



**ST JOHN THE BAPTIST THEOLOGICAL COLLEGE
ANGLICAN DIOCESE OF POLYNESIA**

Serving the Islands of Aotearoa, American Samoa, Fiji, Samoa, Tonga

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INFORMATION MANUAL ABOUT THE ST JOHN THE BAPTIST THEOLOGICAL COLLEGE.

1. INTRODUCTION

St John the Baptist Theological College of the Anglican Diocese of Polynesia was established in 1952. It was initially to train and prepare young men throughout the Diocese for ordination into the priesthood.

The College is very unique not only in its role of providing theological training for ordinands in the Diocese, but its multi-cultural nature for the Jurisdiction of the Diocese encompasses the islands of Fiji, Tonga, Samoa, American Samoa, and Aotearoa.

The College was first started in Wailoku before it was moved to Tower Street, then to its current location at Des Vouex Road where the focus on training young men only for ordination has shifted with time to embrace both men and women to be trained and prepared for ordained ministry. Saint John the Baptist Theological College became also a Centre where ALL the Baptized are equipped and trained for the mission and ministry of the Anglican Church.

For over fifty years, the College offered a three-year Certificate in Theology. The program was later upgraded to a two years Advance Certificate in Theology, and now a Diploma in Theology. The main focus is on

1. Spiritual Formation
2. Theological Studies
3. Pastoral Practical training

These three programs support and contribute to the overall Formation of every ordinand and aim to enhance the lives of those who were called by God to the ministry and to prepare and equip them to take up leadership roles in the parish communities in the Diocese of Polynesia in the Anglican Church of Aotearoa, New Zealand, and Polynesia.

A separate curriculum handbook provides details of the courses offered in the Diploma in Theology Course. If there

are things one needs clarification on, you can contact the college on:-

Telephone: (679)7734261 Ext. 1025 or 2379200

Or write to:

The College: principal_lhavili@dioceseofpolynesia.org or

St John the Baptist Theological College
P.O.Box 35
Suva, Fiji

2. THE COLLEGE

2.1 Vision

A transforming college where ordinands and the Baptized are nurtured and empowered to be dynamic leaders in the Ministry of God through the discovery and cultivation of their God-given talents and gifts.

2.2 Mission

To equip and prepare those who come into the college for ordained ministry by deepening their faith, spirituality, and Intellectual capability so that they become effectively and faithfully witnesses to Christ's love in society.

2.3 Principles and Values

- Christ-centered learning and sharing—we accept unequivocally that Christ is the foundation for all learning and sharing
- Inclusiveness— the college values each individual's contribution to the mission of the church
- Living with Diversity - we affirm that though the church is ONE, it is comprised of many different parts working together.
- Commitment to Mission - we pledge to the greatest commission to “go out and baptize”

2.4 Strategic Priorities

- Promoting Evangelism, discipleship, and Christian stewardship for Mission
- Creating a College environment that is centered on Christian Value
- Empower all the Baptize to effectively proclaim the gospel
- Building leadership and management capability for growth and mission
- Promoting family, children, and young people's faith as discerning Christians

2.5 Expected outcome

- Spiritually mature Christians who are genuinely committed to the mission of the Church
- Theologically qualified to take leadership in the sacramental aspect of the Ministry and pastorally competent to respond to the mission needs of the church
- Students affirm their Christian identity and God-given abilities and live out their responsibilities as a citizen
- Students are effectively equipped to nurture the community of faith
- To produce and provide a high level of ministry-focused learning
- To equip and produce ministry leaders trained in specific vocations
- To train and equip students to make informed decisions based on Christian values

3. CHAPEL

The chapel is the central part of College Life. It is the Power House where the spiritual life of every student is to be centered and nurtured. The Chapel is the center for Spiritual formation and the HEART of the College community.

The chapel program is Compulsory and all students MUST attend ALL services for College and Community worship.

Families are encouraged to attend these services when they are free.

4. POLICIES AND PROCEDURES

4.1. Policy Guidelines and Process for Students' Recommendation

4.1.1. Recommendation Policy:

- 1.1 The College on behalf of the Diocesan Bishop and the Ministry Officer is dedicated to the process of recruiting

suited individuals for vocational training and formation at St. John the Baptist Theological College (SJBTC) in Suva.

