



**Nowra
Christian
School**
Grow up into Christ

APPLICATION PACK

School Receptionist

Application Pack

This application pack contains all the information you will require to complete your application for the above position. The application pack includes:

- How to apply information
- The job advertisement
- School Receptionist Position Description
- Nowra Christian School's Statement Doctrine and Beliefs
- Nowra Christian School's Life and Conduct Policy



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HOW TO APPLY

School Receptionist

How to apply:

Before completing the [online application form](#) on our website, please ensure you have gathered the documents/information required as part of the application form.

These include:

- A cover letter addressing the essential selection criteria as outlined in the job advertisement
- A personal resume (pdf, doc or docx files only)
- Reference details from the Minister of your church
- Details of your current First Aid Certificate (if you have one)
- Your current Working With Children Check approval number and expiry date

There are also several questions on the application form which you may want to prepare before starting the online form, these include:

- In what capacities do you serve your church? (up to 300 words)
- A description of your Christian conversion and experience. (up to 300 words)
- What is your definition of a Christian? (up to 150 words)
- What attracts you to this position? (up to 200 words)

All enquiries relating to the position should be directed to the Principal's EA, Mrs Karyn Huisman on 02 4422 1199 or karynhuisman@ncs.nsw.edu.au.

Only applicants who complete the official online school application form will be considered.



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SCHOOL RECEPTIONIST

A **key role** presenting a positive impression of Nowra Christian School to callers and visitors, as well as administering First Aid to students.

- Great position for an experienced Receptionist who always delivers the highest level of customer service and maintains effective relationships with stakeholders
- Monday - Friday (8am - 4pm), may also be required to work some school holidays.

SELECTION CRITERIA

- have a strong Christian faith and be an active member of a local church
- have outstanding administrative, customer service and secretarial skills across a range of tasks including support for the administration team, teachers and students
- possess strong verbal and written communication skills as well as an excellent attention to detail
- work effectively both independently and as a member of a team showing initiative and flexibility, whilst maintaining confidentiality and respect
- possess a friendly, calm, courteous and caring manner
- demonstrate the ability to multi-task, be highly organised and work well in a fast-paced environment
- be customer-focused with a 'can-do' attitude
- have strong computer skills and be proficient using Microsoft Office and Google Suite

MANDATORY REQUIREMENTS

- Reference from current Protestant church minister
- Current First Aid Certificate or a willingness to complete
- Completion of the school's online application form
- Current NSW Working With Children Check approval number

The School is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse. Everyone working at the School is responsible for the care and protection of children. All potential employees and volunteers will be required to comply with the Staff Code of Conduct and the School's Child Protection Policy.



APPLY NOW!

For more information, position description and/or to apply visit www.ncs.nsw.edu.au/jobs

Applications Close :
Monday 28 April 2025 , 5pm

Suitable applicants may be interviewed prior to the above closing date. Only applicants who complete the official school online application form will be considered.

POSITION DETAILS

- Employer : Nowra Christian School
- Job Type : Full-time / Permanent
- Job Location : South Nowra, NSW
- Start Date : ASAP
- Enquiries: Karyn Huisman on 02 4422 1199

ABOUT US

We are a growing Christian, K-12 community of over 580 students, situated on the beautiful NSW South Coast. For over 44 years, Nowra Christian School has offered an excellent Christian schooling experience to families living in the Shoalhaven. We believe in providing a nurturing and Christ-centered environment where students can grow academically, spiritually, and emotionally.



Position Description

The School Receptionist is required to deliver friendly, efficient customer service and create a warm and welcoming atmosphere for our school community. The School Receptionist is primarily responsible for providing dedicated customer support services to parents, staff and students of the school. The School Receptionist is required to uphold and maintain a high level of confidentiality and discernment, in the undertaking of their role.

The role encompasses skills in managing front desk enquiries, incoming phone calls, word processing, data entry, report generation, database management, photocopying, filing and other general administrative tasks. The School Receptionist is also required to provide First Aid and general health services to students and staff.

