



Academic Catalog & Student Handbook 2018-2019

This catalog is for informational purposes and does not constitute a contract.

Central Baptist Theological Seminary is accredited by:

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Contents

OVERVIEW	7
A MESSAGE FROM THE PRESIDENT	7
MISSION	7
AFFILIATION	8
HISTORY	8
ACCREDITATION	9
LOCATIONS	9
STATE COMPLIANCE STATEMENTS	9
ORGANIZATIONAL STRUCTURE.....	9
Board of Trustees	9
Administration	10
Committees	10
Faculty.....	10
Site Administrators	10
Support Staff	10
OFFICE HOURS	10
INITIATIVES & INSTITUTES	11
Urban Missional Institute.....	11
Women’s Leadership Initiative.....	11
Buttry Center for Peace and Nonviolence.....	11
ADMISSIONS	11
PREPARATION FOR SEMINARY STUDY	11
REQUIREMENTS FOR ADMISSION.....	11
Certificate Level.....	11
Diploma Level.....	12
Masters Level.....	12
Doctoral Level.....	12
International Students	13
PROVISIONAL ADMISSION.....	14
PROBATIONAL ADMISSION	14
MATRICULATION	14
SPECIAL STUDENTS	14
TRANSFER STUDENTS.....	15

VETERANS.....	15
COMMUNITY & SPIRITUAL LIFE.....	16
COMMUNITY LIFE	16
SPIRITUAL LIFE.....	16
CHAPEL	16
STATEMENT ON INCLUSIVITY & NON-DISCRIMINATION.....	16
STUDENT COVENANT AND CODE OF ETHICS	17
STANDARDS OF CONDUCT	17
Smoking	17
Drug and Alcohol Prevention Policy	17
Offensive Language and Explicit Material	18
GRIEVANCE POLICIES AND PROCEDURES	18
Biblical Resolution.....	18
Grievance for Students in Tennessee	19
Guidelines for Written Student Grievances	19
STUDENT DISCIPLINE POLICY & PROCEDURES	19
Committee on Student Discipline	19
Procedure	20
Privacy	20
Procedure for Non-Academic Suspension	20
DISMISSAL	21
RE-ADMISSION	21
ALUMNI ASSOCIATION	21
STUDENT RESOURCES AND SERVICES	22
COUNSELING	22
DISABILITY ASSISTANCE	22
FINANCIAL COACHING	23
INSURANCE.....	23
INTERNATIONAL STUDENTS.....	23
WRITING RESOURCES AND ASSISTANCE	23
LIBRARY	23
Library Holdings	24
Library Services for Course Sites	24
Library History.....	24
General Information.....	25

Collections	26
Services and Programs	28
Patron Conduct.....	29
Other Information	30
PERSONAL ASSESSMENT	31
SECURITY	31
Reporting Emergencies	31
STUDENT SUCCESS OFFICE	31
SUPPLY PREACHING/MINISTRY EMPLOYMENT OPPORTUNITIES	31
TECHNOLOGY ACCOUNTS AND SUPPORT.....	32
Technology Requirement.....	32
myCBTS	32
Student Email Accounts.....	32
Populi	33
Moodle	33
Zoom	33
LiveText.....	33
TEXTBOOK SERVICES	33
FINANCIAL INFORMATION	34
FEES AND EXPENSES	34
Application & Registration Fees.....	34
Tuition.....	34
Korean Studies Department Additional Fees	34
Additional Fees	34
Refund Policy.....	35
FINANCIAL ASSISTANCE.....	35
Scholarships	35
Called to Serve Support	35
Support for American Baptist Students.....	35
Cooperative Baptist Fellowship Scholarship	36
Native American Scholarship	36
Burmese Diaspora Scholarship	36
Married Students	36
Children of Alumni/ae	36
Green Scholarship.....	36

Loans.....	37
ACCOUNT PAYMENT	37
ACADEMICS	38
POLICIES AND PROCEDURES	38
Academic Year.....	38
New Student Orientation.....	38
Student Status.....	38
Student Records	38
Academic Advising.....	39
Course Registration.....	39
Class Attendance and Participation Requirements.....	42
Leave of Absence & Withdraw.....	43
Grades	44
Academic Discipline	46
Registrar’s Office	47
Completion of Degree Work.....	48
Earning a Second Degree	48
Changing Degree Program or Campus Location	49
Alternative Study Opportunities	49
Extended Education Opportunities	50
ACADEMIC PROGRAMS	51
Curriculum Delivery	51
Foundations (Certificate Program).....	51
Diploma in Theological Studies (Ministerial Leadership).....	52
Diploma in Theological Studies: Christian Formation (Korean Studies Department)	53
Master of Divinity: Formation Track (former curriculum & Korean Department)	55
Master of Divinity (New Curriculum)	56
Master of Arts (Theological Studies).....	58
Master of Arts in Missional Church Studies (Korean Studies Department)	60
Doctor of Ministry	61
COURSE DESCRIPTIONS.....	64
Foundations.....	64
Diploma in Theological Studies (Ministerial Leadership track).....	65
Diploma in Theological Studies: Christian Formation	68
Masters Degrees.....	71

Doctor of Ministry	83
ACADEMIC CALENDAR FOR 2018-2019.....	90
DIRECTORIES.....	91
BOARD OF TRUSTEES.....	91
FACULTY AND ADMINISTRATION	91
STAFF.....	93
OFFICE DIRECTORY	93

OVERVIEW

A MESSAGE FROM THE PRESIDENT

Dear fellow pilgrim in faith,



Central welcomes you to a vital conversation about faith and meaning. Our school helps you answer the most important question: “What shall I do with my life?” Your life matters, and God is still beckoning persons to join in crafting a more just world where all can flourish.

In a deeply fractured epoch, a theological school is a special treasure to the world. It is a place where widely differing ideas are welcome, and persons are free to explore how faith, culture, and community interface.

Our innovative theological school provides a safe and spirited space to explore the deepest human questions and equip faithful leaders for diverse ministry contexts. Whether you are tracking toward congregational ministry or another emerging ministry, we promise to prepare you for your calling. If you plan to remain in your current profession but desire greater depth in your Christian faith, you are welcome, too.

As diverse cultures around the world seek spiritual wisdom, a new and evolving global Christian dialogue is emerging, fueled by widespread adoption of digital communication. Central is determined to provide access for you to receive the ministry preparation you desire.

Central is global, personal, and horizontal. God is at work throughout the world, and we benefit from participating in the larger reality of global Christianity. Our school strives to be personal, recognizing that every learner has value and equally bears the image of God, suffused with God’s own presence. Horizontal means to see beyond the present, scanning the horizon for what comes next.

Welcome to a school that is moving forward faithfully with global perspectives, personal attentiveness, and horizontal preparation. You will be a vital part of its mission.

Faithfully yours,

Molly T. Marshall, Ph.D.

MISSION

“Central prepares women and men for seeking God, shaping church, and serving humanity.”

Central is committed to serving the whole community of faith, which includes persons preparing for vocational ministry, as well as those who desire to deepen their understanding of service to Christ in a variety of lay ministries in church and society. As a seminary, we seek to honor diversity of giftedness and callings.

While Central prepares women and men for ministry, we realize that Christian ministry is always linked to congregational life. The seminary prepares the men and women recommended to us by churches, and Central offers back to Christ’s church, ministers who have been formed by the intentional practices of theological education, study, worship, prayer, hospitality and faithful companioning. This education is practice-oriented, contextual, and reflexive.

The church is an essential partner with the seminary in the work of formation for ministry. Not only do we rely on the church to be the instrument of God in calling out seminarians, but the seminary depends upon congregations to offer ministry contexts in which learners practice their vocation and continue to be formed spiritually. Thus the work and mission of the seminary is inexorably linked to that of the church. Pressing needs for theological education demand that we strengthen our partnership with the church.

As we look to enhance and deepen this vital partnership with the church, Central is researching new and unique ways to make theological education more accessible. Rather than requiring learners to come to the campus in Shawnee, Kansas, for their ministry preparation, Central is now offering classes toward degree and certificate programs at selected sites and online that can draw a cohort of learners.

Central Baptist Theological Seminary is indeed a Teaching Church Seminary. It is a model built on the mission of the apostles: theological education that is more itinerant, with a mobile curriculum. Churches are significant partners in this contextual teaching.

AFFILIATION

Central is a professional graduate school of theology affiliated with the American Baptist Churches U.S.A. and in full support of the Cooperative Baptist Fellowship. The seminary's Institutional Support Program (ISP) allows a close and supportive relationship with the American Baptist Churches of the Central Region, as well as neighboring ABC regions.

Churches affiliated with the Cooperative Baptist Fellowship also serve as vital partners in ministry with Central Seminary, providing scholarship support and ministerial placements for some Central students and graduates. In addition, Central Seminary receives support from churches of many other denominations across the United States.

Central Baptist Theological Seminary provides overseas learning programs. Students can spend a semester at Spurgeon's College in London or travel to Southeast Asia for mission experiences or study intensives.

HISTORY

Begun as the dream of Reverend E. B. Meredith, missionary secretary for the then Kansas State Convention, Central Seminary has educated faithful leaders for ministry in the church and the world.

Founded in 1901, Central Baptist Theological Seminary recognized and responded to the need for a distinctively Baptist school to train leaders for Christian work throughout the world and especially in the Midwestern part of the United States. This fervent conviction of the unique and necessary role the seminary should play in the education of church leadership among Baptists has continued for over 100 years.

Central Baptist Theological Seminary stands within the Free Church tradition embracing devotion to the redemptive gospel, the evangelistic mission of the Church, and the spirit of intellectual inquiry which encourages open-mindedness to the best insights of biblical and theological studies. The Central community strives to be ecumenical and evangelical. To these commitments, Central Seminary adds vital concern for the continual application of Christian perspectives to the societal and systemic crises confronting our often chaotic and ever-changing world.

ACCREDITATION

Central Baptist Theological Seminary is accredited by the Association of Theological Schools (www.ats.edu) and the Higher Learning Commission's North Central Association of Colleges and Schools (www.ncahlc.org).

LOCATIONS

Courses are offered at the following locations. Additionally, some courses and programs are offered through online/distance education. For specific information about programs, departments, or courses offered at each location, please visit the CBTS website, contact the Site Administrator, or see the degree information in this catalog.

- ❖ Los Angeles, CA
- ❖ Atlanta, GA
- ❖ Chicago, IL
- ❖ Shawnee, KS
- ❖ Ann Arbor, MI
- ❖ St. Louis, MO
- ❖ Nashville, TN
- ❖ Austin, TX
- ❖ Dallas, TX
- ❖ Houston, TX
- ❖ Seattle, WA
- ❖ Milwaukee, WI

STATE COMPLIANCE STATEMENTS

Washington – “The Washington Student Achievement Council has determined that Central Baptist Theological Seminary qualifies for religious exempt status from the Degree-Granting Institutions Act for the following program: Master of Divinity (M.Div.). The Council makes no evaluation of the administration, faculty, business practices, financial condition or quality of the offerings by this institution. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430 or by email at degreeauthorization@wsac.wa.gov.”

Tennessee - Central Baptist Theological Seminary is authorized for operation as a post-secondary educational institution by the Tennessee Higher Education Commission. In order to view detailed job placement and completion information on the program offered by Central Baptist Theological Seminary, please visit <http://tn.gov/thec> and click on the “Authorized Institutions Data” button.

ORGANIZATIONAL STRUCTURE

Board of Trustees

The Board of Trustees meets twice each academic year (November and May) to oversee the operations of the seminary. The Board is also an important decision-making body for major policy changes, election of the seminary president, and more. Members of the Board of Trustees are appointed by the President and approved by the rest of the Board to serve a voluntary three-year term.

Administration

The Leadership Team consists of: President of the Seminary, Provost and Dean of the Faculty, Executive Vice President, and Vice President for Marketing and Community Engagement. The team meets regularly to plan for the seminary's future and to discuss critical issues related to the seminary.

Committees

The work of the seminary is organized through various committees including, but not limited to, Faculty Senate, Community Life, Admissions Committee, and more. More detailed descriptions are found in the relevant sections of this handbook.

Faculty

The seminary's faculty consists of standing faculty and supplemental faculty. While those who teach as supplemental faculty vary, the standing faculty remains stable and focused on their various disciplines (i.e., New Testament, Hebrew Scriptures, Theology, Church History, Homiletics, Worship, Ethics, and Contextual Learning). The seminary employs well-qualified and knowledgeable supplemental faculty, when necessary, to cover specializations and supplement the full teaching loads of standing faculty.

Site Administrators

The seminary utilizes the expertise of Site Administrators to oversee the operations of course locations outside the Kansas City metropolitan area. Students taking courses at the sites will get to know their Site Administrators and should feel free to direct questions and concerns to them.

Support Staff

An important group of staff take care of the seminary's daily operations. From time to time, students will interact with staff for the purposes of registration, billing, and communication. Students should view the seminary staff as important resources for assistance and guidance during their time at the seminary.

OFFICE HOURS

The seminary office at the Shawnee, KS campus is open Monday through Friday from 8:00am to 12:00pm and 1:00pm to 4:30pm. Offices and the library are closed during chapel and seminary holidays. Seminary holidays include:

- ❖ New Year's Day
- ❖ Martin Luther King, Jr. Day
- ❖ Good Friday
- ❖ Monday following Commencement
- ❖ Memorial Day
- ❖ Independence Day
- ❖ Labor Day
- ❖ Thanksgiving (and Friday following)
- ❖ Christmas (and the week following)

If the seminary will be closed on other days, students will be notified.

INITIATIVES & INSTITUTES

Urban Missional Institute

The Urban Missional Institute seeks to foster opportunities for dialogue, research, and strategic planning among advocates, students, and scholars who seek to make positive economic and spiritual impacts in their communities in the fields of urbanism and social engagement. More information about UMI and upcoming events can be found on the CBTS website or by contacting the co-directors, Dr. Wallace Hartsfield and Dr. Terrell Carter.

Women's Leadership Initiative

The Women's Leadership Initiative (WLI) Master of Divinity program approaches ministry preparation, leadership development, curriculum, and contextual ministry specifically with women in mind. Students will graduate in four years prepared with knowledge and skill to provide exceptional leadership, to continue adapting to a changing world, and to create and lead innovative ministries in a wide variety of contexts. For more information contact the WLI Coordinator, Dr. Sally Holt.

Buttry Center for Peace and Nonviolence

The center, named for Dan and Sharon Buttry, Global Peace Consultants for International Ministries of the American Baptist Churches, USA, reflects the continuation of one of the characteristics of Central's educational experience: *to enable learners to serve humanity through compassionate and empathic action that leads to progressive, purposeful change.*

ADMISSIONS

PREPARATION FOR SEMINARY STUDY

The best preparation for a master's level theological education is a baccalaureate degree that includes a liberal arts background. Incoming students will find a variety of courses in the humanities, social sciences, and natural sciences to be helpful for seminary preparation, including courses that are reading and writing intensive and cover non-Western and Western culture.

As an integral part of their undergraduate education, students must have proficiency in reading, the use of written and spoken English, and critical thinking. If the seminary discovers that a student lacks sufficient preparation, skills, or understanding in any area, it reserves the right to require additional work before or after admission.

Students should be mentally and emotionally healthy. If assessment of mental or emotional health is deemed necessary by the seminary, applicants may be required to undergo further assessment as directed by the seminary.

REQUIREMENTS FOR ADMISSION

Certificate Level

Admission to the FOUNDATIONS (certificate) program requires the completion of a Foundations Judson Communities application. For more details please contact the Director of the Foundations program.

Diploma Level

Admission to the Diploma program does not require an earned baccalaureate degree, but applicants should be age 30 or older. Applicants must submit the following:

- ❖ Completed and signed application form (print or online)
- ❖ Application Fee
- ❖ 3 Character References (no family members)
- ❖ Admission essay
- ❖ Verification of educational record (should include one of the following):
 - Secondary education information
 - Copy of transcript for any associate's or bachelor's degree or coursework

Masters Level

Prospective students seeking the M.Div. or an M.A. degree need to have earned a baccalaureate degree or its equivalent from an institution that is accredited by an agency recognized by the US Department of Education. Normally, a grade point average of 2.3 (C+) or higher on a 4.0 scale is required. A limited number of students meeting specific criteria may be admitted to the M.Div. and the M.A. in Missional Church Studies degree programs without an earned baccalaureate degree or its equivalent. Applicants must submit the following:

- ❖ Completed and signed application form (print or online)
- ❖ Application fee
- ❖ 3 Character references (no family members)
- ❖ Admission Essay
- ❖ Church/Denominational/Organizational Endorsement form (not required for MATS)
- ❖ Official transcript of a baccalaureate degree from an institution of higher education that is accredited by an agency recognized by the US Department of Education, or approved by a Canadian provincial quality assurance agency, or the demonstrated educational equivalent of an accredited or approved North American baccalaureate degree
- ❖ Copy of Ordination Certificate/Ministry License (if applicable)

Doctoral Level

Prospective D.Min. students must meet the following criteria to make application:

- 1) Possess the Master of Divinity degree from an ATS accredited institution with a minimum grade point average of 3.00 on a four-point scale during graduate study (some exceptions possible with regard to provisional admission).
- 2) A minimum of three years of significant ministry experience at the time of acceptance beyond the date when the Master of Divinity degree (or another theological master's degree) was earned.

A completed D.Min. application consists of:

- ❖ Application form (*to be completed online*)
- ❖ Four letters of recommendation attesting to the individual's fitness for the program
- ❖ Official transcripts (*undergraduate and graduate*)
- ❖ A personal statement reflecting the applicant's background, theological perspective, values, and goals for growth in the D.Min. program

- ❖ Application Fee - \$50 (*non-refundable*)
- ❖ A formal interview with the CBTS D.Min. Committee
- ❖ Copy of Ordination Certificate/Ministry License (if applicable)

Myanmar students applying for the D.Min. program must have either an M.Div. degree from Myanmar Institute of Theology (MIT) or an M.Div. from a theological school accredited by ATESEA or Serampore Senate.

Applicants to the Myanmar program must meet the following requirements:

- ❖ Application form
- ❖ Demonstrate English proficiency to the satisfaction of the MIT Faculty and the D.Min. Committee
- ❖ Letters of reference from their church and from their association or conference in which they work
- ❖ Letter containing a statement of financial support
- ❖ Official transcripts (*undergraduate and graduate*)
- ❖ A personal statement reflecting the applicant's background, theological perspective, values, and goals for growth in the D.Min. program

The MIT D.Min. Admission Committee serves as a subcommittee of Central Baptist Theological Seminary's D.Min. Committee. This committee shall be composed of the Principal, the Vice Principal, the Academic Dean, the MIT D.Min. Coordinator, the Director of the D.Min. Program, Chairperson of the D.Min. Committee, and other faculty as needed.

D.Min. applicants may be admitted under provisional status and/or be required to take classes for Leveling of coursework. See the DMin handbook for more information.

International Students

In addition to the application requirements of the particular program they are applying to, international students must also submit the following as part of their application process:

- ❖ Financial Support Documents
 - Affidavit of Financial Support – self-support and/or sponsor
 - Bank information for each financial support person, verifying available funds to cover first year expenses can include one of the following:
 - Bank Statement – showing name of account holder, date of issue (must be within 3 months of application), and amount of funds available in the account
 - Letter from Bank – on bank letterhead signed by a bank employee displaying name of account holder, date of issue (within 3 months of application), and amount of funds available in the account
- ❖ Copy of Passport (for applicant and each dependent)
- ❖ Copy of Visa for applicant and each dependent (if a visa student is already in the US)
- ❖ Copy of latest I-94 for applicant and each dependent (if a visa student is already in the US)
- ❖ Copy of current I-20 for applicant and each dependent (if visa student is already in the US)
- ❖ Copy of Dependents form
- ❖ Test of English as a Foreign Language (for students studying in English whose first language is not English). If an International Student's language skills are not adequate, the student maybe required to successfully complete an English Language Learner course (ELL) or some similar training.

If admitted to the seminary, International students arriving on an F-1 visa are expected to be familiar with all

regulations related to their visa status. F-1 students are allowed to work no more than 20 hours per week on campus. It is expected that support to pay for school and living expenses must come from personal funds or sponsors. **Please note: the seminary does not have full tuition scholarships or campus housing for international students.** Housing, transportation, and medical insurance will need to be arranged prior to coming to the United States. Central will only issue an I-20 form when an international student has been admitted, met all financial conditions, and made all arrangements.

An international student who is unable to meet his/her financial obligations to the seminary may be denied matriculation. During his/her first and second semester, an international student's course load may be limited to the full-time threshold, at the discretion of the Dean.

PROVISIONAL ADMISSION

Provisional Admission may be granted to applicants for whom certain admissions requirements must still be verified, i.e., upon finishing a baccalaureate degree, upon completing leveling coursework, etc. Provisional Admission should only be granted for up to one term and converts to full admission once all admission requirements are satisfactorily met.

PROBATIONAL ADMISSION

The Admission Committee may admit students on probationary status. The Dean may remove probationary status after the student achieves goals outlined by the Admission Committee. Students on probation are not eligible for seminary scholarships.

Normally, an undergraduate cumulative grade point below 2.3 (4.0 scale) or 1.8 (3.0 scale) requires admission on academic probation for 21 credit hours. During those 21 credit hours, the student must achieve at least a 2.0 grade point in all graduate level courses. If the student demonstrates marked competency at the graduate level by accruing a grade point average of 3.3 or better, the Dean may remove the probation after 9 credit hours.

A limited number of students from undergraduate institutions not accredited by an accrediting organization recognized by the U.S. Department of Education may be granted admission on academic probation for 21 credit hours. If the student demonstrates marked competency at the graduate level accruing a grade point average of 3.3 or better, the Dean may remove probation after 9 credit hours.

MATRICULATION

Students must fulfill all requirements for registration and arrange for payment of fees and other financial obligations before matriculation. Students must acknowledge their acceptance of admission by signing the acceptance of admission form and any other required forms before registration is possible. Admitted students who fail to matriculate within two years of admission must re-apply.