1.2 The suitability and identification of individuals for this purpose is a process that begins at the parish level. It will also be subjected to the findings and recommendations of the Diocesan Bishop's selection /appointment committee.

4.1.2. Guidelines for Pre-Recommendation Parish Vestry Preparations.

- Interested individuals are to approach the parish priest for an initial declaration of interest
- Parish priests must conduct dialogue sessions with interested individual/s to determine their intentions. There must be at least two sessions of this nature prior to vestry deliberations on the matter.
- Consideration of the individual's request must be treated with importance.
- Mature Christian faith is important.
- Interest in the Anglican Church's teachings, Diocesan Mission, and dedication to parish life is crucial.
- Mature attitudes toward Christian life and self-discipline are highly recommended for individuals.
- Individual should be prepared to a committed and disciplined life

4.1.3. Recommendation Procedures

1. Parish will consider the name through their vestry. The vestry secretary will write officially to the Principal of the College and copy the Diocesan Bishop recommending their candidates and submit required documents needed;
2. The Principal upon receiving the application will write to the vestry to acknowledge receipt of the application;
3. The Diocesan Bishop selects his Examining Chaplain and will begin the initial process of discernment. The procedure is internal; Following this initial process, a decision will be made by this committee and the recommendation will be forwarded to the Diocesan Bishop for approval. The outcome will be made known to the concerned individuals Vestry:
Successful candidates - an invitation to face-to-face interview to be conducted by the Bishop's Examining Chaplains;
Unsuccessful candidates – explanation of why they have not been considered any further than the internal decision-making process.
4. Following the interview, the Committee chairperson will submit results and recommendations to the Bishop; The Bishop will make the final approval.
5. The Bishop's Executive Assistant will write officially to the respective vestries regarding the final decision made:
6. Vestry will inform their candidates of the decisions made in relation to his/her application.
7. The Principal will also be informed of the decisions about the candidates.
8. All information, and documentation pertaining to the incumbent student will be forwarded to the Principal of St John's the Baptist Theological College for records, and information on the incumbent students and process for registration to begin.

4.2. Policy Guidelines for SJBTC Intake

4.2.1. **Age** – The candidate should be between the ages of 21 to 35 years or as directed by the Ministry Board

4.2.2. **Qualification** – Applicants should have achieved a pass in the 6th form External examination with a good pass in English or any higher educational qualification.

4.2.3. **English Language** - English is the language used and students are expected to have a good command of the English language OR a proven certificate of English proficiency

4.2.4. **Candidate should:**

- Be a baptized and confirmed Anglican for the past 10 years or more.
- Be actively involved in the church's mission and ministry at the local parish for 5 years or more.
- Be medically fit – a full medical report is a pre-requisite for incumbents.
- Provide a police report – clear the incumbent from any prosecution/legal charges.
- Have the ability to work amongst different ethnic groupings within the diocese.
- Have sound knowledge of cross-cultural ministry.
- Be committed to the mission, Evangelism and outreach efforts of the church

4.3. Academic Training

- All students admitted for training at SJBTC will undergo academic training for 3 – 4 years
- During this period all requirements for the proposed program of studies must be completed
- All students are required to pass all their academic Papers.
- Candidates MUST complete the required units and assignments with a total Credit points value of 240
- The SJBTC Principal is to submit a report on Academic achievements at the end of each half-year semester
- Upon completion of their third year, students will engage in a Students' Practical Assessment (SPA) for a period of 6 to 12 months, under the guidance of Vicars and Priests in Charge. Subsequently, following the conclusion of their practical attachment, they will be recommended for consideration for ordination by the Bishops' selection committee.

4.4. Practical Training

- Candidates MUST be placed on the SPA (Students Parish Attachment) to be introduced and be assessed on their engagements in practical ministry.
- Candidates will work under an assigned Supervisor which is the Vicar/Priest in charge during the period of 6 months to 1 year.

