

# Hope Bible Institute & Seminary

*Rightly Dividing the Word of Truth*



## **School Catalog And Student Handbook 2016 - 2017**

**410 South Taylor  
P.O. Box 6718**

**Phone: 708 – 957 - 4617  
Email : Resthope@aol.com**

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***Apostle Sylvester Paul Brinson, III - President***  
***A.A., B.A., M.Div., L.H.D., D.D., D.Min., Th.D., Ph.D.***

Sent in apostolic purpose, Apostle Brinson stands to assist the Body of Christ in fulfilling the Holy Scriptures, to prepare the earth for the return of our Lord. Called from his youth, Apostle Brinson has served the Lord with gladness from the moment of his initial "yes, Lord" to the present timing of the Lord. He is a holy man of God, Chosen by God as an end-time Apostle who walks in Kingdom authority under a precision anointing. He is trusted by God as a result, is heavily used by the Father to restore the cutting edge to the swords of ministries and churches across the continental United States.

In addition, Apostle Brinson has worked for the Government of the City of Chicago as a Chief of Staff to an Alderman under the Administration of the Late Mayor Harold Washington, a Teacher and Administrator in a Private Christian School, served on both Administrative and Teaching Staffs of North Park College Chicago, Trinity College and Theological Seminary, Deerfield Illinois, Professor of Biblical Studies, Truth Bible College and Seminary of Jacksonville Florida's Chicago Campus, a Field Supervisor with the Field Education Program of Chicago Theological Seminary Chicago, and a Consultant/Lecturer with The Wesleyan Urban Coalition a Consortium of 3 Universities, 8 Colleges and 2 Theological Seminaries. He is very community active and serves on many boards and committees. Also nominated and selected as a member of the Outstanding Young Men of America and "Somebody Special Series II" - Biographical Sketches of Contemporary Role Models in Chicago, Illinois.

He has also has the distinct privilege to serve as the Co-Convener of the Religious Affairs Division of The Rainbow Coalition – Operation Push under the leadership of the Reverend Jessie Louis Jackson and served on his Campaign for his Presidential run as a member of the speakers bureau and led a representative coalition to Seoul Korea.

He has also made his pilgrimage to the Holy Land.

He is the Senior Pastor of Restoration Tabernacle and CEO of Hope Outreach Ministries Inc. He governs an unusual cutting-edge conglomerate ministry that ministers to the whole person in every facet of life through full development of Christian faith, aspects of discipleship, and concepts of servant hood application. Apostle Brinson believes in the restoration of the whole person and the cancellation of fragmented, broken and destroyed lives. Through crisis intervention, Bible-based counseling, community outreach programs, educational curriculum, restoration of the arts, physical & nutritional guidance, spiritual & social adjustment programs, conferences, symposiums and crusades...he employs *every* possible measure for the resuscitation of that which was dead...to fully bring it to life!

He is also the Presiding Apostle (*Apostle Primus having Apostolic Succession from both the "Eastern and Western Streams" of the ancient pilgrim Church*) of the HOMI - Fellowship/Reformation, a reformation of independent ministries, churches, para – churches and agencies designed for the purpose of providing fellowship and networking through covering, mentoring, administrative support and development. He is founder & convener of the Apostolic Council of Fellowshiping Apostles (ACFA), founder and overseer of the Apostolic Council of Prophetic Elders (ACPE). He is Founder and President of Hope Bible Institute & Seminary, Hope Schools of Ministry Consortium Hammond, Indiana and President/CEO of the Accrediting Association of Bible Schools and Theological Institutions Inc., Chicago, Illinois. He serves as a member of the Executive Advisory Board and Adjutant General of MICA under the leadership of Apostle Dr. Richard Daniel Henton his spiritual father in ministry.

The ministry of this "last day" Apostle covers over 40 years of ministry and 32 years in the Pastorate. His education includes Honorary Doctorate of Divinity - Truth Bible College & Seminary, Jacksonville, Florida; Doctor of Humanities - Union Baptist Seminary, Birmingham, Alabama; Doctorate of Theology and Doctorate of Philosophy in Ministry Midwest Christian College & Seminary; Doctor of Ministry – Hope Bible Institute & Seminary, Hammond, Indiana. Master of Divinity - Garrett Evangelical Theological Seminary, Evanston, IL' Bachelor of Arts with a Double Major in Sociology and Philosophy/Religion from Greenville College in Greenville, IL., and Associates in Social Services from Kennedy King College in Chicago,IL. A diploma from Lindblom Technical High School and Medill Elementary in Chicago, Illinois.



## Meet the Faculty

Dr. Sylvester Paul Brinson III, President and CEO Hope Outreach Ministries Inc.;  
Founder / President and Faculty of Hope Bible Institute & Seminary

A.A., Kennedy-King College, Chicago, IL. 1973  
B.A., Greenville College, Greenville, IL. 1975  
M.Div., Garrett Evangelical Theological Seminary, 1978  
D.D., Truth Bible College & Seminary, 2000  
L.H.D., Christian Union Baptist Seminary, 2002  
Ph.D., Midwest Christian College & Seminary, 2002  
Th.D. Midwest Christian College & Seminary, 2003  
D.Min. Hope Bible Institute & Seminary, 2004

Dr. Ora L. Wilson, Academic Dean *Professor of Christian Education*

A.A., Kennedy King Junior College, 1999  
B.A., Midwest Christian College & Seminary, 2001  
M.A., Midwest Christian College & Seminary, 2003  
Ph.D., Midwest Christian College & Seminary, 2004

Bishop Howard B. Hogan Sr., *Senior Scholar in Ministry*

A.A., Gaston College, 1970  
B.A., Gardner – Webb College, 1972  
M.Div., Livingston College – Hood Theological Seminary, 1974  
D.Min. Chicago Theological Seminary, 1976

Bishop Lester Bell Jr., *Senior Scholar in Theology*

B.A., Daniel Hale Williams, 1978  
M.A., Governors State University, 1985  
M.S., Spertus College of Judaica, 1981  
L.H.D., Monrovia College, 1995  
D.M., International College of Bible Theology, 1995  
Th.D., International College of Bible Theology, 1995

Dr. G.E. Bradshaw, *Senior Scholar of Spiritual Formation and Leadership*

A.S., Indiana Vocational College, 1980  
B.A., C.H. Mason Bible College, 1986  
M.A., Jacksonville Theological Seminary, 1996  
Th.D., Jacksonville Theological Seminary, 1996

Dr. Scott Thomas Washington, *Professor of Biblical Studies*

A.A.S., B.A., M.A., Ph.D., Th.D.

Dr. Margaret White, *Professor of Christian Education*  
B.A., M.A., Ph.D, Th.D.

Dr. Duane J. Sherman, *Associate Professor of Ministry*  
B.A., M.A., Ph.D., CSE.

Dr. Carol Sherman, *Associate Professor of Ministry*  
B.A., M.A., Ph.D.

Dr. Hope Green, *Professor of Pastoral Counseling*  
B.A., MSW., Ph.D., LCSW

Dr. Maria S. Carey, *Professor of Pastoral Counseling*  
B.A., M.S.Ed., Ph.D., CPI., CPR.,

Dr. Alvin John Moseberry Sir, *Associate Professor of Pastoral Counseling*  
A.A., B.A., MPH., Ph.D. CRADC.

Dr. LeRhuchandre Scott, *Associate Professor of Music & The Sacred Arts*  
B.A., M.A., Ph.D.

Dr. Ronald Scott, *Professor of Music & The Sacred Arts*  
B.A., M.A., Ph.D. L.E., L.F.D.,

Dr. Demetra Kidd, *Associate Professor of Ministry, Registrar*  
B.A. M.A., Ph.D.

Dr. Cephus Thompson, *Associate Professor of Biblical Studies*  
B.A. M.A. Ph.D.

Dr. Gloria Sellers, *Professor of Christian Education & Theology*  
A.S., B.A., M.A., D.Min., Ph.D.

Bishop Sylvester Paul Brinson Jr., *Associate Professor of Ministry*  
B.A., M.A., D.D.

Dr. Jerome Brinson Sr., *Associate Professor of Pastoral Counseling*  
B.A., M.A., Ph.D., Th.D. (Candidate)

Apostle Dr. Yvonne Lee – Wilson *Associate Professor of Pastoral Counseling*  
B.A., M.A., D.Min., Ph.D

# **Hope Bible Institute & Seminary** **Constitution and By-Laws**

## **Section I; Name**

The name of this educational institution which is owned, controlled, and operated by Hope Outreach Ministries Inc., a Not for Profit Corporation Shall be “Hope Bible Institute & Seminary.”

## **Section II: Purpose**

Hope Bible Institute & Seminary functions primary as a classroom and nontraditional distance-learning school for mature, self-motivated pastors, counselors, and other Christian ministers and laity, allowing them to earn an affordable and convenient undergraduate and graduate degrees from a reputable institution, with majors in the fields of Bible Studies, Ministry, Music & The Sacred Arts, Pastoral Counseling and Christian Education.

## **Section III: Board of Regents**

The Board of Directors of Hope Outreach Ministry Inc. shall serve as the Board of Regents of Hope Bible Institute & Seminary. This governing body shall have authority for all matters of policy, procedure, program, personnel, and finance.

#### **Section IV: Officers and Executive Committee**

The officers and Executive Committee of Hope Outreach Ministries Inc. shall serve as the officers and Executive Committee of the Board of Regents of Hope Bible Institute & Seminary.

#### **Section V: Personnel**

The President of Hope Outreach Ministries Inc., as Chief Executive Officer shall serve as President of Hope Bible Institute & Seminary. With advice and consent of the Board of Regents, the President shall employ an Academic Dean, who shall be responsible for supervising the faculty and curriculum of the Institute. The President, as authorized by the Executive Committee or the Board of Regents, may employ other staff and faculty members as needed to carry out the purposes of this Institute.

#### **Section VI: By-Laws**

The By-Laws of Hope Outreach Ministries Inc. shall serve as the By-Laws of Hope Bible Institute & Seminary.

## **Hope Bible Institute & Seminary**

### **History**

Hope Bible Institute & Seminary is the recognized educational ministry of Hope Outreach Ministries Inc. Apostle Sylvester Brinson III founded Hope Outreach Ministries Inc. December of 1983 in Chicago Illinois.

Hope Bible Institute & Seminary is an outgrowth of Hope School of Ministry formerly known as Hope Biblical Institute a program division of Hope Outreach Ministry Inc.

Dr. Brinson as Founder and Dean began to teach bible classes, hold workshops and lead seminars related to Kingdom building and training those seeking ministerial certification, license and ordination in 1983.

In 2002 Hope School of Ministry became an Affiliate of Midwest Christian College & Seminary located in Munster and Schererville, Ind. Dr. Brinson served for two years as its Dean and on the Faculty. Unable to grant degrees in the state of Illinois this affiliation provided us with the opportunity to transfer our student's remaining 16 hours of study into Midwest Christian College & Seminary share faculty, graduate and grant students degrees.

In 2004 Hope Bible Institute & Seminary under the Authority of Hope Outreach Ministries Inc., was duly authorized to grant its own degrees as a result of receiving a Certificate of Authority to operate as an Illinois Non-Profit Foreign Corporation exclusively for Religious, Educational and Social purposes in the state of Indiana.