SPECIAL STUDENTS

A special student at Central Baptist Theological Seminary is one who has completed a baccalaureate degree, is non-degree seeking, and wishes to take courses for graduate level for academic credit. A completed application for special student status includes:

- ❖ Special student application form
- ❖ Official transcripts of undergraduate and graduate work
- ❖ Personal statement outlining the reason(s) for requesting special student status
- ❖ Other information as requested by the Admission Committee

Special students may apply up to 21 credit hours toward a degree program at Central. Admission as a special student does not guarantee admission to an academic degree program at Central. Students must re-apply to enter a degree program. Those admitted on special student status are not eligible for seminary scholarships.

TRANSFER STUDENTS

Students transferring from other theological schools accredited by the Association of Theological Schools (ATS) must meet regular admission requirements.

Graduate courses completed with a grade of C or higher will be considered for transfer credit. To transfer courses, the prospective student must provide an extensive course description or syllabus to the Registrar's Office. A nonrefundable fee of \$25 will be assessed to a prospective student to evaluate the transcript. If the prospective student applies to Central, the \$25 fee will be credited toward their application fee. Approved transfer credits will be placed on a student's transcript after 9 credit hours of satisfactory work have been completed at Central Seminary.

A transfer credit evaluation does not guarantee admission. Students from other ATS-accredited theological schools applying for the Master of Divinity degree or one of the Master of Arts degrees must meet regular admission requirements. Students are advised to request the transfer credit evaluation before executing an enrollment agreement with Central.

Students transferring into the following degree programs must complete the following number of credits at Central in order to earn a degree from Central:

- ❖ DMin – 24 credits (exceptions must be approved by the DMin Committee)
- ❖ MDiv – 25 credits
- ❖ MATS – 18 credits
- ❖ MAMCS – 18 credits
- ❖ Diploma – 24 credits

Only courses offered at a degree granting site of Central count toward a student's residency requirement. Students transferring into the M.A. degree program must complete a minimum of 24 credit hours as a resident student at Central Seminary. Exceptions to this policy must have approval from the faculty.

VETERANS

Central Baptist Theological Seminary is approved by the Kansas Commission on Veterans Affairs and cooperates fully with the Veterans Administration. Veterans must apply to the Veterans Administration for approval of benefits under this program. To receive benefits, veterans or eligible spouses/dependents must submit their proof of eligibility to the Registrar's office. With proof of eligibility and registration, the Registrar's Office submits enrollment certifications to the Veterans Administration.

COMMUNITY & SPIRITUAL LIFE

COMMUNITY LIFE

Students, faculty, and administrators work together on task groups that devise and carry out seminary procedures. Student representatives attend board meetings and some faculty meetings. Campus activities provide opportunities to share experiences and concerns, offer support, and enhance community life.

The Community Life Committee oversees issues related to fostering a community of worship and connectedness. They plan chapels and community meals and coordinate events along with Institutional Advancement. Members consist of faculty, staff, and a student representative. The committee plans various events to enhance community fellowship for the Central Seminary community.

SPIRITUAL LIFE

Spiritual formation is the continuing work of God's Spirit in the life of a believer in the context of Christian community. As Christ is formed within, each Christian is equipped and empowered to fulfill God's call to ministry (*diakonia*), to worship (*leitourgia*), and to participate in community (*koinonia*) which builds up the whole Body of Christ. Spiritual formation is also the task of each Christian and involves a continuing discipleship expressed in those disciplines that encourage personal growth and wholeness, leading to maturity in Christ. Theological education encourages personal transformation.

Because of its importance to the ministry, spiritual formation is the central goal of the seminary community. Added to the daily disciplines of individual study and prayer, worship, table fellowship, and mission experiences are built into the curriculum and extracurricular activities through which persons are formed for ministry.

CHAPEL

Chapels and other times of worship and prayer are scheduled regularly during the academic year. These gatherings provide the seminary community a forum for expressing itself in a variety of worship styles that reflect the rich ecumenical diversity of the student body, faculty, and staff.

STATEMENT ON INCLUSIVITY & NON-DISCRIMINATION

Essential to the purpose and mission of Central Baptist Theological Seminary is the enhancement of positive human relations within the institution. Discriminatory attitudes and behaviors, whether intentional or unintentional, reduce this Seminary's effectiveness. The Board of Directors of Central Baptist Theological Seminary affirms its responsibility to maintain a harassment-free campus environment.

Any employee or student who exhibits or participates in deliberate or unwitting behaviors that are offensive or discriminatory to individuals with reference to their race, gender, gender identity, age, sexual orientation, ethnicity, national origin, or disability shall be subject to disciplinary action which may result in suspension or dismissal from the institution.

STUDENT COVENANT AND CODE OF ETHICS

As a student of Central Baptist Theological Seminary actively examining God's call, I covenant with God and this community to serve Christ in the ministries to which I am called with God's help, to deepen my obedience to the two Great Commandments: to love the Lord our God and to love my neighbor.

In affirmation of this commitment, I will abide by the Covenant and Code of Ethics of the students of Central Baptist Theological Seminary. I will faithfully support its purposes and ideals. As further affirmation of my commitment, I covenant with my colleagues in ministry that we will hold one another accountable for fulfillment of all public actions set forth in our Code of Ethics.

I will show my personal love for God as revealed in Jesus Christ in my life and ministry. I will strive with others to preserve the dignity, maintain the discipline, and promote the integrity of the vocation to which I have been called.

I will display academic integrity. I will encourage others to study, discuss, work, and pray together. All work, both written and oral, submitted for a grade shall be my own original work.

I will respect the faculty and administration. In matters of academic evaluation, I will utilize proper channels for airing grievances.

I will develop and maintain a lifestyle that reflects God as the center of my life in thought, speech, and action.

I will respect the diversity in Christian heritage, traditions, and beliefs held by others.

I will personally and publicly support my colleagues who experience discrimination on the basis of gender, gender identity, race, age, marital status, sexual orientation, national origin, physical impairment, or disability.

I will exercise discretion in confidential matters.

STANDARDS OF CONDUCT

Students and employees are expected and required to report to class and work on time and in appropriate mental and physical condition. It is the seminary's intent and obligation to provide a drug-free, healthy, safe, and secure environment.

Smoking

Smoking is prohibited inside all seminary buildings.

Drug and Alcohol Prevention Policy

The unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol by students or employees on the property of Central Baptist Theological Seminary, or as part of any campus-based activities of the Seminary, is strictly prohibited. Central Baptist Theological Seminary is committed to the prevention of alcohol abuse and the illegal use of drugs. Any student or employee of the Seminary found to be abusing alcohol/drugs, using, possessing, manufacturing, or distributing controlled substances (on Seminary property or at Seminary sponsored events) is in violation of the law and shall be subject to disciplinary action.

Students needing assistance and referrals may contact the Counselor/Student Assessment Director. A good resource for information on Drug and Alcohol Prevention and a list of referral organizations can be found on the internet at the following website: <https://www.samhsa.gov/>.

Offensive Language and Explicit Material

The use of foul and offensive language at Central Baptist Theological Seminary is prohibited. Additionally, the possession and use of materials (i.e. CDs, videos, websites and publications) that contain explicit language and images is prohibited. Central Baptist Theological Seminary is committed to the use of language and images that respect human beings. Students and employees found using offensive language, or possessing, viewing, or distributing explicit materials (on Seminary property or at Seminary sponsored events) may be in violation of the law and shall be subject to disciplinary action.

GRIEVANCE POLICIES AND PROCEDURES

The following grievance procedure is intended to effect reconciliation in matters of interpersonal conflict and is to be carried out pastorally and compassionately rather than punitively.

Biblical Resolution

In accordance with our biblical heritage (Matthew 18:15-17), students are encouraged to resolved grievances as follows:

- 1.) The aggrieved student will go directly to the person(s) concerned and attempt to reach an acceptable resolution. If a resolution cannot be reached, the aggrieved student should proceed to step 2.
- 2.) The aggrieved student will go to the Academic Dean with the grievance in writing. The Dean will function as a liaison between the aggrieved student and the party or parties against whom the grievance is directed, arranging and attending a conference between them to seek a resolution. Should resolution not be reached, the student should proceed to step 3.
- 3.) The aggrieved student will request, in writing, that the Dean report the grievance resolution process (with any recommendation) to the Seminary President.
- 4.) The President will appoint a Grievance Committee, consisting of the aggrieved student, the Dean, two neutral members (faculty, staff, or administration) and two neutral students.
- 5.) The Grievance Committee will review the grievance procedure and recommend a resolution. If the solution is acceptable to the parties concerned, the grievance process is completed. If resolution is not reached, the Grievance Committee shall report, in writing, its recommendation to the President of the Seminary.
- 6.) The President of the Seminary (or President's representative, in case of the President's absence) will make a final determination and report in writing to the parties involved and the Grievance Committee. The decision of the President is final and binding on all parties.

No more than one week (7 days) shall lapse between any of the grievance procedure steps, after step 2 is initiated. If more than one week (7 days) passes and there is no further initiative from the aggrieved, the grievance procedure will be considered closed. No more than one week (7 days) shall pass after the Grievance Committee has made their recommendation to the President until the final determination is announced by the President.

This policy does not apply in cases of academic or non-academic probation.

Grievance for Students in Tennessee

Students who have grievances regarding a course should communicate their concerns to the course professor first. If the grievance is not resolved, students taking courses in TN or who live in TN should communicate their grievance in writing to the TN Site Administrator (Dr. Sally Holt, 1008 19th Ave S, Nashville, TN 37212, sholt@cbts.edu) for resolution. If necessary, the Site Administrator will consult with the Dean's office for further discussion and resolution.

Complaints concerning other students outside of class should be submitted in writing to the Site Administrator (Dr. Sally Holt, 1008 19th Ave S, Nashville, TN 37212, sholt@cbts.edu). If necessary, the Site Administrator will consult with the Dean's office. The written complaint will initiate discussion, mediation, and hopefully a satisfactory resolution.

Complaints concerning the Site Administrator should be submitted in writing to the Dean's office on the Shawnee, KS campus.

If a complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, Nashville, TN 37243-0830 (615-741-5293).

Guidelines for Written Student Grievances

Written student grievances are to detail specific events or issues of offense; to state factually who was involved and what is desired in terms of apology, reparation, or reconciliation. Written grievances are to deal with fact rather than feeling. The goal of a written grievance is to effect understanding and reconciliation. To frame written grievances, the aggrieved should consider:

- a) A factual report of the conflict and its origin
- b) The avoidance of inflammatory language
- c) The avoidance of impugning or second-guessing motives of others
- d) The avoidance of exaggeration
- e) The avoidance of impugning the personal integrity of another

Written grievances should state the nature of the conflict, failure to effect reconciliation on a one-to-one basis, and a statement of what the aggrieved believes to be proper resolution. Written grievances are to be limited to 500 words or less, dated, signed, and personally delivered to the Dean.

In a seminary setting, the submission of a written grievance implies that all channels of grace have been exhausted and that law must reign where grace cannot.

STUDENT DISCIPLINE POLICY & PROCEDURES

The relationships and conduct of those who study at Central Baptist Theological Seminary (also known as CBTS) shall be consistent with the purpose and mission of the school as stated in this catalog. On occasion, questions can arise about whether certain actions on the campus are compatible with the nature and purpose of the institution. Questions of this nature should be taken to the Academic Dean.

Committee on Student Discipline

The Committee, convening on an as needed basis, shall consist of the Academic Dean (chair), the Associate Dean, one faculty member, and two students. The President appoints all members. The membership of the committee will reflect the ethnic and gender diversity of the community.

Procedure

Specific cases shall be brought in writing to the chair of the committee by any student or employee in the Central community. The committee will review the allegation and decide whether it merits further attention. When a charge has been accepted by the committee, it may pursue any of the following procedures:

- 1.) Counsel with the person of concern by the committee, as a whole, by selected members of the committee, or by other persons designated by and reporting back to the committee.
- 2.) Should the committee decide that formal inquiry seems necessary, it shall notify in writing the person(s) concerned in the allegation and the basis for it. The person(s) of concern will appear before the committee to respond to the allegation. Whenever such a hearing takes place, the person(s) of concern may be accompanied by another party to act as counsel.
- 3.) The committee will decide if disciplinary action is needed and what disciplinary action will be recommended. Recommendations require an approval by the majority. The recommendation shall be made to the President who shall have the final decision regarding the matter.

The committee has the authority to recommend reconciliation, restoration, censure, probation, leave of absence, or dismissal.

Before the President acts on any recommendation, he/she shall discuss it with the faculty in executive session for the purpose of the faculty's advice and consent. The President shall confirm and convey the final decision.

A student can be removed from disciplinary status by the following procedure:

- 1.) The student must submit a letter to the President requesting removal from disciplinary status.
- 2.) The President forwards the request to the Committee on Student Discipline who acts on the recommendation and then sends their recommendation to the President.
- 3.) The President reviews the recommendation of the Student Discipline Committee and discusses it with the faculty in executive session for the advice and consent of the faculty.
- 4.) The President shall confirm and convey the final decision.

Privacy

All data and deliberations of the committee shall be confidential. Its work shall be thought of primarily as compassionate and pastoral, serving so far as possible to protect the reputation and the rights of all parties involved as well as the integrity of Central Baptist Theological Seminary.

Procedure for Non-Academic Suspension

Central Baptist Theological Seminary has two classes of suspension for students from one (or more) of the courses in which the student is enrolled.

Class I Suspension: A student will be immediately suspended from all classes following any physical violence or threat of physical violence directed toward any seminary employee or another student. A report will be filed

with the local Police Department, which may result in charges filed against the offender. The employee or professor is responsible for documenting the incident(s), including the date of occurrence and any other pertinent information. This information will be relayed to the Academic Dean for review, confirmation, and appropriate action.

Class II Suspension: A student may be suspended from a course for any behavior that disrupts the orderly process of the classroom. Examples of such behavior are abusive language, indignities, ridicule and/or sarcasm directed toward a classroom professor and/or students. Suspension for a CLASS II offense may occur according to the following procedure:

- 1.) A professor must meet once in private with the student to explain what he/she believes is appropriate.
- 2.) The professor shall make a record of the specific incident including the date(s) of occurrence, and any other pertinent information.
- 3.) The professor shall also make a report of the meeting with the student. The written report of the incident and the private meeting shall be completed within five working days of that private meeting.
- 4.) A copy of the report shall be filed in the office of the Academic Dean.
- 5.) A copy of the report shall be given to the student.

If the problem persists, the Dean will arrange a conference with the student, the faculty member, and the Dean. If any person fulfills more than one of these roles, the Dean will appoint another faculty member to join the conference. The student may bring to the conference a person of his/her choosing who was present during the classroom incident. Within five working days of the conference, a written report of the meeting made by the Dean will be forwarded to the student, the professor, and the faculty advisor. The Dean will retain a copy for his/her records.

If the problem persists, the professor will complete a class suspension form. Copies of the form and all relevant documentation will be forwarded to the Dean and the President. After review, the Dean may suspend a student from class.

DISMISSAL

In extreme cases of academic or moral concern, the Faculty Senate may vote to dismiss a student from the seminary. In such cases, the student will be notified prior to the vote and be given a chance to address the issue(s) that have led to the vote. Students will be notified via letter of the faculty decision and if they are able to seek re-admission at a future date.

RE-ADMISSION

Students who are able to seek re-admission must wait the period indicated in their dismissal letter. Readmission will require a new application to an academic program along with a letter indicating their academic or moral progress since the dismissal and any other documentation required by the faculty. Re-admission will be a vote of the Faculty Senate.

ALUMNI ASSOCIATION

The Alumni Association was founded in 1906 for the purpose of fellowship, sharing information, and ongoing support of the seminary.

The objectives of the Alumni Association are:

- to create experiences of fellowship among alumni and alumnae
- to generate financial support for the seminary
- to recruit students who are called to the ministry
- to pray for the seminary
- to represent alumni to the seminary's administration and board
- to recognize outstanding achievements in the ministries of former students.

The Alumni Association is led by a team of elected officers (president, vice president, and secretary/treasurer) who work in partnership with the seminary staff and administration. Membership is available in five categories: annual membership, lifetime membership, alumni by choice, associate membership, and honorary membership. Details can be obtained from the association officers. Projects in which the Alumni Association is actively involved include: scholarships, awards of merit, commencement banquet, mission trips, and other meal events and fellowship functions.

STUDENT RESOURCES AND SERVICES

COUNSELING

Seminary students and ministers are not exempt from personal problems and frustrations. The seminary provides a broad base of support for students. This includes the Counselor and Student Assessment Director, a faculty advisor (or site administrator), the Dean, and peer support. The Counselor/Student Assessment Director is available for a few sessions but ongoing counseling will need further discussion regarding additional fees. Student may also choose to seek counseling and support outside of the seminary.

If problems arise which need to be addressed outside the seminary context, students are encouraged to seek assistance from a pastor, pastoral counselor, therapist, psychologist, lawyer, spiritual director, or other professional. A student's faculty advisor (or site administrator) can assist with a referral to a trained professional in this area. Fees for services are often on a sliding scale; it is important that a student not let financial constraints prevent asking for help when it is needed.

If a student chooses to receive private counseling without any involvement by or reporting to CBTS, a report of the counseling cannot be disclosed to CBTS without the student's prior written consent. CBTS will not subsidize any private counseling.

DISABILITY ASSISTANCE

The Rehabilitation Act of 1973 mandates reasonable accommodation for students with disabilities once they have been admitted to CBTS. At the same time, the Privacy Act permits a student to keep such information private if she/he wishes. Therefore, a student who wishes to receive accommodations for a disability must first declare this status (and provide documentation) to the Provost's Office. Faculty will then be informed of the required accommodations via written communication from the Registrar.

Professors should be appropriately discreet when referencing a disability.

Professors also should be aware that it is illegal to ask a student the nature of his/her disability. Any questions a professor might have about accommodations related to a particular student should be directed to the Registrar's Office.

Professors are not required to accommodate special student requests that have not been communicated through the Dean's Office. Modest and reasonable accommodations outside those parameters are left to the professor's discretion.

At sites off the main campus, students should declare their status (and provide documentation) to the Site Director. The Site Director will then communicate the accommodation to the Dean's Office.

FINANCIAL COACHING

Central launched the Money & Ministry Program in January 2017. Partially funded by a grant through the Lilly Endowment, this new program offers financial coaching to all students as a complimentary service. Beyond providing a coach at no cost to seminarians, Central offers a monetary incentive to each student who follows through with a series of three financial coaching sessions within an academic term. The goals of financial coaching vary by individual, but some possibilities include the following: increasing financial literacy/knowledge, setting specific financial goals, shaping a theology of money, gaining confidence and/or skills to lead others into faithful stewardship. Contact Angie Jackson (angela.jackson@cbts.edu) to learn more.

INSURANCE

Central Seminary strongly recommends that all students and their families have health and accident coverage. For those students who do not have coverage, information about a health insurance plan is available through the Student Success Office.

INTERNATIONAL STUDENTS

International Students are required to be familiar with all laws and regulations required for them to maintain status as an F1 visa student. Information about these regulations are available on the International Students page of the CBTS website and on the Study in the States website. Additional information and assistance is available to International Students through the International Student Office (iso@cbts.edu).

WRITING RESOURCES AND ASSISTANCE

The Language Development Center is devoted to helping students write effectively and improve language skills, as needed, to do well in seminary classes. Dr. Sheryl Stewart (ssewart@cbts.edu) is available by appointment to discuss a paper, to discuss reading strategies, or for help with any other language issues. Resources are also available at the Language Development Center page on Moodle.

LIBRARY

The Shumaker Library at Central Baptist Theological Seminary is a theological library serving the needs of CBTS students, faculty, and staff. Central Baptist Theological Seminary understands this field of service to include:

- 1) The immediate academic community: students, faculty, and staff
- 2) Alumni/ae of Central Baptist Theological Seminary
- 3) Students from seminaries and other educational institutions in the Kansas City Metropolitan area with which

Central maintains academic cooperation

- 4) Members of the Kansas City Library Service Program
- 5) Clergy, lay leaders, persons in helping professions, and visiting scholars

The library is a member of the Kansas City Library Service Program, an area network of academic and public libraries that shares resources and maintains a common online catalog.

Library Holdings

The library contains over 80,000 print resources and features strong collections in Bible, theology, and Baptist history and practice. The library subscribes to over 60 current magazines and scholarly journals relevant to theological education and pastoral practice. The library maintains subscription access to research databases that offer over 500,000 full-text articles, essays, and reviews and over 140,000 ebooks. All students can access these databases through the internet using their webmail login information.

Items in the library are organized according to the Dewey Decimal Classification system commonly used in school and public libraries.

The library is also part of a consortium of libraries in the Kansas City metropolitan area including the Kansas City (MO) Public Library providing access to over 2.5 million resources.

Library Services for Course Sites

The library develops lending relationships with local libraries possessing holdings related specifically to theological research. Students should inquire with their site director regarding the library relationships relevant to their location.

Additionally, CBTS is a participating member of the American Theological Library Association's (ATLA) Reciprocal Borrowing Program. Current faculty, students, and staff may receive borrowing privileges from any of the other libraries participating in the program. For more information on the ATLA Reciprocal Borrowing Program and participating libraries, visit the following website:

<https://www.atla.com/Members/programs/Pages/Reciprocal-Borrowing-Initiative.aspx>

Library History

The library for CBTS was originally named the Pratt-Journeycake Library for 19th century Baptist missionary John G. Pratt and Delaware tribe chief Charles Journeycake. Chief Journeycake's daughter, Nannie, married the son of John G. Pratt. After her husband's death, Nannie married again and during her second marriage she raised money for a library at the Seminary to be named in honor of her father and her first father-in-law.

When the Seminary moved to 741 North 31st Street in Kansas City, Kansas, the library was originally housed in the Administration Building's Herrick Hall. In 1959, a separate library building was built. The ground floor of that library facility was renovated in 2001 through a generous gift from Edna Shepherd, allowing space for the Kansas Qumran Bibliographic Project, classrooms and a computer lab.

In 2006, the library moved with the seminary to Shawnee, KS. As part of a capital campaign, funds were raised to give the new library a new home in the campus' multi-purpose room. The new library space was completed in 2011.