- Assigned clergy will have to submit periodical reports to the Diocesan Bishop (3-6 monthly)
- Areas of reporting to be worked out by the SPA Co-Coordinator SJBTC Principal and the Diocesan Bishop

4.5. Ordination

- Only to be considered upon full completion of both Academic and practical training
- Candidate reports will be handed over to the Bishop and his examining chaplains for review and recommendations.
- It is the prerogative of the Diocesan Bishop on the final decision regarding ordination.

4.6. Residential Scholarship Details:

4.6.1 Housing

Depending on the availability of accommodations and conditions of the scholarship, students will be living in accommodations supplied by the college. The college will provide basic furniture and equipment such as a refrigerator, a gas stove, beds with mattresses, a dining table with chairs and side tables, and basic cooking utensils. All other equipment is to be provided by you. The college will pay for water and electricity. Any damage incurred to the accommodation during your stay will be replaced by you and the cost be met by you or your home parish. It is expected that at the end of your term at College, all that the College has put into your flat will be left behind. Damaged items MUST be replaced by the student before leaving the college.

4.6.2. Relocation

The cost of the students' moving to the college is to be met by the Vestry of the student's home parish. The cost of relocating the student after completing his or her studies to his/her home or appointed parish is to be done by the college.

4.6.3. Residential Scholarship

The scholarship is awarded annually and students are expected to abide by the college policies and the policies of the Diocese. Renewal of scholarship depend on the students' academic performance of the current academic year. (Refer to Academic Study Policy:7 for details) Take note that scholarship is awarded to the recipient only but NOT for families.

4.6.4. Living Allowance

Students allowance varies depending on the nature of the applications. And the payments are to be arranged and agreed upon by the students, Principal and the Diocesan account section. This is to be paid directly to the student's

account every fortnight.

4.6.5. Medical

Medical and Travelling insurance is \$711.22 per year is allocated.

Students are to get an order from the College office when required to see a Doctor. Local travel is incorporated into the living allowance.

4.6.6. Book Allowance

An annual allocation of \$1000 is designated for the purchase of textbooks and stationery essential for students' studies.

Reimbursements for purchased items are processed upon submission of valid sales receipts.

4.7. GUIDELINES FOR COLLEGE CORPORATE LIFE

1. Students are required to obtain permission from the principal for any absences related to lectures or other college engagements. In the event of such absences, the office must be notified, and a Leave Form must be completed with the principal's approval. The office and the Principal need to be aware of the student's whereabouts in case of emergencies and for insurance purposes. Failure to comply with this requirement will result in the issuance of a warning letter.
2. The primary focus of the students should be on their academic studies and college-prescribed work. Extracurricular activities should not disrupt the college timetable and programs unless approved by the Principal.
3. Visitors are required to make prior arrangements with approval from the Principal. In such cases, the purpose and duration of the visit/stay must be documented on the form provided to the Principal before the visitors arrive at the college. Any expenses resulting from the visit are the responsibility of the host student.
4. Visitors and family members must adhere to the rules of the college and respect the privacy of other members of the community.
5. Each student is responsible for maintaining the cleanliness and tidiness of their flats both inside and outside, as well as the surrounding areas at all times.

6. Garbage collection takes place on Tuesdays, Thursdays, and Saturdays. Every student is responsible for placing the rubbish bins at the gate on Des Voeux Rd before 6 am on the morning of collection.
7. Noise around the students' flats must be kept to a minimum at all times to ensure an environment conducive to study and privacy for other students.
8. Vehicles entering the car park must be handled with care and parked in either the lower car park or the top car park.
9. Yaqona and alcohol consumption are strictly prohibited in the students' flats at all times. There will be no warnings issued if students are found consuming yaqona and alcohol or bringing guests from outside.
10. SMOKING is strictly prohibited within the College premises and in the residential areas of the flats.
11. Students and their families are expected to respect the regulations relating to the MAST, Hostel facilities, and college premises.

4.8. COLLEGE HOUSING

The College flats were designed to accommodate students' families only and the space and its surroundings are for students only. Students are to be responsible for the care and maintaining the standard of the Flats. For the comfort of the family. Therefore, students are not allowed to entertain guests at the flats, even to have them sleep overnight. In such a situation, the principal **MUST** be informed of any intention to have someone visit the student's family

4.9. SUBLETTING OF STUDENT ACCOMMODATION

No subletting of student housing will be permitted in any circumstances. Other family members, friends, or associates may not move into the college house unless prior approval in writing is sought and authorized by the Principal.

