

East Texas Baptist University

Certificate in Ministry Student Handbook

Revised Edition, June 2013

CERTIFICATE IN MINISTRY STUDENT HANDBOOK

EAST TEXAS BAPTIST UNIVERSITY

East Texas Baptist University is located in Marshall, Texas, an historic city of 25,000 nestled in the scenic piney woods of East Texas. It is part of a larger metropolitan area of Longview, Texas, and Shreveport, Louisiana, and is located 150 miles east of Dallas, on Interstate 20. Marshall is in the center of a recreational and tourist region and is near the Caddo Lake recreational area.

Since its founding by a local Baptist minister with classes beginning in 1915, ETBU has trained thousands of people for places of Christian service around the world. Today, ETBU graduates serve as pastors, youth and education ministers, Christian counselors, missionaries and teachers, in addition to serving in strategic positions in churches and in denominational leadership.

For more information about ETBU, please visit our website at the following address: <http://www.etbu.edu/default.htm>.

THE CERTIFICATE IN MINISTRY PROGRAM

In response to the ever-increasing educational needs in Texas, East Texas Baptist University offers the certificate in ministry program. This eighteen (18)-semester hour program is designed for anyone who is seeking entry-level preparation for ministry service. The program is offered through East Texas Baptist University's School of Christian Studies and is available in two locations or sites: Marshall, and Tyler.

PURPOSE STATEMENT

The purpose of the Certificate in Ministry program is to provide a foundational theological education that is geographically and financially accessible to every person in East Texas with the purpose of transforming communities through the strengthening of the local churches.

Who Will Benefit From This Program?

Those enrolled in the certificate in ministry program generally fall into two categories: (1) those who have experienced a call into ministry, are employed full-time at a secular job, and desire to provide ministerial leadership to a church organization; and (2) those who are involved in various roles of lay leadership and ministry in a local church and who desire to further their knowledge in specific areas of the Bible and ministry.

Who Is Eligible For This Program?

Anyone is eligible for this program of study. There are no previous educational requirements.

Can course credits apply toward a college degree?

People who desire to continue their study beyond the certificate in ministry program at East Texas Baptist University must apply for regular admission and meet all admissions requirements. All courses taken in this program are for academic credit (one academic hour credit for each course) and may be applied to a baccalaureate degree.

PROGRAM CONTACTS AND HELPFUL PHONE NUMBERS

The Certificate in Ministry program maintains two locations: Marshall and Tyler. The contacts for these locations are as follows:

- **Marshall Site Coordinator:** Randy Babin, rbabin@etbu.edu.
Director of Missions
Soda Lake Baptist Association
2109 Victory Dr.
Marshall, TX 75672
903.938.0756
- **Tyler Site Coordinator:** Dr. Danny Pickens, dpickens@etbu.edu.
Director of Missions
Smith Baptist Association
3226 Old Jacksonville Road
Tyler, TX 75701
903.581.6139

The ETBU campus contact information is as follows:

- **Administration and Finance:** Kathy Bland, 903.923.2122, kbland@etbu.edu.
- **Bookstore,** Bill Warden, 903.923.2296, bwarden@etbu.edu.
- **Business Office:** Kim Mullikin, 902.923.2053, kmullikin@etbu.edu.
- **Financial Aid:** Tommy Young, 903.923.2137, tyoung@etbu.edu.
- **Institutional Technology:** Danna Robins, 903.923.2021, drobins@etbu.edu.
- **Library:** Cynthia Peterson, 903.923.2257, cpeterson@etbu.edu.
- **Ministerial Financial Aid Program (MFAP),** Scott Bryant, 903.923.2173, sbryant@etbu.edu.
- **Registrar:** Shelly Lewis, 903.923.2061, slewis@etbu.edu
- **School of Christian Studies:** Debra Summers, 903.923.2180, dsummers@etbu.edu.

Students using these phone numbers and/or email addresses should identify themselves as students enrolled in the Certificate in Ministry program.

For more information about the Certificate in Ministry or the Department of Religion contact:

Dr. John L. Harris
East Texas Baptist University
One Tiger Drive
Marshall, TX 75670
903.923.2181; FAX 903.927.2077
or
e-mail: christianstudies@etbu.edu.