In 2016, the library was renamed the Shumaker library in honor of Diane Shumaker, a longtime friend and supporter of the seminary.

Please check the library website (<https://libguides.cbts.edu/home>) for more information on the library and for access to the online catalog.

General Information

The Shumaker Library is the primary information resource for members of the CBTS community. The mission of the library is to prepare and strengthen members of the Christian community by sharing the witness of the Christian tradition through quality services, collections, and facilities. The library is guided by a vision of being an active and essential collaborator in a vital community of theological inquiry.

Location and Contact Information

The library facility is located at the main facility of the Shawnee, KS campus. All mailed correspondence and packages should be sent to the library using the following address: Shumaker Library, 6601 Monticello Rd., Shawnee, KS 66226.

Phone: 913-667-5725

Fax: 913- 371-8110

Email: circ.desk1@cbts.edu

Website: <http://libguides.cbts.edu/home>

Hours of Operation

Please refer to the following sections for information regarding the library hours at various times throughout the year. Hours are subject to change without notice.

Regular Academic Session

During the regular academic sessions, the library is open the following hours:

Monday 10:00 a.m. – 10:00 p.m.

Tuesday 10:00 a.m. – 10:00 p.m.

Wednesday 10:00 a.m. – 4:30 p.m.

Thursday 10:00 a.m. – 10:00 p.m.

Friday 10:00 a.m. – 4: 30 p.m.

Saturday CLOSED

Sunday..... CLOSED

Some Saturday hours may be offered in conjunction with weekend classes (at the instructor's request and depending on staff availability).

Academic Breaks

During breaks in the academic calendar when classes are not in session at the Shawnee, KS campus, the library location is open the following hours:

Monday - Friday 10:00 a.m. – 4:30 p.m.

Saturday and Sunday CLOSED

Closures

The library observes all holidays and closures observed by the seminary.

The Shumaker library will be closed in all instances when the seminary announces an unscheduled closure (due to weather or other unforeseen circumstances).

All other changes to the hours will be posted at library and announced via the library website.

Special Appointments

Special appointments for library access and use can also be made. Please contact the library director to make arrangements.

Library Director Contact Information

If you have questions or concerns about the library, its resources, services, or programs, please contact the library director, Vance M. Thomas.

Phone: 913-667-5729

Email: vmthomas@cbts.edu

Collections

The goal of the library collections is to provide sufficient information resources to meet the educational and professional development needs of the students, faculty, staff, and practicing clergy. In addition to the collections listed below, the library is in the process of developing special collections focused on congregational health and global Christianity.

Library Catalog

Resources collected by the library can be located by using the library catalog. The online catalog is currently available through and hosted by the Kansas City Library Consortium. A link to the online catalog is provided on the library portion of the seminary website located under the heading "Academics." The online catalog includes all materials added to the collection since 1998. Resources added to the collection prior to 1998 may or may not be in the online catalog. In order to locate older materials, patrons may be required to use the card catalog located at the interim location.

In order to use some features of the online catalog, students will need a library card number (located on the back of each student ID) and a PIN (assigned initially by the library staff). Please contact the library for assistance if you do not have either of these.

Circulating Materials

The Shumaker Library currently holds approximately 70,000 items in its regular circulating book collection. Circulating books can be checked out for three (3) weeks at a time with up to two (2) renewals. Fines on overdue circulating books are assessed at a rate of \$.25 per day. Students are permitted to have a maximum of 50 items from the circulating collection at any one time.

Reference

The library currently has approximately 5,000 reference volumes, including a number of biblical commentary series. Reference volumes are available for use in the library only and may not circulate.

Reserves

The library has a rotating set of resources placed on the reserve shelves. Items include all required (and some recommended) textbooks for classes taught at the Shawnee, KS campus. Unless otherwise

requested by faculty, all items circulate for three (3) hours at a time. Fines on overdue reserve items are assessed at a rate of \$.25 per hour. Students are restricted to two (2) reserve items at any given time.

Periodicals

The library maintains current subscriptions to approximately 60 current periodical titles. The current volume is generally available (see the library staff for the specific availability of issues). Current periodicals are available for use in the library only and may not circulate. Recent back issues are typically available as well.

Audio/Visual Materials

The library has a very limited collection of audio/visual resources consisting of VHS videocassettes, DVD's, and some audio CD's. These materials may be checked out for a period of seven (7) days with a maximum of two (2) renewals. Fines on overdue audio/visual materials are assessed at a rate of \$1.00 per day. Students are permitted to have an unlimited number of materials from this collection at any given time.

Electronic Databases

The library currently subscribes to 12 research databases that are accessible to students both on- and off-campus. The databases include the ATLA Religion Database with ATLASerials, the premier research database for theological scholarship including many full-text resources. Access to these databases is available to all current CBTS students. Please contact a library staff person if you need assistance with accessing these resources.

Other (microform, archival materials, theses, dissertations, etc)

The library collection includes a number of microform (microfiche and microfilm), theses, dissertations, and other archival materials. These materials are located at the old Kansas City, KS campus library facility and are not directly accessible to students. If you are interested in using some of these resources, please contact a library staff person to make arrangements to obtain and view this material.

Replacement of Lost or Damaged Items

In the event a borrowed item is long overdue (i.e., overdue six weeks past the due date), the item in question will be deemed lost. In such cases, the student who borrowed the item(s) in question will be charged for the replacement costs of the item(s) and a processing fee of \$10.00 per item. Replacement costs are determined by the library staff but are generally identified as 1) the publisher's current list price for readily available items or as 2) the lowest available price for the best available quality for used or out-of-print items.

In the event a student is able to provide the library with a new, unblemished replacement copy of the item in question, the replacement cost for the item itself may be waived. However, the processing fee of \$10.00 per item will still be assessed to the student. The library will not accept a used item as a replacement.

If a replacement is not available for purchase by the library or provided by the student, the library staff will estimate the value of the lost item(s) which will be charged to the student. The student will also be assessed an additional fee of \$20.00 for loss of each item.

The above guidelines will also be used if an item is damaged sufficiently to warrant replacement.

Services and Programs

The library strives to be a user-focused agency through the provision of various services and programs designed to meet the information needs of members of the CBTS community. If you have a special information need not met by the offerings listed, please speak with the library director. The library is always interested in exploring new alternatives for providing information services and programming.

Borrowing Privileges

All students are required to complete a borrower's application to obtain borrowing privileges from the library.

Borrowing privileges are for a period of one (1) year and begin from the date the borrower's application is received from the library.

Borrowing privileges will be blocked if any of the following conditions are met:

- Privileges have expired
- Ten (10) or more items are overdue at any given time
- Unpaid fines and/or fees of \$20.00 or more

Blocked privileges prevent any further materials from being checked out, including reserve materials. Students with blocked privileges will still be able to access the electronic databases.

Please see the information about the collections listed above for information regarding the loan periods related to materials in each collection.

Reciprocal Borrowing Privileges

CBTS students in the Kansas City metro area with an active borrower's card may borrow materials from participating Kansas City Library Service Program libraries according to the arrangements established by each individual library. For a list of participating libraries information, visit <http://www.kclconline.org/members>.

In addition, CBTS is a participating member of the American Theological Library Association's (ATLA) Reciprocal Borrowing Program. The program enables current faculty, students, and staff to obtain borrowing privileges at no charge at any one of the other participating member libraries across the United States and Canada. For a list of libraries participating in the ATLA Reciprocal Borrowing Program, visit <https://www.atla.com/Members/programs/Pages/Reciprocal-Borrowing-Initiative.aspx>.

Please contact the CBTS library director for further information about reciprocal borrowing privileges available to CBTS students.

Holds, Requests, and Recalls

Students can place holds on items and request items from the CBTS collections and participating KCLC libraries through the online catalog. Use the "Request Item" link found on the item details webpage for each resource. Students may have a maximum of 20 holds and requests active at any given time. Please allow up to one week for requested materials.

Currently, the library does not recall checked-out materials to fill student requests.

Interlibrary Loans (ILL)

In the event an item is not available in the CBTS collections or in one of the participating KCLC collections, the library may attempt to obtain desired resources from other libraries or information agencies. There is no charge for students requesting interlibrary loan materials, but there is a limit of ten filled requests per year. Please speak with library staff if you are interested in this service. Please allow up to two weeks for the arrival of requested materials.

Photocopying and Printing

The library provides access to and use of a photocopier for student use. The machine is intended for the academic and research activities of members of the CBTS community. Use of the machine for other purposes is discouraged.

The photocopier produces black and white documents only.

Current students may use the photocopier to make copies and printouts at no charge.

Students are expected to comply with all legal restrictions when using either the photocopier or the printer. The library is not responsible for use of the photocopier for inappropriate or illegal purposes.

Please speak with a library staff person if you need assistance with the photocopier.

Patron Conduct

In order to ensure the library is a hospitable, safe, and productive environment for all its patrons, the following rules of conduct should be followed. Failure to abide by these rules of conduct may result in fees being assessed, loss of library privileges, and/or removal from the library.

General Conduct

The library does not permit the following:

- Disruptive or disorderly behavior
- Unsupervised children under the age of 14
- Pets or animals other than service animals necessary for disabilities
- Intentional damage to or unauthorized removal of library property
- Use of library property for inappropriate or illegal purposes
- Accessing, viewing, or displaying pornographic and/or obscene material
- Alcohol or tobacco use
- Weapons except by on-duty law enforcement officers
- Solicitation or petitioning except by authorization from the library director

Food and Beverage

Food and drink are permitted in the library on a limited basis. Beverages should be contained in a hard-sided, spill-proof container (e.g., a sport bottle or a travel mug with lid). Food is restricted to light snacks (e.g., chips and candy). In all circumstances, food and beverages should not be consumed in proximity to or while handling the library resources, including computers.

Damage to library resources resulting from food and/or beverages will be the responsibility of the patron. Please notify library staff in the event of such an occurrence.

Cell Phones

Cell phones and pagers are permitted in the library but should be silenced (e.g., set to vibrate). Phone conversations should be kept brief and at an appropriate volume to avoid disturbing other library patrons. Longer conversations should be taken outside of the library. Patrons who become disruptive may be asked to leave the library.

Other Information

The following information is also relevant for CBTS students.

Intellectual Freedom

It is the position of the Shumaker Library to support the intellectual freedom of its patrons. This includes 1) the right of patrons to equitable access to information and services regardless of origin, age, background, or views; 2) the right of patrons to read and view material from a diversity of opinions, positions, and expressions; 3) the freedom of patrons from any attempt at coercion or obstruction related to material representing a particular opinion, position, or expression; and 4) the right of the library to resist attempts to reduce or deny access to public information.

Privacy

It is the policy of the Shumaker Library to keep all patron information confidential including, but not limited to, information regarding the current borrower of library materials, the current standing of library patrons, and fines or fees owed by library patrons. Likewise, it is the policy of the Library to collect and keep only the information about patrons deemed necessary for the efficient and effective operation of the library.

Reconsideration of Materials

The Shumaker Library supports the principles stated in the American Library Association's Library Bill of Rights (available at <http://www.ala.org/advocacy/intfreedom/librarybill>). As such, the Library collections are intentionally ecumenical, and every attempt is made to be as equitable as possible to represent opposing viewpoints.

If a patron encounters material that he or she deems objectionable, the patron has a right to fill out and submit a "Request for Reconsideration of Library Material" form. The form can be obtained by speaking with a member of the library staff.

Materials to be reconsidered will be reviewed by the Library Advisory Board who will make a recommendation to the Library Director who has responsibility for the final determination about the reconsidered material.

Registration and Graduation

Students who have fines and/or fees in excess of \$20.00 may have their registration blocked for upcoming academic terms. Students already registered for classes who accrue fines and/or fees in excess of \$20.00 who do not pay in a timely manner may have their final grades withheld or may be removed from their upcoming registered classes.

Students must pay all fines and fees prior to graduation. Depending on the extent of the unpaid balance, students with unpaid fines and/or fees may at the minimum have their diploma withheld or, at the most, may be barred from participating in graduation ceremonies.

PERSONAL ASSESSMENT

To help form Christian leaders who are spiritually healthy and humanly sensitive, Central Baptist Theological Seminary requires vocational assessment for all M.Div. students. Assessment normally includes evaluative instruments coordinated through Formation for Christian Ministry (CS501) or Foundations for Seminary Studies (F-FM501). Additional fees may apply.

An assessment report of a student may be requested by the Dean, who may provide the assessment report to the student's faculty advisor and any other faculty member with a legitimate educational interest.

The seminary does employ a Counselor and Student Assessment Coordinator who is available to students. Students should contact the Counselor directly and set up a meeting. The Counselor's services are free for the first few sessions.

Central Baptist Theological Seminary may require a student to complete additional assessment(s) or follow-up to clarify and initiate educational and spiritual development. Students are responsible for costs associated with assessments.

SECURITY

For security reasons, the front doors of the Shawnee, KS campus are locked at 4:30pm each weekday (unless there is a special event).

If a student must leave a vehicle overnight, the Facilities and Operations Director must be informed.

If security concerns arise they should be reported to the Business Office between 8:00 a.m. and 4:30 p.m. weekdays.

Safety and security data related to Central Baptist Theological Seminary can be requested through the Business Office.

Reporting Emergencies

In the case of an immediate emergency or threatening situations, students should contact the police or fire department by dialing 911.

STUDENT SUCCESS OFFICE

The Student Success Office is committed to helping students achieve their educational goals. The office includes admission and student services personnel. Starting with the prospective student process all the way through to graduation, students need faithful guides and technical assistance to navigate the journey to being a successful graduate. While student success incorporates the broad efforts of the entire learning community to encourage and challenge students during their program of study, the designated personnel of the Student Success office are available to serve the needs of the students, including admission, registration, advising, and technology assistance.

SUPPLY PREACHING/MINISTRY EMPLOYMENT OPPORTUNITIES

The Office of Contextualized Learning maintains a listing of available internships, ministry opportunities, and supply preaching opportunities through the Contextualized Learning page of the CBTS website. For questions or more information, visit the webpage or contact the Director of Contextualized Learning, Dr. Terrell Carter (ext. 128).

TECHNOLOGY ACCOUNTS AND SUPPORT

Technology Requirement

Central Baptist Theological Seminary recognizes the importance of information technology and its impact on teaching/learning and seeks to provide access to technology critical to a successful education. Central's technology (virtual and physical) resources are provided for academic purposes and may not be used for commercial endeavors or illegal activities.

To participate in the seminary's academic life, each student is expected to have and maintain basic word processing skills and access to a high-speed internet connection. A student's computer should meet the following general hardware and software requirements:

- Network:
 - High Speed Internet – minimum 10MB downstream
- Computer or Laptop
 - Operating System: Windows or Mac latest operating system
 - RAM: 8 GB
- Accessories:
 - Conferencing headset with microphone
 - External Webcam (if computer does not have internal webcam)
- Software:
 - Browser: Mozilla Firefox version 40 or newer (recommended)
 - Zoom: free web conferencing program
 - Office productivity suite: Microsoft Office or OpenOffice (online version of MS Office is available with a student Webmail/Office 365 account)
 - PDF Reader: Adobe PDF Reader

myCBTS

Student can access their technology accounts through the myCBTS portal. The portal uses OneLogin as a single sign on service to access all accounts (email, Office365, Moodle, Populi, etc.) after initial set up. Student email accounts are connected to myCBTS automatically and serve as their main login credentials. After successful login, students can enter their username and password for other student accounts (Populi, Moodle, Zoom, LiveText) in myCBTS to utilize the single sign on feature.

Student Email Accounts

Every student taking courses for credit receives a CBTS email account. Before their first term, students receive information to access that account. It is an important communication tool between the student and the school. It is critical that all students check their CBTS webmail account since important seminary and course information will be sent there. The seminary uses Office365 to provide email accounts, so students also will have access to online versions of MS Word, Excel, Powerpoint and more. For assistance with CBTS webmail/Office365, visit the myCBTS support page of the CBTS website. Students can submit help requests through the website support page and the myCBTS portal.

Populi

Populi is the student information system. Students can track their academic progress, view grades, print unofficial transcripts, print enrollment verifications, retrieve textbook lists and syllabi, and register for classes. For assistance with your Populi account, visit the myCBTS support of the CBTS website and submit a request via the Contact Form.

Moodle

Moodle serves as the learning environment for web-based classes and a course supplement to synchronous and face-to-face classes. Students receive initial information regarding Moodle access in their student email account. For assistance with your Moodle account, visit the myCBTS support page of the CBTS website and submit a request via the Contact Form.

Zoom

Zoom is an online meeting space used for the Live Online Classrooms in synchronous classes. It allows students to join in on a class session and collaborate with other students and faculty, as is done in a traditional classroom setting. Each course has a unique Zoom link for students to join that Zoom meeting which is posted in the course content in Moodle. For assistance with Zoom, visit the myCBTS support page of the CBTS website and submit a request via the Contact Form.

LiveText

Central uses a system of assessment called LiveText (www.livetext.com) to collect and analyze assessment data and, in specific programs, for maintaining an electronic student portfolio. Students will be required, in certain classes, to submit assignments into the LiveText database for use in assessment. Professors will inform students when a document should be submitted in LiveText. Access to LiveText accounts will be provided at the time a new student matriculates. The data is for the use of Central's faculty and administration in evaluating the effectiveness of the seminary's degree programs.

The seminary purchases a LiveText accounts for a student for up to 5 years. Students who take longer than 5 years to complete their program are responsible for the continued cost of their LiveText account.

TEXTBOOK SERVICES

There is no campus bookstore at Central. Students are encouraged to acquire their textbooks in whatever way they wish. Students often use online retailers such as Amazon.com or Cokesbury.com. Students may also want to check used Christian bookstores or order through their local bookstore.

FINANCIAL INFORMATION

FEES AND EXPENSES

**Central Baptist Theological Seminary reserves the right
to adjust tuition and fees as necessary.**

Application & Registration Fees

Application Fee	-	-	-	-	-	-	-	\$50.00
Express Application Fee	-	-	-	-	-	-	-	\$150.00
Term Fee- NON-REFUNDABLE (per term; Masters or diploma students only)	-							\$250.00
Term Fee- NON-REFUNDABLE (per term: DMin only)	-							\$300.00
Drop Fee (after class begins)	-	-	-	-	-	-	-	\$50.00

Tuition

D.Min. Tuition (per credit hour)	-	-	-	-	-	-	-	\$475.00
Masters/Diploma Tuition (per credit hour)	-	-	-	-	-	-	-	\$360.00
Lifelong Learning (auditing; per credit hour)	-	-	-	-	-	-	-	\$100.00
Lifelong Learning – Michigan (auditing; per course)	-	-	-	-	-	-	-	\$400.00
Foundations Certificate Program (per course)	-	-	-	-	-	-	-	\$50.00

Korean Studies Department Additional Fees

Incomplete Fee (per course)	-	-	-	-	-	-	-	\$100.00
Late Registration Fee	-	-	-	-	-	-	-	\$30.00
Late Add/Drop fee	-	-	-	-	-	-	-	\$30.00
Late Payment monthly fee up to \$180 (begins Nov 1 & April 1) ⁴	-	-	-	-	-	-	-	\$30.00
D.Min. Advisor Fee (one-time fee charged during dissertation project)	-	-	-	-	-	-	-	\$800.00

Additional Fees

Overseas Mailing Fee	-	-	-	-	-	-	-	\$100.00
Directed Study/Independent Study Fee (per course)	-	-	-	-	-	-	-	\$100.00
D.Min. Advisor Fee (one-time fee charged during dissertation project)	-	-	-	-	-	-	-	\$850.00
Dissertation Extension (charged at each disst extension approval)	-	-	-	-	-	-	-	\$2850.00
Sustaining Fee ¹ (per semester)	-	-	-	-	-	-	-	\$125.00
Graduation Fee ²								
Masters/Diploma level	-	-	-	-	-	-	-	\$200.00
Doctoral level	-	-	-	-	-	-	-	\$250.00
Official Transcripts ³ (per transcript)	-	-	-	-	-	-	-	\$10.00

¹ For students finishing their work at another seminary and requesting graduation from Central

² Includes cap and gown rental, tassel, diploma and cover, reception, etc.

³ No charge for current students

⁴ Does not apply to Korean Doctor of Ministry Program

Refund Policy

When a student drops or withdraws from a course after the allotted add/drop period (see Course Registration), the student must pay for contact hours attended (or even those not attended if the student fails to properly notify the Registrar of dropping). The student will receive a refund or adjustment to his/her account. Tuition is charged at a rate of \$24 per contact hour. Contact hours are calculated by the Registrar's Office based on the number of weeks in the course from the date of receipt of Change of Registration form.

Students who properly drop or withdraw before the first day of the semester are not charged tuition.

Seminary scholarships are based on enrollment in courses and some require enrollment in a specific number of credit hours. When a student drops below the course load that the scholarship specifies, the scholarship is removed and then fee adjustments are calculated. Students are responsible for knowing the stipulations of the terms of their scholarship. (For seminary scholarships see below).

Term fees are non-refundable.

FINANCIAL ASSISTANCE

Scholarships

Central Seminary is committed to providing scholarship assistance so that persons called to ministry may graduate from seminary with as little educational debt as possible. To that end, the seminary provides financial aid and works with students to assist them in securing other sources of financial aid.

Students must reapply every year for seminary scholarships. Application deadlines are May 1.

Scholarships are based on the student's enrollment in courses. Dropping to less than full-time may impact some scholarships. If a student withdraws from all classes, the scholarship will be removed entirely. Student may incur tuition and fee charges when the scholarship is removed.

Called to Serve Support

While tuition and fees are significant, they cover only a small part of the actual cost of educating each student. Currently, it costs about \$20,000 per year to educate one student at Central Seminary. Through the Called to Serve Support program, \$12,000 of the educational costs for each student is provided through the generosity of donors.

Support for American Baptist Students

American Baptist students may receive funds through the American Baptist Churches, USA. If a student seeking a first theological master's degree has been a member of an American Baptist church for the previous year and enrolls in at least two classes per semester, she or he is eligible to receive up to \$500 in matching funds per semester through the American Baptist Seminarian Support Program.

If an M.Div. or M.A. degree student has been a member of a church in the American Baptist Churches of the Central Region for the previous year and enrolls in at least two classes per semester, he or she is eligible for a \$1000 scholarship each semester.