4.10. HOUSING INSPECTION

There will be a housing inspection carried out 3 times in a semester. The Inspection will be carried out by the College Management Team to ensure that the flats are looked after and well-maintained. Students will be given a week's notice before housing inspection.

4.11. LIVING ALLOWANCE

- Student will receive a living allowance fortnightly to assist during his/her time in the College.
- Students vary depending on the Nature of the applications. Payment of allowance is to be arranged and agreed upon by the students, Principal, and the Diocesan Accounts section and the agreed solutions are to be paid directly to the student's account fortnightly or any other agreed arrangements

4.12. MEDICAL AND VISITING DOCTORS

- In case of sickness and wanting to see a Doctor, an Order form will be issued from the Office for consultation and prescription.
- A medical certificate **must be produced to the office** if you are sick and are unable to attend college functions and lectures.
- The office must be informed as quickly as possible of any emergency that happens.
- The Diocese and the College Use Nasese Private Hospital and any Public Hospital and Health Center

4.13. ACADEMIC STUDY POLICY

4.13.1. The following guidelines have been established to ensure that students meet all the requirements for the completion of the Diploma in Theology after three years of residential and practical attachment training. This policy also serves as a benchmark for student progression from one year to the next:

- i. Attendance at all lectures, including Block Courses, is mandatory.
- ii. Students reporting sickness are required to submit a medical certificate from the doctor to the office and the Lecturer for consideration.
- iii. Attendance at all college worship services, whether in the college Chapel or an assigned parish church, is compulsory and a prerequisite for assessment.
- iv. Compliance with all requirements outlined in the course curriculum of each subject is necessary for assessment.
- v. Assessment for each subject is conducted at the end of each half-semester, and students will have access to their results.
- vi. Assessment forms are stored in confidential files in the Administration Office.
- vii. Renewal of scholarships for the subsequent year of study is contingent upon achieving a minimum 70% pass rate in each subject and adherence to the rules and regulations governing college community life and worship.

- viii. Plagiarism will not be tolerated, and any instance will result in disqualification of the respective paper. All materials from other sources used in assignments and other written submissions must be properly acknowledged using the CHICAGO referencing style.
- ix. Queries disputing assessment must be submitted in writing to the Principal.
- x. All assignments are to be submitted by 2 pm on the Due Date with a cover page affixed as the Front page. This cover page will be made available to all students.

ADDITIONAL ACADEMIC INFORMATION

Returned of Assessment

Assessments are generally returned to the students within 3 weeks after marking unless they are withheld until all assessments are marked. This timeline allows for the marking process to be completed and recorded before the assessments are returned to the students.

Resubmission of Assessments

If any submitted work fails to meet the criteria for a passing grade, students are afforded the opportunity to engage in discussions with the paper coordinator/lecturer to arrange for resubmission within one week. All assessments must be finalized prior to the commencement of the subsequent semester.

Misconduct

In cases of academic dishonesty, such as misconduct in performance, assessments, assignments, or tests, the matter will be brought to the attention of the Board of Studies or the Principal for appropriate disciplinary measures, which will be determined based on the severity of the infraction.

This policy is designed to safeguard against unauthorized access to or replication of students' assignments. Students are required to disclose any assistance received from external parties prior to submitting their work and to detail the nature and extent of this support to the lecturer. This protocol is implemented to uphold academic integrity and prevent any form of academic misconduct, with particular emphasis on the distinction between legitimate assistance and acts of cheating.

Specifically, cheating encompasses instances where a student reproduces the answers or ideas of another, or when a third party wholly or partially authors an assignment submitted by a student.

STUDENTS RETURNING TO COMPLETE THEIR STUDY

This guideline is for students who were at the college who wish to return to complete the requirements for completing their Diploma in Theology. This is mainly for those who left their studies due to various reasons but needed to complete their program of Studies.