Accountable to:

The School Receptionist is responsible to the Business Manager for all day to day activities and is expected to work collaboratively with all members of our school community, particularly in conjunction with the other School Receptionist to produce a positive and harmonious team environment. The role requires daily contact with parents/carers of students and on occasion, emergency services personnel.

All staff members are ultimately responsible to the School Principal.

Personal attributes and qualifications:

- Committed Christian who is active in their local church and demonstrates a strong commitment to the ethos of Christian education
- Strong verbal and written communication skills, high level of attention to detail and excellent interpersonal skills
- Demonstrated ability to work effectively both independently and as a member of a team showing initiative, flexibility, accuracy and a 'can do' attitude, whilst maintaining confidentiality and respect
- Calm, professional, positive demeanour at all times, especially when under pressure
- Efficient time management and organisational skills
- Ability to use tact, discretion and confidentiality at all levels of contact with community and staff
- Excellent customer service skills and a friendly and courteous manner
- Highly empathetic and able to consider the needs of families while progressing the delivery of service in a timely manner
- Passionate about working in a collaborative work environment, developing positive relationships with colleagues and stakeholders to achieve shared goals
- Proficient in the use of Microsoft Office and Google Suite, with commitment to a high level of accuracy
- Demonstrated willingness to learn new information software as relevant to the position
- Relevant administration qualifications (Certificate III or above) or extensive administration experience



Key Responsibilities:

Administration

- Receive incoming calls, take and distribute all messages efficiently to relevant staff, students and the school community
- Carry out front desk activities
- Email inbox management including response and/or dissemination to responsible staff for action
- Arrange distribution of deliveries
- Carry out general office administration duties such as photocopying, filing, scanning and laminating as required
- Undertake administrative tasks as required by the Executive Team and other school staff
- Ensure that the reception area is kept clean and tidy
- Meet and greet visitors and ensure appropriate visitor sign-in protocol is followed
- Tidying the staff room and ordering consumables
- Maintain discretion in managing confidential information

Student Support

- Enter school student attendance records using student management software, particular late arrivals and early departures
- Provide supervision of students while in the front office
- Ensure the adequate recording of student accidents and sickness

Communication

- Keep up to date on what is happening around the school
- Provide a high level of customer service to all customers and to optimally promote and serve the school through effective customer care
- Communicate effectively and create strong professional relationships with teaching, administrative and support services staff

First Aid & Health Services

- Ensure that adequate first aid supplies are always available for use
- Ensure that clearly labelled medications for each school student are stored appropriately
- Ensure that all medication in school sick bay and student boxes is within its 'Use By' date and arrange its replacement once expired
- Provide assessment of a medical condition within the capabilities of training and qualifications and be able to administer assistance accordingly
- Monitor and support people who are in the school sick bay
- Liaise with the parents/carers of students in relation to managing the ongoing welfare of the student



- Maintain an accurate profile of people within the school who have medical conditions that put them 'at risk', including detailed information on symptoms, rendering assistance and administering medication
- Have a full knowledge and understanding of emergency procedures and school policies

Work Health and Safety and Injury Management

- Maintain a clean and safe working environment while complying with all Nowra Christian School safety policies and procedures
- Report workplace accidents and hazards and complete relevant documentation

Child Protection

- Be aware of Nowra Christian School's policies and procedures in relation to Child Protection
- Be aware of current legislation in relation to Child Protection
- Attend child protection training
- Hold a current Working with Children Check (WWC) number

Our Community

- Participate in and assist with the running of NCS community events such as: Twilight Family Picnic, Thanksgiving Evening and Prayer Breakfasts

Additional Information

This position is full-time and may be required to work during school holidays. The incumbent may also be required to attend meetings, functions or promotional events as part of, or in addition to, normal working hours. Some duties will need to be performed at times other than during the school day or when students are in attendance.