Students may receive ABC Seminarian Support for one degree only. To receive this support, a student must submit an ABC Seminarian Support pledge/remittance form.

Cooperative Baptist Fellowship Scholarship

Students in the Master of Divinity program who are members of a Cooperative Baptist Fellowship church and maintain full-time enrollment may be eligible to receive the Cooperative Baptist Fellowship Leadership Scholarship. The scholarship is an award of \$2000 per semester. Annually, there are three scholarships available. Application forms to the CBF Leadership Scholarship are made available to students in the spring and are due by April 1.

Native American Scholarship

Native American students in good standing may receive full tuition scholarships for up to 75 hours of credit. Three scholarships are available per term. Students must provide proof of Native American heritage at the time of registration.

Burmese Diaspora Scholarship

The Burmese Diaspora Scholarship is available to all persons who have come (or whose parents have come) to the U.S. from Myanmar/Burma. Students should complete and submit the seminary scholarship form every year to declare eligibility and request funds.

Married Students

Married couples, when individually enrolled in a degree or diploma program, are eligible for a tuition discount. The spouse carrying the greater number of credits is charged full tuition, and the other spouse receives a 50% tuition discount.

Spouses of degree or diploma students may audit courses for continuing education at no cost.

Children of Alumni/ae

Children of alumni/ae who have received a degree from Central are eligible for a 50% tuition discount.

Green Scholarship

The Green Scholarship is available to students in the Korean Program and awarded on the basis of financial need, GPA, church involvement, and service to others. Students must apply each semester. If a student's cumulative GPA falls below 2.0 or if students receive academic probation for any reason, the student is no

longer eligible to receive the Green Scholarship. The Green Scholarship is awarded per credit hour at the following rates:

- Diploma/Masters - - - - - \$210/credit hour
- DMin - - - - - \$275/credit hour

If a student drops a course(s), the Green Scholarship will be removed for those credit hours in which the student drops or withdraws.

Loans

Central Seminary does not participate in the Federal Direct Stafford Student Loan program, therefore federal loans are not available to students. The seminary does have options for private loans available for students. Contact the Business Office for more information on the private loan options. Students seeking deferment of previous educational loans may not be eligible for an in-school deferment. Students should discuss all deferment and forbearance options with their lenders.

ACCOUNT PAYMENT

In accordance with our mission statement, we are committed to the education and development of men and women called by God to be leaders for the Church of Jesus Christ. Part of that mission includes being responsible for timely payments that are required by Central Seminary. We appreciate the efforts of all our students to take care of their financial obligations. Please be assured we will work to resolve problems with any student who informs us in advance of his/her inability to meet the financial deadlines.

After registering for courses, students are mailed a monthly statement indicating their balance due based on fees and per credit tuition.

All financial obligations must be met before Central Seminary will issue grades, confer degrees, and release transcripts. Before registering for future terms, students must meet all financial obligations for past and current terms. If a tuition payment(s) is to be made by a third party, such as a church or employer, payment must be received before the end of the current term. If a student plans to pay tuition with a private loan, students must begin any necessary paperwork well in advance so the loan funds arrive before the end of the term.

Students may make payments toward their account balance during the current term. The balance must be paid in full before registering for the next term.

Once a term is over, the Business Office will notify the Registrar of any student with a past due balance and lock the student's Populi record. The student will not receive grades, will not be able to request an official transcript, and will not be allowed to register for the next term's classes until the balance is paid in full.

ACADEMICS

POLICIES AND PROCEDURES

Academic Year

Central's academic year corresponds to its fiscal year, beginning August 1 and concluding July 31. Courses are offered in varied formats according to degree programs. Questions about program calendars and course scheduling should be directed to the Registrar's Office.

New Student Orientation

Central Baptist Theological Seminary offers learning and workshop opportunities for new students to orient them to academic policies and procedures. In certain programs, an orientation course is a required part of the curriculum. New students are encouraged to familiarize themselves with the processes of being a student and ask staff for help as questions arise. Topics new students should explore are academic policies, plagiarism, library resources, theological writing and research.

Upon admission, students will have access to an online Student Orientation course containing much of the information related to student life and processes. Further inquiries concerning orientation at Central Seminary may be addressed to the Dean's office.

Student Status

The following data chart will be used to determine the status of a student:

(credits are calculated on a per-term basis)

LEVEL	FULL-TIME	HALF-TIME	LESS THAN HALF-TIME
Doctoral*	4 or more credits	2-3 credits	1 credit
Master's (15 week term)	9 or more credits	5-8 credits	1-4 credits
Master's (12 week term)	6 or more credits	3-5 credits	1-2 credits
Diploma (15 week term)	12 or more credits	6-11 credits	1-5 credits
Diploma (12 week term)	6 or more credits	3-5 credits	1-2 credits

**Doctoral students registered in the project dissertation phase are considered full-time students.*

Student Records

Central Baptist Theological Seminary maintains various records concerning students in order to document their academic progress. In order to preserve students' rights to privacy, as well as to conform to federal law, the seminary has established certain policies and procedures to govern the handling of student records.

Educational records of students are maintained in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended (also known as FERPA or the Buckley Amendment).

Location of Records

Student academic records and directory information are maintained by the Registrar's Office and stored in hardcopy files and in a Student Information System database (Populi).

Privacy & Release of Records

Student academic records are confidential. A student has the right of access to their educational records. Only those faculty, administrators, and employees of Central Baptist Theological Seminary having legitimate educational interest in the student's records or personnel from accrediting organizations and government-authorized studies are permitted access. With the exception of the above-mentioned persons, confidential educational records will not be released without the written consent of the student involved.

A student may inspect their educational record and may challenge the accuracy of the record or the need for its retention. Students may waive their right to review in the case of letters of recommendation. The character reference waiver policy offers students an opportunity to waive their right of inspection, but does not require any student to do so. Character references of admitted students may be destroyed.

Directory Information

"Director information is...information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed." (FERPA Regulations, Code of Federal Regulations, Title 34, Part 99.3)

Central Baptist Theological Seminary considers the following to be directory information: student's name, address, telephone number, CBTS issued e-mail address, spouse's name, previous schools attended, photograph, degree plan, dates of attendance, part-time or full-time status, degree received, dates degree was awarded, academic awards and honors, and denomination.

Request for Privacy of Directory Information

Students can request that directory information be kept confidential by notifying the Registrar's Office by email or making one's student profile private in Populi. By marking one's profile as private, a student hides the profile from other students and indicates that all information (directory and academic) should be kept confidential by the school. When a student's profile is marked private, no information about the student will be released without the written consent of the student.

Academic Advising

All degree and diploma students will be assigned a faculty advisor. Students are encouraged to interact regularly with their faculty advisors to plan their academic program, complete the Senior Chapel (required for former M.Div. and diploma), and reflect on academic and vocational development. Students under Special Status will be advised by the Registrar's Office.

Course Registration

Policies

Registration is the act of submitting, via paper form or online form, the list of courses a student intends to take in a given term. The seminary Business Office bills tuition and fees according to the completed registration form.

The official date of registration is defined as the date the Registrar receives the registration form or the date registration is completed through the online student information system. The official date of any change to the initial registration is defined as the date the Registrar receives the change of registration form or the date the change of registration is completed through the online student information system.

It is the student's responsibility to verify that the Registrar has received the student's registration and any changes to the registration. Students may contact the Registrar or view the online student information system to verify registration.

New students may register after all application requirements have been met, admission has been approved by the Admission Committee, and the student has completed the required Applicant Acceptance Response form.

The registration process includes the completion of financial arrangements with the Business Office.

Students with an outstanding tuition bill from previous terms will not be allowed to register.

Procedure

Dates that course registration is open are listed in the Academic Catalog and available on the CBTS website. Courses offerings are available on the CBTS website and in the Student Information System (Populi).

When registration opens students are able to self-register in the Populi system by using the Registration tab. Courses available for the student to register are listed. Students should take care to select the appropriate term when registering, since the school offers class in both semesters (Fall and Spring) and trimesters (Ordinary, Lent, Easter). Students register by selecting the green plus sign under the "enroll" column and then saving those course selection. That registration is processed by the Registrar's Office and the Business Office at which time tuition and the non-refundable term fee is applied to the student's account.

Students may also register using a paper form that is available on the Office of the Registrar page of the CBTS website. The form must be completed entirely, including the student's signature; an electronic or physical signature is acceptable but a typed in name is not). The completed form can be faxed to the Registrar's Office (913-667-5767) or emailed to registrar@cbts.edu. That registration is processed by the Registrar's Office and the Business Office at which time tuition and the non-refundable term fee is applied to the student's account.

Change of Registration: Add/Drop

After completing registration, students may add or drop classes under the following guidelines:

Intensive Classes	-	-	-	prior to first class meeting
Weekly Classes (12 or 15 weeks)			-	prior to second class meeting
Online Classes	-	-	-	prior to start of second week of class

Students may add or drop classes in Populi up until the first day of the term. After the term begins, students must add or drop classes using a Change of Registration form found on the Office of the Registrar page of the CBTS website. The form must be completed entirely, including the student's signature (electronic or physical signature is acceptable but a typed-in name is not). The completed

form can be faxed to the Registrar's Office (913-667-5767) or emailed to registrar@cbts.edu. The change of registration is then processed by the Registrar's Office and the Business Office and adjustments to the student's account balance are made according to the tuition costs. Term fees are applied at the time of initial registration and are non-refundable. Korean Department students may consult the Letter for Registration sent from the Korean Program for more specific information about adding/dropping classes in the Korean Program.

Change of Registration: Course Withdrawal

Students may withdraw from registered classes anytime beyond the drop period until the last day of the class. The last day of the class is defined as the last day which the course meets synchronously or the last day for which the course is scheduled in the case of asynchronous, online courses. Withdrawals do not affect GPA but do appear on a student's academic record. Withdrawals will be processed using the following guidelines.

<i>Format</i>	<i>Record</i>	<i>Timeframe</i>
Intensive Classes	W	After first class meeting until 50 percent
	WP or WF	50 percent of class until last class meeting
Weekly Classes (12 or week term)	W	After second class meeting until 50 percent
	WP or WF	50 percent of class until last class meeting
Online Classes	W	After second week of class until 50 percent
	WP or WF	50 percent of class until last class meeting

When the 50 percent mark has been reached for a class, the professor will decide if a WP (Withdraw Passing) or WF (Withdraw Failing) is merited.

The business office will pro-rate tuition owed to the school based on the contact hour calculation tabulated by the Registrar's office as outlined in the Refund Policy (pg 34).

Any class withdrawal occurring after 50 percent will not be eligible for any refunds or adjustments.

Registering for Classes at Other Schools

Courses taken at other schools while still enrolled at Central will go through the transfer credit evaluation process, if the student would like the course to transfer into their academic program. Students are encouraged to have such classes evaluated prior to taking the class.

Students taking courses at other schools in the following degree programs must complete the following number of credits at Central in order to earn a degree from Central:

- ❖ DMin – 24 credits (exceptions must be approved by the DMin Committee)
- ❖ MDiv – 25 credits
- ❖ MATS – 18 credits
- ❖ MAMCS – 18 credits
- ❖ Diploma – 24 credits

Students will need to contact the other school to learn about admission and registration requirements.

Cross Registration

Central cooperates with three other local seminaries to offer Cross Registration courses. Students can register to take a course at Nazarene Theological Seminary, Midwestern Baptist Theological Seminary, or Saint Paul School of Theology for credit at CBTS. Students are responsible for obtaining course schedules from the other institutions. Contact the Registrar's Office at CBTS to obtain the form needed for Cross-Registration.

Changing Credit Status for Courses

Changing from non-credit to credit status or from credit to non-credit must be done through the Registrar's office before the second class meeting. In order to change from non-credit to credit status for a course, students already must be admitted to a degree program at the time of the change.

Directed/Independent Studies

Directed and independent studies are privileges extended by the seminary to Master of Divinity students with special interests or under extenuating circumstances. Directed Studies are for courses listed in the academic catalog and Independent Studies are for courses not listed in the catalog. Students who maintain a "B" average may request as many as 9 semester hours of directed study and/or independent study. Additional fees apply (see Tuition & Fees section).

Students will need to complete the Directed Study/Independent Study Request Form (can be obtained from the Registrar) and submit the form to the Dean's office. If the request is approved, the student will follow the syllabus for the course as directed by the assigned faculty member.

The Directed study option should be requested only after all other possible avenues for attending the course have been exhausted. Even then, there is no guarantee that the request will be granted. Doing so is at the discretion of the faculty and is dependent on their willingness and availability to take on this significant and additional teaching responsibility.

Independent studies provide opportunity for highly motivated students interested in pursuing a specific area of learning. The direction of the study is to be developed by the student in consultation with a faculty member who agrees to take on this responsibility. The number of credit hours (one to three) will be assigned to the independent study by the professor. Like directed studies, independent studies are granted at the discretion of the Dean's Office.

Class Attendance and Participation Requirements

Students are expected to attend all classes. Class attendance/participation is an integral part of academic success at Central and a part of course grading.

A student may not miss more than 20% of a course's total contact hours and expect to pass. A student who must miss a class should contact the professor prior to the class meeting. However, a student who is absent frequently cannot expect to earn the highest grades.

Normally, classes will not meet during special services, such as convocation. Any other dismissal will be at the discretion of the professor. Attendance at lectureships is often incorporated into class requirements.

Participation in Internet-Based Courses

Participation in course synchronous class meetings, discussion boards, group projects, and other required online group activities is necessary in order to pass any internet-based course.

Central Seminary has attendance requirements for all classes, including those offered through the internet. In a face-to-face class, a student who misses more than 20% of a course's contact hours fails the class. The same principle is true for internet-based courses. Our online classroom environment, MOODLE (<http://moodle.cbts.edu>), automatically monitors when you participate, how much you participate, and whether or not you have participated at all in an activity. Deciding not to participate in such exercises is not an option.

While it is possible occasionally to miss a group participation activity and still pass the course, failing to participate in more than 20% will result in automatic failure. This means that students must participate, and must do so on a regular basis.

International Students

While studying in the U.S., international students must maintain student status by taking a full-course of study and attending all classes. No more than one online course can be counted toward a full-time course load per term. Active attendance in the online course is required to maintain status.

Additionally, F1 students must physically attend their other courses in order to maintain status as well. More information can be found on the Study in the States webpage, the International Study page of the CBTS website, or by contacting the International Student Officer.

Leave of Absence & Withdraw

Leave of Absence

Students should notify the school of a Leave of Absence from the seminary for a term by completing the Withdraw/Leave of Absence form (attached). Students who notify the school of their Leave of Absence within 2 weeks of the start of the term in which they will be absent will maintain access to their student technology accounts for the duration of the Leave of Absence (one term). International Students (F-1 visa) can only request a Leave of Absence in conjunction with a Request for Reduced Course Load. A Leave of Absence will be granted for only one term at a time. Exceptions to this will only be accepted for medical reasons, with medical documentation, and for F-1 students granted 1 academic year of Reduced Course Load. At the conclusion of the term of absence, students that plan to return to school but cannot do so in the subsequent term should complete another Leave of Absence form for the next term. If the student fails to enroll for classes in the term in which they indicated they would return, their technology accounts will be closed. Students who do not request a Leave of Absence and are not enrolled at the start of the term will not have access to their technology accounts.

Leave of Absence – Doctor of Ministry

There are specific requirements and restrictions regarding a leave of absence for Doctor of Ministry students. For more information, please consult the Doctor of Ministry Handbook.

Interrupted Status

Students who matriculate but then interrupt their studies for five or more consecutive years must reapply to the seminary. Students whose programs are interrupted by an absence of two years or more will incur the obligation of meeting the requirements printed in the current catalog at the time they reenter, including changes in degree requirements.

Uninterrupted Status

Students whose program of study continues more than five years are required to meet the degree requirements printed in the current catalog on the fifth anniversary of their entrance to the seminary, which includes any changes in degree requirements.

Withdraw from School

A student cannot presume to be withdrawn from school simply by not attending. To withdraw from school, students should submit the Withdraw/Leave of Absence form and indicate on the form that they will not be returning to Central. Students who stop attending courses and do not complete an official withdraw will receive a grade on their transcript, which may be a failing grade due to attendance calculations or missing assignments. Additionally, students who do not enroll in courses in the current term will be considered withdrawn and the myCBTS and associated accounts will be turned off (for F-1 students this also means their I-20 will be terminated).

Students are strongly encouraged to talk with course professors and their academic advisor prior to a withdrawal.

Withdrawal from all classes at Central Seminary is processed through the Registrar and Dean's office. The Registrar's Office may enact an administrative withdraw in extreme cases, such as death or incapacitation.

The student's course professor and academic advisor will be notified of the withdrawal. Policies regarding grades and payment/refunds for dropped courses as part of the student's withdraw from school will still apply.

Transferring from CBTS to Another Institution

Students wishing to transfer to another institution should consult with their Academic Advisor and the Registrar's Office and complete the Withdrawal form (see above). The school does not charge any fee for transferring to another school. If choosing to withdraw from Central before the end of the term, students should consult the policies and processes related to dropping courses and/or withdraw from school to determine the financial impact. Additionally, students transferring to another school should consult with the other institution regarding transfer of credits. The awarding of transfer credits at another institution is at the discretion of that institution. International Students (studying on an F-1 visa) must provide an admission letter and transfer form from the other institution to the International Student Office in order to complete the I-20 transfer process.

Grades

System of Calculating GPA

Central Seminary operates on a 4.0 grade point scale:

(A)	4.0 grade points	(C)	2.0 grade points
(A-)	3.7 grade points	(C-)	1.7 grade points
(B+)	3.3 grade points	(D+)	1.3 grade points
(B)	3.0 grade points	(D)	1.0 grade points
(B-)	2.7 grade points	(D-)	0.7 grade points
(C+)	2.3 grade points	(F)	0.0 grade point

A student's grade point average (GPA) is calculated as follows: Total Grade points divided by Total Credits Earned (not including courses graded Pass/Fail)

Other items concerning grading at Central are as follows:

- Classes that are graded "P" (Pass) or "F" (Fail) do not count toward a student's GPA. (Students should consult their individual curriculum to learn which classes are Pass/Fail.)
- Cross-registration courses will receive a letter grade and count toward a student's grade point average. Cross-registration classes with a grade lower than a "C" will not count toward degree completion.
- Grades for transfer credits are not recorded on Central's transcripts and are not figured in the grade point average. Only Central courses and cross-registration courses are calculated into the cumulative GPA.
- When a student's transcript is sent from Central Seminary during a term in which the student is involved in course work, an "IP" (in progress) notation will be recorded next to all courses in which the term is not yet completed.
- A student may retake a course to make a better grade. The improved grade will replace the lower grade in GPA calculation. The lower grade will remain on the transcript, but it will not figure into the GPA. Normal tuition and fees apply.

Incompletes

All course work should be completed during the term in which the student is to receive credit. Under extenuating circumstances, a student may request an "Incomplete." Students should communicate with their instructor regarding the request for an Incomplete **by the last day of the term**. The Incomplete allows for an extension of time, **not to exceed six weeks**, during which the student must complete the regular requirements for the course. When the work has been completed within the six-week extension, the instructor will record the grade. If work is not completed within the six weeks, the professor will determine and record the grade at that time. If this is not done the Registrar's office is authorized to assign the grade of "F" to the student. With a written request from the professor, a grade can be changed after an "F" has been assigned. However, a grade cannot be changed more than one year after the end of the term in which the course was taken.

Incompletes are not guaranteed, and each instructor has the right to deny the incomplete request.

An incomplete (shown as "I" on the transcript) may be assigned only when a student has been in attendance and has done satisfactory work for at least 75% of the course and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control.

In no case may an Incomplete be converted into a passing grade after a lapse of twelve 12 months or more from the date the original grade was due to be submitted to the Registrar's Office.

Extensions

Extensions can be granted for Thesis, Capstone, and Dissertation projects to provide an additional term for students to complete their project. To apply for an extension at the Diploma or Master's level, students must request the Extension Form from the Registrar's Office. The Extension request must be approved by the student's thesis/capstone advisor. If approved, students must register for the extension course for the

term in which the extension has been granted. Standard tuition and fees apply for the extension course. Students must apply for extension for each term subsequent to the term in which they were originally enrolled in Thesis/Capstone not to exceed ??? terms. Doctor of Ministry students needing an extension for Dissertation Project should consult the Doctor of Ministry Handbook.

Receiving Grades

Students receive their grades through Populi (<http://cbts.populiweb.com>), Central's web-based academic records system. In Populi, students can print grade reports, unofficial transcripts, and review their academic progress.

Grades are posted two weeks after the end of a term. Students who do not receive their grades at that time should contact the professor and notify the Registrar's Office.

Change of Grades

Changes of original grades must be made within 1 year of the assignment of the original grade. In this case, grades can only be changed by the professor (except in cases of Incompletes – see Incomplete policy).

Academic Discipline

Probation

Students whose grade point average falls below 2.0 (Master's and Diploma) or 3.0 (Doctoral) will be placed on academic probation. Additionally, students who have not met the attendance requirements may receive probation. Students on probation have the equivalent of one term at full-time status to lift their GPA to that level. If they fail to do so, they may be denied matriculation or dismissed from the seminary. If dismissed from the seminary, the students will be notified by letter indicating if they are able to seek re-admission at a future date.

Dismissal

Students who are placed on academic probation and do not lift their GPA above 2.0 (Master's and Diploma) or 3.0 (Doctoral), may be denied matriculation or dismissed from the seminary. If dismissed from the seminary, the students will be notified by letter from the Dean's Office indicating if they are able to seek re-admission at a future date.

In extreme cases of academic or moral concern, the Faculty Senate or a disciplinary committee may vote to dismiss a student from the seminary. In such cases, the student will be notified prior to the vote and be given a chance to address the issue(s) that have led to the vote. Students will be notified via letter of the faculty decision and if they are able to seek re-admission at a future date.

Re-Admission

Students who are able to seek re-admission must wait the period indicated in their dismissal letter. Readmission will require a new application to an academic program along with a letter indicating their academic or moral progress since the dismissal and any other documentation required by the faculty. Re-admission will be a vote of the Faculty Senate.

