus is coming again to reign forever on a New Earth. (Matt. 16:27; 19:28; 24:27-44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40, 48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; Rom. 14:10; 1 Cor. 15:24-28, 35-58; 2 Cor. 5:10; Phil. 3:20-21; Col. 1:5; 1 Thess. 4:14-18; 5:1ff.; 2 Thess. 1:7ff.; 1 Tim. 6:14; 2 Tim. 4:1, 8; Titus 2:13; Heb. 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Rev. 3:11; 11:15; 19:16; 20:1 – 22:13).

- **Uniquely Caribbean**

While the Word of God remains the same, the context in which we teach it is unique. We exist primarily to serve the 8.5 million English speaking people in the Caribbean. Currently, no other Baptist seminary exists in this region. NCBTS exists to meet the growing needs of churches and the changing needs of leaders who serve them.

- **Church Centered**

NCBTS exists for the church. Our goal is to assist the church by training pastors and leaders who will accurately and faithfully handle the Word of God as they lead the people of God in the Mission of God. We value the church as God's primary strategy for reaching the world with the Gospel. Our goal is to help churches become all that God intends them to be. We expect students, faculty, and staff to be active participants in the life of the local church.

- **Globally Focused**

NCBTS serves the Caribbean, but desires to impact the world. We exist to train spiritual leaders who will share the Gospel of Jesus Christ and disciple believers in God's Word around the world. We affirm that evangelism, discipleship, and missions are the mandate of our Lord to His people and are the heartbeat of NCBTS.

All aspects of the organization support the vision, mission, and objectives of the seminary. The instructors are credentialed faculty members who profess faith in Jesus Christ and who have had experience ministering and teaching in Baptist institutions. The physical plant is the campus of a Baptist church, the Cayman Islands Baptist Church, ensuring the availability and functionality of the facilities and that the context for learning is in line with the seminary's mission. The administrative structure, management, and all educational activities support the mission and vision of the institution, being directed by and aligned with and committed to each.

## **GOVERNANCE**

The institution is governed by a Board of Trustees who, along with the President and Provost, annually engage in a time of strategic planning and corporate business, e.g., approval of budget, matters arising, and any other business related to the mission and operation of the seminary. A once-a-year Annual General Meeting/Board Retreat is held, and at that two-day meeting, the vision and mission of the school are critically reviewed considering educational and community needs. A periodic (every three years) school and community needs assessment and a SWOT analysis will be conducted as part of the review. Members of the Board of Trustees who live in the Cayman Islands form the Board of Directors (Controllers) which meets quarterly. The Directors act on behalf of the larger Board of Trustees as an Executive Committee. The Provost, Academic Dean, and Academic Advisor (in theological courses) are responsible for oversight of academic programs and instructor performance.

The main officers of the institution include:

**President:** Randall L. Von Kanel, Th.D., serves voluntarily as the President of the seminary. He holds a Master of Divinity and a Doctor of Theology from the New Orleans Baptist Theological Seminary, New Orleans, Louisiana. Dr. Von Kanel has been a part of the Cayman community for many years, first coming to serve with the new Baptist work at that time in 1978. He recently retired as Senior Pastor of the Cayman Islands Baptist Church, the church congregation that helped to



incubate the new seminary and houses its Library and classroom facilities. In July 2018, he published *Our Baptist History: From England to the Cayman Islands*. He also has served internationally as the Executive Director of Global Outreach International, a mission organization located in the United States.

**Provost:** Harry W. Lewis, PhD., is the Provost of the seminary, serving voluntarily as the chief operating officer. Dr. Lewis received his Master of Divinity and the Doctor of Philosophy from the Southwestern Baptist Theological Seminary in Ft. Worth, Texas. Dr. Lewis makes his home just outside of College Station, Texas, and gives voluntary service to NCBTS as Provost. He has pastored three Baptist churches in the US; and has served as the Vice-President of the North American Mission Board in Missions and Mobilization. He is an Adjunct Faculty member of the Southwestern Baptist Theological Seminary. Dr. Lewis has more than 35 years of experience in Baptist ministry.

**Academic Dean:** Allan E. Young, Ph.D., serves in a voluntary capacity as Academic Dean, providing oversight and leadership to the academic offerings and to the pursuit of (future: and maintenance of) accreditation. Dr. Young holds his MBA and MHRM from the Keller Graduate School of Management. Dr. Young is a 1983 Fulbright scholar for Jamaica. He is an active member of the Cayman Islands Baptist Church and serves as fulltime faculty/staff at the University College of the Cayman Islands.