Hope Bible Institute & Seminary now serves as the Umbrella that consolidates the teaching ministries of The Hope School of Ministry and the training ministries of Hope Outreach Ministries Inc. and its' consortium of related Bible Institutes, Schools of Ministries and Teaching Ministries in the HOMI Fellowship/Reformation Network.

God is continually blessing this educational ministry and those students currently enrolled in our classroom and distance learning programs.

## Mission

Hope Bible Institute & Seminary, empowered by the Holy Spirit and serving as the educational ministry of Hope Outreach Ministries Inc., is committed to the belief that the Body of Christ is called to “*equip the saints to do the work of the ministry.*”

The mission of HBIS is to share in the church’s task of equipping the people of God to be and become what is intended for His Kingdom.

To prepare and equip Church Leadership  
To be and become better teachers and  
Trainers of the Body of Christ.

To challenge Church leadership to  
“Make full proof” of their ministries.

To celebrate believers in their ministry  
Gifts to the Church.

To provide theological and biblical  
Research and reflection for the Church.

In pursuing these goals, HBIS seeks to be a faithful and responsible  
Part of the church and to strengthen cooperative ties with other  
Educational institutions of like mission and philosophy.

## **Logo, Motto, and School Color**

### **Logo**

**The Crown – Royalty.** “...But you are a chosen generation, a royal priesthood...” I Peter 2:9

**The Shield – Faith** “...Above all, taking the shield of faith, wherewith ye shall be able to quench all the fiery darts of the wicked.” Eph. 6:16

**The Cross – Salvation** “For God so loved the world that He gave...” John 3; 16

**The Bible – The Word of God.** All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness:” II Tim. 3:16

**The Sword of The Spirit – Power** “For the word of God is quick, and powerful, and sharper than any two-edged sword” Heb. 4:12

### **Motto**

**“Rightly Dividing the Word of Truth”**

### **School Colors**

**Yellow Gold – representing Celebration**  
**Green – representing Prosperity and Growth**

**The color, scarlet, represents study in Theology.**  
**Hope Bible Institute & Seminary graduation hoods combine the colors yellow gold, green and scarlet.**

## **Statement of Faith**

***We Believe*** the Bible to be the inspired and only infallible and authoritative Word of God.

***We Believe*** that there is one God eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.

***We Believe*** in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal future to the earth in power and glory to rule over the nations.

***We believe that*** the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.

***We Believe*** that regeneration by the Holy Spirit is absolutely essential for personal salvation.

***We Believe*** that the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.

***We Believe*** that the Baptism of the Holy Spirit, according to Acts 2:4 is given to believers who ask for it.

***We Believe*** in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a Holy Life.

***We believe*** in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

## **Accreditation**

Hope Bible Institute & Seminary is accredited by American Accrediting Association of Theological Institutions (A.A.A.T.I.) Rocky Mount, NC. and Accrediting Association of Bible Schools and Theological Institutions, Inc. (A.A.B.S.T.I.) Chicago, IL.

Hope Bible Institute & Seminary is not relegated but granted “Exemption” by the Indiana Commission on Proprietary Education as a Religious Institution.

Hope Bible Institute & Seminary, Furthermore, does uphold the highest standards of academic excellence and integrity to assure that all the degrees awarded are absolutely legitimate and totally honorable.

A degree awarded from Hope Bible Institute & Seminary covers the major taken with that degree. A student or potential student must understand that credits taken in one type program may or may not transfer to another type program. This is the sole determination of the receiving institution.

The job market is highly competitive. Training is specialized in most fields. A graduate in one field may have difficulty in being hired in a field that they are not certified for.

Persons whose professional career goals require a certification by a state or federal governmental agency should check in advance to determine whether a degree from Hope Bible Institute & Seminary would be acceptable. Individuals needing to earn a regionally accredited degree in one of our disciplines may wish to investigate comparable programs at more traditional Institutions accredited by a regional association recognized by the U.S. Department of Education.

Hope Bible Institute & Seminary is a non – secular Institution. It is our sole purpose to expand and prepare our students in the study of the Bible, Theology and for Christian related ministries.

## **Admission/Academic Information**

### **Admission Policy**

Enrollment shall be granted to each student applicant of at least 17 years Of age, without regard to sex, race, color, physical disability, national and ethnic origin, creed, denomination or religious affiliation, expressing a desire to learn.

Applicants should have a spiritual covering and be related to a local Church or Ministry.

HBIS seeks to encourage vigorous discussion and research as an integral element in our common search for truth. We believe that the engagement of one another in discussion is a necessary precondition for genuine learning, faithfulness, and mutuality.

HBIS seeks to be and challenge our students to be a prophetic arm of the church on issues of pressing human concern by providing a forum in which these social questions can be addressed freely and critically in the context of biblical, theological perspectives and revelation.

HBIS seeks for applicants who exhibit and embody the transcendent unity that is ours in Jesus Christ.

### **Procedures**

Complete application forms, reference forms and all application instructions.

Request official transcripts from all institutions of education, which you have attended or received credit for one or more courses to be sent to our office.

Ensure that all admissions materials are received by our office (preferably as one package) in advance of applicable deadlines for admissions consideration for a selected term or semester of study or degree program.

Application fees vary according to programs. Tuition deposits are payable within 30 days after notification of admission.

## **Transfer Students**

Students transferring from theological seminaries, bible colleges, schools of ministries, will be given credit for classes taken as their credits approximates the curriculum of HBIS. Any course grades less than “C” will not be transferred. A copy of previous transcripts is to be sent to the office of HBIS for evaluation. Upon completion of each evaluation, HBIS will notify the student of the number of course credits accepted by the Seminary. **All Transfer students must complete a minimum of 16 undergraduate hours or 18 graduate hours to be eligible for any degree.**

## **Transferability of Credits**

Credits earned at Hope Bible Institute & Seminary are transferable at the discretion of the receiving institution. Also, Credits transferred to HBIS are received at the discretion of the Admissions/Academic Committee.

## **Transcripts**

All grades recorded become a permanent part of the student’s academic history. If a student receives a failing grade, that grade will remain on the record. If such a course is retaken the new registration and grade will also be recorded on the students record.

When a request is made for an official transcript the first transcript form HBIS for each student is provided without charge, but each subsequent official transcript is issued at a charge of \$10.00.

## Tuition and Fees

Tuition and fees cover the college's operational cost.

\$70.00 per credit hour undergraduate level

\$100.00 per credit hour graduate level

\$120.00 per credit hour doctorate levels

Registration Fees \$80

Transcript Fee (*second-replacements*) \$15.00

Diploma Replacement Fee \$25.00

**Graduation Fees: \$250.00 (include, appropriate Hood, Cap Tassel, Retainable Robe, Degree).**

## Refund Policy

No refund will be made for registration or examination fees. Refunds on tuition will be made as follows.

Prior to first class	100%
Withdrawal during the first week	90%
Withdrawal during the second week	75%
Withdrawal during the third week	50%
Withdrawal during the fourth week	25%

**No refund will be made after the fourth week.**

**All tuition, book fees, and other financial obligations must be paid in full before diplomas and transcripts are issued.**

## Grading

The aim of Hope Bible Institute & Seminary is to provide a performance-based degree program, which identifies knowledge skills and outcomes required to demonstrate achievement. Students are given a variety of ways to acquire and demonstrate the required competencies. Grades for completed courses are recorded using the symbols, definitions and grade points shown below:

<u>Grade</u>	<u>Interpretation</u>	<u>Grade Points</u>	<u>Numerical Value</u>
A	Outstanding performance	4	100-94
B	Above satisfactory performance	3	93-86
C	Satisfactory performance	2	85-78
D	Marginal performance	1	77-70
F	Unsatisfactory performance	0	69-0

## Graduation

Diplomas and transcripts are mailed a few weeks after the completion of the degree, provided all financial obligations have been paid. Graduating students will be invited to participate in the annual commencement ceremony in May.

To be eligible for an Associates or Bachelor's degree, a student must successfully complete his or her prescribed course of study with at least a 2.5 grade point average To be eligible for graduation with a master's or doctoral degree, a student must have successfully completed his or her prescribed course of study with at least a 3.0 grade point average.

Students graduating with a 3.70 – 3.79 GPA will be recognized as “Cum Laude”; with a 3.80 – 3.89 GPA as “Magna Cum Laude”; with a 3.90 – 4.00 GPA as “Summa Cum Laude.”

## Course Credit Hours

Hope Bible Institute & Seminary maintains the standard requirements of 16 classroom clock hours for 1 semester hour credit. Classroom courses are taught on an eight-week 2hrs lecture schedule. *(16 clock hours =1 semester hour credit. Most courses earn 3 credit hours; 48 clock hours of study).*

### HBIS Example

Class lectures-Distance Learning video/audio	16 clock hours
Complete workbook/ assignments	14 clock hours
Take final examination	2 clock hours
Subtotal (2 credit hours)	(32 clock hours)
Read assigned Textbooks(s)	8 clock hours
Write personal/practical term paper	8 clock hours
Subtotal (1 credit hour)	(16 clock hours)
Total	48 clock hours

## **Accumulative Life Experience Policies (LLE)**

The American Council on Education and the Council on Postsecondary Accreditation have acknowledged that “American society abounds in resources for learning at the postsecondary level, Associations, businesses, government, industry, and unions sponsor formal instruction. In addition, independent study and reading, work experiences, the mass media, and social interaction contribute to learning and competency.”

The Student Portfolio (Curriculum Vitae) required by Hope Bible Institute & Seminary assist the school in fulfilling this exhortation for post – secondary institutions to “assess extra – institutional learning as part of their credentialing function.” HBIS records Accumulative Life Learning Experience credits on a student’s transcript at all levels, but these LLE credits are not included as part of the minimum credit hour requirement for any doctoral degree

**The maximum LLE credit hours allowed toward HBIS degrees:  
Associates – 25; Bachelor’s – 25; Master’s - 25 Doctor’s – none**

## **Student Portfolio (Curriculum Vitae)**

All students enrolled in HBIS degree program are required to complete a Student Portfolio (Curriculum Vitae), which summarizes the learning, acquired from academic, personal, and professional experiences. All students must complete the Portfolio regardless of the Number of transfer credits they have accumulated prior to enrolling at HBIS.

The preparation of the Portfolio has two main purposes: (1) It provides a means by which students may petition for Accumulative Life Learning Experience (LLE) credits applicable to their degree, and (2) It provides students the opportunity to summarize and evaluate experiences they bring with them to the program.

## **Student Portfolio (Curriculum Vitae) II**

In addition to the student Portfolio submitted prior to enrolling at HBIS, a final Portfolio (Addendum) can be submitted upon completion of a degree program to the Graduation Assessment Committee for evaluation and additional LLE credit (4 credit hours). In cases where the Portfolio needs improvement, the student will be notified to what needs to be corrected. (*Portfolio Guide available upon request*)

## **Term Paper, Theses, and Dissertation Requirements**

*All written work must be typed (12 point), double - spaced, standard margins on standard white paper, one side of the page only, and submitted in a 3-ring binder. Students writing research papers, theses, and dissertations are expected to use the guidelines set forth by Kate L. Turabian **A Manual for Writers of Research Papers, Theses, and Dissertations** 7<sup>th</sup> Edition.*

## Degree Study Programs

Hope Bible Institute & Seminary provides for 3 study modules of course programs for the earning of degrees.