Registrar's Office

Student Records

For information about FERPA policies and regulations and the location, duration, and release of records, see Student Records section of this catalog.

Verification of Enrollment

Students can access a Verification of Enrollment through Populi (Student tab, then Print Enrollment Verification). Occasionally, for purposes of loan deferment, visa status, or other reasons, students need a letter signed by the Registrar to verify their enrollment. In these cases, a letter can be requested through the CBTS website (International Student page or Office of the Registrar page). Please specify in the request if the letter is to be mailed or emailed. For students seeking letters for loan deferment, please contact the loan servicer prior to requesting the letter in order to specify in the request exactly what information the loan servicer needs.

Transcript Requests

Student can access an unofficial transcript through Populi (Student tab). For official transcript requests, complete the Transcript Request form found on the Office of the Registrar page of the CBTS website. Due to FERPA regulations regarding the release of records, this form must be signed with a physical signature. Forms can be submitted to the Registrar's Office. There is no fee for current students. There is a \$10 fee (per transcript) for alumni.

Please note that these transcripts are sent using USPS regular mail services. Students in need of an express transcript delivery, have the option to pay \$25 to have the transcript sent USPS Express mail in which case it will arrive the next day. At this time, CBTS does not email transcripts.

Completion of and Submission of Forms

Due to FERPA and other regulations, certain requests require physical signatures while other forms can include an electronic signature. Below is a list of what is required for forms submitted to the Registrar's Office:

- Forms requiring Identity Verification Information but no signature (these forms submitted via the CBTS website)
 - Change of Address Form (for F1 students)
 - Notification of Overseas Travel Form (for F1 students)
 - Enrollment Verification Request Form
 - Intent to Graduate Form
 - OPT Employer Information Form (for F1 students)
- Forms requiring physical or electronic signature
 - Registration Form
 - Change of Registration Form
 - Incomplete Agreement Form
 - Request to Change Campus or Language Department
 - Withdraw/Leave of Absence Form

- Forms requiring physical signature
 - Transcript Request Form
 - Cross Registration Form
 - Request for Directed or Independent Study Form
 - Tuition Payment Form (for Korean Studies Department)
 - CPE Intent Form
 - Request for Reduced Course Load (for F1 students)
 - Request for I-20 Extension (for F1 students)
 - OPT Request form (for F1 students)
 - CPT Request form (for F1 students)

Please note: the definition of electronic signature is one that is produced through Adobe Acrobat or one created through the act of signing on a touch screen. A name typed into the signature box does not constitute an electronic signature.

Forms that are not submitted via the CBTS website can be submitted via:

- Mail (Attn: Registrar)
- Fax: 913-667-5767
- Email: support@cbts.edu
- Upload to Contact Us Form on the Office of the Registrar page of the CBTS website

Account Locks

The Business Office may place a Financial Lock on a student's account when the student has a balance due after a certain point in the term. This lock prohibits the student from registering for the next term, accessing grades, and receiving transcripts.

The Registrar's Office may place a Registration Lock or a Grades/Transcript Lock on a student's account when proper forms or information are needed by the Registrar from the student.

Completion of Degree Work

M.Div. students, Diploma students in Korean Studies Department, and Doctor of Ministry students are encouraged to complete their degree requirements in four years. Diploma students in the English-speaking program are encouraged to complete their program in three years. All work for degrees at Central Baptist Theological Seminary is to be completed within eight years. Any extension beyond this time requires faculty approval. (For more specific information about the degree completion requirements for the Doctor of Ministry program, please consult the Doctor of Ministry Handbook.)

Earning a Second Degree

Students who complete one degree program and wish to continue into another degree program must reapply for that particular program.

Students who wish to complete a Master of Arts and a Master of Divinity degree as a dual degree must complete a minimum of 93 hours and all course requirements for both degrees.

Changing Degree Program or Campus Location

Students who wish change to another degree program must apply and be admitted to the new degree program. A limited number of Diploma program credits can be counted toward an M.Div. degree. Students in the Diploma program wishing to apply credits in that program to an M.Div. degree must apply to the M.Div. program and petition the faculty for transfer of Diploma credits to the M.Div. For more information, please contact the Dean's Office.

To change the primary campus location, students must complete a form available through the Registrar's Office.

For international students, the campus location listed on the I-20 will be determined by the campus location where the student is taking the majority of credits in that term. International students may not take courses in a program level different from the one to which the student has been admitted.

Alternative Study Opportunities

Global Studies

Living and studying outside the United States will allow Central Seminary students an opportunity to broaden their cultural and educational backgrounds. Persons interested in a study abroad program must begin the application process at least six months prior to departure.

Typically a student must have satisfactorily completed, with an average grade of B+ or better, half of the MDiv degree to be eligible for overseas study programs.

The study program is usually to be done in one semester. Students will pay Central's tuition and fee rates. Central students will work with their faculty advisor and Dean. Exchange students coming to Central will work with a faculty advisor. Other particulars concerning study abroad programs are available from the Office of Student Success.

Internships

Internships can be a valuable learning experience for students. An internship is an approved, supervised, in-service, in-depth experience and may vary in length. The M.Div. program specifically provides internship opportunities in its curriculum. Students in other programs who desire internship experiences should consult with the Director of Contextualized Learning or their program director. Students should also consult the Director of Contextualized Learning or their program director to discuss applying chaplaincy experiences to their program.

Clinical Pastoral Education & Justice Ministry Education

Clinical Pastoral Education (CPE) is a chaplaincy training program conducted at an authorized center. CPE units are completed in hospitals, hospice centers, and other institutions, and vary in length and schedules. Students should consult the Association of Clinical Pastoral Education website for a director of authorized training centers.

Justice Ministry Education (JME) is a training program that prepares faith leaders to face the biggest moral challenges of our time with faith-rooted justice work. A cohort of JME is offered at the Shawnee

campus as well as in other locations throughout the U.S. Students should consult the Justice Ministry Education website for more information.

The following policies apply:

1. CPE or JME course work will be treated as transfer credit when completed prior to CBTS matriculation and as CBTS coursework when registered through the school.
2. As transfer credit hours, CPE/JME hours are subject to rules applying to all transfer credit, including total maximum hours allowable and requisite transcript or letter on institutional letterhead from the CPE/JME program director indicating successful completion of a unit of training.
3. As transfer credit hours from another accredited seminary, CPE/JME hours are not tuition billable.
4. If completed under course registration at CBTS, tuition for CPE or JME is billed as for every other course.
5. Students must register for CPE or JME during the term in which they are completing their CPE or JME program.
6. CPE course credit will be considered from programs accredited by the Association for Clinical Pastoral Education (ACPE). Any other accredited or nonaccredited CPE program would be considered for transfer credit only if accepted as such already by another accredited seminary, or else by petition to the Dean and Registrar, and in consultation with Pastoral Theology faculty.
7. Deductible from tuition required are the fees, if any, that are/were charged to the student by the CPE/JME program (not counting program application fees).
8. CPE and JME participation is coordinated through the Contextualized Learning Office. Consult the Contextual Learning Handbook for more information.

Extended Education Opportunities

LifeLong Learning (Auditing)

A limited number of Lifelong Learners may be admitted to classes. Each Lifelong Learner must submit an application form to the Registrar's Office.

Lifelong Learners are expected to attend all class sessions, read all assigned materials, and participate in class discussion. They will not be expected to complete papers or tests. When four classes as a Lifelong Learning student have been completed, a Certificate in Theological Studies will be awarded to the student.

If a Lifelong Learner decides, after the completion of the class, to retake the class for credit toward a degree, the student will need to apply for admission into a degree program. Once admitted and enrolled in the same class, the payment as a Lifelong Learning student will be credited toward tuition.

If the instructor approves, the spouse of a degree student may take a course as a Lifelong Learner at no cost on a space-available basis. The Lifelong Learner must complete a registration form through the Registrar's Office.

Central Seminary graduates may enroll in Lifelong Learning courses through the Registrar. They will be charged the regular fee for Lifelong Learning courses.

Current volunteers and seminary employees may take one course per semester as Lifelong Learners at no charge. They must complete a registration form through the Registrar's Office and be approved for entrance into the class, but no tuition or fees will be assessed.

Continuing Education

Central Seminary often sponsors major lectureships during the academic year. Lectureships are significant opportunities to learn from noted scholars of a particular academic discipline. Churches, clergy, and the general public are invited to participate. Registration costs will vary. Some courses may require attendance at these educational opportunities.

ACADEMIC PROGRAMS

Curriculum Delivery

Sites

The school has educational centers around the United States. Educational centers, or sites, are physical spaces in which the school offers a variety of programming. Students can check the school website for a list of sites. Sites may offer full degrees/diplomas, courses that can be applied toward a degree/diploma, or certificate level programs only. Some sites may only offer programs taught in a language other than English.

Synchronous Classes

Courses taught in the English speaking departments for the DMin, MDiv, MATS, and Diploma degrees are all offered synchronously. This means that students must be present either on campus or through Zoom at the assigned dates and times that the course meets. The courses may include a combination of asynchronous and synchronous sessions, at the discretion of the professor.

Korean Department

The Korean Department offers the DMin, MDiv, MATS, MAMCS, and Diploma classes at one or more site locations and/or online. The courses that meet on campus are intensive courses and include online work before and after the intensive sessions. Online courses are also offered through each site. (Note: F1 International Students may only take one online course each term. For more information visit the International Student page of the CBTS website or contact the International Student Officer.)

Foundations (Certificate Program)

Graduation Requirements

To receive a Certificate in Ministry Studies, students must:

- 1) Complete all curriculum requirements for the Certificate program, including attendance in required classes or seminars and submission of any homework assignments
- 2) Pay all financial obligations, including library fines

Diploma in Theological Studies (Ministerial Leadership)

Purpose

The Diploma in Theological Studies offers a basic diploma program (not an accredited degree) in theological studies for mature persons who have not completed a formal undergraduate degree.

Learning Outcomes

Upon successful completion of the Diploma in Theological Studies program, the student will be able to:

- ❖ Demonstrate consciousness of the particularities that shape faith and practice in a given contextual setting.
- ❖ Demonstrate spiritual growth and self-awareness through the application of ministry knowledge and skills, religious commitment, and professional integrity.
- ❖ Demonstrate basic skills for discovering understanding and meaning from within the ambiguity and complexity of human experience and knowledge.
- ❖ Harmonize interpretation, contextualization, and formation pillar competencies with performance skills, techniques, and arts to improve ministry and leadership practices.
- ❖ Harmonize competencies gained via the interpretation, contextualization, performance, and formation pillars in order to expand and perfect public practices of ministry and leadership.

Location

This program is offered through the Live Online Classroom and the Shawnee, KS campus. Occasionally courses are also scheduled to meet at the Nashville, Milwaukee, or Ann Arbor sites.

CBTS is not approved to offer online/distance education to students in Massachusetts, Puerto Rico, Guam, American Samoa, or N. Marianas Islands.

Duration

This program is a total of 48 credit hours. At full-time status, this program takes 3 years to complete.

Graduation Requirements

- 1) Complete all curriculum requirements for the diploma program as outlined in this catalog under degree requirements
- 2) Maintain a cumulative grade point average of 2.0 (C) or higher
- 3) Pay all financial obligations, including graduation fees and library fines
- 4) Complete any other requirements or assessments designated by the Administration, Faculty, or Board

DIPLOMA (THEOLOGICAL STUDIES) - SEQUENCE OF CURRICULUM

FIRST YEAR	
First Term	
I-IN 401: Biblical Interpretation	3
F-FM401: Foundations for Seminary Studies	2
P-CR401: Creativity in Public Ministries	2
Second Term	
I-HB 411: Hebrew Bible I	3
C-CH401: Christian Heritage I	3
Third Term	
C-CH402: Christian Heritage II	3
P-CM401: Media for Ministry Development	2
P-CM402: Interpersonal Skills	2
SECOND YEAR	
First Term	
I-HB412: Hebrew Bible II	3
F-TH411: Theological Foundations I	3
Second Term	
I-NT421: New Testament I	3
F-TH412: Theological Foundations II	3
Third Term	
I-NT422: New Testament II	3
F-ET421: Christian Ethics	3
THIRD YEAR	
First Term	
F-CC431: Caring Ministries	3
X-CL401: Contextual Learning (Formation)	3
Second Term	
P-CM411: Homiletics	3
X-CP431: Capstone	1
TOTAL	48

Diploma in Theological Studies: Christian Formation (Korean Studies Department)

Purpose

The Diploma in Theological Studies offers a basic diploma program (not an accredited degree) in theological studies for mature persons who have not completed a formal undergraduate degree.

Learning Outcomes

- ❖ To increase the student's knowledge of the Christian faith, including its biblical sources, theological articulation, and historical expression
- ❖ To enhance the student's ability to communicate ideas and feelings to others

Students who successfully complete the Christian Formation track of the Diploma in Theological Studies will be able to:

- ❖ Grow as Christians by learning basic Christian faith and spirituality
- ❖ Learn and apply the essence of basic biblical, theological, and cultural knowledge in order for them to live out their life not only in churches but also in their ordinary lives
- ❖ Participate in the ministry of Christian communities in worship, education, missions, and service

Location

This program is offered at the following campus locations:

- ❖ Atlanta, Georgia
- ❖ Austin, Texas
- ❖ Chicago, Illinois
- ❖ Dallas, Texas
- ❖ Houston, Texas
- ❖ Los Angeles, California
- ❖ Nashville, Tennessee
- ❖ Shawnee, Kansas
- ❖ Seattle, Washington
- ❖ St. Louis, Missouri

Duration

This program is 96 credits and takes four years to complete at full-time status.

Graduation Requirements

- 1) Complete all curriculum requirements for the diploma program as outlined in this catalog under degree requirements
- 2) Maintain a cumulative grade point average of 2.0 (C) or higher
- 3) Lead the seminary community or current ministry context in worship at least once during their final year
- 4) Pay all financial obligations, including graduation fees and library fines
- 5) Complete any other requirements or assessments designated by the Administration, Faculty, or Board

Degree Requirements (all courses are 4 credits)

BT401 – The Story of the Old Testament	FO401 – Healing and Growth
BT402 – Exploring the Old Testament	FO402 – Elements of Spiritual Formation
BT403 – Encountering the Old Testament	FO403 – Christian Living
BT411 – The Story of the New Testament	FO404 – Caring and Counseling
BT412 – Exploring the New Testament	PA401 – Church Music & Worship
BT413 – Encountering the New Testament	PA402 – Practice of Worship and Praise
BT421 – The Story of Church History	PA411 – How to Study Bible
BT431 – The Story of Systematic Theology	PA412 – Intergenerational Communication
TS401 – Basic Theological Thinking	PA421 – Gospel & Culture
TS411 – Basic Theological Research	PA422 – History of Mission
TS421 – Basic Theological Writing	PA431 – Leadership in Church
TS431 – Basic Theological Presentation	PA432 – Diaconal Ministry

Master of Divinity: Formation Track (former curriculum & Korean Department)

Purpose

The Master of Divinity is a vocational ministry training degree that unites classical studies oriented toward theological and spiritual formation with development of applied ministry skills.

NOTE: New students are not being admitted to this curriculum in the English program.

Learning Outcomes

Three major learning outcomes are associated with the goal of theological and spiritual formation:

- 1) Becoming theologically articulate,
- 2) Gaining the basics of biblical knowledge needed for ministry, and
- 3) Demonstrating practices indicative of spiritual health.

Two major learning outcomes are associated with applied ministry skills:

- 1) Developing qualities conducive to being humanly sensitive and
- 2) Attaining essential professional competencies for ministry.

Location

Master of Divinity courses are offered at the following locations:

- ❖ Ann Arbor, Michigan (English program)
- ❖ Austin, Texas (Korean program)
- ❖ Dallas, Texas (Korean program)
- ❖ Houston, Texas (Korean program)
- ❖ Los Angeles, California (Korean program)
- ❖ Milwaukee, Wisconsin (English program & Korean program)
- ❖ Nashville, Tennessee (English program & Korean program)
- ❖ Seattle, Washington (Korean program)
- ❖ Shawnee, Kansas (English program & Korean program)
- ❖ St. Louis, Missouri (Korean program)

Duration

The MDiv is a 75-credit hour program which takes four years as a full-time student.

Graduation Requirements

- 1) Complete all curriculum requirements for the degree program as outlined in this catalog under degree requirements
- 2) Maintain a cumulative grade point average of 2.0 (C) or higher
- 3) Complete required residency hours
 1. M.Div. program – minimum of 25 credit hours
- 4) M.Div. students lead the seminary community or current ministry context in worship at least once during their final year (usually in coordination with PR503)
- 5) Pay all financial obligations, including graduation fees and library fines
- 6) Complete any other requirements or assessments designated by the Administration, Faculty, or Board

Curriculum Requirements (All classes are 3 credit hours)

HB501 Hebrew Bible I
HB502 Hebrew Bible II
NT501 New Testament I
NT502 New Testament II
CH501 Christian Heritage I
CH502 Christian Heritage II
TH501 Constructive Theology I
TH502 Constructive Theology II
ET501 Christian Ethics
ET502 Ministry Ethics
CS501 Formation for Christian Ministry
CS502 Spiritual Formation and Adult Human Development
PR501 Homiletics
PR502 The Practice of Preaching
PR503 The Worshiping Church
PR504 Biblical Exegesis and Hermeneutics
PT501 Caring Ministries of the Church
PT502 Counseling Ministries of the Church
MP501 Basics of Contemporary Christian Witness
MP502 Church's Worship and Rituals
MP503 Ministry Dynamics¹
ELECTIVES² (Students must complete 12 credit hours from elective courses.)

¹*Students may complete Clinical Pastoral Education (CPE) as a substitute for MP503 Ministry Dynamics. Up to six credits hours may be granted for one unit of CPE. Three credit hours substitute for MP503, and three credit hours granted as elective credit.*

²*Baptist students are strongly encouraged to take CH503 Baptist Denominational Studies, which meets the expectations for ordination in the American Baptist Churches USA and the Cooperative Baptist Fellowship.*

Master of Divinity (New Curriculum)

Purpose

The Master of Divinity is a vocational ministry training degree that unites classical studies oriented toward theological and spiritual formation with development of applied ministry skills.

Learning Outcomes

- ❖ Demonstrate competencies needed for managing the ongoing vitality and relevance of faith traditions amid varied settings.
- ❖ Demonstrate spiritual growth and self-awareness through the application of ministry knowledge and skills, religious commitment, and professional integrity.
- ❖ Demonstrate master-level skills for discovering understanding and meaning from within the ambiguity and complexity of human experience and knowledge.
- ❖ Harmonize interpretation, contextualization, and formation pillars competencies with performance skills, techniques, and arts to improve ministry and leadership practices.
- ❖ Harmonize competencies gained via the interpretation, contextualization, performance, and formation pillars in order to expand and perfect public practices of ministry and leadership.

Location

The Master of Divinity degree can be earned online (through synchronous courses) and at the Milwaukee, WI, Nashville, TN, and Shawnee, KS campuses.

CBTS is not approved to offer online/distance education to students in Massachusetts, Puerto Rico, Guam, American Samoa, or N. Marianas Islands.

Duration

The MDiv is a four year program for a full-time student. To finish in four years, students generally complete 18-20 credits per academic year. Courses are offered on the trimester system of three 12-week terms per year.

Graduation Requirements

- 1) Complete all curriculum requirements for the degree program as outlined in this catalog under degree requirements
- 2) Maintain a cumulative grade point average of 2.0 (C) or higher
- 3) Complete required residency hours
 1. M.Div. program – minimum of 25 credit hours
- 4) Pay all financial obligations, including graduation fees and library fines
- 5) Complete any other requirements or assessments designated by the Administration, Faculty, or Board

MASTER OF DIVINITY - SEQUENCE OF CURRICULUM

FIRST YEAR	
First Term	
I-IN 501: Biblical Interpretation	3
F-FM501: Foundations for Seminary Studies	2
P-CR501: Creativity in Public Ministries	2
Second Term	
I-HB 511: Hebrew Bible I	3
C-CH501: Christian Heritage I	3
Third Term	
C-CH502: Christian Heritage II	3
P-CM501: Media for Ministry Development	2
P-CM502: Interpersonal Skills	2
SECOND YEAR	
First Term	
I-HB 512: Hebrew Bible II	3
F-TH511: Theological Foundations I	3
Second Term	
I-NT 521: New Testament I	3
F-TH512: Theological Foundations II	3
Third Term	
I-NT 522: New Testament II	3
F-ET521: Christian Ethics	3
THIRD YEAR	
First Term	
F-CC531: Caring Ministries	3
X-CL501: Contextual Learning (Formation)	4
Second Term	
C-RP511: Ministry in a Pluralistic World	3
P-CM511: Homiletics	3
Third Term	
C-MS511: Missional Imagination	3
X-CL511: Contextual Learning – Cross-Cultural	4
FOURTH YEAR	
First Term	
C-LD521: Foundations for Ministry Leadership & Innovation	3
P-WP521: The Art of Worship Leadership	3
Second Term	
C-LD522: Practice of Ministry Leadership & Innovation	3
X-CL521: Contextual Learning (Public Practice)	4
Third Term	
X-CP531: Capstone	4
TOTAL	
	75

Master of Arts (Theological Studies)*Purpose*

The goals of the MA(TS) are for an individual who has an undergraduate bachelor's degree to gain masters level knowledge in general theological studies and to provide skills for professional research and communication. In the process of achieving these goals, the MA(TS) allows for a student to focus his or her studies upon a particular emphasis. Two specific emphases are available: (1) Biblical Studies and (2) Peacemaking/Reconciliation. In both of these emphases, a student selects three electives of three hours each for a total of nine hours. The culmination of the MA(TS) is either a Capstone Project or a Thesis.

Learning Outcomes

- ❖ Competency in theological development/knowledge
- ❖ Competency in research skills
- ❖ Competency in a specialized area (Peacemaking or Biblical Studies)

Location

The MA(TS) degree can be obtained fully at each of the following: Shawnee, KS campus, Ann Arbor, MI campus, and online synchronous courses.