Our Purpose Statement

Nowra Christian School partners with families in equipping students for life through the provision of quality, Christ-centred education, founded on Biblical values.

We pursue our purpose from a Biblical base by aiming:-

In Personal Christian Life:

- To start and end with knowing God in all endeavours.
- To live under the authority of God's Word, and to interpret it thoroughly and reasonably with the guidance of His Holy Spirit.
- To nurture and encourage students into a reconciled relationship with God through Christ.

In the Process of Christian Education:

- To encourage and train students into a love of learning.
- To equip students' minds to understand God's perspective in all areas of learning.
- To help each child and young person address his or her God-given potential, by providing appropriate educational opportunities according to each one's abilities.
- To fulfil all Government requirements to ensure that we remain an accredited educational institution.

In Christian Community Life:

- To create safe relationships through being just and fair according to Biblical principles.
- To be compassionate and merciful as God is to us.
- To nurture and train students to accept personal responsibility for themselves and to act within an ethos of service towards others.
- To staff the school with people committed to living worshipfully under God.
- To develop community life with the school, promoting K-12 unity throughout the school.

In Striving for Excellence:

- To encourage students to accept the Biblical principle of stewardship in relation to their gifts.
- To encourage and train students in academic growth, rigour and excellence.
- To encourage and provide for staff in their Christian growth and professional development.

Preamble:

All members of staff must be supportive of the school's statement of faith and professional code of conduct. Within the distinctively Christian model of education at Nowra Christian School, staff must be committed to providing biblically based educational opportunities for students.



Our Anchors

We believe all students have the right to feel safe, supported and respected at all times.

We have identified three key core anchors as representing the essence of our school: 'community', 'care' and 'character'.

Community

- We value the diversity of our community.
- We appreciate that our NCS community is made up of staff, students, their extended families, their church families and our alumni students.
- We foster a close-knit Christian community where Christ's love is shared and every member feels valued.
- We have a responsibility to shine Christ's love into our wider community both on a local and global scale.

Care

- We treat others with care and consideration.
- We care for each student on an individual basis and develop a desire in every student to care for those around them.
- We care for God's creation and the resources He has blessed our school with.
- We take care and pride in our schoolwork and always strive to do our personal best.

Character

- We desire our students to be known for their outstanding Christian character - the 'NCS difference'.
- We expect our students to 'Choose Respect' by being kind and considerate of others, by respecting those in authority and by respecting our school and its Christian foundations.
- We encourage students to love and honour God in all they think, do and say.



Our Statement of Doctrine and Beliefs

We believe that it is important that all members of our school community know what we believe about God and His Word and world, and will therefore be communicating this information to the students.

The Nowra Christian School Statement of Doctrines and Beliefs is as follows:

1. Introduction

- Education, at its heart, is about exploring, discovering and embracing truth. Not only must the School impart knowledge, but teachers are called to enlighten knowledge with wisdom to help their students understand the world they live in and their purpose in it. (Psalm 19)
- We believe that the ultimate meaning and purpose of life rests in Jesus Christ and His work on the cross. The School is a beacon of hope, built upon the foundation of the redeeming love of God through Jesus Christ. (Genesis 3, 2 Corinthians 5:19)
- The School plays an important role in the formation of students, at the invitation of their parents - in leading and nurturing them - spirit, mind and body - to lay hold of their unique purpose and potential in God's world, and to equip them for a life of fulfilment and significance. It is the aim of the School that graduating students will be transformational in their future callings and vocations. (Psalm 139:1-18)
- We believe in the Holy Spirit who, with the Father and the Son, is worthy of our worship, who convicts the world of guilt in regard to sin, righteousness and judgement. The Holy Spirit unites us with Christ, and makes us partake in Christ's risen life, pointing us to Jesus, freeing us from slavery to sin, producing in us His fruit, granting to us His gifts, and empowering us for service in the world. (John 3: 5-7, John 14: 16-18, John 15: 26)
- In His death and resurrection, the Lord Jesus Christ took the place of humanity, making full payment for the sin of all who accept His gift of grace. For those who accept His gift of grace and exercise faith in Him, He secures forgiveness, a right relationship with God, a new life now and everlasting life at the end of history. (Romans 3:23-26, 2 Corinthians 5:21, 1 Peter 1:3, 1 Peter 2:24)