**Correspondence/Distance Learning** – Offers the convenience of home study to fit the students schedule needs.

**Classroom Instruction** – Designed to give the student the opportunity to learn in a classroom setting with other students providing for discussion and support groups. Classes held Day, Evening and Weekend Intensives.

**Pastor's Accelerated Degree Program** – This program is reserved as in – ministry degrees preparing pastors for continued leadership in the church and enhancing their competence as practical theologians. The goal of this degree program is to build on the experience of the student while making a commitment to meeting the needs of leadership in the church and the serious theological reflection foundational to this task.

**Pastors enrolled in this program upon evaluation of their Portfolio are provided with individualized courses of study to meet their academic needs and HBIS requirements for a degree as recommended by the Assessment Committee.**

**Students may enroll in both the Classroom Instruction and Correspondence/Distance Learning study modules.**

## Degree Credit Hours

**Associate Degree:** This degree may be awarded to students who have completed 60 credit hours. (*18-20 months*)

**Bachelor Degree:** This degree may be earned by having a total of 120 credit hours. (*36-40 months*)

**Master Degree:** may be granted upon the completion of 36 credit hours of study above the Bachelor's degree including a submitted thesis of 6 credit hours. (*12 –15 months*)

**Doctorate Degree:** This degree requires 72 credit hours above the Bachelor's degree or 36 credit hours above the Master's Degree. The Doctorate Degree requires a thesis of high quality scholarship (*12 credit hours*). (*12-15 months*)

*Students may enter any time during the year and work at their own pace, which may be for a shorter or longer time period than the estimates shown above. Students may graduate whenever their academic work is finished and all tuition and fees are paid.*

## **Degree Specialization**

*Specialization is offered through an extended field research project and 15 elective credit hours as well as internship/partnership with ministries and agencies.*

## **Degree Programs**

### **Biblical Studies**

This program is designed to challenge the student to Biblical scholarship, survey of each book and an in-depth study of the culture and context of scripture.

### **Ministry**

The Ministry program is designed for those students seeking certification and ordination for ministry leadership. This program integrates principles of Bible study and Proclamation, leadership styles, ministry management, mission and spiritual formation. This program reflects a serious commitment enhancing the student's competence as practical theologians.

### **Finance & Church Administration**

This program is designed to understand church order and financial protocols for organization and maintenance for good stewardship. To provide for the understanding and successful compliance of Governmental laws and regulations regarding religious institutions.

## **Pastoral Counseling**

Goals include developing a high level of competence in the theory and practice of pastoral counseling and psychotherapy, integrating theological reflection, pastoral care and the life of the church. This program has a strong commitment in strengthening the pastoral care skills of parish clergy and chaplains.

This program also encourages personal growth in Christian faith and spiritual leadership, qualifying students for memberships in the American Association of Pastoral Counselors (AAPC), the American Association of Christian Counseling (AACC) and /or the National Christian Counselor's Association (NCCA)

## **Music & The Sacred Arts**

This program address's the needs for expanded worship experience. The Church has been challenged to include a serious evaluation and training in the presentation of worship styles and presentations that speak to the lives of its members and celebrate that expression through the performing arts.

This program prepares students to better serve the needs of worship and provide for the creative use of worship paradigms through choirs, band/orchestra, drill teams, poetry, drama, mime, puppetry, song writing, dance and pageantry.

## **Christian Education**

The Christian Education program is designed specifically to prepare students with a substantial knowledge of educational ministries. In addition to educational skills, students will also acquire leadership, organizational,

interpersonal, and administrative skills for serving in a broad range of ministry capacities in church, mission fields, and denomination offices.

The purpose of this program is to better equip students to evaluate the educational needs of their ministry setting and design opportunities for solid Christian education to impact everyone in the church and Para church organization. This can be done by better understanding family life issues, developmental theories, curriculum implications and educational strategies.

The curriculum includes supervised ministry experience and observation of a local church life. Students are required to participate in a year of church leadership and supervisory experience if they are not in a leadership position. The curriculum provides a full academic experience in the field of Christian education, yet offers an opportunity that permits some course selection to meet the need, experience, and interest of the student. Open electives allow students to choose courses according to their ministry goals and specialization.

## **DIVISION OBJECTIVES**

The students who complete this program will meet the objectives of the Divisions of Bible/Theology/Ministry and expected to demonstrate ability in the following competencies:

### **Division Objectives:**

1. Demonstrate a working knowledge of the Bible and essential Christian doctrine, its geography and history.
2. Develop the skills and understanding necessary for personal Bible study, prayer and devotional life which can sustain and empower one's personal life and ministry to others.
3. Demonstrate a commitment to Biblical, moral and ethical values.
4. Demonstrate the ability to minister to others in your own cultural and across cultural boundaries, utilizing appropriate technology and relevant forms of both written and verbal communication.
5. Demonstrate perseverance and commitment, and the ability to work productively independently and in teams.
6. Actively pursue and progress in a life-long process of personal spiritual development by nurturing a relationship with God, connecting in Christian community, growing in moral integrity, and engaging in vocational service in light of giftedness.

1. Develop, evaluate, and administer curriculum in the church educational program and to serve as a resource person in the area of curriculum.
2. Enable others to worship, witness, teach, minister, motivate and apply Christian faith in life and to imitate and administer programs in these areas.
3. Commit to, engage in, and equip others for the disciple-making process of evangelism, edification, counseling, and leadership development.

## **Degree Titles**

### **Associate of Arts in Biblical Studies** (*only*)

#### **Bachelor of Arts in:**

Biblical Studies  
Ministry  
Pastoral Counseling  
Music & The Sacred Arts  
Christian Education

#### **Master of Arts in:**

Biblical Studies  
Ministry  
Pastoral Counseling  
Music & The Sacred Arts  
Christian Education  
Finance & Church Administration

#### **Master in Theological Studies:**

Specialization in a chosen area of research and provides for doctoral Study. It can be combined with another professional degree.

**Doctor of Ministry:**

Specialization in the Ministry Degree Program and/or degree credits in the Pastor's Accelerated Degree Programs.

**Doctor of Philosophy in:**

Biblical Studies

Ministry

Pastoral Counseling

Music & The Sacred Arts

Christian Education

Finance & Church Administration

**Doctor of Theology:**

*A specialized degree earned as a second Doctorate. Advanced studies in Theology.*

# Curriculum

## HOPE BIBLE INSTITUTE & SEMINARY

### ASSOCIATE OF ARTS DEGREE IN BIBLICAL STUDIES

#### Required Core Courses:

			Credits
BHSM	101	Old Testament Survey	3
BHSM	102	New Testament Survey	3
BHSM	103	Pentateuch	3
BHSM	105	Psalms and Wisdom Literature	3
BHSM	106	Old Testament Prophets	3
BHSM	107	Jesus and The Gospels	3
BHSM	108	Acts	3
BHSM	109	The Life and Letters of Paul	3
BHSM	110	Romans	3
BHSM	111	Revelations	3
BHSM	112	Biblical Exegesis and Hermeneutics	3

Degree is granted upon successful completion of 60 credit hours in which 33 credits of Biblical Core requirements are completed for the Associates of Arts Degree.

**All major fields of study must carry this core requirement.**

**BACHELOR OF ARTS DEGREE  
IN  
BIBLICAL STUDIES**

**Required Core Courses:**

			Credits
BHSM	101	Old Testament Survey	3
BHSM	102	New Testament Survey	3
BHSM	103	Pentateuch	3
BHSM	105	Psalms and Wisdom Literature	3
BHSM	106	Old Testament Prophets	3
BHSM	107	Jesus and the Gospels	3
BHSM	108	Acts	3
BHSM	109	The Life and Letters of Paul	3
BHSM	110	Romans	3
BHSM	111	Revelations	3
BHSM	112	Biblical Exegesis and Hermeneutics	3

**Biblical Studies Courses:**

BHSM	200	Historical Books	3
BHSM	201	The Life of Peter/I & II Peter	3
BHSM	202	Covenant, Promise and Fulfillment	3
BHSM	203	Hebrews	3
BHSM	204	Holiness in Biblical Perspective	3
BHSM	205	Joshua	3
BHSM	206	The Prophets of Israel	3
BHSM	207	I & II Corinthians	3
BHSM	208	Good, Evil and Spiritual Warfare	3
BHSM	210	Job	3
BHSM	211	Topics in Biblical Studies (Offered occasionally)	3
BHSM	212	The Work of the Holy Spirit	3

Degree is granted upon successful completion of 120 credit hours.

All students must complete 33 credit hours of core courses and 27 credit hours in Biblical Studies courses. The ASAP Exam is offered for additional credits or research in Biblical Studies.

**MASTER OF ARTS DEGREE**

IN  
BIBLICAL STUDIES

			Credits
BHSM	300	Principles of Bible Study Methods	3
BHSM	301	Church History	3
BHSM	302	World Religions and Ideologies	3
BHSM	207	I & II Corinthians	3
BHSM	402	Pneumatology: God and Holy Spirit	3
BHSM	330	Leadership Class	3
BHSM	306	Spiritual Formation II	3
BHSM	455	Thesis	6

Prerequisite to enroll: A recognized Bachelors degree

Degree is granted upon successful completion of 36 credit hours including thesis.

DOCTOR OF PHILOSOPHY  
IN  
BIBLICAL STUDIES

			Credits
BHSM	350	Independent Study in Biblical Studies	6
THSM	499	Seminar: Theology (Oral and written presentation)	6
		Thesis	24

*Prerequisite to enroll: A recognized Master's degree*

Degree is granted upon successful completion of 36 credit hours including Thesis.

BACHELOR OF ARTS DEGREE  
IN  
MINISTRY

**Required Core Courses:**

			Credits
BHSM	101	Old Testament Survey	3
BHSM	102	New Testament Survey	3
BHSM	103	Pentateuch	3
BHSM	105	Psalms and Wisdom Literature	3
BHSM	106	Old Testament Prophets	3
BHSM	107	Jesus and the Gospels	3
BHSM	108	Acts	3
BHSM	109	The Life and Letters of Paul	3
BHSM	110	Romans	3
BHSM	111	Revelations	3
BHSM	112	Biblical Exegesis and Hermeneutics	3

**Ministry Courses:**

BHSM	300	Principles of Bible Study Methods	3
MHSM	301	Survey of Church Ministry	3
MHSM	330	Leadership Class	3
MHSM	320	Cross Cultural Practicum	3
MHSM	311	Pastoral Care and Counseling	3
MHSM	303	Teaching	3
BHSM	305	Spiritual Formation I	3
MHSM	304	Ministry Management	3
EHSM	230	Introduction to Computer Application	3
MHSM	313	Evangelism and Discipleship	3
LHSM	200	Speech	3

Degree is granted upon successful completion of 120 credit hours.

MASTER OF ARTS DEGREE  
IN  
MINISTRY

			Credits
BHSM	306	Spiritual Formation II	3
MHSM	305	Human Resource Development	3
MHSM	306	Church Planting and Evangelism	3
THSM	410	Apologetics	3
MHSM	307	Leadership in Excellency	3
BHSM	302	World Religions and Ideologies	3
MHSM	355	Worship, Prayer and Praise	3
MHSM	350	Spiritual Warfare	3
		Thesis	6

*Prerequisite to enroll: A recognized Bachelors degree*

Degree is granted upon successful completion of 36 credit hours including Thesis.