CBTS is not approved to offer online/distance education to students in Massachusetts, Puerto Rico, Guam, American Samoa, or N. Marianas Islands.

Duration

The MA(TS) program is a total of 36 credit hours. The normal length of study for full-time students (6 credits per term) in the MA(TS) program is two years. Part-time students can expect their program to last 4 years.

Tracks

There are currently two tracks of the MA(TS) program offered: Biblical Studies and Peace & Reconciliation Studies. Students must declare their track through a form obtained from the Registrar's Office by the start of their third term of study.

Graduation Requirements

- 1) Complete all curriculum requirements for the degree program as outlined in this catalog under degree requirements
- 2) Maintain a cumulative grade point average of 2.0 (C) or higher
- 3) Pay all financial obligations, including graduation fees and library fines
- 4) Complete any other requirements or assessments designated by the Administration, Faculty, or Board

MASTER OF ARTS (THEOLOGICAL STUDIES) SEQUENCE OF CURRICULUM

FIRST YEAR	
First Term	
I-IN 501: Biblical Interpretation	3
F-FM501.2: Foundations for Seminary Studies	1
MA511: Dynamics of Theological Thinking	2
Second Term	
I-HB 511: Hebrew Bible I	3
C-CH501: Christian Heritage I	3
Third Term	
I-NT521: New Testament I	3
F-TH511: Theological Foundations I	3
SECOND YEAR	
First Term	
F-ET521: Christian Ethics	3
MA521: Research Skills	3
Second Term	
Elective One	3
Elective Two	3
Third Term	
Elective Three	3
MA506: Capstone Project OR MA507: Thesis	3
TOTAL	36

Master of Arts in Missional Church Studies (Korean Studies Department)

Purpose

This program explores carefully selected components of Christian ministry to equip students with the knowledge and skills needed for leading/serving ministry-related organizations in contemporary changing contexts. This degree is designed to address ministerial principles and skills applicable to both vocational and lay ministry.

Learning Outcomes

- ❖ The student will be able to articulate appropriate theological, contextual, and practical understandings of Christian ministries.
- ❖ The student will be able to analyze ministry contexts utilizing methodologies in various disciplines.
- ❖ The student will acquire the skills needed to develop ministries that are sensitive to the views and needs of diverse groups in urban/immigrant contexts.
- ❖ The student will be able to demonstrate commitment to continuing growth in personal and spiritual maturity.
- ❖ The student will gain practical ministry experience through placement in local churches and/or ministry-related organizations.

Location

The MAMCS degree is only offered through the Korean Studies Department at the Shawnee, KS campus.

Duration

The MAMCS program is a total of 36 credit hours. The normal length of study for full-time students (9 credits per fall and spring terms) is two years. Part-time students can expect their program to last 3 or more years.

Curriculum Requirements

The following course lists reflect the required course of study. Course requirements may only be adjusted with faculty approval. (All courses are 4 credits each unless otherwise noted.)

- MCM501 – Foundations of Christian Ministry
- MCM502 – Understanding Contexts in Ministry
- MCM503 – Missional Leadership
- MCM504 – Coaching for Effective Ministry
- MCM505 – World Religions and Missions
- MCM506 – Issues in Educational Ministry
- MCM507 – Issues in Counseling Ministry
- MCM508 – Ministry Design: How to Create Ministry for Your Context
- MCM509 – Mentored Ministry Praxis (1 credit; taken each term)

Doctor of Ministry

Purpose

The purpose of the Doctor of Ministry degree (D.Min.) is to provide advanced, practical theological education for experienced ministers, chaplains and other faith leaders who hold the Master of Divinity degree. The D.Min. program of Central Baptist Theological Seminary emphasizes the integration of theological reflection and practice, coaching, servant leadership, and scholarship to deepen spiritual and missional formation in both the practice of ministry and in the minister.

Learning Outcomes

Missional Church Track & MIT Track

- ❖ Use social-scientific research methods to analyze appropriately ministry situations and develop practices conducive to congregational health.
- ❖ Use best-practice methodologies employed by the classical theological disciplines to critique ideas, beliefs, and practices in terms of their implications for congregational health.
- ❖ Demonstrate high proficiency in the art of ministry praxis and leadership that contributes either to healthy faith communities that are missional in nature or to pastoral care that holistically develops healthy individuals and families.
- ❖ Demonstrate commitment to continuing growth in personal, spiritual, and professional maturity.

- ❖ Acquire essential skills for mentoring new generations of leaders and equipping them for healthy practices of ministry.

Creative Leadership Track

- ❖ The learner will develop a theological construct from which a vision for personal and organizational spirituality and ministry might be developed.
- ❖ The learner will gain and improve the necessary skills for successfully guiding ministry innovation and entrepreneurship and for developing vision for effective and sustainable change.
- ❖ Through personal assessment and designed learning engagement with others, the learner will enhance his/her abilities to empathize.
- ❖ The learner will gain and develop skills for building teams and assessing organizational systems.
- ❖ The learner will acquire design thinking skills and utilize them to innovate in an organizational setting.
- ❖ The learner will enhance skills for creating and managing budgets, raising funds, and developing ministry resources.

Location

The DMin program is only available through the main campus in Shawnee, KS.

Duration

The D.Min. program requires two years of coursework and one year for the project dissertation for a total of 30 credit hours. Students may request an extension to complete the project dissertation. Consult the D.Min. Handbook for further details.

Curriculum

The following courses lists reflect a typical course of study, but courses and credits may be adjusted per cohort.

Missional Church Track (Korean Studies Department only)

Core Courses:

DM601	Orientation to the D.Min. Program
DM609	Incarnational Theology
DM602	Leadership: Theology and Practice
MC605	Creating Mission-Minded Congregations
MC606	Congregational Development of New Faith Communities
MC607	Transformational Ministry and Adaptive Change
MC604	Special Topics in Missional Church
MC610	Conflict Transformation and Peace Building
DM610	Research Method and Capstone Project
DM611	Project Dissertation (6 credits)

Alternative Courses:

DM603	Systems Thinking I
PC608	Self-Care & Stress Management for Ministers
MC608	Community Analysis & Engagement
MC603	Thinking Theologically about Ministry
MC611	Worship and Preaching in Missional Congregations
MC602	Mentoring, Coaching, and Learning Communities for Missional Ministers
MC609	Entrepreneurial Ministry

Myanmar Track

(for Myanmar students only; course descriptions available from Myanmar Institute of Theology)

DM601	Orientation to the D.Min. Program
DM1031	How to Lead and Teach: Leadership for Myanmar Churches
DM1014	How to Lead and Teach: Christian Education in Myanmar Today
DM603	Systems Thinking I
DM610	Project Dissertation Seminar
DM611	Project Dissertation
DM1011	Bible and Ministry in Contemporary Setting
DM1012	Theological Reflections on Major Doctrines
DM1013	New Ways of Being Church
DM1021	Role of Minister in Multi-Cultural Context
DM1022	Ministerial Ethics
DM1024	Mission in the Twenty-First Century
DM1032	Church in a Pluralistic Religious Context
DM1033	Ecumenism for the Twenty-First Century
DM1034	Pastoral Care and Counseling in the Global Context
DM1041	Transforming Society and Conflict in Ministry
DM1044	Research Seminar

Creative Leadership

(English speaking program only)

V-DM611	Shaping a Theology for Leadership and Spirituality
V-DM613	Embracing the Power of Change
S-DM622	Embracing Design Thinking
S-DM623	Managing Ministry Resources
L-DM612	Understanding Yourself and Others
L-DM621	Leading People and Organizations
C-DM631	Capstone Design, Development, and Execution

COURSE DESCRIPTIONS

Foundations

Christian Heritage: A Brief Overview

Christian Heritage: A Brief Overview, offers a very basic introduction to the history of Christianity from its origins to the present. This course provides the learner with an essential map to guide him or her on the first voyage through the study of Christianity's history.

Church Administration

Church Administration guides the student in reflecting upon some of the basic leadership skills needed for leading a church. Topics include the dynamics of interpersonal relationships, administrative approaches, budget preparation, planning, problem solving, leading meetings, and educational programming.

Ministry Contextualization

Ministry Contextualization (Ministry in the Local Congregation) employs an interactive approach in which several presenters address a variety of topics important to good ministry. Topics include ministerial leadership, the pastor and worship, managing conflict, and other timely matters of importance to congregational health. The intent is to provide relevant information and reflection on issues related to ministry leadership that are transferable from one ministry context to another.

Ministry Ethics

Ministry Ethics guides the student in confronting some of the major ethical issues commonly faced in ministry. Among the topics touched upon are professional boundaries, responsible sexuality, plagiarism and preaching, pastoral care in bioethical situations, financial accountability, and ministerial self-care.

Missional Church

Missional Church offers a basic introduction to the complex dynamics of the church in relation to today's culture. The study introduces the concept of missional paradigms (models for understanding the church's mission or purpose), challenges of contemporary contextualization (understanding the church's purpose in relation to the world in which it is situated), and important elements of an "emerging church" paradigm (new ways for understating the church in relation to the needs of today's society).

New Testament: A Brief Overview

New Testament: A Brief Overview, introduces students to the background and development of the New Testament. Major New Testament books are introduced in the context of the developing theological traditions of early Christianity.

Old Testament: A Brief Overview

Old Testament: A Brief Overview, presents an overview of the Old Testament, focused around biblical Israel's story. Major books of the Old Testament are introduced from the context of the theological development within ancient Israel's faith tradition.

Pastoral Arts

Pastoral Arts offers a very basic introduction to a wide variety of ministry arts that are essential for an effective pastor. Topics will include such activities as hospital visitation, weddings, funerals, home visitation, congregational nurture, pastoral counseling, and spiritual formation of new believers.

Proclamation

Proclamation introduces the student to some of the basics of the art of preaching. Focus is given to the purpose of preaching, how the Bible is responsibly used in preaching, and basic points of good preaching delivery and style.

My Faith Heritage

This course will introduce the student to the basic doctrinal distinctives, history, and practices of her or his denominational tradition. The study will vary according to the denominational affiliation of the student.

Diploma in Theological Studies (Ministerial Leadership track)

Contextualization

C-CH401 – Christian Heritage I (3 credits)

This course is the first part of a two-semester course designed to equip the student with skills for recognizing, analyzing, interpreting, and adapting to the changing contexts in which ministry should be rendered. This segment of the course surveys the first 1,200 years of Christian history, exploring horizons of Christian thought, conviction, practice, institutional life, and leadership to determine how contextual factors challenged and influenced Christian decision-making and the effects these had on the subsequent development of Christianity as we know it.

C-CH402 – Christian Heritage II (3 credits)

This course is the second part of a two-term course designed to equip the student with skills for recognizing, analyzing, interpreting, and adapting to the changing contexts in which ministry might be rendered. This segment of the course surveys Christian history since about 1200 C.E., exploring the expanding horizons of Christian thought, conviction, practice, institutional life, and leadership to determine how contextual factors challenged and influenced Christian decision-making and the effects these had on the subsequent development of Christianity as we know it.

Contextual Learning

X-CL401 – Contextual Learning: Formation (3 credits)

This is a ministry praxis course in which the expectation is that students will be serving/leading in a ministry context. The formation praxis challenges learners to apply pastoral care/compassion skills to a context to analyze one's experience within that context.

X-CP431 – Diploma Capstone (1 credit)

The Capstone is meant to serve as the culmination of a student's theological education. Its intent is to help bridge the gap between education and a student's future prospects. This course will emphasize the importance of spiritual formation, pastoral care/compassion, leadership skills, and theological reflection as essential tools for ministry success in a variety of settings. Each student will be involved in a ministry placement that provides a context in which the student may develop those skills and use those tools.

Formation

F-FM401 – Foundations for Seminary Studies (2 credits)

A first-term course designed to orient the student to seminary studies by introducing him/her to the curriculum, program structure, goals, outcomes, methods, outcome assessments, and resources. This course includes team (learning community) orientation and assessment instruments.

F-TH411 – Theological Foundations I (3 credits)

This course guides the learner in attaining basic competencies for constructing a deliberative theology adequate to sustain a lifetime of theological discovery, growth, and vocational development. Emphasis is given to comprehending the significance of theological formation and practice in the world and church and to exploration of the doctrines of Revelation and the Triune God.

F-TH412 – Theological Foundations II (3 credits)

This course guides the learner in expanding and refining competencies for constructing a deliberative theology adequate to sustain a lifetime of theological discovery, growth, and vocational development. Emphasis is given to learner growth in nurturing theological formation and practice in the world and church and to exploring the doctrines of Creation, Humanity, Christ, Spirit, Church/Salvation, and Consummation.

F-ET421 – Christian Ethics (3 credits)

Christian Ethics guides the learner in reflecting upon and reaching decisions regarding the moral life of Christians engaged in ministry, placing particular focus upon philosophical, theological, and biblical perspectives. Attention is given both to theoretical and applied ethics in the personal, professional, and social dimensions. Learners will delineate and debate relevant moral issues as part of the process of moral formation for ministry.

F-CC431 – Caring Ministries (3 credits)

This course prepares learners to provide care and to nurture faith communities in their ministries of care. This is accomplished by introducing students to the fundamental concepts of care given within the context of ministry and other communities and engaging some of the most often encountered situations where care is needed.

Interpretation

I-IN401 – Biblical Interpretation (3 credits)

This course focuses upon the art and science of biblical interpretation. It explores the various methods and presuppositions utilized for understanding and communicating the Bible, with special focus on the postmodern context. Students will gain the skills needed for interpreting the Bible in a rapidly changing and technologically complex world – competencies required in the Hebrew Bible and New Testament courses.

I-HB411 - Hebrew Bible I (3 credits)

Hebrew Bible I offers the student both a general introduction to the literature, cultural/historical backgrounds, and basic narrative structure of the Hebrew Bible and experience in applying to these texts the interpretation skills previously gained through the Biblical Interpretation course. The historical literature of the Hebrew Bible is the basis for the content of this course.

I-HB412 - Hebrew Bible II (3 credits)

Hebrew Bible II continues the introduction begun in Hebrew Bible I, with a primary focus on the prophetic role and literature of ancient Israelite society. The student will gain additional interpretation experience through applying to these texts hermeneutical skills previously gained through the Biblical Interpretation course and Hebrew Bible I. The prophetic literature, as well as corresponding historical texts is the basis for the content of this course.

I-NT421 - New Testament I (3 credits)

This course provides students with an introduction to the world of the New Testament with specific attention given to the Synoptic Gospels. It also augments the tools, methods, and resources gained through the Biblical Interpretation course to enhance the student's skills in interpreting the Synoptic Gospels for spiritual formation, teaching, and proclamation.

I-NT422 - New Testament II (3 credits)

This course provides students with a survey of the Johannine writings (Gospel of John, 1, 2, 3 John, and Revelation) and the Pauline writings. It also augments the tools, methods, and resources gained through the Biblical Interpretation course to enhance the student's skills in interpreting these writings for spiritual formation, teaching, and proclamation.

Performance**P-CR401 - Creativity in Public Ministries (2 credits)**

This course equips learners with the basic knowledge, skills, and evaluative tools needed for improving public performance dimensions of ministry. These tools are essential to the learner for perfecting the art of ministry performance, which will be further developed in subsequent courses and ultimately exercised in vocation.

P-CM401 - Media for Ministry Development (2 credits)

The appropriate use of communication media always has been a critical skill in sharing the Christian message. Christians have used a myriad of communication methodologies through the centuries. This course will examine the role of media in ministry development and the role of the minister in deploying effective media strategies for missional engagement.

P-CM402 - Interpersonal Skills (2 credits)

This course equips and develops in learners the interpersonal skills needed to carry out the broad sweep of ministry. Focus is given to the self-development of the learner in addition to development of techniques for relating to others.

P-CM411- Homiletics (3 credits)

This course prepares the learner to conceive, research, plan, and publicly present sermons that are persuasive, theologically and hermeneutically sound, and that nurture holistically (e.g., spiritually, intellectually, socially, and physically) the life of hearers.

Diploma in Theological Studies: Christian Formation**Bible & Theology****BT401 The Story of the Old Testament**

A survey of Old Testament people, places, and events, this course highlights the basic message and themes of the Old Testament books, their contribution to the mission of God, and their significance for Christian thought and practice.

BT411 The Story of the New Testament

A survey of New Testament people, places, and events, this course highlights the basic message and themes of the New Testament books, their contribution to the mission of God, and their significance for Christian thought and practice.

BT421 The Story of Church History

This course introduces a survey of church history from the early church to modern church history. Emphasis is given to major issues, events, and persons in church history.

BT431 The Story of Systematic Theology

This course introduces a survey of the doctrines of Revelation, the Triune God, Creation, Humanity/Sin, Christ, Spirit, Church/Salvation, and Consummation. The purpose of the course is for the learner to become biblically and theologically knowledgeable about the faith by which he or she lives in light of the breadth of Christian tradition.

BT412 Exploring the New Testament

This course is designed to provide an introductory survey of the major divisions of the New Testament such as the Gospels, Paul's Epistles, and general Epistles. This course examines proper backgrounds, theology, and messages of the books, introducing students to the foundational knowledge and tools needed for a lifetime of independent study of the Word of God.

BT402 Exploring the Old Testament

This course is designed to provide an introductory survey of the major divisions of the Old Testament such as the Pentateuch, History, Poetry, and Prophets. This course examines proper backgrounds, theology, and messages of the books, introducing students to the foundational knowledge and tools needed for a lifetime of independent study of the Word of God.

BT413 Encountering the New Testament

This course is designed to provide students with the content and teaching of a specific book of the New Testament such as Mark, Acts, Romans, and the Revelation. This course acquaints students with deeper knowledge and insights through studying a book in the NT in detail.

BT403 Encountering the Old Testament

This course is designed to provide students with the content and teaching of a specific book of the Old Testament such as Genesis, Psalm, Judges, and Daniel. This course acquaints students with deeper understanding and insights through studying a book in the OT in detail.

Theological Study Skills**TS401 Basic Theological Thinking**

This course examines some of biblical and theological questions and how to find answers to the questions. Students will gain basic skills of thinking theologically about the issues faced in everyday life experiences in this world as Christians (e.g. creation, sin, suffering, and theodicy).

TS411 Basic Theological Research

An overview of the basic approaches to research methods. Particular attention is given to the application of research in biblical and theological studies, including resource findings for students' assignments. The course will introduce hands-on experiences of how to utilize library and online resources in biblical and theological areas.

TS421 Basic Theological Writing

This course is designed to give basic training in the fundamentals of theological writing. The main emphasis is on giving students practice in organizing ideas into coherently structured and effective essays, using as a focal point their own unique experiences.

TS431 Basic Theological Presentation

This course is designed to provide students with learning from hands-on experiences basic skills in word processing, spreadsheets, and graphic presentation in the Windows environment (including MS Word, Excel, and Powerpoint). Also emphasis is on giving students practice in communicating and making presentations effectively and logically.

Formation**FO401 Healing and Growth**

This course seeks to provide a relational engagement to understand the complexity of mutual healing and spiritual growth. Through the course each student, as a Christian, will examine how to externalize and embrace pain and struggle. Further, it will provide the opportunity to empower narratives of healing and growth for transforming the community.

FO402 Elements of Spiritual Formation

This course provides the introduction of personal and spiritual formation for Christian life and ministry. This course also involves the study of biblical understandings of spirituality, elements of spiritual formation, and the practice of disciplines conducive to mature Christian discipleship.

FO403 Christian Living

An exploration of how Christians can make and enact good, wise, and faithful ethical choices and develop moral character and community amid a complex world. This basic introduction to ethics aims to develop a systematic way of thinking about Christian morality, bringing biblically based convictions to bear on important moral problems.

FO404 Caring and Counseling

This course provides a basic level of understanding of human development & counseling theories in a Christian caregiving and counseling contexts. Students will gain basic caregiving skills such as listening and responding.

Practice**PA401 Church Music and Worship**

This course provides an introduction to the history of music and worship in Christian history. Emphasis is given to the history of secular and church music, the relationship between music and worship, and the history of worship in the Bible and Christianity examining important factors that have created changes in Christian worship.

PA402 Practice of Worship and Praise

This class will explore the theory and practice of worship and praise, focusing on its practice in church settings. Emphasis is given to how to serve, engage, lead, and organize worship and praise ministry in local churches.

PA411 How to Study the Bible

This course addresses how to study the Bible. In particular, it deals with how to do daily devotion, how to read the Bible, how to memorize Scripture verses, how to do a personal Bible study, how to participate in a group Bible study, and how to lead a Bible study.

PA412 Intergenerational Communication

This course will develop the student's understanding and skills for intergenerational communication in the terms characteristic of a different generation. It focuses on some of the major components that shape a person's world view and culture so the student learns and practices how to communicate effectively with different generations in immigrant contexts.

PA421 Gospel and Culture

This course explores living out the Gospel in ordinary life, which is challenging, exciting and foundational to Christian faith, and addressing appropriate ways for Christians to relate to their cultural surroundings. This course also asks the fundamental questions concerning how the Gospel engages with the realities of our world and is embodied in our ordinary life.

PA422 History of Mission

This course provides a survey of the historical progress of Christian mission from its inception to the present, from historical and missiological perspectives, exploring the ministry and life of key missionaries in Christian mission history.

PA431 Leadership in Church

This course provides Christian leadership theory and practice from biblical perspectives, focusing on lay leadership. It also explores the practice of leadership with a focus on giftedness, personality, and styles of leadership.

PA432 Diaconal Ministry

This course explores the impacts of urbanization, economic deprivation, and racism on the theory and practice of ministry in urban settings. Consideration is given to social engagement and the development of ministry of the local churches and organizations. Also emphasis is on giving students practice hands-on experience by visiting urban ministry such as homeless ministry.

Masters Degrees

Biblical Languages

Biblical languages are not requirements for any degree program but can serve as electives. They are not scheduled every year but maybe offered occasionally based on student interest.

GK501 Biblical Greek I (3 credits)

This course is an introduction to New Testament (*Koine*) Greek and is intended to provide foundational language skills for reading, translation, and exegesis on the Greek New Testament. The course is designed to introduce students to basic vocabulary, principles of grammar, and tools of exegesis. GK501 is the prerequisite for Biblical Greek II, GK502.