For additional information, please visit our website at the following address:
http://www.etbu.edu/academicPrograms/School_of_Christian_Studies/CIM/.

ADMISSION

Application

Any student wishing to enroll in the Certificate in Ministry program must fill out an application form which can be obtained through the site coordinator or online at http://www.etbu.edu/opencms/handle404?exporturi=/export/sites/default/academicPrograms/School_of_Christian_Studies/CIM/CIM_FORMS_n_PDFs/Application_Form_2-2011.pdf. Applications are due no later than the first class period and can be submitted to the program contact person. A non-refundable, one-time application fee will be turned in with the application.

Auditing Classes

Any student desiring to benefit from the instruction in a course may audit the course if space is available. An auditor's work will not be evaluated by the instructor nor will any credit or grade be received by the auditor. The decision to audit must be made at registration and cannot be changed after the close of the registration period. The cost of auditing a course is the regular tuition rate. The BGCT ministerial scholarship cannot be used to cover this charge.

FINANCIAL ARRANGEMENTS

Cost

The cost for the academic year 2013-2014 of the Certificate in Ministry is \$150 per credit hour.

Ministry Scholarship

Texas Baptists are continually investing in the training of their ministers. The Baptist General Convention of Texas offers a ministerial scholarship to licensed, ordained, or certified Baptist ministers. As of Fall 2007, the scholarship amount is \$50 per mini-term course. The application for this ministry scholarship can be found under the “Forms” on our website at: http://www.etbu.edu/opencms/handle404?exporturi=/export/sites/default/academicPrograms/School_of_Christian_Studies/CIM/CIM_FORMS_n_PDFs/CIM_INITIAL_Form_SCHOLARSHIP_REV_6-13.pdf , along with the “Church Certification form: http://www.etbu.edu/opencms/handle404?exporturi=/export/sites/default/academicPrograms/School_of_Christian_Studies/CIM/CIM_FORMS_n_PDFs/Church_Certification_Form_revision_8-2011.pdf

The “Initial” application or “Renewal” application deadline to receive the tuition reduction on the first night is two weeks prior to the start of the first mini-term. On the first night, full tuition will be charged to those who either did not submit their application by the two week deadline or submitted by the deadline but were not approved. This scholarship cannot be used to cover the cost of auditing classes. Renewal applications must be done annually each Fall for the academic year.

If a church, a church-related organization of another Christian denomination, or other organization wishes to help fund the education of its ministers through this program, such scholarships may also be applied toward a student's bill.

Payment

Payment must be made in full at the time of registration. East Texas Baptist University accepts cash, checks, or credit cards (e.g., American Express, VISA, MasterCard and Discover cards) for any payment due.

COURSE CREDIT

Each course in the Certificate in Ministry program counts as one academic credit hour. Eighteen credit hours must be earned to complete the Certificate in Ministry. All courses in this program taken for academic credit may also be applied to a degree at East Texas Baptist University, if the student meets all of the university's regular college admission requirements. The Certificate Courses cannot be applied toward a major or minor; however, the combination of MINS 1114, MINS 1115, and MINS 1116 may be counted as the general education New Testament requirement, and the combination of MINS 1111, MINS 1112, and MINS 1113 may be counted as the general education Old Testament requirement. All other courses may be counted as electives. For more information refer to the East Texas Baptist University Catalog at <http://www.etbu.edu/Forms/UnderGraduateCatalogs/2013-2014.pdf>. Grading will conform to the grading policies and practices utilized in the School of Christian Studies and the Religion Department and East Texas Baptist University.

Work taken for academic credit is normally transferable to other similarly accredited schools and universities. Whether or not work completed in the Certificate in Ministry program will transfer to a school besides East Texas Baptist University depends on a number of factors including the student's grade in the course and grade point average, as well as the policies and courses of study offered by the receiving university. Students wishing to apply the academic credit completed in this program toward a course of study at another university should check with that school to be sure the credit will transfer.

ATTENDANCE POLICY

Students are required to attend a minimum of 75% of the class sessions in order to receive credit for the course. Absences are counted from the first day the class meets.

CURRICULUM

The Certificate in Ministry program is designed for students desiring entry-level preparation for ministry service or deeper understanding of their personal faith and witness. The courses offered through this program have been approved by the faculty and trustees of East Texas Baptist University, and cover a thorough range of ministry-related topics. These courses are described at the end of the handbook.