DOCTOR OF PHILOSOPHY  
IN  
MINISTRY

			Credits
MHSM	375	Independent Study in Ministry	6
THSM	435	Seminar: Theology (Oral and written presentation)	6
		Thesis	24

*Prerequisite to enroll: A recognized Master's degree*

Degree is granted upon successful completion of 36 credit hours including Thesis.

## BACHELOR OF ARTS DEGREE IN CHRISTIAN EDUCATION

### Required Core Courses:

			Credits
BHSM 101	Old Testament Survey	3	
BHSM 102	New Testament Survey		3
BHSM 103	Pentateuch		3
BHSM 105	Psalms and Wisdom Literature		3
BHSM 106	Old Testament Prophets		3
BHSM 107	Jesus and the Gospels		3
BHSM 108	Acts		3
BHSM 109	The Life and Letters of Paul		3
BHSM 110	Romans		3
BHSM 111	Revelations		3
BHSM 112	Biblical Exegesis and Hermeneutics		3

### Additional Bible & Theology:

THE 401	Systematic Theology I		3
THE 402	Systematic Theology II		3
THE 403	Systematic Theology III		3
BHSM 115	Writings of John		3
BHSM 203	Hebrews		3

### Professional Ministry Courses:

EDU 101	Philosophy of Christian Education		3
PSY 203	Development Psychology		3
EDU 201	Methods of Bible Teaching		3
EDU 205	Ministry, Planning & Program Design		3
EDU 310	Teaching Personal Evangelism		3
EDU 304	Classroom Methods and Management		3
EDU 307	Seminar in Christian Education Curriculum		3
MIN 330	Leadership Class		3
PSC 311	Pastoral Care and Counseling		3
MIN 320	Cross Cultural Practicum		3
EDU 405	Student Teaching: Bible Instruction		6

Degree is granted upon successful completion of 120 credit hours.

All students must complete 33 credit hours of required core courses.

**MASTER OF ARTS DEGREE  
IN  
CHRISTIAN EDUCATION**

**Professional Ministry Courses:**

	<b>Credits</b>
EDU 308 Church Staff Administration	3
EDU 314 Curriculum Development and Assessment	3
EDU 312 Ministering to Adults	3
EDU 309 Ministering to Families & Children	3
EDU 305 Leadership and Supervision	3
EDU 307 Seminar in Christian Education Curriculum	3
MIN 305 Human Resource Development	3
EDU 401 Special Groups of Adults	3

Degree will be granted after student have met the **prerequisites** and completed **36 hours** of the Master of Arts Degree in Christian Education.

Candidates entering this master program, should have completed and undergraduate major of study in Christian Education, Biblical Studies, Theology, or Pastoral Studies. **Students completing other majors of study may be admitted, provided they meet the following prerequisite requirements:** 33 credit hours in Biblical Studies and 30 credit hours in undergraduate courses in Christian Education. In some cases a candidate may request and receive assessment for prerequisite requirements.

**DOCTOR OF PHILOSOPHY  
IN  
CHRISTIAN EDUCATION**

**Professional Ministry Courses:**

	<b>Credits</b>
EDU 402 Church Staff Administration	3
EDU 400 Church Management	3
EDU 403 Church Business Administration	3
EDU 502 Christian Leader and Vocational Guidance	3
EDU 406 Church Educational Ministries	3
EDU 420 Advocacy for Special Needs Children and Family	3
EDU 601 Research Analysis and Writing	3
EDU 501 Counseling Methods: Pre-marital/marital	3
EDU 602 Thesis	12

Degree will be granted after student have met the **prerequisites** and completed **36 hours** of the Doctor of Philosophy in the Christian Education Program.

Candidates entering this doctoral program should have completed the Master of Arts Degree in Christian Education. In some cases a candidate may request and receive assessment for prerequisites requirements.

BACHELORS OF ARTS  
IN  
PASTORAL COUNSELING

			Credits
BPC	10004	Introduction to Pastoral Counseling	3
BPC	11004	Grief Counseling	6
		<i>Internship</i>	
BPC	12004	Crisis Counseling	6
		<i>Internship</i>	
BPC	13004	Counseling in Hospitals	6
		<i>Internship</i>	
BPC	14004	Human Development	3
BPC	15004	Pastoral Counseling	6
		Ethic & Research	
BPC	16004	Thesis/Internship	6

Degree is granted upon successful completion of 120 credit hours.  
Which must include 33 hrs of elective core courses from the  
Biblical Studies Tract.

MASTERS OF ARTS  
IN  
PASTORAL COUNSELING

			Credits
MPC	20204	Counseling Depressed	3
MPC	20304	Substance Abuse & Addiction	3
MPC	20404	Play Therapy/Counseling Children	3
MPC	20504	Marriage & Family Counseling	3
MPC	20604	Domestic Violence	3
MPC	20704	Homosexuality: The Healing Journey	3
MPC	20804	Group Counseling <i>Internship</i>	6
MPC	20904	Thesis/Internship	9

*Prerequisite to enroll: A recognized Bachelors degree*

Degree is granted upon successful completion of 36 credit hours including Thesis/Internship.

DOCTOR OF PHILOSOPHY  
IN  
PASTORAL COUNSELING

			Credits
DPC	30104	Advanced Family Practice	9
DPC	30204	Pastoral Adult Psychopathology	3
DPC	30304	Pastoral Child & Adolescent Counseling	3
DPC	30404	Research & Clinical Practice <i>DAP documenting procedures</i>	12
DPC	31000	Thesis/Project	9

*Prerequisite to enroll: A recognized Master's degree*

Degree is granted upon successful completion of 36 credit hours including Thesis/Project.

BACHELOR OF ARTS  
IN  
Music & The Sacred Arts

<b>Course</b>	<b>Title</b>	<b>Credits</b>
BHSM 101	Praise and Worship	3
BHSM 102	Praise and Worship	6
BHSM 103	Praise Team Ethics and Dynamics	3
BHSM 104	The Effective Praise Team Leader	3
BHSM 105	Introduction to Christian Sacred Dance	6
 <i>Prerequisite Praise and Worship 101</i>		
BHSM 106	Tambourine Worship Dance	6
BHSM 201	Voice/Vocal Technique	6
BHSM 202	Music Theory I	3
BHSM 203	Song Writing I	3
BHSM 205	Poetry: Spoken Word Ministry	3
BHSM 206	Puppetry	6
BHSM 207	Acting Management	6
BHSM 208	Drill Team	3
BHSM 209	The Traditional Choir	6

Degree is granted upon successful completion of 120 credit hours

MASTERS OF ARTS DEGREE  
IN  
Music & The Sacred Arts

<b>Course</b>	<b>Title</b>	<b>Credits</b>
MHSM 301	Drama I	3
MHSM 302	Drama II	3
MHSM 303	Mime I	3
MHSM 304	Mime II	3
MHSM 305	Music Theory II <i>(Advanced)</i>	3
MHSM 306	Songwriting II	3
MHSM 307	Sound Engineering/Recording	6
MHSM 308	The Band	6
MHSH 309	Types of Music for the Occasion	3
MHSH 310	Streamers, Glory Hoops, Pageantry <i>(Prerequisite Praise and Worship 101)</i>	3

Masters Thesis

*Prerequisite to enroll: A recognized Bachelors degree*

Degree is granted upon successful completion of 36 hours and Master's Thesis.

DOCTOR OF PHILOSOPHY  
IN  
Music & The Sacred Arts

<b>Course</b>	<b>Title</b>	<b>Credits</b>
DHSM 401	Critical analysis of appropriate music in The church setting	6
DHSM 402	Recital of Original Christian Music	12
DHSM 403	Analysis and Critique/Church Sound Systems	6
DHSM 404	Thesis/Project	
12		

Prerequisite to enroll: A recognized Master's degree

Degree is granted upon successful completion of 36 credit hours including Thesis.

# Finance and Church Administration

[Master and/or Doctorate Degree Courses (36 hours each)]

Prerequisite: Bachelor's degree in Business Administration or Accounting

## **CF-3500 Church Organization and Charitable Organization Registration**

- A. Development of Church Governing Board**
- B. Development of Church By-Laws**
- C. Church application for “Articles of Incorporation” (if applicable)**
- D. Application For Employer’s Identification Number**
- E. Registration with the State Attorney General’s Office of Charitable Organization Registration (if applicable)**
- F. Registration with the State Department of Revenue**
- G. Registration with Department of Unemployment Security**
- H. Church application for exemption from reporting “Unemployment Security Earnings”**

## **CF-3502 Church Federal Tax Exemption Requirements**

The Internal Revenue Code specifies certain types of organizations that are exempt from federal income tax. The most common types are charitable, religious, and educational organizations, civic associations, labor organizations, business leagues, social clubs, fraternal organizations, and veterans’ organizations. The focus of this course is on organizations exempt under section 501(c) (3), commonly referred to as charities or charitable organizations.

- A. How to Apply for Federal Tax Exemption Status**
  - 1. The Benefits of Tax Exemption Status**
  - 2. Types of Church Exemption Status**
    - a) Single Church Exemption Status**
    - b) Group Church Exemption Status**
- B. Church Application for 501(c)(3) Tax Exemption Status – Form 1023**
- C. IRS Letter of Determination for Tax Exemption Status**
- D. Church Sacerdotal Functions**

## **CF-3504 Church Annual and Compliance Audit Requirements**

It is strongly recommended that churches have an annual financial audit completed by an external licensed CPA Firm and every two years a complete Compliance Review Performed to insure that the organization is in compliance with all applicable state and federal laws and regulations. This course will provide you with instruction in how to prepare for either the financial audit or compliance review.

- A. Requirements for Church Financial Audit**
  - 1. Board establish an Audit Committee**
  - 2. Church assemble financial records for audit per CPA Firm's Audit Scope**
    - a) Accounting Records – General Ledger; Bank Statements and Bank Reconciliations; Prior Year Financial Statements; 990 or 990-T Tax Returns, if filed; and Physical Inventory Records/Listing**
    - b) Payroll Records – Quarterly Payroll Tax Returns; W-4's; W-3's; W-9's; 1096's; 1099's; and W-2's**
    - c) Legal Records – Articles of Incorporation; By-Laws; Minute Book; Loans and Promissory Notes Documentation; Lease Agreements; Insurance Policies; and any deeds or trust**
    - d) Pastor's Personal Income Tax Returns – Federal and State**
  - 3. Requirements for Church Compliance Audit Review - The required documentation is the same as for the Financial Audit except for the following:**
    - a) Examination of Contribution records**
    - b) Examination of Pastoral Parsonage and Housing Allowances**
    - c) Examination of Pastor's Contract and Compensation Plan, if any**
    - d) Examination of the Pastor's last three years of Personal Income Tax Returns**
    - e) Assessment of Church Pastor and Board Members Indemnification**
    - f) Examination of Church Operational Procedures, if any**
    - g) Examination of Church Personal Policy & Procedures**
- B. IRS Examination, Compliance Check and Compliant Processes**
  - 1. Examination verses Compliance Checks**
  - 2. Correspondence Examination versus Field Examination**
  - 3. Records for Field Examination**
  - 4. Initial and Closing IRS Field Interview for Examination**
  - 5. Length of Field Examination**

## **CF-3506 Clergy & Administration Compensation**

This course focuses on the Church providing adequate financial support and other types of support for full-time Clergy members. It is a fact that Pastor's who do their work well should be paid well and should be highly appreciated, especially those who work hard at both preaching and teaching. Those who work deserve their pay... (I Timothy 5:17-18 NLBV)

- A. The Biblical Concept of Financially Supporting Members of the Clergy**
- B. Establishing a Church Policy and Time-table for Clergy Merit Increases**
- C. Factors Used to Determine Clergy Compensation**
  - 1. Church Ability to Pay**
  - 2. Clergy cost of maintaining his family**
  - 3. Competence of the Clergy Member**
  - 4. Performance of the Clergy Member**
  - 5. Measure of Inflation**
  - 6. Comparative Analysis of other Clergy Professionals within the area of similar education and responsibility**

## **CF-3508 Strategic Planning for Churches**

This course is designed to build the confidence of the Church Administration responsible for providing both short-term and long-term strategic plans for the organization and meeting the goals and objectives of the plan. This course will also assist pastors, church administrators, lay leaders and faith-based organizations, in understanding how to better accomplish the vision of the church.