**Academic Advisor in Theological Studies:** Deron J. Biles, Ph.D., is the volunteer Academic Advisor in theological studies, giving oversight to the core Biblical studies courses component of the degree programmes. He holds the M.Div. and Ph.D. from Southwestern Baptist Theological Seminary in Ft. Worth, Texas. He is presently Professor of Preaching and Pastoral Ministry and Director of Professional Doctoral Studies at Southwestern Baptist Theological Seminary. Dr. Biles is the author of *The Ministry of a Shepherd*, published by Broadman and Holman. He is also the author of *After God's Heart: Becoming the Man God is Seeking* along with its companion volume entitled, *After God's Heart: Becoming the Man God is Seeking. A Forty-Day Bible Study*. He is the co-author of the book, *Seminary Education by Extension: Process, Principles, and Practices*. In addition, he has written or co-written manuals for Pastor Search Committees, making resumes, Interim Ministry, and Associational ministry. Dr. Biles has served as a Baptist pastor for fifteen years.

**Registrar:** Karie Bergstrom serves voluntarily as the Registrar of the seminary. Ms. Bergstrom is a highly qualified (Bachelor/Master’s degrees in human resources) professional and is an accomplished senior executive with experience in strategic planning and restructuring; business and operational management and human capital consulting; finance and controls; HR transformation and talent management; job evaluation, market pricing and compensation assessments; career development, training and recruitment. With her extensive experience in the corporate world, she brings a wealth of knowledge and experience to the operations of the seminary in addition to her work as Registrar. She is presently the Chief Operating Officer of Maples and Calder. Karie is a member of the Cayman Islands Baptist Church and has served as Chair of the congregation’s Missions Committee for a number of years.

**Legal Council:** Cheryll Richards, QC, serves pro bono as Legal Counsel to the seminary. Ms. Richards is an experienced attorney and presently serves as Grand Court Judge in the Cayman Islands.

## APPLICATION AND ACADEMICS

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### APPLICATION PROCESS

A student must make application for admission to the seminary before enrolling in classes. The Application for Admission can be found at: [www.ncbts.edu.ky/application](http://www.ncbts.edu.ky/application). Once the student has completed and submitted the application online, including all required ancillary documents, the application will be considered for the student’s admission. Upon admission, a student ID will be issued, allowing the student to move forward with registration for courses.

### DEGREE OPTIONS

NCBTS presently offers several options for students pursuing a degree in Christian ministry or for church leaders seeking further training, including a

- **Certificate in Christian Ministry** (12 courses; 36-credit hours). Classes are offered in partnership with William Carey University (Hattiesburg, MS, USA) via online studies, with six courses taught directly by NCBTS and the second tier of six courses taught through William Carey University’s online programme. All earned

credit in the Certificate programme will be counted toward the Bachelor of General Studies degree offered by William Carey.

- **Continuing Education (not-for-credit) Certificate in Church Ministry Leadership** (12 courses). Auditing of Certificate Courses (above) will count toward this church level certification.
- **Bachelor in General Studies** (BGS; 120 credit hours) may be pursued directly with William Carey University with previously credited hours in the Certificate in Christian Ministry counting toward the degree.
- **Master of Theological Studies** (MTS; 36 credit hours) may be facilitated through our partnership with Southwestern Baptist Theological Seminary, Ft. Worth, Texas, as an online programme of SWBTS.

We are not a residential seminary, but rather a school that is primarily operated as an online or distance-learning institution. In-person classes are offered at our Grand Cayman campus (housed in the Cayman Islands Baptist Church, 163 Pedro Castle Road, Savannah, Grand Cayman, Cayman Islands), but the majority of our students will come from beyond our shores and from around the world through the internet medium accessible on our website through the Canvas delivery platform.

## **DEGREE PLANS**

### **Continuing Education Certificate in Church Ministry Leadership (Not-for-credit)**

NCBTS offers a Continuing Education programme designed for church leaders to better equip themselves for ministry in the local church. The CE Certificate in Church Ministry Leadership is a 36-hour, twelve-course programme that parallels the Certificate in Christian Ministry programme (see below) with students participating in the class lectures/discussion on an audit basis without the assignments and additional requirements of the for-credit courses. 100% participation in the trimester classes offered (with make-up of no more than two missed classes using recorded lectures through online access) is required to receive continuing education credit toward the CE Certificate in Church Ministry Leadership that is offered by NCBTS.

### **Certificate in Christian Ministry**

The Certificate in Christian Ministry (CCM) is a 36-hour, twelve-course programme with courses offered in a three-year rotation in an alignment with William Carey University.