GK502 Biblical Greek II (3 credits)

Biblical Greek II is the second course in the study of New Testament Greek and focuses upon the skills to read, translate, and exegete the Greek New Testament. The course reviews GK501 and then practices selected translation, the study of basic exegetical principles, and the utilization of specialized resources for the study of the Greek New Testament.

HW501/HW502 Elementary Hebrew I and II (3 credits)

These courses are an introduction to the grammar, syntax, and vocabulary of the Hebrew language for purposes of translation and exegetical study, including guided reading in the Hebrew Bible. (Must be taken in sequence.)

Christian Heritage**CH501 - Christian Heritage I (3 credits)**

CH501 is the first part of a two-semester course. The bipartite series is designed to be a rapid and brief study of the history of Christianity from New Testament times to the present age. This segment of the course offers a survey of Christian history from the first through the fifteenth centuries, emphasizing major events and personalities, pivotal schools of historical interpretation, significant Christian literature and doctrinal developments, and key stages in the evolution of ecclesiastical structures. Lectures, readings, class discussions, written papers, internet resources, and audio visuals are used to present the most significant persons, events, problems, and theological developments. Through these means, efforts are made to determine why things happened as they did and their effect on the subsequent development of the church.

CH502 - Christian Heritage II (3 credits)

CH502 is the second part of a two-semester course. The bipartite series is designed to be a rapid and brief study of the global history of Christianity from New Testament times to the present age. This segment of the course offers a survey of international Christian history from around the fifteenth century to the present, although some topics predating this period will be treated. The course emphasizes major events and personalities, Christian understandings of faith and spirituality, pivotal schools of historical interpretation, significant Christian literature and doctrinal developments, and key stages in the evolution of ecclesiastical structures. Lectures, readings, class discussions, written papers, internet resources, and audio visuals are used to present the most significant persons, events, problems, and theological developments. Through these means effort is made to determine why things happened as they did and their impact upon the subsequent development of the church.

CH503 - Baptist Denominational Studies (3 credits)

Christian Heritage 503 is a three credit, one semester course intended to offer a brief and general survey of Baptist history, thought, and polity as they have developed from Baptists' sixteenth century backgrounds to the contemporary period. In this study effort is also made to familiarize the learner with the global family of Baptists and their evolving identities. Special attention is given to major ideological and political challenges, significant institutional developments, important documents and deliberative bodies, milestones in the evolution of Baptist thought and practice, and key events and personalities. Lectures, readings, class discussions, Internet resources, and audio visuals are used to present the most significant persons, events, problems, and theological developments. Through these means an effort will be made to determine why things happened as they did, their effect on the subsequent development of the Baptist family of churches, and their significance for the future of Baptist thought and practice.

CH504 - Denominational Studies (3 credits)

As a general study of Christian denominational and church organizational development from

the sixteenth century to the present, this course gives opportunity for each student to focus on his or her own ecclesiastical or denominational tradition. Approved history and polity courses offered by a student's denomination might be substituted for this course.

Christian Spirituality

CS501 - Formation for Christian Ministry (3 credits)

This is a beginning seminary course in which spiritual, personal, and professional formation for ministry are introduced. Interdisciplinary in nature, it includes peer group experience and assessment instruments.

CS502 - Spiritual Formation and Adult Human Development (3 credits)

In this course, attention will be given to the multifaceted areas of each stage of adult life. Faith, spiritual growth and formation, sexuality, vocation, life tasks, and relational issues will be explored. Consideration will be given to church development so that the church can be ready to offer adequate ministry to persons in each stage of adult life development.

CS503 - Introduction to Spiritual Formation (3 credits)

Spiritual formation occurs through study and practice. This course involves the study of historical understandings of spirituality, their theological contributions, and the practice of disciplines conducive to mature Christian discipleship.

Contextualization

C-CH501 – Christian Heritage I (3 credits)

Christian Heritage I is the first part of a two-semester course designed to equip the student with skills for recognizing, analyzing, interpreting, and adapting to the changing contexts in which ministry should be rendered. This segment of the course surveys the first 1,200 years of Christian history, exploring horizons of Christian thought, conviction, practice, institutional life, and leadership to determine how contextual factors challenged and influenced Christian decision-making and the effects these had on the subsequent development of Christianity as we know it.

C-CH502 – Christian Heritage II (3 credits)

Christian Heritage II is the second part of a two-term course designed to equip the student with skills for recognizing, analyzing, interpreting, and adapting to the changing contexts in which ministry might be rendered. This segment of the course surveys Christian history since about 1200 C.E., exploring the expanding horizons of Christian thought, conviction, practice, institutional life, and leadership to determine how contextual factors challenged and influenced Christian decision-making and the effects these had on the subsequent development of Christianity as we know it.

C-RP511 – Ministry in a Pluralistic World (3 credits)

This course prepares the student to exercise Christian ministry in contexts and among populations that include many lived religions, including persons claiming no religion.

C-MS511 – Missional Imagination (3 credits)

This course prepares learners to think, imagine, innovate, and lead in ways that foster ministry startups and nurture established ministries that are missional in nature.

C-LD521 – Foundations for Ministry Leadership & Innovation

This course facilitates learners in exploring the fundamentals of thought, problem-solving, creativity, and self-development typically associated with business entrepreneurs and other organizational leaders. Special emphasis is given to discovering appropriate applications of these concepts and skills to ministry development and renewal.

C-LD522 – Practice of Ministry Leadership and Innovation

In this course learners will exercise modes, patterns, and practices of thinking, problem-solving, creativity, and personal development typically associated with business entrepreneurs and other organizational leaders. Special emphasis is given to applying these concepts and skills for a ministry startup, for maintaining the vitality of a healthy faith community, and/or for renewing vitality in an unhealthy or failing faith organization.

Contextualized Learning**X-CL501 – Contextual Learning: Formation (4 credits)**

Contextual Learning: Formation is the first of three praxis courses. The expectation is that students will be serving/leading in a ministry context. The formation praxis challenges learners to apply pastoral care/compassion skills to a context and to analyze one's experience within that context.

X-CL511 – Contextual Learning: Cross-Cultural (4 credits)

Contextual Learning: Cross-Cultural is the second of three praxis courses. The expectation is that students will be serving/leading in a ministry context. The cross-cultural praxis exposes the Christian leader to a cultural context varied from the one to which she/he is accustomed; this includes ethnographic knowledge, sensitivity to diversity, and appropriate cultural engagement.

X-CL521 – Contextual Learning: Public Practice (4 credits)

Contextual Learning: Public Practice is the last of three praxis courses. The expectation is that students will be serving/leading in a ministry context. The public practice praxis prepares the Christian leader to apply communicative skills to a wide variety of contexts within the world of nonprofit administration, ministry, social justice, and advocacy.

X-CP531 – MDiv Capstone (4 credits)

The Capstone is meant to serve as the culmination of a student's theological education. Its intent is to help bridge the gap between education and a student's future prospects. The student works with the Director of Contextual Education in crafting an experience to assist the student in completing the M.Div. with an eye towards future aspirations, goals, prospects, etc. The student will prepare a Capstone Project Summary that will include extensive analysis of their project using the five pillars of the M.Div.; 1. Interpretation (biblical analysis); 2. Formation

36 | Page (pastoral/theological analysis); 3. Contextualization (missional/social justice analysis); 4. Performance (professional/communicative analysis); 5. Contextual Learning (experiential analysis).

Prior Contextual Learning units offer the opportunity for learners to gain experience in a ministry-related context which could further equip persons for maximum efficacy in a current pastoral assignment or prepare others for future ministerial leadership opportunities in a wide variety of venues. The course is designed to accommodate the different vocational statuses of leaders in training. Students will acquire practical knowledge and experiences in an aspect of administration that they, in consultation with their Site Supervisor and co-Instructors, believe will aid them in future leadership assignment(s). This program component seeks to assist the student in identifying and securing a supportive environment to demonstrate critical ministry leadership skills.

This course will emphasize the importance of spiritual formation, pastoral care/compassion, leadership skills, and theological reflection as essential tools for ministry success in a variety of settings. Each student will be involved in a ministry placement that provides a context in which the student may develop those skills and utilize those tools.

Ethics

ET501 - Christian Ethics (3 credits)

This course is an introduction to the philosophical, biblical, and theological bases for Christian personal and social ethics. This introduction gives attention to both theoretical and applied ethics. The purpose of this course is to enable Christian ministers to engage better the sorts of moral-ethical activities in which all are engaged daily. This course introduces various styles of ethical reflection, analysis, and action, aiming also to enable more discerning and prophetic ministries in our increasingly complex world. (One TH is recommended.)

ET502 - Ministry Ethics (3 credits)

This course is designed for enhancing knowledge of ethics for the purpose of intentional reflection and dialogue concerning ethical issues commonly faced in ministry. Learners are encouraged to apply rigorously ethical theories to practical situations. Pertinent topics to be addressed include: professional boundary issues, responsible sexuality, plagiarism and preaching, pastoral care in bioethical dilemma situations, financial accountability, and ministerial self-care. Learners will study particular codes of ministerial ethics and consider various sources of moral authority. All are given opportunity to experience personal and professional moral development in the process of academic studies. (ET501 is recommended.)

Formation

F-FM501 – Foundations for Seminary Studies (2 credits)

Foundations for Seminary Studies is a first-term course designed to orient the student to Master of Divinity studies by introducing him/her to the curriculum, program structure, goals, outcomes, methods, outcome assessments, and resources. This course includes team (learning community) orientation and assessment instruments.

F-TH511 – Theological Foundations I (3 credits)

This course guides the learner in attaining basic competencies for constructing a deliberative theology adequate to sustain a lifetime of theological discovery, growth, and vocational development. Emphasis is given to comprehending the significance of theological formation and practice in the world and church and to exploration of the doctrines of Revelation and the Triune God.

F-TH512 – Theological Foundations II (3 credits)

This course guides the learner in expanding and refining competencies for constructing a deliberative theology adequate to sustain a lifetime of theological discovery, growth, and vocational development. Emphasis is given to learner growth in nurturing theological formation and practice in the world and church and to exploring the doctrines of Creation, Humanity, Christ, Spirit, Church/Salvation, and Consummation.

F-ET521 – Christian Ethics (3 credits)

Christian Ethics guides the learner in reflecting upon and reaching decisions regarding the moral life of Christians engaged in ministry, placing particular focus upon philosophical, theological, and biblical perspectives. Attention is given both to theoretical and applied ethics in the personal, professional, and social dimensions. Learners will delineate and debate relevant moral issues as part of the process of moral formation for ministry.

F-CC531 – Caring Ministries (3 credits)

This course prepares learners to provide care and to nurture faith communities in their ministries of care. This is accomplished by introducing students to the fundamental concepts of care giving within the context of ministry and other communities and engaging some of the most often encountered situations where care is needed.

Hebrew Bible**HB501 - Hebrew Bible I (3 credits)**

HB501 is a course designed to serve as an orientation to a critical study of the Hebrew Bible (HB). This orientation revolves around two cluster issues: (1) the content of the HB and (2) the interpretation of the HB. The study of content includes such matters as canon formation, textual history and transmission, socio-literary composition, and rhetorical structure of the HB. Whereas the matter of interpretation focuses on the interpretive history, analysis of methodological approaches employed by past and present interpreters, and an exploration of problems (i.e. race, class, sex, gender, age, sexual orientation, etc) and hermeneutical methods involved in contemporary readings of the Hebrew Bible (HB). These foci are intended to provide an introduction to the HB for the purposes of religious education and Christian theology in particular.

HB502 - Hebrew Bible II (3 credits)

HB502 builds on the content and skills learned in HB501, providing further opportunities for

developing proficiency in Hebrew Bible exegesis. The initial focus of the course will concentrate on past and present interpretations of the Hebrew Bible. Beginning with early Judaism and chronicling the interpretive history of the Hebrew Bible through Postmodernism, a variety of methodological approaches will be surveyed and reviewed in an effort to understand the assumptions, practices and questions undergirding each interpretation. The remaining foci of the course will examine the problems (i.e. race, class, sex, gender, age, sexual orientation, etc) and hermeneutical methods involved in contemporary readings of the Hebrew Bible (HB). These foci are intended to inform exegesis of the Hebrew Bible for the purposes of religious education and Christian theology in particular. (Prerequisite: HB501)

HB506 - Women in the Bible (3 credits)

The course will lead students through an examination of the various women in the Hebrew scriptures and New Testament. In studying the women in the biblical accounts, it is important to note the theoretical models of biblical hermeneutics and their implications for the feminist cultural paradigm, to view their role in the tension of feminist historical reconstruction. Since historical knowledge is inferential, we have to construct some frame of reference within which to discuss the available historical evidence, to study the text not only for what it says but also for what it implies, for the meaning in the silences and gaps.

Interpretation

I-IN501 – Biblical Interpretation (3 credits)

This course focuses upon the art and science of biblical interpretation. It explores the various methods and presuppositions utilized for understanding and communicating the Bible, with special focus on the postmodern context. Students will gain the skills needed for interpreting the Bible in a rapidly changing and technologically complex world -- competencies required in the Hebrew Bible and New Testament courses.

I-HB511 – Hebrew Bible I (3 credits)

Hebrew Bible I offers the student both a general introduction to the literature, cultural/historical backgrounds, and basic narrative structure of the Hebrew Bible and experience in applying to these texts the interpretation skills previously gained through the Biblical Interpretation course. The historical literature of the Hebrew Bible is the basis for the content of this course.

I-HB512 – Hebrew Bible II (3 credits)

Hebrew Bible II continues the introduction begun in Hebrew Bible I, with a primary focus on the prophetic role and literature of ancient Israelite society. The student will gain additional interpretation experience through applying to these texts hermeneutical skills previously gained through the Biblical Interpretation course and Hebrew Bible I. The prophetic literature, as well as corresponding historical texts is the basis for the content of this course

I-NT521 – New Testament I (3 credits)

This course provides students with an introduction to the world of the New Testament with specific attention given to the Synoptic Gospels. It also augments the tools, methods, and resources gained through the Biblical Interpretation course to enhance the student's skills in interpreting the Synoptic Gospels for spiritual formation, teaching, and proclamation.

I-NT522 – New Testament II (3 credits)

This course provides students with a survey of the Johannine writings (Gospel of John, 1, 2, 3 John, and Revelation) and the Pauline writings. It also augments the tools, methods, and resources gained through the Biblical Interpretation course to enhance the student's skills in interpreting these writings for spiritual formation, teaching, and proclamation.

Master of Arts**MA505 – Dynamics of Theological Thinking (2 credits)**

This course lays the foundation for engaging in thoughtful reflection on theological discourse. It introduces students to the terms, concepts, methods, and tools of deliberative theology. It provides students with a preliminary opportunity to use these tools to assess and develop their own theological point of view in dialogue with the theology and faith system of others.

MA521 – Research Skills (3 credits)

This course introduces the information literacy skills for students to succeed in the creation of either a Capstone Project or a Thesis. The course covers foundational competences for the research and writing processes. Topics include Thesis and Capstone project formulation and proposal, locating relevant information resources, resource evaluation, strategies for reading, citing sources, and plagiarism. Participants will also develop a supporting bibliography. This course is taken the term before either MA506 (Capstone Project) or MA507 (Thesis).

MA506 – Capstone Project (3 credits)

This course is taken in the student's last term. The scope, direction, and content of the project are determined in consultation between the student, the Director of Master Arts (Theological Studies), and a faculty supervisor. The student begins development of the project during the Research Skills course (MA521), which is taken the term before MA506.

MA507 – Thesis Project (3 credits)

This course is taken in the student's last term and is an intensive research and writing project in the student's specified area of study. The scope, direction, and content of the thesis are determined in consultation between the student, the Director of Master Arts (Theological Studies), and a faculty supervisor. The thesis will be completed under the direction of a faculty supervisor. The student begins the development of the thesis during the Research Skills course (MA521), which is taken the term before MA507.

Ministry Praxis**MP501 – Basics of Contemporary Witness (3 credits)**

This course is a brief overview of the most significant aspects of soteriological and ecclesiological understanding as they impact missional ministries. It also includes a survey of missional paradigms, the challenges of contextualization, the specific challenges confronting the postmodern church, and important elements of an "emerging church" paradigm. This course is

also called “Introduction to the Missional Church” or “Christian Witness.”

MP502/503 Ministry Praxis

The purposes of Ministry Praxis courses are to enhance professional competencies in the practices of ministry and to wed theory and practice via contextualization in actual ministry situations. Participants will be engaged as Ministers-in-Training with a Pastoral Mentor at a preapproved practicum site. Individual Learning Covenants will be negotiated and ministerial/pastoral self-identity developed. In addition to the 8-10 hours per week practicum, (120 hrs/sem.), MITs will meet for approximately 45 classroom hours in integrative sessions and with peer groups. Peer groups meet primarily for case presentation and theological reflection on their ministry experiences. (MP502 and MP503 should be taken during the final third of the M.Div. program.)

MP502 - The Church's Worship and Rituals (3 credits)

This practicum course is integrative especially of pastoral care, homiletics, and worship with biblical and theological studies. Emphasis falls on the ritual practices of ministry and competencies needed for leading the Church in worship. Case study method will be a primary teaching-learning approach. (Prerequisites: PR501, PR503, and completion of 24 core hours)

MP503 - Ministry Dynamics (3 credits)

This practicum course is integrative of other disciplines of study and practice, with a particular focus on developing competencies in ministry leadership. Family systems theory will be presented as one means for understanding and leading congregations more effectively. Case study method will be a primary teaching-learning approach. Enrollment in and successful completion of an approved program of Clinical Pastoral Education (CPE) may serve as a core course substitute for 1503MP.

MP504 - Clinical Pastoral Education (CPE)

Clinical Pastoral Education provides students an opportunity to practice pastoral ministry in an institutional, clinical, or congregational setting. Students minister under supervision to particular groups of people. Verbatim accounts of critical incidents in ministry are presented for theological reflection and peer review. Critical reflection both on pastoral self-identity and on interpersonal relational skills is a major focus of supervision.

One unit (six semester hours) of CPE requires at least 400 hours of direct involvement in a supervised ministry setting. Academic credit for CPE may be granted upon verification of successful completion of an approved CPE program. Photocopies of the CPE supervisor's evaluation certifying satisfactory completion must be forwarded to the seminary Registrar and the Office of the Academic Dean.

A maximum of 12 credit hours (2 CPE units) may be taken for academic credit toward the M.Div. degree, and a maximum of 6 credit hours may be taken for credit in the M.A. degree. Admission to an approved CPE program requires: (a) completion of a CPE application; (b) an interview with the CPE supervisor; (c) acceptance into the program; and (d) payment of CPE program fees (which, if required by the CPE program, are unrelated to requisite seminary tuition).

Missional Church Studies

MCM501 Foundations of Christian Ministry

This course is intended to give students a broad exposure to essentials of practice for success in Christian ministry. Special attention will be given to the areas of spiritual discipline, communication, team-building, conflict management, basic planning and goal setting, healthy lifestyles, and other related topics.

MCM502 Understanding Contexts in Ministry

The course explores missiological principles with an emphasis on the social, cultural, and religious context, and the development of cultural sensitivity for ministry. Also, this course helps students to understand the relationship among culture, the gospel, and the church.

MCM503 Missional Leadership

The course explores how to approach missional leadership for movement while seeking personal, congregational/organizational, and social (neighborhood/community) transformation. The ultimate purpose of the course is to help students imagine and innovate new practices, models, and structures for pioneering, missional leadership.

MCM504 Coaching for Effective Ministry

Learners will acquire and learn to put into practice conceptual frameworks for equipping leaders (lay and vocational) through mentoring, coaching, and developing learning communities (eg. Peer group) for competency, accountability, and support.

MCM505 World Religions and Missions

This course surveys the history, teachings and practices of the major world religions, including Hinduism, Buddhism, and Islam. Emphasis is also given to methods of effectively practicing Christian ministry in a world of religious pluralism.

MCM506 Issues in Educational Ministry

This course provides a broad overview of the critical issues concerning the educational ministry of the church and ministry-based organizations, including youth and children's education.

MCM507 Issues in Counseling Ministry

This course provides a broad overview of the critical issues concerning the counseling ministry of the church and ministry-based organizations.

MCM508 Ministry Design: How to Create Ministry for Your Context

This course helps students to 1) articulate a theological vision for their ministry, 2) research the context (neighborhood/community) where the student plans to do ministry, 3) develop a helpful research-based profile of it, 4) think out the ministry implications of her or his ministry profile, and 5) complete a set of ministry design documents that will drive future ministry expressions and programming.

MCM509 Mentored Ministry Praxis (1 credit x 4 sem.)

This course helps students to gain ministry experiences in local church or agency, receive evaluation, and gain insight into ministry practice from relationship with mentor for their ministry.

New Testament**NT501 - New Testament I (3 credits)**

The first course in New Testament studies is designed to introduce students to the background study of the New Testament and to methodologies for the interpretation of the biblical text. This course will also illustrate these background studies and methods of interpretation with a focus on the Synoptic Gospels.

NT502 - New Testament II (3 credits)

This course surveys the Johannine and Pauline writings in the New Testament. It explores the social, cultural, literary and theological aspects of these writings along with major scholarly issues associated with particular New Testament books. This course also focuses on placing the Johannine and Pauline writings within the context of the church and world. (Recommended: NT501)

Pastoral Theology**PT501 - Caring Ministries of the Church (3 credits)**

This course is an introduction to the fundamental concepts of pastoral care. Its focus is on preparing learners for the ministry of pastoral care and for nurturing the faith community in its many ministries of care. It will cover some of the most frequently encountered situations where care is needed.

PT502 - Counseling Ministries of the Church (3 credits)

This course will focus on learning the basic skills and theory needed to do pastoral counseling within the congregational setting. It will cover counseling approaches most appropriate to this context and will focus on those types of counseling needs commonly encountered by parish pastors (Prerequisites: PT501)

Performance**P-CR501 – Creativity in Public Ministries (2 credits)**

This course equips learners with the basic knowledge, skills, and evaluative tools needed for improving public performance dimensions of ministry. These tools are essential to the learner for perfecting the art of ministry performance, which will be further developed in subsequent MDiv courses and ultimately exercised in vocation.