- A. Developing a Strategic Planning Committee/Team
- B. Developing Goals in accordance with the Church Mission Statement
- C. Developing objectives designed to enable the Church to meet the Goals set.
- D. Developing procedures to ensure compliance with the objectives designed to meet the goals.
- E. Developing a "Time-Line" or "Milestone Chart" to measure the performance of the Church upon reaching its Goals.
- F. Developing annual budgets in accordance with the Time-Line and Goals
- G. The need for the development and implementation of Annual Reviews and Assessments of the prior year's accomplishments or failures, if any.

## **CF-3510 Church Managerial Accounting**

- A. Church maintenance of proper accounting records**
  - 1. Church Chart of Accounts**
    - a) Classification of Church Assets**
    - b) Restricted and Unrestricted Contributions**
  - 2. Church Financial Statements**
  - 3. Church Bank Accounts and Reconciliations**
  - 4. Church physical inventory and property management**
  - 5. Church employee payroll accounting and**
- B. IRS requirements for Churches – Tax Exempt under Section 501( c)(3)**
  - 1. Church Income Tax Withholdings Reporting**
  - 2. Backup Withholding Taxes**
  - 3. Employer's Payroll Tax Quarterly Tax Returns – 941's**
  - 4. IRS Magnetic Filing Requirements**
  - 5. Church Sales Tax Returns Reporting**
  - 6. Unrelated Business Income Tax Return Reporting (UBIT)**

7. **Completion of Form 990 Tax Return**
  1. **Understanding Form 990 and Who must file 990 or 990ez**
  2. **E-filing Requirements**
  3. **Thresholds for filing**
  4. **Extension of Time to File**
  5. **Penalties for late filing or failure to file**
8. **Completion of Year End Income Tax Forms – 1096; 1099; 1098; W-3;**
9. **Utilization of Church Property**

### **CF-3512 Church Accounting Potholes to Avoid**

**This course is designed to provide Clergy and Administration with information pertaining to business decisions or concerns that may jeopardize the Federal Tax Exemption Status of a Church. Essentially, the 501(c)(3) organization must engage primarily in activities that accomplish exempt purposes.**

- A. Inurement and Excess Benefit Transactions**
- B. Conflict of Interest resulting in Private Interest or Inurement**
- C. Lobbying and Political Activities**
- D. Voters Guides**
- E. Types of Business Activities**
- F. Unrelated Business Income (UBI)**
- G. Failure to Comply with Reporting Obligations**

### **CF-3514 Church Legal Requirements for Missionaries**

### **CF-3516 Church Administration and Ministerial Practicalities**

This course focuses on the origin and history of the Minister and function. It is designed to provide an overview of the man or woman required to discharge such duty within this public office as a servant, minister of the sanctuary and of Christ. The duties as presented are quite relative to the managerial and administrative capabilities required.

- A. History of the Minister and His/Her Function**
- B. The Supernatural and the Practical Application of Church Administration**
- C. The Local Church and Ministerial Practicalities**
  - 1. Definition**
  - 2. Governments and Ethics**
  - 3. Church Executives and Administration**
  - 4. Legal and Right**
  - 5. Church Administration and Ministry of Helps**
    - 1. Policy in Servanthood**
    - 2. Qualifications and Calling**
    - 3. Meetings and Communication Systems**
    - 4. How to properly relieve staff/helps from their position**

- 5. How to relate to the Pastor
- 6. Job Descriptions in the Local Church
- 7. Worship
- 8. Visitation
- 9. Correspondence
- 10. Holy Sacraments
- 11. Weddings
- 12. Funerals

### **CF-3518 Church Stewardship and Charitable Giving**

- A. Church Tithes & Offering Envelope System
- B. Church Donor Required Record Keeping
- C. Church Accounting of Designated Gifts
- D. Church Non-Cash Charitable Contributions Received
- E. Church Contributor Information Return
- F. Love Offerings and Honorariums
- G. Church Cash Management of Charitable Contributions
  - 1. Written Acknowledgement Requirements
  - 2. Written Acknowledgement of Goods and Services
  - 3. Goods and Services Token Exception
  - 4. Goods and Services Membership Benefits Exception
  - 5. Intangible Goods and Services Religious Benefits Exception
  - 6. Written Acknowledgement – Payroll Deductions
  - 7. Written Acknowledgement – Unreimbursed Expenses
- H. Quid Pro Quo Contributions
- I. Substantiation of Contributions
- J. Vehicles, Boats and Airplane Donations

### **CF-3520 Church Management and Operations**

- A. Church Board Meetings
  - 1. Church Notice of Board Meetings
  - 2. Church Election and Special Called Board Meetings
  - 3. Church Board Meeting Agenda
  - 4. Church Board Resolutions
  - 5. Church Board Parliamentary Procedures
  - 6. Church Maintenance of Board Meetings Minutes
- B. Church Board Members & Pastor's Liability
- C. Ordaining, Licensing & Commissioning Ministers
- D. The Impact of Secular Law and the Courts
- E. Church Record Keeping
  - 1. Financial Records

2. Grant Documentation
3. Records Retention and Disposal Schedule

### **CF-3522 Church Clergy Contracts and Income Tax**

- A. Clergy Contract Development and Negotiation
  1. Clergy employment status
  2. Ordained or Un-ordained Ministers
  3. Clergy allowable fringe benefits
    - a) Vacation
    - b) Pension
    - c) Health Insurance
    - d) Life Insurance
    - e) Dental & Vision
  4. Clergy Annual Income Tax Return – as part of Church Records
  5. Clergy voluntary and involuntary withholdings

### **CF-3524 Church Clergy Parsonages and Housing Allowances**

This course will focus on the application of allowable Clergy Parsonage and Housing Allowance and the designated payments related thereto.

- A. Clergy Parsonage Allowance
- B. Clergy Personal Housing Allowance
- C. Clergy Deferred Housing Allowance

### **CF-3526 Church Qualifications for Ministers**

### **CF-3528 Church Administration and Human Resources**

- A. Establishment of Church Human Resources Department
- B. Establishment of Personal Policies and Procedures and Church Office Guidelines Manual
- C. Formation of Church Administration Organization Chart
  1. Hiring policies (Resume and applications and applicant interview procedures)
  2. Worker Status – Employee or Independent Contractor
  3. Worker Classification per IRS
  4. Employment Eligibility Verification – Form I-9
  5. Federal Forms to be completed by employees – W-4; W-5; and I-9
  6. Federal Forms to be completed by non-employees – W-9;
  7. Discharge policies (disciplinary action; suspension with or without pay; termination and guidelines for appeals)
  8. Vacation, Holiday's, Personal Leave, Maternity Leave; Military Leave and Sick Leave Policies
  9. Policies and Procedures covering employee fringe benefits

- 10. Guidelines governing management ethics**
- 11. Employee Job Descriptions**
- D. The need for Church Workers Compensation Insurance**
- E. Compliance with applicable Hipa Laws**

**CF-3530 Church Allowable Business Expenses**

**CF-3532 Clergy Social Security Requirements**

**CF-3534 Clergy Retirement Plans**

**CF-3536 Church Income Tax Reporting Requirements**

This course not only focuses on the required church income tax reporting but the required disclosures the IRS or the public are entitled to concerning certain information about its activities. Generally this information should be provided on the annual income tax returns filed.

- A. Public Inspection and Coping of Annual Returns and Exemption Applications**
- B. Annual Information Returns Required**
- C. Public Inspection of Application for Exemption for a Subordinate Organization**
- D. Public Inspection of Annual Returns for a Subordinate Organization**
- E. Information that may be withheld from Public Inspection**
- F. Penalties for failure to comply with Public Inspection Requirements**
- G. Exceptions to written disclosure**
- H. Disclosure or Sale of Information or Services available free from the Government**
- I. Ways to get help from the IRS**

## Course Descriptions

### **BIBLICAL STUDIES**

#### **BHSM 101 Old Testament Survey**

A survey of the entire old Testament with emphasis on the key persons and events of each of the twelve time periods covered, basic information about each of the books, facts of the intertestamental period helpful in understanding the New Testament, memorization of representative verses, map study for awareness of geographic features, and political boundaries.

#### **BHSM 102 New Testament Survey**

A survey of the key persons, events and distinctive facts for each of the twenty-seven books of the New Testaments; and understanding of the political, cultural, and religious environment of Christianity, and memorization of selected verses and of chapter locations for special topics.

#### **BHSM 103 Pentateuch**

A study of the content, theological significance, and practical applications of the first five books of the Bible. Attention is given to origins, to the founding of the nation of Israel and to God's covenant relationships with man.

#### **BHSM 105 Psalms and Wisdom Literature**

This class is a survey of the formation and organization of the book of Psalms. The nature of Old Testament poetry; application of sound principles for studying the book; use of selected Psalms to illustrate the various kinds of Psalms; doctrinal and devotional values of the Psalms. A survey of the book of Proverbs and James will be taught for wisdom literature.

#### **BHSM 106 Old Testament Prophets**

A study of the books of Isaiah through Malachi (the "major" and "minor" prophets). Students will be introduced to the social, political, and religious conditions during the times of the prophets. Attention will be given to the purpose and structure of each book. The value of modern messages from ancient writers will be emphasized. Selected passages will be chosen for in

depth study.

### **BHSM 107 Jesus and the Gospels**

A study of the earthly life and ministry of Christ as revealed in the four Gospels. The study, which will place value on the harmony of the Gospels, will emphasize understanding that Jesus Christ was and is what He did, and why such revelation is important to men and women.

### **BHSM 108 Acts**

A comprehensive study of the origin, growth, and organization of the Apostolic church with emphasis upon the place of Christ and the teaching of the Holy Spirit and strategies for growth. A study of the biblical basis of missions and the missionary journeys of the Apostle Paul will be taught.

### **BHSM 109 The Life and Letter of Paul**

A study of each of Paul's epistles, except Romans (a separate course). Paul's life and times will be examined, as well as the major purpose of each epistle. Students will learn how to interpret Pauline epistles and to apply them to contemporary living. Selected passage will be chosen for in depth study.