2. Truth

- The whole Bible is uniquely inspired by God and is therefore wholly trustworthy and of supreme and final authority in faith and life. (2 Timothy 3:16-17, 2 Peter 1:21).
- We believe that the Bible, comprising the Scriptures in the Old Testament and New Testament, teaches the truth about essential beliefs of the Christian faith including who God is, who humanity is, what the gospel is and what response God requires from His people. (Deuteronomy 10:12-13, Psalm 119:105, Mark 1:15; John 20:31, Romans 12:1-2)
- The character and attributes of God; His everlasting power and divinity are shown in the created universe which is consistent with the specific teachings of the Scriptures. (Psalm 19:1, Romans 1:20)

3. God

- The sovereign God is one, in three co-equal eternal persons, the Father, the Son and the Holy Spirit, who act together in creation, providence, redemption, and restoration. (Matthew 28:19, Colossians 1:12-16)
- Jesus Christ, the Son, is fully God and fully man. We believe in His virgin birth, His sinless life, His sacrificial death in our place, His bodily resurrection, His bodily return to heaven and His continuous role representing believers before the Father, and His return to judge the living and the dead. (John 1:

4. Humanity

- God has created humanity in His image and ascribed dignity, sanctity and worth to human life from conception until death. God requires human life to be accorded respect and to be protected from harm. (Genesis 1:27, Psalm 139:13-16, Exodus 20:13)
- God has created humanity as distinctly male and female and has ordained a normative connection between binary biological sex and a person's true self-conception as male or female. (Genesis 1:27, Matthew 19:4)
- God calls some people to marriage, and some to a single state: one is not inferior or superior to another, and both have dignity, according to the Bible. God has instituted marriage between one man and one woman for life to be the only Scriptural covenantal, sexual and procreative union for humanity which signifies and mirrors the covenant love between Christ and His church. Married couples must be sexually faithful to each other. Sexual relationships outside of marriage, which is between one man and one woman, are contrary to God's will and command for humanity. (Genesis 2:23-24, Matthew 19:5-6, Ephesians 5:22-32)
- God has instituted the family as the central social structure and parents have the primary responsibility for bringing up their children. God has also instituted the church to make disciples from all the nations and provide spiritual teaching. He has established civil government to make laws, keep



civic order and promote human flourishing. Each of these institutions has distinct roles and responsibilities which overlap but one should not usurp the role of the other. (Genesis 1:28, Mark 12:17, Romans 13:1-7)

- Humanity, originally created for a relationship with God, has turned away from God and thus become sinful by nature and practice, unable by any personal merit or effort to restore that relationship. This fall has corrupted human identity and purpose, impacted sexuality, family and social relationships and has separated humanity from fellowship with God. (Genesis 1:26-31, Romans 1:18-32, Romans 3:23, Titus 3:3-7)