William Carey University will accept in transfer up to six courses (18 hours) of the courses listed below. Students may take the remaining courses at WCU (online). WCU will award

a Certificate in Christian Ministry for students who complete the sequence of twelve courses (36 hours). Courses in the certificate program may also be used to meet requirements for degree programs at WCU.

The courses taught by Northwestern Caribbean Baptist Theological Seminary will be validated by the faculty of the WCU Cooper School of Missions and Ministry Studies so the credit can be accepted in transfer by WCU. WCU will provide course syllabi and consult with NCBTS to align the course content and assessment methods with courses taught at WCU and will validate the credentials of the faculty who teach them.

- **Curriculum**

- Level I – Biblical Foundation**

- Rel 101 Introduction to the Old Testament
    - Rel 102 Introduction to the New Testament
    - Rel 273 Biblical Hermeneutics
    - Rel 324 Systematic Theology I

- Level II – Pastoral/Teaching Foundation**

- Rel 473 Pastoral Ministry
    - Rel 482 Christian Ministries
    - Rel 481 Christian Preaching/Teaching
    - Rel 402 New Testament (Exegesis)

- Level III – Church Foundation**

- Rel 203 The Baptist Heritage
    - Rel 403 Christian Ethics
    - Rel 483 Evangelism and Church Growth
    - Rel 401 Old Testament (Exegesis)

- **Admission and Progression**

A grade of C (GPA of 2.0 on a 4-point scale) is required for all courses transferred from NCBTS to WCU. A minimum grade point average of 2.5 is required to earn the certificate.

## **TUITION**

Tuition for the NCBTS-taught courses in the for-credit programme is \$150US per credit hour; courses taught online through WCU will pay tuition/fees as per the WCU schedule (see WCU catalogue at [www.wmcarey.edu](http://www.wmcarey.edu)). Students who are auditing in the Continuing Education not-for-credit programme will pay \$50 per course.

Students must pay all tuition before classes began each semester. Payment may be made by credit card (Please complete the Credit Authorization Form with your Application) or by check made out to Northwestern Caribbean Baptist Theological Seminary and mailed to NCBTS, PO Box 571, Grand Cayman, KY1-1502.

A reduction of tuition/fees and its subsequent reimbursement is calculated when a student drops classes or withdraws from school. The percentage used in the calculation will be based on the week of the trimester during which the class was officially dropped. Full reimbursement of course tuition/fees paid will be given in the event the course does not materialize.

### **GRADING SCALE**

The Final Grade will be determined by the following scale: 100-98 (A+); 97-93 = A; 92-90 (A-); 89-88 (B+); 87-83 (B); 82-80 (B-); 79-78 (C+); 77-73 (C); 72-70 (C-); 69-68 (D+); 67-63 (D); 62-60 (D-); Below 60 = F.

### **CLASS ATTENDANCE POLICY**

Students are expected to attend all meetings of all classes in which they are enrolled. A student's grade *may be* penalized for absences. Students absent from more than 20% of the class sessions will not receive credit for the course.

### **ACADEMIC WARNING, PROBATION, AND SUSPENSION**

Academic Warnings are given to students who may not have completed their full-time course loads with satisfactory results. Warnings will be given, and students will be reminded that they may not be eligible for Program Extension. If a student's cumulative Grade Point Average (GPA) falls below 2.5, he/she will be placed on Academic Probation.

### **LIBRARY**

Hours of operation, 9am – 5pm; Mon-Friday; students desiring to use the Library must check-in through the Cayman Islands Baptist Church Office during regular hours or call the Librarian, Ms. Beverly Spiers, at (345) 925-3171 to arrange for evening or weekend usage. Online library resources are available (See Library page at [www.ncbts.edu.ky](http://www.ncbts.edu.ky)).

### **APPLICATION FOR GRADUATION (CE CERTIFICATE)**

To receive a graduation review prior to the start of your graduation semester, submit a graduation application during preregistration for your graduating semester. The deadline for graduation applications is the end of the second week of the trimester in

which you plan to graduate. The application for graduation may be secured from the NCBTS Seminary Office or by email request.

If you do not plan to attend the ceremony (in-person or via Zoom), please submit a petition form to the Registrar's Office indicating you wish to graduate in absentia. Requests to graduate in absentia must be received at least 60 days prior to graduation. For more information, please see the Graduation Information please contact the Registrar at [registrar@ncbts.edu.ky](mailto:registrar@ncbts.edu.ky).

## FINANCIAL AID

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### **SCHOLARSHIPS AND GRANTS**

A limited number of students may receive financial aid through scholarships made available as grants under conditions established by donors. Major consideration is given to a student's church-related activity and promise of effectiveness in Christian ministry and academic performance. Applications for scholarships and financial aid grants are available online at [www.ncbts.edu.ky/financialaid](http://www.ncbts.edu.ky/financialaid) or from the Seminary Office.