P-CM501 – Media for Ministry Development (2 credits)

The appropriate use of communication media always has been a critical skill in sharing the Christian message. Christians have utilized a myriad of communication methodologies through

the centuries. This course will examine the role of media in ministry development and the role of the minister in deploying effective media strategies for missional engagement.

P-CM502 – Interpersonal Skills (2 credits)

This course equips and develops in learners the interpersonal skills needed to carry out the broad sweep of ministry. Focus is given to the self-development of the learner in addition to development of techniques for relating to others.

P-CM511 – Homiletics (3 credits)

This course prepares the learner to conceive, research, plan, and publically present sermons that are persuasive, theologically and hermeneutically sound, and that nurture holistically(e.g., spiritually, intellectually, socially, and physically) the life of hearers.

P-WP521 – The Art of Worship Leadership

The Art of Worship Leadership will challenge learners to craft and deliver public experiences of worship that are contextually appropriate and reflect theological insight. Learners will demonstrate knowledge of worship practices, skills for working in teams to accomplish goals, and lead a worship experience. Professional critique is an expected part of course activities.

Proclamation

PR501 – Homiletics (3 credits)

Introduction to Homiletics is a course designed to serve as an orientation for the Student-Preacher to a general, but yet, critical understanding of the complicated task of preaching. This orientation focuses on four major areas of study that are intimately related to the conceptualization and performance of preaching. These areas include: (1) an examination of the interpretive history of preaching; (2) an investigation of preaching as a theological discipline; (3) an analysis of the major approaches to sermon preparation and delivery; and (4) an exploration of the issues and problems in contemporary studies of preaching. The goal of such a study is to better understand the practice of preaching. (Prerequisites: HB501, NT501, PR504)

PR502 - The Practice of Preaching (3 credits)

The Practice of Preaching (PR502) is designed to build upon the skills student-preachers developed in Introduction to Homiletics (PR501). Moving beyond a cursory knowledge of the theoretical and practical aspects of sermon development, student-preachers will continue to critically reflect upon the praxis of contemporary preaching by concentrating on specific areas of sermon design and development. These areas include: (1) a study of the practical implications of the discipline of rhetoric for the doing of homiletics; (2) hermeneutical approaches involved in the practice of preaching; (3) homiletical strategies for preaching and (3) contemporary issues and problems in the study of preaching. The goal of such a study is to better understand the practice of preaching. (Prerequisite: PR501)

PR503 - The Worshiping Church (3 credits)

As a theoretical and practical examination of Christian worship, the course considers the history, theology, and practice of various worshiping traditions, especially within the free church tradition. Interfaith and cross cultural perspectives on worship are explored. The course is

designed so that students might be better equipped to plan and lead worship. (Prerequisites: HB501, NT501, PR504, TH501, and CH501 or CH502 – Should be taken during final third of M.Div. program.)

PR504 - Biblical Exegesis and Hermeneutics (3 credits)

This course focuses on the art and science of biblical interpretation. It explores the various methods and presuppositions utilized for understanding and communicating the Bible. It also helps students develop the specific skills needed for interpreting the Bible. The professors of New Testament and Hebrew Bible often team teach this course. (Prerequisites: One HB and one NT course)

Theology

TH501 - Constructive Theology I (3 credits)

The first course in Constructive Theology introduces the learner to the discipline of theological reflection, its sources and methodology, and to the doctrines of Revelation and the Triune God. The purpose of the course is for the learner to become theologically articulate about the faith by which he or she lives in light of the breadth of Christian tradition. The course will stress the significance of theological formation and practice in the world and the church, for theology is ever concerned with life and ministry. (Prerequisites: 1 HB or NT and 1 CH)

TH502 - Constructive Theology II (3 credits)

The second course in Constructive Theology focuses on the doctrines of Creation, Humanity/Sin, Christ, Spirit, Church/Salvation, and Consummation. The purpose of the course is for the learner to become theologically articulate about the faith by which he or she lives in light of the breadth of Christian tradition. The course will stress the significance of theological formation and practice in the world and the church, for theology is ever concerned with life and ministry. (Prerequisites: 1 HB or NT, 1 CH and TH501)

Doctor of Ministry

Creative Leadership Program

V-DM611 – Shaping a Theology for Leadership and Spirituality (4 credits)

The learner will develop a theological construct from which a vision for personal and organizational spirituality and ministry might be developed. The construct will be informed by Trinitarian and missional theologies. This course utilizes the thread of: building upon a missional theology.

V-DM613 – Engaging the Power of Change (4 credits)

The learner will gain and improve the necessary skills for successfully guiding ministry innovation and entrepreneurship and for developing vision for effective and sustainable change. This course utilizes the threads of: building upon a missional theology and facilitating connectivity for intentional outcomes.

L-DM612 – Understanding Yourself and Others (4 credits)

Through personal assessments, practicing spiritual discernment, and designed learning engagement with others, the learner will enhance his/her abilities to empathize (i.e., observe, engage, and watch/listen) as well as encourage the development of others using mentoring and coaching. This course utilizes the thread of: promoting inclusion and coaching.

L-DM621 – Leading People and Organizations (4 credits)

The learner will discover and develop skills for building teams, assessing organizational systems, and leading corporate spiritual discernment. This course utilizes the threads of: promoting inclusion and equality and facilitating connectivity for intentional outcomes.

S-DM622 – Embracing Design Thinking (4 credits)

The learner will acquire design thinking skills and utilize them to provide innovative solutions in an organizational setting. This course utilizes the thread of: facilitating connectivity for intentional outcomes.

S-DM623 – Managing Ministry Resources (4 credits)

The learner will acquire and/or enhance skills for creating and managing budgets, raising funds, and developing ministry resources. The basics of grant-writing will be introduced and developed. This course utilizes the threads of: building upon a missional theology and promoting inclusion and equality.

C-DM631 – Capstone Design, Development, and Execution) (6 credit hours)

The capstone project will demonstrate integration of all the goals and outcomes through planning, executing, and evaluating an approved ministry project.

Doctor of Ministry Core

DM601 - Orientation to the D.Min. Program (0 credits)

The purpose of this seminar is to introduce the beginning D.Min. student to the Doctor of Ministry program of study. An effort will be made to acquaint the student with facilities on campus which support his or her study while at Central Baptist Seminary. Also, the student will be made familiar with the requirements for the D.Min. degree as outlined in the Handbook. The student will be expected to write a paper regarding his/her concept of where he or she is in fulfilling God's call in ministry, and to express insight into his or her personality and leadership practices. Finally, the student will be instructed as to the requirements of the project and the project report (dissertation).

DM602 – Leadership: Theology & Practice (3 credits)

This course provides core a theology of leadership and explores the practice of leadership in ministry. It also examines some of the basic leadership questions associated with building a missional church, in particular in the Korean immigrant contexts. Also studied are the biblical mandate of cross cultural competency, understanding of the current mission trends, and mission strategies in line with the understandings of these missions trends which will prepare students as missional church leaders in both domestic and cross-cultural contexts.

DM603 - Systems Thinking I (3 credits)

The systems theory of Murray Bowen and other psychologists has been adapted for ministry in ways deemed useful for congregational analysis and for pastoral care and counseling. This course will provide a foundation for thinking systemically, while Systems Thinking II will build on that foundation so as to enable theory to become practice in missional action with congregations and/or the care of congregants and their families.

DM609 - Incarnational Theology (3 credits)

This seminar prepares learners for developing the theological section of their project dissertation (DM611). Students explore topics such as life mapping, personality, leadership style, spiritual giftedness, and discipleship to guide them in extensive self-reflection and evaluation of their pastoral identity in regard to their ministry and experience for the purpose of enhancing leadership effectiveness. Participants develop skills for theological reflection in relation to the practice of ministry and for integrating previous theological training with ongoing learning and experience.

DM610 - Research Methods and Project Design (3 credits)

In this seminar students will present to the class members a draft copy of their prospectus for the project dissertation. The intent of this seminar is to provide participants with assistance in the implementation of their project dissertation design, as well as assistance in engaging in the writing of the prospectus.

DM611 - Project Dissertation (6 credits)

The student will prepare an acceptable project dissertation describing the process she or he went through in deciding what project of ministry was most desirable for the place of ministry served, the primary sources used for researching the project, the theological reflection involved in the project, a description of the carrying out of the project and a critical analysis of the total project. This project dissertation will be written in acceptable style according to Turabian, 7th edition.

MC602 - Mentoring and Cohort Groups in Missional Church Ministries (3 credits)

This seminar integrates an understanding of a theology of ministry praxis and spiritual formation with an understanding of research and best practice of discipleship training and vocational development. Learners will acquire conceptual frameworks for equipping missional church leaders (laity and vocational) through modeling, mentoring, teaching, and developing learning communities for competency, accountability and support. Topics will include coaching practices, social networking, and equipping learners to practice their ministerial vocations through guided missional engagement.

MC604 – Special Topic in Missional Church (3 credits)

This seminar is structured as a travel course that allows the student to spend concentrated time with a congregation that is seeking to be a missional church. Participants will identify and develop a supportive and informative network of missional leaders and resources. Normally students will spend a week on-site with the congregation in addition to completing relevant readings and written assignments.

MC605 - Creating Mission-Minded Congregations (3 credits)

This seminar employs insights from the fields of missional church engagement, transformation, and church effectiveness to guide students in the developing of their understanding of the church in relation both to the triune God and to all creation. Theological resources from

ecclesiology, soteriology, and missiology are utilized to help students formulate a working theology of the missional church within their congregation and ministry context.

MC606 - Congregational Development of New Faith Communities (3 credits)

This seminar seeks to help prepare students for launching new missional faith communities and innovating new missional initiatives that are organically related to the existing congregation. Topics include theological foundations for multiplying mission by multiplying missional faith communities, designing effective strategies to carry out this type of ministry, and examination of successful contemporary approaches. Learners will research the dynamics of mission team formation and design in order to initiate a mission team within the context of their ministry.

MC607 – Transformational Ministry & Adaptive Change (3 credits)

It is a basic assumption of this seminar that in the rapidly changing contexts of the twenty-first century, no institution, the church included, is exempt from the need for intentional transformation. This seminar seeks to help students to develop a theological framework for leading a congregation through a missional process of vitalization that mutually impacts the church and its host-community. Students will investigate models of transformation based on incremental change and emerging models of transformation in response to rapid and discontinuous contextual change. Major topics to be covered include the effect of both incremental and discontinuous change on organizational revitalization, strategic planning, and organizational development. Students will use their own ministry contexts to develop skills in recognizing an organization's readiness for change, its adaptability to rapid change, analyzing a congregation's context, formulating an organization's values, purpose, and vision, setting missional priorities, and developing an infrastructure that is responsive to issues of rapid contextual change and conflict.

MC608 - Community Analysis and Engagement (3 credits)

This seminar guides students in developing skills as leader/sociology researchers in the context of congregational and community ministry for the purpose of missional transformation. The seminar then aims to help the student lead his/her faith-community into a better understanding of the congregation's make-up, the activity of the Triune God at work in their host-community as well as in the broader world. Participants will receive tools designed to help congregations measure/assess and respond to the contextual changes in progress for missional ministry purposes. Topics will include the missional dynamics of church and cultural diversity, religious and philosophical pluralism, social class and economic status, and generational perspectives. Learners will conduct a comparative demographic analysis of their congregation and community and propose a strategy for a missional response.

MC609 - Entrepreneurial Ministry (3 credits)

This seminar guides students in developing an understanding of the nature of enterprise and entrepreneurship as key elements of contemporary economic systems and explores the roles of innovation, technology, and their own efficient management to initiate and sustain faith communities capable of resourcing their mission amid these forces. The seminar provides concepts and tools needed by students to improve the missional effectiveness of their venture or organization. Students also learn about and apply principles and strategies to achieve higher levels of innovation. Major topics to be covered include working beyond the limitations of budget and personnel, the subject-object relationship of mission and service, asset mapping, partnership and collaboration, finding resources in the field, increasing support and engagement in the mission of the church, as well as the dynamics of "tent-making" mission support.

MC610 - Conflict Transformation and Peace Building (3 credits)

Based on a model of peace-building developed in South Africa, this seminar introduces key concepts, methods, and skills of conflict transformation while providing an overview of the mediation process. The intent is to equip individuals to deal constructively with conflict in their own lives and relationships, institutions, churches, and communities. Attention also will be given to methods in which these perspectives-skills can be taught to persons within one's community. There will be opportunity for both personal and group reflection-exploration of conflicts the participants are experiencing.

MC611 - Worship and Preaching in Missional Congregations (3 credits)

This seminar focuses on the theology and practice of communal worship, which celebrates the transcendent and immanent nature of God. Learners will investigate the influence of the mission of God on the form and practice of worship. On a graduate level, special attention will be given to contextualized shaping of worship gatherings, historically rooted spiritual practices and disciplines, and homiletics which exegetes scripture, the contextual setting, and the human condition in light of the faith community's missional engagement.

Myanmar Studies**DM1011 - Bible and Ministry in Contemporary Setting**

In this course the student will develop the skills needed to interpret and apply biblical teachings in contemporary ministry settings. The student will build upon masters level hermeneutical foundations to advance interpretative and application skills capable of empowering ministry applications in new and complex situations and that are conducive of the healthy development of individuals and congregations.

DM1012 - Theological Reflections on Major Doctrines

This course will review the historical development of major Christian doctrines such as the doctrines of God, Christ, the Holy Spirit, the Trinity, salvation, and sin, with a focus on contextual theological reflection. The student will investigate the contextual nature of Christian doctrine as it has developed out of historical situations always with the intent of solving standing issues. The student also will discover the tentative nature of theological doctrine, functioning not as a finished product but continuing to need reinterpretation and theological reflection throughout the course of history as contexts change. Finally, the student will learn to apply the insights of this reflection in contemporary ministry situations where new knowledge and human experiences generate new issues that demand fresh theological reflection.

DM1013 - New Ways of Being Church

This course will explore methods of ministry, practice, and organization that will help people to experience church as a loving community of women and men. Students will discover and reflect upon the impact of changes in the church's structure, forms of ministry and worship, and gender roles since the first century C.E. They also will analyze the dynamics of shifting power structures in the church, including ecclesiastical hierarchy and patriarchy, and consider how traditional structures have served to marginalize women, youth, children, people with disabilities, and the poor. Students will explore ways in which the structures and practices of worship, spirituality, and Bible study contribute to the modern church's sense of loss of mission resulting in lack of vitality and loss of authority in society. [Incorporates DM1042]

DM1014 - How to Lead and Teach: Christian Education in Myanmar Today

This course is designed to formulate a guideline for a comprehensive and contextualized Christian education for Myanmar churches that will contribute to the formation of healthier

congregations. The student will examine the meaning and practice of Christian education among Myanmar's churches by reconsidering the definition and goals of what is meant by Christian education, evaluating the approaches utilized, and exploring the challenges to Christian education presented by the Myanmar context. On the basis of these insights the student also will consider issues surrounding Christian education and leadership formation in Myanmar. Finally, the student will evaluate the practices of Christian education and leader formation in her or his own ministry context in light of their implications for congregational health.

DM1021 - Role of Minister in Multi-Cultural Context

This course will train students for the ministries of worship, preaching, pastoral care, and spiritual formation in Myanmar's multi-cultural context. The student will explore ways in which global issues are impacting Myanmar society, together with the ministry demands that emerge as a result. The student also will evaluate the multiple roles ministers assume in these settings and learn how to develop healthy ministries capable of meeting the challenges of this increasingly complex society.

DM1022 - Ministerial Ethics

In this course the student will explore the ethical dimensions of attitude, behavior, and accountability in relation to the exercise of leadership within a variety of ministry contexts. Topical applications of theological ethics to ministry practices and situations will guide students in discovering how congregational health is related integrally to these qualities in a ministerial leader.

DM1024 - Mission in the Twenty-First Century

This course will evaluate new mission methods and strategies to determine their usefulness for the Myanmar context. The student will read recent books, magazines, and other literature to encounter and assess new missiological methods and strategies. The student then will develop skills for determining the value of an emerging method of mission and evangelism for a variety of Myanmar ministry situations. Finally, the student will explore the missiological methods employed in her or his own ministry context and consider which new methods and strategies might have value for enhancing that ministry.

DM1031 - How to Lead and Teach: Leadership & Administration for Myanmar Churches

This course will explore relevant leadership and administrative styles for the churches of Myanmar in the twenty-first century. Students first will investigate the concept of leadership, and then will study a variety of leadership styles modeled by selected outstanding world leaders, both secular and religious. Finally students will observe and critique the leadership and administrative practices employed in a variety of Myanmar organizations.

DM1032 - Church in a Pluralistic Religious Context

This course will explore the problems and challenges of religious pluralism that are encountered by the churches and Christian mission programs in Asia. Special focus is given to Myanmar.

DM1033 - Ecumenism for the Twenty-First Century

The course is designed to impart the student with a wider perspective on ecumenism. The student will learn the pilgrimage of ecumenism through its many conceptual and structural changes and transitions during the twentieth century and analyze the causes of these transitions. The student also will examine the contribution of both ecclesiastical and secular ecumenism to the churches, humanity, and the whole universe, at large. Finally, the student will consider ecumenical values and practices that hold potential for enhancing ministry in his or her

own context.

DM1034 - Pastoral Care and Counseling in the Global Context

In this course the student will develop the basic resources necessary for the ministry of pastoral care and the development of pastoral counseling skills. Students will know the meaning, principles, and techniques in counseling and will develop skills for their practical applications in the ministry of the church and its related community. Students will consider the complex interactions of biblical principles, human psychology, and other social science disciplines on the counseling tasks of the minister. Applications of these principles and skills will be focused upon the need of persons for help in the situations of death, dying, aging, depression, divorce, and job stress.

DM1041 - Transforming Society and Conflict in Ministry

This course both will introduce the student to the elements of relationship between social systems and power dynamics in corrupting a society and to discerning the sources of difficulty in his or her own behavior and how to improve them. The student will explore the issues of social justice and spirituality in social transformation that goes beyond the political processes of change. The student also will learn the processes that enable a society to restructure itself and that help communities to believe that they can find their way to change. Also, as part of the course the student will prepare and present case study materials and engage in interdisciplinary reflection and analysis that focuses on characteristics of his or her own “theory in practice” and how to improve it. The student will demonstrate the ability to receive and act on critiques of his or her own behavior within the classroom setting while learning to have some sense of theological viewpoints implicit in varied theories of action.

DM1044 - Research Seminar

The course will equip students with the basic knowledge of social research and related methods used. The student will discover the essential role of quality research in building a better world.

Pastoral Care

PC608 - Self Care and Stress Management for Ministers

This seminar will focus on principles and strategies of holistic self-care that empower clergy and other caregivers for healthy, vigorous, sustainable, long-term service. The process will be to apply converging themes from holistic health studies, stress management and burnout management research, meditation methods, and biblical theology. Participants will learn techniques of reducing and adapting to stress through relaxation, physical exercise, meditation, the development of spiritual practices/disciplines, particularly fitting their calling. Special attention will be given to the benefits of regular physical exercise and of the spiritual practice of humor.

ACADEMIC CALENDAR FOR 2018-2019

May 29	Ordinary term registration opens for new students
June 25	Ordinary term registration opens for current students
August 6	Korean Dept DMin Application Deadline
August 10	Ordinary term Application Deadline
August 20	Fall term begins (Korean Dept only)
August 20	Ordinary term New Student Orientation
August 27	Ordinary term begins
August 27	Fall term Add/Drop ends
September 3	Shawnee Offices closed (Labor Day)
September 4	Ordinary term Add/Drop ends
October 1	Lent term registration opens for new students
November 1	Spring term registration opens
November 5	Lent term registration opens for current students
November 19	Ordinary term ends
November 22-23	Shawnee Offices closed (Thanksgiving)
December 1	Lent term Application Deadline (including DMin)
December 10	Fall term ends
Dec 24 – Jan 1	Shawnee Offices closed (Christmas & New Year)
January 3	Lent term New Student Orientation
January 7	Lent term begins
January 7	Korean Dept DMin Application Deadline
January 14	Lent term Add/Drop ends
January 21	Shawnee Offices closed (MLK Day)
January 28	Spring term begins (Korean Dept only)
February 4	Spring term Add/Drop ends
February 4	Easter term registration opens for new students
March 4	Easter term registration opens for current students
April 1	Lent term ends
April 18	Easter term Application Deadline
April 19	Shawnee Offices closed (Good Friday)
April 29	Easter term New Student Orientation
May 1	Fall term registration opens
May 6	Easter term begins
May 7	Senior work due
May 13	Senior grades due
May 13	Easter term Add/Drop ends
May 17	Spring term ends
May 18	Commencement
May 20	Shawnee Offices closed (Commencement holiday)
May 27	Shawnee Offices closed (Memorial Day)
July 4	Shawnee Offices closed (Independence Day)
July 29	Easter term ends

Color Key: Semester terms Trimester terms All seminary schedule

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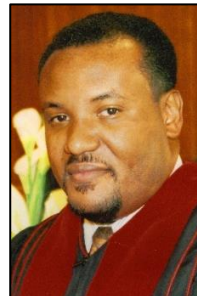
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Saeyee Yang – Academic Administrative Coordinator

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The Shawnee, KS campus phone number is 913-667-5100. Use the following extensions for information:

Admissions (ext. 111)
Alumni/ae Relations (ext. 108)
Business Office (ext. 110)
D.Min. Studies (ext. 131)
Enrollment (ext. 107)
Facilities/Maintenance (ext. 133)
International Student Office (ext. 107)
Korean Studies Department (ext. 120)
MA(TS) Office (ext. 119)
Library – front desk (ext. 125)
Office of Contextualized Learning (ext. 128)
Office of the Dean (ext. 109)
Office of Institutional Advancement (ext. 141)
Office of the President (ext. 121)
Receptionist (ext. 108)
Registrar (ext. 107)
Seminary Relations (ext. 108)
Student Accounts/Tech Support (ext. 123)
Student Billing (ext. 110)
Web/Social Media (ext. 103)
Writing Resources and Assistance (ext. 152)