5. The Gospel

- Humanity's only means of restoring relationship with God is through salvation. Salvation is initiated in the believer solely by the grace of God, accomplished through the work of Jesus dying on the cross and applied by the Holy Spirit. Salvation is a free gift accepted by faith and includes the removal of guilt, being set apart for God, a new life of increasing transformation into the likeness of Jesus and eventually the resurrection to everlasting life. (Ephesians 2:8-10, Romans 8:28-30, Matthew 25:34-36)
- Believers experience salvation when they are declared righteous by God as they commit their lives to Jesus in repentance and faith. This conscious commitment is made possible only by the work of the Holy Spirit within the individual; it is not a meritorious work. (John 3:16, Ephesians 2:1-10)
- The church is the company of all believers who have received new life through faith in Christ, formed by His Spirit into one body, of which Christ is the Head. The church is commanded by Jesus to make disciples in all nations. (Ephesians 3: 4-10, Matthew 28: 19-20)
- Satan is a personal spiritual being, opposed to God and the salvation of humanity, sworn to enslave and destroy the human race but his ultimate purpose has been brought to nothing by the Lord Jesus Christ. (Genesis 3:1-15, Matthew 4:1-11, Revelation 20:10, Colossians 2:15)
- A person who rejects the gift of eternal life in the Lord Jesus Christ will be eternally separated from God. (John 3:36, Revelation 20:11-15)
- The Lord Jesus Christ will personally return in glory and judgement, establishing a new heaven and a new earth, the home of righteousness, where there will be no more evil, suffering or death and the lost will be in eternal destruction and the redeemed will be in eternal life. (1 Thessalonians 4:13-18, Matthew 25:46, 2 Thessalonians 2:1-8, Revelation 22:12, 17-20)

6. The Response.

- Until Jesus returns, God calls believers to respond to the gospel by living as restored disciples of His Kingdom in a broken world with a commission to spread the gospel, to make disciples and to engage in personal, relational, communal and civic conduct that is transformed by the gospel and which serves as an example to the world. (Matthew 28:19-20, Matthew 5:13-16)
- Believers are called to personal conduct that:
 - conforms to the example of Jesus;
 - rejects sinful actions and seeks to do good works;
 - demonstrates the fruit of the Spirit;
 - recognises that the body of the believer is the temple of the Holy Spirit; and
 - affirms and reflects the truth of the Bible about the nature of human beings, created, male and female, in the image of God. (Galatians 5:16-24, 1 Corinthians 6:19)
- Believers are called to relational conduct that conforms to and reflects the teaching of the Bible concerning human sexuality and marriage. Therefore:
 - outside of marriage, a believer must live a life of chastity;
 - children are a natural blessing of marriage; and
 - parents must instruct and care for their children and provide for their physical, spiritual, and educational upbringing. (Genesis 1: 26-27, Psalm 127:3-4, Ephesians 5: 22-33)
- Believers are called to communal conduct which includes active participation in a local church and the use of their gifts for works of ministry, including communicating the gospel to others, making disciples, loving each other, loving one's neighbours including through ministries of mercy and compassion, and active witness in the world. (Hebrews 10:25, Romans 12:4-8)
- Believers are called to civic conduct which includes being 'salt and light' to the world, obedience to the civil authorities in all things that do not contradict the Word of God and a commitment to living quietly and peaceably as a blessing to the community in which the believer is placed. (Matthew 5:13-16, Jeremiah 29:7, 1 Peter 2:13-17, 1 Timothy 2: 1-4)
- Believers are still sinful by nature and practice and they will never perfectly respond to God's call in this life so must continue in repentance and faith, relying on the grace of God as well as extending grace to others. However, it is only by striving to respond in faith to God's call that believers will find true meaning and purpose to live a fulfilled life. (Romans 7:23, 1 John 2:2, Jeremiah 31:34, 1 John 1:7)



Life & Conduct Policy

Nowra Christian School is a Christian learning community. As a Christian community, it seeks to maintain itself by fostering those ideals and standards that are consistent with a Christian worldview. These ideals and standards are broadly moral; they would be characteristic of any community that was self-consciously Christian. This document is an attempt to specify those ideals and standards in accordance with the Statement of Doctrines and Beliefs of the School.

This Life and Conduct Policy at Nowra Christian School seeks to set forth:

- a. **Assumptions and Principles:** those assumptions and principles that should guide the conduct of responsible Christians that are foundational as Nowra Christian School strives to maintain its identity as a Christian learning community.
- b. **Behavioural Standards:** In light of the above assumptions and biblical principles of Christian conduct, the specific expectations that seem most likely to require explicit statement in a community such as Nowra Christian School and are established for students, parents and staff of Nowra Christian School.