### **BHSM 110 Romans**

A doctrinal study of the book of Romans, considering the problem of sin, justification, sanctification, and the believer's obligation to God, to government, and to people.

### **BHSM 111 Revelations**

A study of the book of revelation is an unveiling of the character and program of God. Students will study prophetic events; the Christ of Revelation; the names of Christ; letters to the seven churches; judgments; and themes. Special emphasis will be given to end time events and the eternal state of man and Satan.

### **BHSM 112 Biblical Exegesis and Hermeneutics**

This course is designed to introduce students to Greek and Hebrew word study by explanation, critical analysis or interpretation of a word, literary passage of the Bible. Hermeneutics class the students will learn the principles of biblical exegesis on selected passages.

### **BHSM 200 Historical Books**

A study of the contents and theological significance of the books for Joshua through Esther with attention given to the historical periods from the conquest of Palestine through the return from Exile. Consideration is given to the theological interpretation as well as to historical and geographical aspects and the relevance of their teaching for today.

### **BHSM 201 The Life of Peter/I & II Peter**

A study of the life of Peter, his failures, spiritual growth and his ministry. Content and theme of I & II Peter will be analyzed in detail.

### **BHSM 202 Covenants, Promise and Fulfillment**

Major covenants between God and humans in both the Old and New testaments. Relationships between these covenants, especially regarding the theme of promise and fulfillment. Covenants between people will be included.

### **BHSM 203 Hebrews**

An analysis of this epistle in the light of the people to whom it was written and the reason for which it was written. Contrasts between Christianity and Judaism emphasized.

### **BHSM 300 Principles of Bible Study Methods**

This course is an introduction to various tools of Bible Study, and methodical and inductive approach the study of the Scriptures, basic laws, and principles of interpretation, this course includes opportunities to practice using the tools.

### **BHSM 301 Church History**

This course is a study of revivalism and evangelism stressing background conditions, people, messages, and movements of significance in the United States and other parts of the world. A survey of important revivals throughout church history will be discussed.

### **BHSM 302 World Religions and Ideologies**

A study of the major World Religions and influential Ideologies which affect

Christian Missions, such as, Marxism, Secular Humanism, Evolution and others.

### **BHSM 305 Spiritual Formation I**

A course designed to strengthen the devotional life and spiritual growth. Scripture reading and memorization, prayer, devotional, time management, journaling, and learning Christian responsibility are included.

### **BHSM 306 Spiritual Formation II**

The personal and spiritual disciplines, which began in Spiritual Formation I are further developed. The process of faith development and techniques of discipleship are covered.

### **BHSM 315 The Life and Teaching of Christ**

A study of Christ life and ministry on earth. The course will focus on thematic and chronological view of Christ's life and ministry proving an interpretation of key events and teachings and their practical application.

### **BHSM 330 Leadership Class**

This course is a study of the dynamics of making a leader, with biblical leadership principles for today's leaders. Course will consist of topics, such as, the call of leadership, their qualification, preparation, character, law of reproduction, team ministry and others.

### **BHSM 350 Independent Study in Biblical Studies**

A program that is an independent research open to qualified students interested in areas of biblical study not covered by current courses. A written report is required and approval of the instructor.

### **BHSM 455 Christian Ethics**

This course is a study of the sources, structure, and dynamics of Christian ethics. Attention will be given to current problems of personal and public life.

## **MINISTRY**

### **MHSM 301 Survey of Church Ministry**

An introduction to the basic elements of Church ministry including pulpit ministry, Christian education, youth ministry, music, counseling, worship and prayer, and evangelism and service.

### **MHSM 302 Youth Evangelism**

This course is designed to provide students with necessary skills and competencies for reaching adolescents with the Gospel of Jesus Christ and for teaching adolescents effective outreach ministries.

### **MHSM 303 Teaching**

This course gives student an opportunity to exercise their teaching gifts. Students will prepare and present Biblical truth to small groups of varying size and age, employing diverse teaching methods emphasis on personal application. Student will teach at least six lessons in a class, Sunday school, youth meetings, prison ministry or church.

### **MHSM 304 Ministry Management**

A course designed to develop the student's capacity for organizational leadership. Attention is particularly given to legal and ethical issues, institution assessment, financial management, conflict resolution and strategic planning.

### **MHSM 305 Human Resource Development**

This course is an introduction to the elements, which contribute to the human dimension of the organization and work place. Emphasis will be placed on administration, policies, training and benefits.

### **MHSM 306 Church Planting and Evangelism**

A study of Biblical principles in effective evangelism and church planting. Students are taught personal evangelism, how to conduct Bible studies, community surveys and feasibility studies leading to the planting of a church. Church growth strategies will be discussed also.

### **MHSM 307 Leadership of Excellency**

This course is an introduction to the Biblical principles of servant leadership, especially as they are revealed in the life and ministry of Jesus. Topics

include character development, vision casting, risk taking, team building, and the relationship between responsibility and authority.

### **MHSM 311 Pastoral Care and Counseling**

This course will consider the biblical basis for counseling those who are spiritually, physically and mentally handicapped. The study and practice of counseling techniques include diagnosis; interviewing; dealing with the sick, the bereaved, and the alcoholic. Premarital and marriage problems are studied.

### **MHSM 313 Evangelism and Discipleship**

This course is a study of the principles of evangelism and discipleship as they relate to biblical methods of outreach and spiritual growth within the church. The class will do survey of selected cults and religions that students might confront, and methods and tools for evangelism will be covered, students will report their witness experience.

### **MHSM 320 Cross Cultural Practicum**

This course is a cross-cultural field experience, which gives students a direct exposure to another cultural setting. This study emphasizes the values and special characteristics of the host culture and gives the student an opportunity to observe and where appropriate, to participate in the life of that culture.

### **MHSM 350 Spiritual Warfare**

Emphasis is placed on maintaining a vibrant relationship with God, prayer and balance in the Christian life. Definition of Spiritual Warfare and how to do warfare will be taught.

### **MHSM 355 Worship, Prayer, Praise**

This course is a study of the importance of worship, prayer, praise and music in Christian worship services and planning for worship in their ethnic environment.

### **MHSM 375 Independent Study in Ministry**

This course is designed to help qualified students interested in areas of ministry not covered by current courses. Written reports required and must

be approved by instructor.

## **THEOLOGY**

### **THSM 401 Theology I. God and the Bible**

This course is an analysis of the major topics usually considered under the "doctrine of God," including trinitarianism, divine attributes, divine decrees, trinity, the Person of the Father, the Person and Work of Christ; and revelation, inspiration, and canonicity of the Bible.

### **THSM 402 Theology II Pneumatology: God and Holy Spirit**

This course focuses on the person and work of the Holy Spirit and on a pneumatological approach to other topics of theology such as the trinity; creation; fall of man (Sin); Salvation (soteriology); the Church (ecclesiology); and the last things (eschatology).

### **THSM 403 Theology III Survey of Bible Doctrine**

This course will cover major bible doctrinal themes will be introduced, defined and supported from central Scripture passages.

### **THSM 404 Theology IV Systems and Separations**

The doctrine and practices of various theological movements will be compared with the teaching of the Scriptures. This course includes fundamental, evangelical, liberal, charismatic, feminist, liberation, dominion, and new age theologies. We will examine the various applications of the biblical doctrine of separation.

### **THSM 405 Theology V Eschatology**

This course is a study of the major eschatological events with special emphasis given to the doctrine of pretriblational premillennialism. Prophecies of the end time based upon the teaching in the books of Daniel and Revelation, the Olivet Discourse, (Matthew 24,25) and other prophetic utterance.

### **THSM 406 Theology VI Christology**

Exploration of Christological doctrine from biblical, historical, and systematic perspectives, with specific attention to contemporary issues and

debates. Emphasis will be placed on the person of Christ, the incarnation, the atonement, or other issues connected with Christology.

### **THSM 410 Apologetics**

A systematic study of the relationship between Christianity and culture and the proofs for Christian truths that is foundation of the Christian faith. Emphasis placed on the contrast of Christian beliefs and non-Christian philosophies, movements, and religions.

### **THSM 490 Independent Study in Theology**

This class is designed to help qualified students interested in areas of theological study not covered by current courses. Written reports required and must be approved by instructor.

### **THSM 499 Seminar: Theology**

A selected topic in theology related to a course theme. A major research project is followed by the oral and written presentation of its results.

## **CHRISTIAN EDUCATION**

### **EDU 101 Philosophy of Christian Education**

This course is a study of the fundamental principles of Christian school education. Included in the course are a review of ancient and modern philosophical thought and theories of education and an examination of belief statements related to education. The focus will be on developing a personal and clearly articulated biblical position regarding the philosophy of Christian education.

### **EDU 201 Methods of Bible Teaching**

This course develops the individual teaching skills of the student in conformity with foundational principles of teaching and learning, provides guidance in preparing and teaching lesson plans, and assists students in evaluating themselves and their fellow students.

### **EDU 205 Ministry, Planning & Program Design**

This course is designed to introduce the student to the foundational principles of the management process and their application to the design of programs in the local church. Emphasis is placed on skill development in

planning, organizing and implementing ministry programs. An introduction to interpersonal and group dynamics is included.

### **EDU 310 Teaching Personal Evangelism**

This class will present methods and materials for teaching evangelism. Opportunities to practice various methods of evangelism are covered as they related to children, teens, and adults in urban and suburban areas. Students will memorize selected Bible verses and report witnessing experiences.

### **EDU 304 Classroom Methods and Management**

This course introduces the student to a variant of classroom management and organizational techniques to help the teacher develop practical methods for working with students, handling challenging behavior, and fostering a classroom climate conducive to productive instruction and learning.

### **EDU 305 Leadership and Supervision**

A comprehensive study of principles of leadership and hazards to leadership with an emphasis on human relations in education administration as related to church and denominational work. Students will research church leadership in a church or denominational of their interests.

### **EDU 307 Seminar in Christian Education Curriculum**

Students will attend seminar dealing with availability of curriculum suitable for Christian education and evaluate the materials.

### **EDU 405 Student Teaching: Bible Instruction**

Student teaching course will consist of experience in classroom observation, evaluation, and teaching. Student will instruct under the supervision of a Bible teacher or college faculty.

### **EDU 308 Church Staff Administration**

This course is a study of the concepts and procedures related to developing a church staff plan. Specific attention will be given to a study of relationships involved in effective church staff ministry and procedures which relate to administering the work of multiple staff ministers in a church.

### **EDU 400 Church Management**

This course is a study of the management off the local church. It provides

insights and skills in management by formation of objectives, goal setting, budget building, stewardship programs, communication among staff (volunteer and professional), management of time, and related matters arising from the needs of the participants.

### **EDU 401 Special Groups of Adults**

This course is a study of special groups of adults and the Christian education ministry with them. Included are internationals, the blind, deaf, Native Americans, Afro-Americans, illiterates, learning disabled, physically handicapped, mentally handicapped, ethnic and racial groups.

### **EDU 314 Curriculum Development and Assessment**

This course is a study of the basic concepts that under gird learning theory, curriculum development, and curriculum assessment in children's and family ministry. It is designed to provide a foundation for understanding the teaching-learning process, the process of curriculum planning, curriculum evaluation, and writing of curriculum materials.