1. Students need to write to the Principal indicating their wish to complete any incomplete work
2. The Principal will meet with students to look at the papers and work that need to be taken up by the students.
3. Principal will inform the Bishop for approval and in the absence of the Bishop, the Diocesan Ministry Officer. The Students need to pay a fee for registration and for the Course or papers that need to be completed.
4. The students then join the classes in which he or she needs to complete.

4.13.2. EXTENSION AND LATE SUBMISSION OF ASSIGNMENTS

- i. Extensions are granted on medical grounds or for exceptional circumstances. Before the due date, the student must complete the Extension Request Form, which can be obtained from the office. This form together with the relevant document for the reason of extension must be signed and presented to the Principal for a revised date to be arranged by the student and the Lecturer concerned. **Extension should not be more than a week or It must be approved by the Principal with prior agreement with the Lecturer. A deduction of marks may apply for each day the work is late.**
- ii. A deduction of mark/s will be applied to the final marks attained by the student as a penalty for any late submission of assignments without any good reason provided. **The work won't be marked if it is late by more than two weeks.**
- iii. A medical certificate from the Doctor if sickness was the reason for the lateness of any academic work or assessment. Extension can only be allowed for no more than 7 working days on medical grounds and exceptional reasons.

LIBRARY

The Judith Bright Library is accessible to all enrolled students, who receive an electronic library card. This card allows SJBTC students to tap into the resources of John Kinder's Library at St. John's Meadowbank in Auckland, serving as an extension of our Suva Library.

Additionally, through our partnership with the Pacific Theological College, students can apply for membership at the PTC library and make use of George Knight's Library during its operating hours.

ACADEMIC PROGRAM

St. John the Baptist Theological College offers a 3-year Diploma in Theology. Upon completing their studies, students proceed to a Practical Attachment, where they are supervised by a Vicar or a Priest in Charge recommended by the College to the Diocesan Bishop.

CURRICULUM HANDBOOK

A separate Curriculum handbook gives more details of the Course structures and the academic requirements for the completion of the required program and policies.

COURSES DELIVERY MODE

1. The majority of the courses are on a Face-to-face delivery mode, which includes field attachment to relevant organizations and stakeholders. An understanding of one's context is very important as the course outlines for all papers include Contextualization of the theme learned.
2. There are scheduled courses under the Diploma program to be taught in short Term Block Courses depending on the availability of our Lecturers from St John's College, Meadowbank, Auckland. Zoom Classes are taking place to ensure that classes are not affected

2027 ACADEMIC YEAR

SEMESTER 1

Semester 1	8th of March	-	9th of July
Mid-Semester Break	10th May	-	16th May

SEMESTER 2

Semester 2	26th of July	-	26th of November
Mid-Semester Break	27th of September	-	3rd of October

The Office will officially close in the second week of December 2026.

The students will be doing the rolling out of Safe and Resilience Campaign using the CIVA and QGIS methodology and toolkit during the Summer Break and parish attachment from December to January.

EXTRA CURRICULAR PROGRAM

- The college actively promotes wellness by requiring all students to participate in the sports and social program every Friday afternoon.
- Our institution engages in community work, partnering with young people to promote Care for Creation.
- Our college partakes in Arbor Day tree planting and cultivates vegetables and food crops to enhance food security within the community and to make this a lifestyle for the College community.

EMERGENCY AND DISASTER PLAN

- All students must study the Disaster and Emergency Card which will be provided to each Flat
- Every student must prepare a Disaster Emergency Kit (as directed by CIVA and QGIS manual) which must have the following: torch with batteries, candles or small light, a water bottle that would last for 72 hours, small imperishable food stuff like Crackers and Biscuits, canned food, a pair of light change clothing, a small transistor radio with spare batteries.
- The emergency KIT will be checked quarterly, and be marked and stored in a safe place in the flats and ready to be used when disaster occurs
- All students must familiarize themselves with the MAST emergency Plan and evacuation plan. Know where the assembly area is, and also the ROUTE to the Assembly area.
- All students and their families must be familiar with evacuation procedures during a Cyclone, (Judith Bright Library) or fire, (Those in the flats must make exit through the back gate and assemble at Victoria Park, Disraeli Road.
- The lower Car Park at Des Vouex Rd is the assembly area for those in the MAST.