Faculty

Each faculty member for the Certificate in Ministry program is well qualified with a minimum of a master's degree in a theological area of study and approved by the East Texas Baptist University's School of Christian Studies Dean.

Syllabi

The syllabus is an outlined summary of the main points of a course of study. Students will be given a detailed syllabus with each course in the program which will cover information concerning papers and projects, special reading assignments, due dates, test dates etc.

Textbooks

Textbooks can be ordered online or bought at East Texas Baptist University Bookstore.

Grading Procedure

Grading will conform to the grading policies and practices utilized in the School of Christian Studies and Department of Religion. See individual syllabus for specific grade requirements.

LOCAL ARRANGEMENTS

Local Site Coordinators

Each location where the Certificate in Ministry program is offered has a local site coordinator who serves as an official representative for East Texas Baptist University. Any questions or problems students might have regarding this program can be directed to this person.

Registration

Students may register for classes through their local site coordinator before classes begin. Registration can also be completed at the first class meeting.

New students need to complete an ETBU CIM *Application for Admission* and pay the application fee. Returning and new students will need to complete registration by filling out the *Business Office/Financial Aid/Registration form*: http://www.etbu.edu/opencms/handle404?exporturi=/export/sites/default/academicPrograms/School_of_Christian_Studies/CIM/CIM_FORMS_n_PDFs/formcimBFR.pdf for the course(s) involved and paying what remains of the tuition balance after any financial aid has been applied. Both of these forms can be found online.

Email and Campus Connect

Upon receipt of your Registration form and payment in full, you will be set up with an ETBU email address. This will be your “first name_last name @etbu.edu”. To access this, you will need to Activate the Account at www.etbu.edu/mail; Click on “Activate Account” and then click on “Change my Password”. Your username will be firstname_lastname; default (old) password will be: first 2 letters of your last name and last 4 digits of your social security number (all lowercase no spaces). Enter a new password and submit. If you have questions or need assistance, contact the I.T. department at 903.923.2021.

Using Campus Connect (on ETBU website), you can review and verify your class schedule, demographic data, account status, financial aid awards, etc. on this site. To login to Campus Connect, you should click on the “login” button in the upper right portion of the screen, then enter your social security number as the student ID, and your PIN which is the first 4 digits of your birth date. If you need assistance using the Campus Connect feature you can get help at or http://www.etbu.edu/it/Computing/help_tutorials.htm call your site coordinator.

LIBRARY RESOURCES

All CIM students have privileges at East Texas Baptist University’s Jarrett Library in Marshall. Cards can be obtained from the circulation desk – you’ll need to be a currently registered student and you should present a picture ID so we can verify your identity.

Remote access to Jarrett Library’s electronic resources is also available to CIM students using our proxy server. Many of the electronic resources include full text of journal articles, electronic books, reports, video, audio and more. Access through the proxy server is simple - simply choose the database you wish to search, click on the link, and if you are off-campus a login screen will load. Use your ETBU email login and password and as soon as the proxy server confirms you are authorized you will be sent directly to the database you chose. You can access this on our website: <http://guides.etbu.edu/ciminfo> by clicking the on tab entitled “*Remote Access to Databases.*”

Students can also gain access to other libraries by obtaining a TexShare Card from Jarrett Library or their local participating library. This card will enable you to visit other participating Texas libraries and check out materials. Policies on the types of materials that can be checked out and the length of time will vary from library to library. This is the tab on the website entitled “*Tex Share Card.*”

Information on databases useful to your study of religion and theology can be found at <http://guides.etbu.edu/askalibrarian> . For additional assistance please feel free to call the library reference desk at 903-923-2262.

CERTIFICATE COURSES

MINISTRY 1111, OLD TESTAMENT 1, THE PENTATEUCH. A study of the first five books of the Old Testament. Attention will be given to the process of canonization, the geographical, culture and historical setting of the Old Testament, and to the theological concepts found within the books of Genesis through Deuteronomy. One semester hour.