### **EDU 309 Ministering to Families and Children**

Students will study the sociology of the family with special concentration on the problems of the contemporary American family. Problems such as mobility, divorce, unemployment, and changing sexual ethics will be discussed. New forms of the family will be studied in the light of the Scriptures. Church ministries to various styles of family life will be developed and analyzed. Students will seek to answer the question of how the church can meet the needs of families in the 21<sup>st</sup> century.

### **EDU 312 Ministry to Adults**

This course is an examination of adult developmental life cycles (including transitions), with attention given to specific ways the congregation can minister to adults in each life-stage. Students conduct contextual studies on particular areas of adult programming such as ministry to singles, ministry to women, and ministry to senior adults. Models of effective church and para-church programs to adults are studied. Adult ministry plans, both developmental and functional, are developed.

### **EDU 403 Church Business Administration**

This class is a study of the principles for administering the business affairs of a church. Attention will be given to facilities, food services, finances, and

administrative controls.

### **EDU 420 Advocacy for Special Needs Children and Families**

This course is designed to give students exposure to multiple avenues of advocacy within the church, family, community, and global contexts. Student will explore, discuss, and evaluate the literature, current practices, key leaders, and potential new ways of advocating for children in a variety of settings. Particular attention will be given to ways to advocate for children with many different kinds of special needs.

### **EDU 501 Counseling Methods: Pre-Marital/Marital**

Classroom activity majors on the development of effective counseling skills. The student may elect a program of directed reading an/or research in specialized areas of marital and premarital counseling theory and methods including an orientation to, and/or training in, the major evaluative instruments.

### **EDU 502 Christian Leader and Vocational Guidance**

This course is a study of the place of methods of guidance in relation to the Christian concept of vocation. Consideration is given to the history, principles, and techniques of guidance and psychological testing.

### **EDU 520 Independent Study in Educational Ministries**

Research and study by arrangement with the professor. (Permission is required).

### **EDU 601 Research Analysis and Writing**

This class provides the opportunity to research areas related to the student's major field of study, develop investigative research skills, and improved academic writing skills.

### **EDU 650 Dissertation**

## **GENERAL COURSES**

### **EDU 230 Introduction to Computer Application**

This course is a hands-on experience using micro computers. Basic computer applications will be taught, such as, word processing and excel.

The course will explore the use of computers in church ministry.

### **SPE 200 Speech**

This course is a study in the basic principles of speech and in the preparation and delivery of speeches. Extemporaneous speaking practice forms the core of the course.

## **PASTORAL COUNSELING**

### **BPC 10004 Introduction to Pastoral Counseling**

This course leads students toward a basic understanding and basic concepts and models for effective meaning and practice of care and counseling. The areas to be covered include initial assessment, establishing the counseling relationship, crisis intervention, maintaining a caring and helpful relationship, and referral in pastoral counseling. Counseling that is specialized in techniques that deal with bible education that ministers healing to hurting people. Pastoral counseling process involves the telling or speaking of the pain of what happen in one's life, and provide assistance to individuals, families, and couples.

### **BPC 11004 Grief and Loss Counseling**

The complex interaction of affective, cognitive, physiological, and behavioral responses to the loss by any means of a person, place, thing, activity, status, bodily organ, with whom a person has identified, who has become a significant part of an individual's own self.

Grief is a process with identifiable stages during which one gives up that, which is lost, withdraws emotional investment in the physical reality of the other. Pastoral care attempts through frequent conversations to facilitate grieving: expressing feelings, remembering, accepting the reality of physical death, experiencing one's own value as an individual and discovering meaning in one's life in the midst of the events and the funeral process.

### **BPC 12004 Crisis Counseling**

Understanding the disruption in a person's life whether expected or unexpected happenings. Such preparation includes being able to implement theories and models as a caring minister to any persons experiencing distress because of disruptive events and relationships. Understanding crisis ministry one will begin to deal with the more psychologically understood

meaning of developmental crises, and situations of personal and family crisis precipitated by some event that disrupts the normal flow of life.

### **BPC 13004 Counseling in Hospitals**

Training on the importance of hospital visitation and its appropriateness in the hospital setting. This class will discuss hospital bedside etiquette, being supportive, helpful and not in the way, all at the same time, and the proper length of time needed in this type of pastoral counseling.

### **BPC 14004 Human Development**

Understanding from a broad perspective referring to those areas of psychology, which study the psychological social, moral, and spiritual development of the person throughout the life cycle. Theorizing that these early encounters with life determined how the person would develop as an adult. This class will study early researchers such as, Sigmund Freud, Carl Jung, and contemporary researchers Erik Erikson, J. Piaget, and Kohlberg.

### **BPC Pastoral Counseling Ethics & Research**

This course is an introduction to the content and methods of Christian ethical thought, organized around three questions:” What is Christian ethical? What are the primary ways of doing Christian ethics and the primary sources of Christian ethics? This course will also examine various politics, documents, norms, and codes of conduct, discipline procedures, and practices of professional ethics for clergy. Understanding of ecclesiology, vocation, authority, moral responsibility, and meaning, right use and abuse of power.

Empirical research is a systematic investigation aimed at finding new or substantiating facts and relationships between facts (of factors) that help further the understanding of a problem or problems and the rules or interactions that govern them. Research in pastoral care and counseling, like research in other professional fields, is of two kinds: (1) empirical studies, and (2) theoretical studies.

### **BPC 16004 Thesis/Internship**

This course combines teachings from the classroom and the field placement. This course is designed to provide an integrative experience of study and reflection on the theology and practice of pastoral counseling in ministry, field experience of a church-based human service agency. Students in the Pastoral program are supervised with a client from the beginning phase to

the termination phase and are required to write a case study.

### **MPC 20204 Counseling Depression**

This course explores a complex mood disorder of depression, its symptoms, characteristics and interventions. It is designed to introduce the basic concepts of providing pastoral counseling to those who suffer with this mental disorder.

### **MPC 20304 Substance Abuse & Addiction**

This course will explore the variety of chemically dependent people: analyze patterns of addictive behavior, effects on work, performance, responsibility, and intimacy. Learn the most successful counseling skills to assist in breaking addictive behavior.

### **MPC 20404 Play Therapy/Counseling Children**

Counseling children is a unique concept. Play therapy is used as a form of activities during counseling children. It is the most widely used technique. Play materials will be discussed in this class and other forms of media for children to express their emotional life.

### **MPC 20504 Marriage & Family Counseling**

Pastoral counseling for married couples who the relationship has reached a state of unhappiness and dysfunction that is intolerable to one or both of the partners or when they desire the greater enrichment of a marriage that is functioning well. This course will train you on models that will aid one to problem solving for marriage and family counseling.

### **MPC 20604 Domestic Violence**

This course will look at traditions of pastoral care in the church as well as social and contextual conditions which have impacted domestic violence in families: and then seek to develop models of pastoral care and counseling that will enable the church to be an agent of social change, wholeness, healing and reconciliation.

### **MPC 20704 Homosexuality: The Healing Journey**

A study of homosexuality from a biblical and scientific perspective. Professional procedures to guide individual, families, groups and the church community in Counseling and Pastoral Care to Homosexuals/lesbians.

Understanding the Psychodynamics and providing help and healing within the content of Biblical principles.

### **MPC 20804 Group Counseling**

In this class group dynamics will be emphasized, its professionalism, ethics and group structure. Group intervention strategies and format for helping individuals who have emotional disorders or social maladjustment by bringing together two or more individuals in a professional setting.

### **MPC 20904 Thesis/Internship**

In this course the study of pastoral skills and counseling which will allow a graduate level student ministerial experience which is required for all students in the pastoral program. Students in the Pastoral program is supervised with a client from the beginning phase to the termination phase and is required to write a case study and thesis-project that includes assessments, diagnosis, and treatment planning. The thesis project must be approved through the pastoral counseling dean and must address the nature and practice of pastoral counseling in the area of their concentration.

### **DPC 30104 Advanced Family Practice**

This course is intensive which deals with advanced family practice such as family violence, blended families, family values, family abuse, and family welfare. This course will provide direct practice with intervention theories and methods.

### **DPC 30204 Pastoral Adult Psychopathology**

This class will discuss proposed definitions of what is normal or abnormal or considered to be pathological from the culture of the church and other communities. This class will discuss the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV), which is the fourth edition of psychiatry's official classification of mental disorders, and the symptoms and characteristics found in each.

### **DPC 30304 Pastoral Child and Adolescent Counseling**

This class will discuss the Childhood and Adolescent pathologies in the DSM-IV and the clinical of psychotherapy, which includes intervention theories and models.

## **DPC 30404 Research and Clinical Practice (DAP documenting procedures)**

This class will provide training on the documenting legal and ethical procedures.

## **Music & The Sacred Arts**

### **BHSM 101 Praise and Worship**

This class will help you discover the awesome privilege given to believers in the Body of Christ to worship God. It will also give you the history and meaning of way you are worshiping, while teaching you to be a more effective worshiper. Through this class, the student will learn the many aspects in which you can express worship in spirit and in truth; including mime, drama and liturgical dance.

### **BHSM 102 Praise and Worship**

This class will take you to a higher level in worship. Concentration will be on how to set the pattern of worship, and equip the worship leader to set up, lead, and work with minstrels to coordinate the flow of a service. This class will have life application to help birth the worshipers in your congregation. This class will further provide suggestions and resources to bring to your Praise Team. It will also challenge leaders to become orderly and very sensitive to the Holy Ghost while being aware of the level of the congregation as you take the service to a higher dimension in God.

### **BHSM 103 Praise Team Ethics and Dynamics**

This is a controlled and clearly active definition of the function and nuances characterized in and by praise teams; also offered is a fine-tuning of the various spiritual, technical and social accommodations of the praise team.

### **BHSM 104 The Effective Praise Team Leader**

This course is designed to challenge the functional guidance of the praise team leadership; while perfecting his/her spiritual aim and focus.

### **BHSM 105 Intro to Christian and Sacred Dance**

This class will teach basics in praising God in the dance. You will learn how your dance applies to your life in Christ. You will learn how the use of dance can translate to evangelism. This class will teach church etiquette and

mannerisms. You will learn about the importance of Tabernacle references to colors that symbolize what you are saying in your dance.

### **BHSM 106 Tambourine Worship Dance**

This class will teach you various ways to use a timbrel (tambourine) in Worship dance. The student will learn new and significant ways to use the tambourine to enhance your worship services, as its power is set in use for warfare, praise and prophetic dance when included in your services.

### **BHSM 201 Voice/Vocal Technique**

Learn the true joy and power that can come from singing correctly. Learn correct posture, microphone usage, breathing, breath control, tone, projection, diction, enunciation, expression, warm up drills and much more. Leave this class with the ability to push your choir to new heights of power, presence and accuracy as they worship the King. This is a highly participatory and active class element.

### **BHSM 202 Music Theory I**

This course is designed to challenge the aspirant musician or song leader to understand basic elements of music and produce introductory acuity in music terminology.

### **BHSM 203 Song Writing I**

Introduces principles and techniques encompassing form, literary, grammatical, metric and commercial mechanics of song writing. Designed to promote and direct the fledgling writer to a substantial songwriter who is sensitive to and is able to utilize winning elements that today's songs are made of.