DISCIPLINARY POLICY

Student Discipline and Disciplinary Procedures

- i. The objective of this policy is to uphold fairness among all students, staff, and the college community, and to ensure that all individuals are informed of the unacceptable standards of behavior, performance, misconduct, harassment, bullying, or discrimination against any member of the community.

- ii. Disciplinary procedures will be conducted in a fair, reasonable, and justifiable manner.
- iii. Students are expected to maintain a respectful demeanor at all times.
- iv. It is mandatory for all students to demonstrate full respect towards the lecturers, staff of the college, as well as the MAST staff.
- v. Students are to uphold high moral values and decency at all times. Immediate expulsion will result from engaging in any form of sexual immorality or abuse.
- vi. Adherence to the college dress code is required. This entails wearing a black sulu and white shirt with a college tie at all times during Sunday services, and official engagements, classes are College shirts and bula shirts.
- vii. Students wear black on Thursday and bula shirts every Friday.
- viii. Cleanliness is a requisite for all students. Men are expected to maintain neatly trimmed hair and are prohibited from having beards.
- ix. The use of mobile phones during lectures and other college functions is strictly prohibited as it causes distractions to everyone present.
- x. Students have the right to report any instance of unfair treatment or misconduct by staff or other students directly to the Principal.
- xi. For any complaints against staff or other students, students are encouraged to submit formal written complaints to the Principal and the Diocesan Bishop.
- xii. Any form of misconduct or harassment will not be tolerated under any circumstances.

SUBSTANCE ABUSE

If a student is found to be using or trafficking drugs during their time at the college, they will face the automatic termination of their scholarship and immediate expulsion from the institution.

STUDENT PLEDGE FORM

I.....do hereby acknowledge the following terms and conditions and give my full consent to be bound by them.

1. (a) I promise that I will conform to all the Rules and Regulations of the College of St John the Baptist and be bound by the policy of the Ministry Committee of the Diocese of Polynesia and the rules made by the members of that Committee from time to time.

(b) I acknowledge specifically the documents Guidelines for College Corporate Life and terms and conditions of St John's College Scholarships; the latter is to be signed by me and returned to the college.

2. I understand that my ability to continue for each succeeding year depends on a review of my performance in my studies, my personal contribution to College Life, and the recommendation of the Principal and staff to the Bishop of the Diocese of Polynesia

3. I understand that in all the dealings with my training, the contact person in the Diocese of Polynesia will be the Principal of the college. The Principal will consult with the Bishop of Polynesia

4. I understand that ultimately I am answerable during my training in the first instance to the Principal of the College and the Bishop of the Diocese of Polynesia.

5. I promise to conform to the Anglican practice of the college and the Diocese of Polynesia to be regular in chapel at daily services.

6. I promise to give priority to my studies over other commitments while at the college

7. I agree that the college can use and disclose personal information for purposes other than that for which the information was originally collected by the Bishop of the Diocese of Polynesia.

8. I promise that any commitments other than my study will be undertaken only in my spare time and with the permission of the Principal

9. I understand that if required, St John's college is responsible for the costs associated with removing my personal effects from my place of residence while at St John's College back to the place of my appointment, as determined by the College in consultation with the Diocesan Bishop and the Diocese of Polynesia's office

10. I understand that if I'm required for family reasons to travel anywhere inside or outside Fiji, I would be responsible for the cost of the trip with approval from the Principal and Diocesan Bishop

11. I promise that I will serve the Diocese of Polynesia for a period equal to the length of my scholarship in whatever role the Bishop of the Diocese of Polynesia will assign to me at the end of my Training. I understand that if I have to leave on my own initiative or because of disciplinary action before my training is completed, I will refund to the Diocese of Polynesia the total amount of the cost incurred by me at the college by agreement with the Diocese of Polynesia to enable another person to be trained.

12. I promise that I will not apply for a work permit after my study and stay in Fiji instead of returning home to serve the

Diocese as pledged in Term 1 unless appoint by the Diocesan Bishop for work or further education.

Name : Date:

Signature: