



**LANGUAGE AND CULTURE INSTITUTE
Wycliffe Bible Translators of the Philippines, Inc.**

HANDBOOK

Introduction

This handbook serves as a reference for all the participants of Language and Culture Institute (LCI). It provides an overview of some academic and administrative policies and procedures that will be of particular interest to you.

We hope you will find this handbook useful and will refer to it throughout your training. We also hope that your months of stay at LCI will be a time of spiritual and academic growth, and that you will take advantage of all the opportunities for missionary training and exposure available in this institution. May God be glorified in all your endeavors!

Purpose

The purpose of the Language and Culture Institute is to provide missionary education for men and women preparing for the ministry of Bible translation through Lingua-Culture-Based Church Planting which will contribute to the effective communication of the gospel and the preservation of languages and cultures.

Objectives

Through its graduates, the five-fold objective of the LCI is the evangelization of the Bible-less Unengaged Unreached People Groups, the diffusion of translated oral Bible story sets, the development of leaders, the spawning of church-planting movements and the nurturing of the desire of the community of Christ-followers to begin a written Bible translation.

Campus Setting

The LCI housing and facilities are built on the ideals of a village community life. Students are sheltered in huts in twos. There is no electricity, no water on tap and all other conveniences of the modern life are intentionally removed. Students do the market and cook their own food, as well as clean all kitchen wares and utensils. Community tasks as cooking, chopping wood, and cleaning the village are delegated in teams which the students themselves agree on and enforce. The only time that electricity and access to outside communications are available, such as the internet, is during class hours. While these are deprivations to the essential comforts of modern life, the intention is to prepare future missionaries for the hard conditions of the cross-cultural settings of the Bibleless, unengaged and unreached people groups of the world. In this campus setting, we put a premium in the development of a teachable spirit, the right character, attitude and adaptability that is so important in cross-cultural work. The students are individually assessed in their involvement with the village community life.

Student Life

LCI student-missionaries are expected to follow the Standards of Conduct of the Institute.

Code of Conduct

LCI is committed to a holistic training and exposure for cross-cultural missionary service. The Institute encourages students to develop spiritually with an awareness of ethical and moral issues, and to be resolute regarding their own responsibility for upholding and strengthening Christian standards of behavior. Students are expected to live a life that reflects a firm commitment to Jesus Christ and the Word of God and students should be maturing in Christ and manifesting the fruit of the Spirit (Galatians 5:22, 23). The administrators of LCI expect participants tangible evidence of Christian maturity, convictions and discerning judgment.

As they expect their rights and privileges to be respected; they are expected to respect the rights and privileges. For infractions of laws, regulations, policies, and standards, students may be subject to disciplinary action up to and including dismissal from the institution. Such disciplinary action may be imposed for violations that occur off campus when such a violation has an adverse effect on the on the core values and mission goals of LCI.

LCI prohibits students from possessing or viewing any pornographic material (video, internet, video games, or printed).

LCI prohibits students from bringing into the campus any kind of weapons, explosives, firearms, and other objects, prohibited substances or materials that are potentially harmful or may endanger the safety and well being of other student-missionaries, officers of the LCI or any other persons.

Alcohol and Drug Policy

The illegal sale, possession and/or use of controlled substances, e.g. alcohol, marijuana, amphetamines, barbiturates, and other hallucinogens are prohibited acts and are grounds for disciplinary actions-

Smoking Policy

Smoking or other use of tobacco products is prohibited.

Spiritual Growth

LCI student-missionaries, having the Bible as the basis for their lifestyle, shall be encouraged to be involved in activities that cultivate and develop their personal relationship with Christ. These activities will include, but not be limited to, regular church attendance, prayer, and diligence in the study of God's Word and involvement in ministry whenever opportunity opens and time would allow.

Standard of Dress

The clothing we wear often expresses our personality or individual tastes. Attire in the classroom and other public areas of the campus should be modest, neat, and clean. Clothing should not promote activities, attitudes, or products that are inconsistent with biblical lifestyle.

When ministering in or attending a local church, students should dress modestly, consistent with the majority of those in attendance.

Sexual Harassment

LCI is strongly prohibits to sexual harassment. All forms of sexual harassments or abuses, whether verbal or physical are inconsistent with biblical standards of respect for one another as people created in the image of God.