MINISTRY 1112, OLD TESTAMENT 2, THE CONQUEST TO THE EXILE. A study of the books of the Old Testament that record the history of Israel from the conquest of the land of Canaan to the Babylonian exile. Attention will be given to the cultural and historical background of the nation of Israel and the surrounding nations, the kings that ruled over Judah and Israel, and the theological concepts, poetry, and the prophetic messages associated with this time period. One semester hour.

MINISTRY 1113, OLD TESTAMENT 3, THE EXILE TO THE INTERTESTAMENTAL PERIOD. A study of the books of the Old Testament and other literature that record the history of Israel from the Babylonian exile to the intertestamental period. Attention will be given to the cultural and historical background of the nation of Israel and the surrounding nations, the theological concepts found in the biblical material, wisdom literature, the prophets and their messages, and the events and literature associated with the intertestamental period. One semester hour.

MINISTRY 1114, THE INTERBIBLICAL PERIOD AND THE GOSPELS. A study of The interbiblical period and the life, ministry, and teachings of Jesus as presented in the Gospels. Attention will be given to historical and literary background and the theological aspects of the Gospel literature. One semester hour.

MINISTRY 1115, ACTS AND THE PAULINE EPISTLES. A study of the development of the first-century church as presented in the Book of Acts and the Pauline Epistles. Attention will be given to historical, literary, and theological aspects of the biblical material. One semester hour.

MINISTRY 1116, HEBREWS TO REVELATION AND THE NEW TESTAMENT CANON. A study of the epistles of Hebrews, James, 1 and 2 Peter, 1, 2, and 3 John, Jude, the book of Revelation and of the development of the New Testament canon. Attention will be given to the historical, literary, and theological aspects of the biblical literature. One semester hour.

MINISTRY 1117, INTRODUCTION TO CHURCH MINISTRY. A study of the various means of preparation for ministry. Attention will be given to an examination of a call to ministry and to the minister's role in the mission of the church. One semester hour.

MINISTRY 1118, PERSONAL EVANGELISM. A study of the principles, theology, and methods of New Testament evangelism. Attention will be given to personal witnessing and to the equipping of others. One semester hour.

MINISTRY 1119, THE WORK OF THE MINISTER. A study of the day-to-day tasks and challenges of the contemporary minister. Attention will be given to such tasks as conducting weddings, funerals, church ordinances, and church business meetings, and to the ministry of pastoral care. One semester hour.

MINISTRY 1121, THE INTERPRETATION OF THE BIBLE FOR PREACHING AND TEACHING. A study of the principles and methods of Biblical interpretation. Attention will be given to the application of these principles and methods to particular Biblical passages. One semester hour.

MINISTRY 1122, THE PREPARATION OF SERMONS AND BIBLE STUDIES. A study of expository Bible teaching and sermon preparation. Attention will be given to the nature of preaching and to the diversity of sermon forms. One semester hour.

MINISTRY 1123, BAPTIST HISTORY. A survey of the Baptist history from its beginnings in the seventeenth century to the present. Attention will be given to the personalities, major developments, beliefs, key documents and major controversies involving Baptists. One semester hour.

MINISTRY 1124, BAPTIST DISTINCTIVES. A study of Biblical, historical, and systematic theology from a Baptist perspective. Attention will be given to those doctrines which are distinctive to Baptist life and theology. One semester hour.

MINISTRY 1126, INTRODUCTION TO MISSIONS. An introductory study of missions with emphasis on the Biblical and doctrinal basis of missions. Current and future strategies will be analyzed and a personal mission statement will be formulated. One semester hour.

MINISTRY 1127, LEADERSHIP AMONG MINISTRY VOLUNTEERS. A study of leadership in the context of ministry. Attention will be given to the role of volunteer leaders in ministry. Strategies for enlisting and training volunteer leaders will be formulated and analyzed. One semester hour.

MINISTRY 1129, DUAL VOCATIONAL MINISTRY. A study of the methods, models, and challenges of dual vocational Christian ministry. Attention will be given to issues unique to dual-career ministers. One semester hour.

MINISTRY 1131, INTRODUCTION TO CHRISTIAN HISTORY. An introductory study of the significant people and events in Christian history. One semester hour.

MINISTRY 1132, INTRODUCTION TO CHRISTIAN DOCTRINE. An introductory study of the great doctrines of the Christian faith. One semester hour.