When students are confronted with financial crises caused by serious illness, death, or other unforeseen emergencies for which the funds are not enough, Northwestern Seminary will consider options in meeting students' financial need.

### **OUTSIDE STUDENT FINANCIAL AID**

The seminary will seek to help students with securing additional financial aid through providing contact information and supportive documents for churches, private foundations, and other organizations which provide grants and loans to seminary students. The student will need to contact the appropriate foundations, agencies or persons. For additional information, please contact the Registrar directly or the Seminary Office ([info@ncbts.edu.ky](mailto:info@ncbts.edu.ky)).

## STUDENT LIFE AND CHURCH CERTIFICATION

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### **STUDENT EMAIL ACCOUNTS**

Each student will be given an NCBTS email account (\_\_\_\_\_@email.ncbts.edu.ky). Student e-mail is the main medium of communication among campus offices and

professors. Please check your student e-mail often. You will be responsible for the information you receive in your student email accounts.

### **CHRISTIAN COMMITMENT, MINISTRY CALLING, AND ETHICAL CONDUCT**

Northwestern Caribbean Baptist Theological Seminary is a Christian institution whose primary purpose is to conduct programs of baccalaureate, post-baccalaureate, professional, and graduate theological education designed to equip both men and women for effective Christian leadership in church-related ministries and other areas where advanced theological training is required.

Students who have been given evidence of divine calling, who are preparing for the Christian ministry, and who have sought entrance into this institution shall conduct themselves in a manner deemed by the seminary as the standard of becoming Christian ministers.

### **LOCAL CHURCH MEMBERSHIP CERTIFICATION**

The mission of Northwestern Caribbean Baptist Theological Seminary is to train men and women for Christian ministry. The role of the local church is important in this training and nurturing endeavor. Before admission, new students are required to provide local church membership/participation (Local Church Certification Form) information to the Registrar's Office.

## **HEALTH & SAFETY/DISCRIMINATION & HARASSMENT**

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Northwestern Caribbean Baptist Theological Seminary is committed to providing a safe and healthy environment for all activities under the oversight and jurisdiction of the institution. The health, safety, and well-being of all students, faculty, staff, and visitors is a primary consideration in the planning, operation and conduct of all Seminary activities and programs. The following statements are intended to highlight selected general and procedural safety principles. All faculty, staff, and students are expected to know and comply with these stated principles and procedures.

Disclaimer: This policy understands that all members of the Seminary family, including students, faculty, and staff, are legal adults, at least 18 years of age.

## **GENERAL**

- Concern for one another is a core Christian value that surely applies to this institution. The health and safety of all members of the NCBTS family (Students, Faculty, Staff) and of those who visit our campus are given out utmost attention.
- Safety is everyone's responsibility and cannot be delegated.
- Faculty and staff must be alert to recognizing and resolving potential safety and environmental hazards so that risks for students, faculty, staff, volunteers and visitors are identified and reduced or eliminated.
- Administration must and will expect and enforce generally accepted safe practices and procedures.
- Disciplinary action up to and including termination/suspension may be appropriate for failure to comply with or follow any required safety procedures/policies.
- In sharing the facilities of the Cayman Islands Baptist Church and being in a lease agreement with the church body, the seminary is aligned in its health and safety policies with the church facility policies and protocols for health and safety.

### **Emergencies/First Aid/Sickness**

- In case of an emergency, assistance should be requested immediately by dialing "911". Staff and faculty are encouraged to be trained in CPR and the administration of basic first aid and to respond as needed and trained in case of an emergency.
- Automatic External Defibrillators (AED) machines are found in both main buildings of the host church campus with the one closest to the seminary classroom and Library being on the lower level in the Church Kitchen. Instructions for use are found in the AED machine.
- A First Aid Kit is in the Church Kitchen in the top left side cabinet on entrance to the main kitchen area. No prescription or over-the-counter medicines may be dispensed (e.g., antibiotic, aspirin, Tylenol, etc.).
- Students/Faculty should not attend class if they have a(an):
  - Rash
  - Inflamed throat and/or mouth
  - Coughing/sneezing



- Unusual irritability or fatigue
- Open wounds without proper bandages
- Fever (must be FEVER FREE for 24 hours)
- Vomiting or diarrhea (within the last 24 hours)
- Colored discharge from eyes or nose
- Childhood diseases (chicken pox, measles, mumps, scarlet fever whooping cough, etc.)

If any of these conditions develop while the student or faculty member is on campus, the person should immediately go home and/or seek medical treatment.