Sexual Conduct

LCI expects relationships to be conducted in a manner consistent with teachings of scripture. Unacceptable behavior includes, but is not limited to immodest public displays of affection, sexual relations outside of marriage, homosexual activity, and cohabitation with members of the opposite sex and other acts and behaviors inconsistent with sound teachings.

Respect for Others

Students should have an attitude that respects the ideas and feelings of other students and their instructors, and other Christians; they are to seek not to offend. "Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others." (Philippians 2:3-4)

Conservation of Energy

Student-missionaries are expected to cooperate in conserving electricity, water, and gas. The last student to leave a room must turn off all lights before leaving. Leaking plumbing, and any other equipment or fixtures needing repair or maintenance is to be reported to the camp administrator or to any other officer.

Care of Property

All parts of the school campus including the meeting hall, dorm room, kitchen, bath rooms, the grounds and the cottages shall always be maintained and clean.

Willful damage to or destruction of property in the campus will not be tolerated. Any damage to or loss of any property to be incurred through willful acts will be ground for disciplinary action. Students are expected to immediately report any damaged property to the appropriate supervisor. No signs, banners, plaques, pictures, or other objects may be placed on the walls of any campus buildings including the dorms without permission.

Waste Management

Garbage generated by the students and the staffs shall be segregated at source; biodegradable waste must be buried at assigned place; and non-biodegradable waste must be brought to garbage house at the right corner outside the fence.

Campus Gate

Students and staffs shall use the main gate to coming to or from the training center. The campus administrator will be assigning students from time to time to take care of the opening and locking of the main gate.

Personal Properties

All fruit trees within the training center are private properties of ICCLTC, picking or harvesting any fruit is not allowed. The beddings, mattress, pillows, plastic cabinets, garbage cans, water containers are properties of ICCLTC. Kitchen wares, garden tools, utensils and other equipment provided to the students are properties of LCI. They are to be cared and valued by all parties.

Students-missionaries are encouraged to care for their respective personal properties while we respect the properties of others by using them only with the permission of the owner and with great care. LCI cannot assume responsibility for loss of money, valuables, or personal property due to theft or due to negligence of the owner.

Respect For and Use of LCI Classrooms/Facilities

The training facilities including all the equipment, furniture and fixtures were sourced out through the sacrificial giving of donors, faculty and staffs. The proper use and upkeep of the facilities at LCI are joint responsibilities of both all student-missionaries, the staff and officers. All persons are expected to take personal interest in the care of buildings, equipment, and furnishings on the campus. Participants must not destroy or vandalize school property; any accidental damage to any property must be reported to any officer as soon as possible.

Only food and non-alcoholic beverages in closed containers are permitted in campus classrooms with the expectation that those bringing in those items clean up and dispose any left-over at the end of class.

Classrooms and facilities at LCI are primarily for instructional purposes and other approved campus events. Classrooms may be used for study and meetings when they are not scheduled for classes, and approved by any staff.

Academic Policies

Academic Behavior

Honesty and integrity at all times on the part of all the student-missionaries is essential if the LCI is to achieve its goal of academic excellence and character building in preparation for Christian missions and leadership. We believe that a student's education is the result of individual initiative and industry coupled with the grace of God.

The administration has the right to expect that students will conduct themselves in ways that are consistent with the highest standards of academic honesty and moral integrity.

Academic Dishonesty

During examinations, academic dishonesty shall include the following:

- Referring to information without properly acknowledging the author and or source/s.
- Receiving information from a fellow student without the permission of the concern teacher.
- Stealing, buying, selling or transmitting a copy of any examination.

Plagiarism

Plagiarism (papers, projects or any assignment prepared outside of class) shall include the following:

- Omitting quotation marks or other conventional markings around materials quoted from any ~~printed~~ source whether printed, electronic or oral.
- Paraphrasing a specific passage from a specific source without properly referencing the source.
- Replicating another student's work or parts thereof and submitting it as an original.

Lack of knowledge of the above is unacceptable as an excuse for dishonest acts and behaviors. Any student who knowingly assists in any form of dishonesty shall be considered as equally responsible as the student who accepts such assistance.

Class Attendance

The administration is very concerned about attendance and punctuality. Missed class time can never be fully reclaimed. Unexcused absences include willfully skipping or missing assigned classes.

However, since absences will occur from time to time, the following policy will apply.

Excused absences are one of the following two categories:

1. Unplanned absences. These include all unforeseeable absences due to illness, family emergency, funeral, etc.
2. Planned absences. Absences may be excused when the purpose is attending functions like appointments, meetings and other business meetings. However, students are required to notify in advance the teacher or teachers concern.