### **BHSM 205 Poetry: Spoken Word Ministry**

This class focuses on developmentally speaking the word of God in a Poetic form. By painting an illustration for the listener, this class allows the prophetic spoken psalmist to find his/her way to expressing the story of the word by coloring it in a rhythmic fashion.

### **BHSM 206 Puppetry**

This is an opportunity to explore a heretofore-unusual medium of praise and worship, which includes puppet making and communications with puppets

to express the word of God. This is a rarely used, but effective medium, which will prove to be highly appealing to the younger members of your congregation. “The children will learn, as we teach them” *other*

*considerations included:*

- An adult message with a juvenile approach and flair
- The handy work involved
- A new commitment to sensitivity in expression
- Communication is another medium
- Third party conversational encoding and decoding

### **BHSM 207 Acting Management**

This class will concentrate on the organization of a portfolio for those interested in pursuing a professional acting career, runway model, voice-over artist, theatrical performer, on camera or off-camera announcer. Also included, will be instruction on how to present ones self, to do and follow-up on an audition. It will equip you with the resources to acquire good representation, photographers, copy houses, agents and other auxiliary persons whose contributions can effectively help get you on your way.

### **BHSM 208 Drill Team**

This class is the march of victory component, where a rhythm explosion takes place, utilizing a group of (3) or more persons. The participants are trained to work, walk and step in confident rhythm, timing and focus as they express their convictions and share the glory in a stepping way, creating another form of unity and love for expressing the word of God.

### **BHSM 209 The Traditional Choir**

This class is designed to highlight the many elements of the church choir, which are taken for granted; and to expose remedial concepts, which when well understood and defined, will lead to better relationships within the choir. These are very important choral dynamics that if adhered to could be highly corrective: including many items such as:

It's leaders/the stars/the riders and the drivers

The good singers/the mediocre singers/those who can't really sing, but have the faithful heart

Directors/Presidents/Officers and their functions

The Treasurer of the Choir (rough spot)

Group-Dynamic Cooperation in a Christian Setting

### **MHSM 301 Drama I**

Practical one-act scenarios which would be taken from biblical applications and put into stage/pulpit presentation format, designed to yield the message of the word of God through visual interpretation of the scriptures. This is a chance to activate the juxtaposition of secular drama with the drama of a believer in Jesus Christ who wants to develop and mature with the art of drama.

### **MHSM 302 Drama II**

This section is a broader scope of acting and stage utilization; incorporating changing sets, set design, staging, sound and lights coordination, stage management, communication etc.

### **MHSM 303 Mime I**

This class is designed to refine your interpretation of the scriptures and message of God's word through a most thorough and unique medium of communication, The Mime. During this class, emphasis will be placed on utilizing the unspoken to interpret the spoken word of God, while utilizing physical movement and interpretive gestures, which will prove to speak louder than words.

### **MHSM 304 Mime II**

This is an amazing challenge to the mime student who already has basic moves and techniques. This section further includes the use of props, music with advanced and intricate themes, moves which indicate 2<sup>nd</sup> and 3<sup>rd</sup> parties, spatial differences and verbiage of Martial Arts.

### **MHSM 305 Music Theory II (*Advanced*)**

This is the section that allows a gross application of Music Theory I. Also the chance to match the terminology with methodology, which in turn creates a critical and well-versed listener, singer or player of Christian Music.

### **MHSM 306 Songwriting II**

A challenge designed to propel the fledgling writer into secondary usages of syntax, word and idea interaction, improvement of metric usage, rhyme scheme measurement and many more communicative devices.

### **MHSM 307 Sound Engineering/Recording**

This is a 2 – 3 hr (1) session class, which deals specifically with the reproduction of your Sanctuary choir on a CD. This is an extremely hands-on and immediate application class, which will prepare a student to be able to mix sound, evaluate sound and differentiate sound reinforcement and function on a higher level of acoustic perfection.

### **MHSM 308 The Band**

This is a course that is designed to create an ultra clean screening device for choosing and setting up a band for a church. There are numerous elements that are to be considered when establishing a church band.

Are the members committed to a life that mirrors that of the Lord?

Are they committed to be skillful players?

Do they just want to get paid?

Do they use euphoric stimulants? Drugs? Alcohol?

What are their ideas about family life?

The Band/their skill levels/their instruments

The cleanliness of the bandstand

The cleanliness of the instruments

The care, upkeep and function of the instruments

Chrome and brass instruments

    The aesthetics of Brass instruments

    The tingling of clean brass

Which instruments are the best for a Christian service?

Which instrument is just not the right ones?

The integration of the proper instruments

Selectivity and skill level of musicians

The ideal rhythm section

Guitar only (an era gone by)

Piano only (an era gone by)

Organ only (an era gone by)

What's wrong with bass only?

### **MHSH 309 Types of Music for the Occasion**

This is a course, which is designed for church musicians who are not familiar with a wide variety of appropriate material for a service.

The Wedding/The Funeral/Holy Communion/Baptism/Baby Christening/The Soul Saving Revival/Easter/Christmas/Black History Month/Mothers Day/Prophetic/Children's Day/National Holidays/Wartime/Celebratory/Camp Accompanying the Preacher/Shout Music/Offertory Music

This class will equip you with the knowledge and resources to fit the correct music into all occasions. Also suggestions on rehearsals with your praise team and knowing your Pastor's desire to hear the correct songs for that part of the service.

### **MHSH 310 Streamers, Glory Hoops, Pageantry**

This class will show you how to enhance your sacred dance team. You will learn the purpose of these tools in your worship. You will learn how illustration and prophecy can help your members to see the Word.

### **DHSM 401 Critical analysis of Appropriate Music in the Church**

In consideration of the evolution of Christian music, since its inception, this analytical and quantifying observation allows an ultrascope view of the textural mandates of Christian Music and its effective application in the Church setting.

### **DHSM 402 Recital of Original Christian Music**

In-Keeping with the structures of theory, songwriting and dramatic interpretation, this passage allows a total and advanced synergy of these three vital components of Christian Music.

### **DHSM 403 Analysis and Critique/Church Sound Systems**

This is a 2 – 3 Hr (1) session master class. No prerequisites for this class. Designed to train the church administrator, musician, or person responsible for the sound, in the numerous aspects of sound control, sound system usage, safety mechanisms, power requirements, microphone usage, effects and many more items, which will create a proper environment of sound.

### **DHSM 404 Thesis**

**Hope Bible Institute & Seminary**  
**P.O. Box 805 Hammond, Indiana 46325**  
**Phone: (708) 957 - 4617**

**Registration Form**

Name \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

Address \_\_\_\_\_ Date of Birth \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Fax \_\_\_\_\_ Other \_\_\_\_\_

E-mail: \_\_\_\_\_

**Degree Sought at (HBIS)**

- |     |   |                                    |
|-----|---|------------------------------------|
| ___ | <b>Associates of Biblical Studies</b>                 | <b>60 hrs @ \$70.00 = \$4,200</b>  |
| ___ | <b>Bachelors of Biblical Studies</b>                  | <b>120 hrs @ \$70.00 = \$8,400</b> |
| ___ | <b>Bachelors of Ministry</b>                          | <b>120 hrs @ \$70.00 = \$8,400</b> |
| ___ | <b>Bachelors of Pastoral Counseling</b>               | <b>120 hrs @ \$70.00 = \$8,400</b> |
| ___ | <b>Bachelors of Music &amp; The Sacred Arts</b>       | <b>120 hrs @ \$70.00 = \$8,400</b> |
| ___ | <b>Bachelors in Christian Education</b>               | <b>120 hrs @ \$70.00 = \$8,400</b> |
| ___ | <b>Masters of Biblical Studies</b>                    | <b>36 hrs @ \$100.00 = \$3,600</b> |
| ___ | <b>Masters of Ministry</b>                            | <b>36 hrs @ \$100.00 = \$3,600</b> |
| ___ | <b>Masters of Pastoral Counseling</b>                 | <b>36 hrs @ \$100.00 = \$3,600</b> |
| ___ | <b>Masters of Music &amp; The Sacred Arts</b>         | <b>36 hrs @ \$100.00 = \$3,600</b> |
| ___ | <b>Masters in Christian Education</b>                 | <b>36 hrs @ \$100.00 = \$3,600</b> |
| ___ | <b>Masters in Theological Studies</b>                 | <b>36 hrs @ \$100.00 = \$3,600</b> |
| ___ | <b>Masters in Finance &amp; Church Administration</b> | <b>36 hrs @ \$100.00 = \$3,600</b> |
| ___ | <b>Doctor of Biblical Studies</b>                     | <b>36 hrs @ \$120.00 = \$4,320</b> |
| ___ | <b>Doctor of Ministry</b>                             | <b>36 hrs @ \$120.00 = \$4,320</b> |

___	Doctor of Pastoral Counseling	36 hrs @ \$120.00 = \$4,320
___	Doctor of Theology	36 hrs @ \$120.00 = \$4,320
___	Doctor of Music & The Sacred Arts	36 hrs @ \$120.00 = \$4,320
___	Doctorate in Christian Education	36 hrs @ \$120.00 = \$4,320
___	Doctorate in Finance & Church Administration	36 hrs @ \$120.00 = \$4,320

Profession: \_\_\_\_\_ Number of Years in profession:  
\_\_\_\_\_

Home Church: \_\_\_\_\_

Use the Application Checklist to be sure that everything necessary to your application process has been done. Then read and sign the following statement. Send this form, along with the other documents and a non-refundable Registration Fee of \$80.00 to the above address. Thank you.

*"The information supplied on my application form is true and accurate. I hereby give permission for Hope Bible Institute & Seminary to verify and confirm any of the information provided on this form and on supporting documents. All work transmitted to the Institute is my own, except where clearly stated to the contrary. I understand and accept that if at any time it is demonstrated that I have misrepresented me or my work, I may be dismissed from the Institute with no refund of fees paid, and any degree(s) awarded to me may be rescinded."*

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Application Checklist**

**Please keep this form for your own records. Please do not send any irreplaceable documents. Send copies only. Although we attempt to handle with care all materials received, we will not accept the responsibility of preserving your rare documents.**

\_\_\_ **Completed and signed Registration Form.**

\_\_\_ **Request three (3) letters of reference from persons who know you well. Ask those persons to send the letters directly to our office. At least one should be from an employer or person familiar with your career. If possible, one should be from a person familiar with your academic career.**

\_\_\_ **Enclose the Registration Fee of \$80.00, which is not refundable.**

\_\_\_ **Copies of Transcripts, CEU's, Diplomas, etc.**

\_\_\_ **Current resume, curriculum vitae, or biographical sketch.**

\_\_\_ **Recent photograph.**

\_\_\_ **Ordination or Commissioning papers if applicable.**

\_\_\_ **Any other item that you think might be useful in helping Hope Bible Institute & Seminary to know you better and to understand your motivation in applying for admission to the Institute.**



**Doctor of Philosophy in:** 36 hrs @ \$120.00 = \$4,320  
\_\_\_ Biblical Studies  
\_\_\_ Ministry  
\_\_\_ Pastoral Counseling  
\_\_\_ Music & The Sacred Arts  
\_\_\_ Christian Education  
\_\_\_ Finance & Church Administration

\_\_\_ **Doctor of Theology:** 36 hrs @ \$120.00 = \$4,320

A specialized degree earned as a second Doctorate. Advanced studies in Theology are required.

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