### **Reporting**

- Accident/Incident Reporting

All accidents and/or incidents related to the health and safety of persons within the seminary's responsibility must be reported to the Seminary Office and/or to the President or Provost either directly or via the Church Office Staff. A full incident report must be written and signed by the person reporting and the report placed on file.

- Abuse/Harassment Reporting

Any awareness of child abuse must be reported immediately to the seminary office and/or to the police/Child Protective Services.

Any perceived discrimination and/or sexual harassment must be reported to the Seminary Provost, or if not available, to the Church Staff on premises.

- Hazard Reporting

It is the responsibility of every employee to report unsafe conditions to the seminary office. Unsafe conditions not promptly corrected should be reported in writing.

### **Fire Emergency Procedures**

In the event of a fire emergency, students, faculty, and staff are to use the lighted exits to move to a safe location in the church parking lots or across the street at Savannah Park. The facilities are equipped with smoke alarms and Cayman Islands Royal Fire Service approved fire extinguishers.

## **Photos and Social Media**

Please do not take photos nor post photos of students on social media. Also, please do not show photos or videos to students. This is for your protection as well as theirs. If photos are to be taken of individuals or of groups or classes, express permission in writing must be obtained from each individual person before taking the pictures and that permission must be kept on file in the Seminary Office.

## **DISCRIMINATION AND HARRASSMENT**

NCBTS strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The Seminary community and environment should be characterized by Christian grace, mutual trust and the absence of intimidation, oppression and exploitation.

### **Discrimination**

The Seminary will not tolerate discrimination on the basis of sex, age, race, color, national origin, disability status, marital status or status of any kind.

- **Special Note:** The holding to certain core Christian beliefs and to the Seminary's Statement of Faith does not constitute on the part of the Seminary a prohibited discrimination when a student, faculty member, or staff person is found in disagreement with or offended by the institution or who may feel discriminated against on the basis of a counter belief or lifestyle practice, e.g., sexual orientation or expression, gender issues, etc. But even where there may be differences in areas of belief and practice, Christian grace and charity must give way to the treating of all persons with respect, especially those with whom we may disagree.

All members of the Seminary community, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any faculty, staff, or student who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination/suspension.

Faculty and staff who knowingly allow or tolerate discrimination, including the failure to immediately report such misconduct to the President or Provost and/or to the Chairman of the Board of Trustees, are in violation of this policy and subject to discipline.

## **Harassment**

NCBTS prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For the purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce a student, an employee, co-worker, or any person working for or on behalf of Northwestern Caribbean Baptist Theological Seminary.

### **Sexual harassment**

Sexual harassment is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for student achievement or employment decisions or such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment."

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment.
- Is used as a basis for student achievement or an employment decision.
- Unreasonably interferes with a student or employee's work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, facsimiles, e-mails, photos, text messages, tweets and Internet postings; or other forms of communication that are sexual in nature and offensive.

- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, noncoercive interactions between students and/or staff/faculty that are appropriate in the classroom or workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including suspension from the Seminary or termination of employment.

### **Confidentiality**

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation, and the Provost will take adequate steps to ensure that the complainant is protected from retaliation during and after the investigation. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the Seminary Office.

Complaints should be submitted as soon as possible after an incident has occurred, preferably in writing. The Provost may assist the complainant in completing a written statement or, in the event an employee refuses to provide information in writing, the Provost will dictate the verbal complaint.

Upon receiving a complaint or being advised by a student, faculty, or staff member that violation of this policy may be occurring, the Provost will notify the President and Chairman of the Board of Directors and review the complaint with the Seminary's legal counsel, launching an investigation if so indicated.

Upon conclusion of an investigation, the Provost conducting the investigation will submit a written report of his or her findings to the Seminary Board of Directors. If it is determined that a violation of this policy has occurred, the Provost will recommend appropriate disciplinary action. The appropriate action will depend on the following factors:

- the severity, frequency and pervasiveness of the conduct;
- prior complaints made by the complainant;
- prior complaints made against the respondent; and
- the quality of the evidence (e.g., firsthand knowledge, credible corroboration).

If the investigation is inconclusive or if it is determined that there has been no violation of policy, but potentially problematic conduct may have occurred, the Provost may recommend appropriate preventive action.

The President, along with the Board of Directors, will review the investigative report and any statements submitted by the parties involved, discuss results of the investigation with the Provost as appropriate, and decide what action, if any, will be taken.

Once a final decision is made, the Provost will meet with the parties separately and notify them of the findings of the investigation. If disciplinary action is to be taken, the parties will be informed of the nature of the discipline.