Tardiness. Two occasions of tardiness are equal to one absence.

Students who incurred at least three unexcused absences will be given a failure grade.

Disciplinary Sanctions

Violation of LCI policies for personal conduct may result in the imposition of one or more of the sanctions listed below. Sanctions that may be imposed are not limited to those listed. In certain limited situations, the administration may impose a sanction, but may also suspend or postpone its implementation.

Sanctions may take into account the intent of the accused, the effect of the conduct on the victim and/or on the community, the student's history, and the prospects for improvement. The nature of the sanctions may take the form of an educational service or community service or any of the sanctions listed below. While attempting to be consistent in its disciplinary decisions, the administration also seeks to be fair and sensitive to the facts and circumstances of each individual case.

1. Warning: Oral or written warning for conduct unbecoming a student-missionary.
2. Reprimand: Written warning that continuation or repetition of misconduct may result in a more severe sanction.
3. Probation: A status which indicates that a student's relationship with the LCI is tenuous and that his or her records will be reviewed periodically to determine suitability.
4. Loss of Privileges: Such loss may include prohibition on use of specific facilities, computer systems, equipment, or services, etc.
6. Restitution: student is required to pay for the repair and/or replacement of damaged property. Failure to pay such charges may result in additional sanctions.
8. Suspension.
9. Dismissal: Permanent separation of the student from LCI.

Social Networking



We recognize that social networking (Facebook, Twitter, etc...) is a great way to keep in touch and communicate with family and friends around the world. We also recognize the potential for inappropriate usage of these sites on three levels.

1. Time consumption - We encourage our students to be disciplined in time spent on the social network sites. The stewardship of time is as important as any other thing God has given us. Pursuit of God, completion of academic requirements, and the development of personal friendships should be our priority.
2. Unauthorized postings- We encourage our students and staff to be sensitive to the posting of any pictures or information on these sites without the expressed consent and knowledge of the parties involved.
3. Integrity- Social network sites afford the opportunity for users to conduct themselves in ways they might not normally done in face-to-face conversations. Criticism, gossip, and inappropriate language are to be avoided at all times; conversation on these sites should reflect Christ likeness.

VILLAGE LIFE GUIDELINES

Accommodations are designed to simulate actual life experiences in the mission field. As such, basic essentials are provided and there are occasions when participants are to improvise and make do with whatever they have.

Participants are expected to show courtesy toward room mates who may be sleeping or studying. The dorms will be locked for security purposes during on designated times. Keys will be issued to participants students for access.

All rooms must be kept clean and neat at all hours of the day. Periodic inspections will be done.

Each student will be required to:

- Straighten their area
- Make their bed
- Hang up or fold their clothes

To be assigned in a regular basis:

- Clean mirror, sink, and base
- Sweep floor
- Clean hallways and premises
- Empty the trash
- Dust furniture
- Clean windows

Quiet Times



Because LCI places a high priority on personal devotional time both in training and in the mission field and sees the value of developing the habit of spiritual discipline, all students are encouraged and expected to develop and maintain regular, daily devotions.

Curfew and Lights Off

Participants are expected to be on campus during regular activities throughout the week. Individuals who need to leave the campus should ask for permission from the officer –in-charge and are to fill-up a logbook before leaving. They are expected to be in the campus by 9 p.m. Lights will be turned off from 10:00 p.m. until 5:00 a.m.

Student Counseling

Students experience a great deal of challenges from both the academic and personal areas of their lives. Change is constant and stress often accompanies the experience. LCI provides a place for students to discuss these many and varied changes sources of stresses in a private and confidential setting. Students facing serious emotional difficulties can make appointments with faculty members who are also trained counselors.

Doctrinal Standards

LCI / Wycliffe Bible Translator of the Philippines believe in the inerrancy of Holy Scripture and accept as truth all matters about which the Bible teaches. All students must read, understand, and be in agreement with the Basic Doctrinal Statement listed below:

1. The Scriptures

We believe in the plenary, verbal inspiration of the original writings of the sixty-six books of the Bible, the Word of God. The Word of God is the full and complete revelation of God's will for man, the supreme and final authority in all matters of faith and practice (II Timothy 3:16, 17; II Peter 1:20, 21; Jude 3).