Assumptions and Principles

Basic Assumptions—Nowra Christian School strives to maintain its identity as a Christian learning community. The School expects that all members of the School community will accept that the School:

- a. recognises the Bible to be the Word of God and hence fully authoritative in matters of faith and conduct,
- b. has a sincere desire for that commitment to mature both in insight and behaviour, and
- c. understands that all Board members, staff and those in leadership roles will call themselves Christian by virtue of the grace of God and their personal commitment to Jesus Christ.

Biblical Principles—The community recognises that biblical principles are foundational for corporate life and individual behaviour. Those principles that seem most pertinent are the following:

- d. Life within a Christian community must be lived to the glory of God, daily conforming ourselves to the image of Christ and recognising the Lordship of Christ in every activity (Matthew 22:36–38, 1 Corinthians 10:31, Colossians 3:9, 10, 17).
- e. Love for and accountability to God should motivate Christian conduct (Deuteronomy 6:5, 2 Corinthians 5:10).
- f. Consistent with the example and command of Jesus Christ, love and justice must be the determinative factors in the relationships of Christians with others (John 15:12–17, 1 John 4:7–12).



- g. Christians bear responsibility for service to others. They are responsible to serve their neighbours and be involved in the process of alleviating such pressing worldwide problems as poverty, hunger, disease, illiteracy and racism (Matthew 7:12, 25:31–46, Galatians 5:14, 6:10).
- h. The actions of Christians within a community are not solely a private matter. Accordingly members of the Nowra Christian School community must hold their neighbours accountable for the implications of their conduct when it directly affects the welfare of the wider School community (Matthew 18:15–17).
- i. The community collectively, and members individually, are responsible for the effective stewardship of abilities, opportunities and institutional resources (Luke 19:11–27, Corinthians 4:2).
- j. Attaining common goals and ensuring orderly community life may necessitate the subordination of some individual prerogatives. Specifically, as servants of Christ we are called to practise forbearance. Christian freedom includes the option of not doing some things in order to contribute to the good of the larger community (I Corinthians 8:9–13, 9:19–23, 10:23–33).
- k. Certain actions are expressly prohibited in Scripture and are, therefore, wrong. Christians are responsible to avoid those practices that are called sinful in Scripture. Similarly, Scripture commends some actions that are, therefore, right. There are other actions that are matters of individual conviction based on the given situation. In this latter area, care must be exercised so as not to judge one another or to cause another to stumble or ourselves to fall (Matthew 7:1, Romans 14:1–23).
- l. Christians are not asked to live the Christian life simply on the basis of their own moral character and strength. God has provided the authoritative Word of Holy Scripture, the guiding power of the indwelling Holy Spirit and the counsel of the church - the body of believers both past and present. Christians are expected to study and obey the Scriptures, to cultivate a heart attitude that allows for the guidance of the indwelling Holy Spirit and to give serious consideration to the counsel of the people of God (II Timothy 3:16, II Peter 1:19–21, I John 2:27, I Peter 5:1–6).
- m. Important to an understanding of all behavioural standards is the obligation of Christians to separate themselves from worldliness (Romans 12:2, I John 2:15). Worldliness is a subtle issue involving uncritical conformity to the prevailing spirit of the age. One's disposition concerning such matters as materialism, secularism, isolationism, security, success, injustice, hedonism and moral relativism must stand in perpetual review.