2. The Godhead

We believe in one God, eternally existing in three Persons, Father, Son and Holy Spirit; co-eternal in being; co-identical in nature; co-equal in power and glory; and having the same attributes and perfections (Deuteronomy 6:4; II Corinthians 13:14; Matthew 28:18, 19).

3. Jesus Christ

We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary that He might reveal God and redeem sinful men (John 1:1, 2, 14, 18; Luke 1:35). We believe that the Lord Jesus Christ accomplished our complete redemption through His death on the cross as a representative, propitiatory, and substitutional sacrifice, a redemption made sure to us by His literal, physical resurrection from the dead (Romans 3:24, 25; 5:8-10; I Peter 2:24; Ephesians 1:7). We believe that the Lord Jesus Christ ascended into heaven and is now exalted at the right hand of God the Father where, as our High Priest; He fulfills the ministry of Representative, Intercessor and Advocate (Acts 1:9-11; Romans 8:34; I Timothy 2:5; Hebrews 1:3; 6:19, 20; 7:24, 25; 9:24; I John 2:1, 2).

4. Holy Spirit

We believe that the Holy Spirit is a divine person, possessing all the attributes of deity; and that, in essence, He is equally God (Acts 5:3, 4; II Corinthians 13:14). We believe that the Holy Spirit is the

Supernatural Agent in regeneration and sanctification, baptizing all believers into the body of Christ, indwelling equally and permanently with every believer, and sealing them unto the day of redemption (Romans 8:9; I Corinthians 6:11; 12:12-14; Ephesians 1:13, 14; 4:30). We believe that every unregenerate person, the moment he exercises faith in Christ as Savior, immediately possesses the Holy Spirit (Romans 8:9; I Corinthians 3:16; 6:19; Galatians 4:6; I Thessalonians 4:8). We believe that He is the Divine Teacher who guides believers into all truth; that He sovereignly bestows spiritual gifts upon each believer; and that it is the privilege and duty of all the saved to be filled (controlled) with the Spirit (John 16:13; I Corinthians 12:4-7; Ephesians 5:18).

5. Man and Original Sin

We believe that man was created in the image and likeness of God but through Adam's sin the whole race fell, became alienated from God and inherited a sin nature, is totally depraved, possesses no spark of divine life, and of himself, is utterly helpless to remedy his lost condition apart from the grace of God (Genesis 1:25-27; Romans 3:22, 23; 5:12; Ephesians 2:1-3, 12).

6. Salvation.

We believe that salvation is the gift of God brought to sinful man by grace and received solely by personal faith in the Lord Jesus Christ who accomplished complete redemption by His substitutionary death and shedding of His precious blood (John 3:18; Galatians 2:16; Ephesians 1:7; 2:8, 9; Philippians 3:4-9; Titus 3:5; I Peter 1:18, 19).

7. The Church

We believe that the universal church, which is the body and the bride of Christ, is a spiritual organism made up of all born-again persons of the present age which began at Pentecost and shall be terminated at the rapture (Ephesians 1:22, 23; I Corinthians 12:12-14; Romans 12:5; Matthew 16:16-18; Acts 2:42-47). We believe that the establishment and continuance of the local church is clearly taught and defined in the New Testament Scriptures, being composed solely of believers (Acts 14:27; 20:17, 28-32; I Timothy 3:1-13; Titus 1:5-11). These churches worship on the first day of the week, the Lord's Day (John 20:19, 26; Acts 20:7; I Corinthians 16:1, 2; Hebrews 10:25). We believe baptism by immersion should precede local church membership (Acts 8:35-38).

8. The Personality of Satan

We believe that Satan is a personal being, the highest rank of all angelic creatures; who through pride became the author of sin and the cause of the fall of man. He is the open and declared enemy of God and man; and he shall be eternally punished in the Lake of Fire (Genesis 3:1-19; Isaiah 14:12-17; Matthew 4:21; 25:41; Revelation 20:10).

9. The Blessed Hope

We believe that the next great event in the fulfillment of prophecy will be the imminent, personal, return of the Lord in the air to receive to Himself into heaven both His own who are alive and remain unto His coming and also all who have fallen asleep in Him. This event is the blessed hope set before us in Scripture, and for this we should be constantly looking (John 14:1-3; I Corinthians 15:51, 52; Philippians 3:20; I Thessalonians 4:13-18; Titus 2:11-14; I Thessalonians 1:10; Revelation 3:10).