General Principles—We acknowledge that it is impossible to create a community whose behavioural norms will be totally acceptable to every Christian. Nonetheless, we believe it is imperative for us to specify certain behavioural patterns that must be sustained in order that the objectives of the School



can be met. Therefore, it is assumed that individuals who have voluntarily joined the Christian learning community at Nowra Christian School and are striving to exhibit the behavioural characteristic of a mature person of their age will:

- a. understand that they have become part of an evangelical Christian tradition, that is to be respected and valued, but which is continuously subject to review and evaluation. They also have freedom to offer constructive criticism of this tradition,
- b. explore the broad range of human opinion and ideas without necessarily engaging in the whole range of human behaviour,
- c. strive to exemplify those positive elements of Christian behaviour that are taught in Scripture (Romans 12:6–21, Galatians 5:22, 23, Colossians 3:12–17, II Peter 1:5–9),
- d. be concerned about the welfare of other individuals within the community and of the community as a whole,
- e. assume responsibility for their own behaviour as it reflects upon their Lord, their community and themselves, particularly in the area of personal freedom, where discretion, moderation and restraint must be practiced, and
- f. continually assess themselves, their personal growth and their place within the community.

Behavioural Standards

In light of the above assumptions and biblical principles of Christian conduct, the specific expectations that follow are established for Board members, staff and other leaders within the Nowra Christian School. These expectations will also underpin the teaching program for students within the School in an age-appropriate form.

It will be noted that these behavioural standards distinguish between practices governed by Scripture and practices governed by consent of the community for its common good. The latter, that are established to enhance the quality of community living, are not to be confused with specific God-given directives, that are required of all Christians.

Practices governed by Scripture—The following behavioural expectations are binding on the Board, staff and leaders within the Nowra Christian School community:

- a. Members of the community will live in moderation and with concerns for the poor and marginalised of the community (Micah 6:8, Matthew 25: 31 – 46).
- b. Those words and actions that are expressly forbidden in Scripture, including but not limited to blasphemy, profanity, dishonesty, theft, drunkenness, sexual relations outside marriage, such relations are to be relations between a man and a woman, will not be accepted, either on or off campus.



- c. Members of the community will strive to overcome pride, covetousness, jealousy, lust, immodesty, as all are destructive to the unity of the Body of Christ. Instead, each member of the community will enable and help others to nurture the fruit of the Spirit—love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.
- d. Recognising the Christian obligation to submit to governing authorities (Romans 13:1, I Peter 2:13), individuals related to Nowra Christian School are expected to uphold the laws of the local community, the State or Territory and Commonwealth in accordance with the teaching and principles of Scripture.

Practices governed by consent of the community for its common good—In addition to behavioural obligations set forth in Scripture, Board members, staff and other leaders within this community choose to impose upon themselves the following rules for behaviour out of the conviction that they serve both the long-range interests of this institution and the immediate good of its individual members. Violations, therefore, must be regarded as serious breaches of integrity with this community to which each member has voluntarily chosen to associate:

- a. The principle of resting one day in seven was instituted by God for the benefit of the creatures made in God's image. Because Jesus declared Himself to be Lord of the Sabbath and because the Church celebrates His resurrection on Sunday, the School will avoid business as usual on Sunday, particularly in terms of scheduling events and the use of facilities during the Sunday morning worship hours, unless necessary. Likewise the School will not promote community activities that would clash with Sunday morning worship hours.
- b. The School is smoke-free. Members of the community will not use tobacco products on campus, on adjacent properties or while attending School- related events or on School-related business. This standard is in keeping with the findings of medical authorities concerning the danger to one's health in the use of tobacco products. Further, it recognises that Christians are responsible to be stewards of their bodies and considerate of the rights of others.
- c. The School is alcohol-free. The consumption of alcohol is prohibited while attending School-related events, on or off campus where students are present. This position reflects the School's concern with the physical, social and personal effects of alcohol use and the growing body of knowledge about the detrimental effects of alcohol on brain development for children and adolescents. At no time will the illegal use or abuse of alcohol be tolerated by members of the community. The Board , staff and parents will demonstrate responsible use of alcohol at any events where no students are present and alcohol is served.
- d. Members of the community are not to use or possess drugs illegally. This includes the use of those drugs prohibited by law and the abuse of those drugs controlled by law.