

Student Handbook



Fall 2022 – Spring 2023



And daily in the temple, and in every house, they ceased not to teach and preach Jesus Christ. -Act 5:42

Dear Pastors and perspective students,

I believe that the Lord has led me to start an evening Bible Institute here at Bible Baptist Church in Fairfield. Our staff, deacons, and people here are behind this effort. Several solid, seasoned, and qualified local Pastors are also supportive and have volunteered their time to help teach college-level classes to help in this effort. The purpose of this Institute will be to provide high quality, inexpensive Bible training to help people better serve the Lord Jesus and fulfill their calling from God. Men who feel called to ministry will be able to train for ministry leadership locally. Men and women who want to be more knowledgeable ministry workers will be able to have advanced instruction as well. I hope the Lord returns soon. But if He continues to tarry His immanent return, it is imperative that we train another generation of leaders and workers.

God has specifically directed those of us who have been trained in Biblical ministry and doctrine to commit **"the same"** things that were committed to us to other faithful men (2 Tim. 2:2). Though our world is constantly changing, and some in Christ's service seem to want to change everything to suit our times, there are some things that should NEVER CHANGE. I am committed as a Pastor, and we are committed as an Institution, to identify the things that should never change, and teach those to faithful men who will one day be able to teach others also.

This Institution stands firmly on the changeless Word of God in our changing world. All of our teachers do more than just USE a King James Bible. Each of us BELIEVE the Bible we hold in our hand to be the preserved Words of God in the English language. This Institute will teach students why we believe that, as well as doctrines and practices that have characterized Biblical Churches and Biblical Christians for centuries.

Each student will be able to learn from instructors that have been proven in gospel ministries, while remaining active in their own local Church to learn from and be mentored by their own Pastors. I pray and hope that God will get much glory from this Bible Institute, and that His children will be helped to better understand the great Book and heritage that we have as Baptist people.

For Christ's sake,

Dr. Wallace A. Miller – Pastor of Bible Baptist Church

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STATEMENT OF FAITH

The Statement of Faith documented below is not an exhaustive description of our faith. The Bible itself (being understood to mean the King James Authorized Version) is the sole, authoritative and final source of all that we believe.

A. THE BIBLE FROM GENESIS 1:1 TO REVELATION 22:21 IS GOD'S WORD (2 Tim 3:15-17)

- It was inspired by God and given to man word for word exactly as God (its Author) intended. (2 Pet 1:20-21)
- It is without error on every subject on which it speaks. (Prov 30:5)
- It is preserved without error in the Greek Textus Receptus and Hebrew Masoretic texts. (Ps 12:6-7; Mat 24:35)
- It is preserved without error in the English language in the King James Version. (Ps 12:6-7; Mat 24:35)
- It is to be interpreted literally in context when a literal interpretation is possible
 - God created everything from nothing in six literal 24-hour days. (Gen 1-2)
 - God caused a flood that literally covered the whole earth in judgment. (Gen 6-8)
 - God sent a special fish to literally swallow Jonah and hold him for 3 days. (Jon 1-4)
 - All of the miracles recorded in the Bible occurred literally as they are described therein.
- The Bible (Scripture) is the final authority in all matters of doctrine and practice. (Mat 5:18; 26:54)

B. THERE IS ONE GOD WHO REVEALS HIMSELF IN THREE DISTINCT PERSONALITIES

There is one and only one living and true God (Is. 45:5). He is the Creator, Redeemer, Preserver, and Ruler of the Universe. He is eternal and reveals Himself to us as God the Father, God the Son, and God the Holy Spirit (1 John 5:7). Each of these three distinct personalities exists without division of nature, essence, or being. God is sovereign (Eph 1:11), all-powerful (Jer 13:17), all-knowing (Heb 4:13), and present in all places at the same time. (Ps 139:7-12)

GOD THE FATHER

- God is a Father (Gal 4:6) to all those who become His children by the new birth. (John 3:3,7)
- God as a Father disciplines His children. (Heb 12:6)
- God as a Father both loves (1 John 3:1) and forgives His children. (Eph 4:32)

GOD THE SON

- Jesus Christ was God manifest in human flesh. (1 Tim 3:16)
- Jesus Christ existed from eternity past. (Mic 5:2)
- Jesus Christ was the instrument used by God the Father to create the world. (John 1:3; Col 1:16)
- Jesus Christ was born of the virgin Mary. (Mat 1:21-25)
- Jesus Christ lived a perfect and sinless life. (Heb 4:15)
- Jesus Christ died on the cross for our sins. (Rom 5:8; 1 Cor 15:3)
- Jesus Christ rose bodily from the dead after three days. (1 Cor 15:4)
- Jesus Christ ascended up to heaven and is seated at the right hand of His Father. (Acts 1:9; Heb 12:2)
- Jesus Christ is the only mediator and intercessor between God and man. (1 Tim 2:5; 1 John 2:1)

GOD THE SPIRIT

- The Holy Spirit (the Spirit of God) is fully divine. (Acts 5:3-4)
- The Holy Spirit inspired men of old to write the Scriptures which are the Words of God. (2 Pet 1:20-21)
- The Holy Spirit illuminates men to understand the Scriptures. (John 14:26; 1 John 2:27)
- The Holy Spirit bears witness to and exalts Jesus Christ. (John 15:26; 16:14)
- The Holy Spirit convicts men of sin, righteousness, and judgment. (John 16:8)
- The Holy Spirit baptizes every believer into the body of Christ the moment they are saved. (1 Cor 12:13)
- The Holy Spirit seals each believer until the day of their redemption from this earth. (Eph 4:30)
- The Holy Spirit comforts believers and has given each believer at least one spiritual gift. (1 Cor 12:7)

We believe that the spiritual gifts of prophecy (in the sense of predicting the future), knowledge, healing, and tongues are NOT available to us today (1 Cor 13:8-11). While the spiritual gift of healing passed away with the completion of the Scriptures and the passing of the last Apostle, we still believe that God heals in answer to earnest prayer according to His own will. (Jam 5:14-16)

C. SALVATION IS BY GRACE THROUGH FAITH IN JESUS CHRIST (Eph. 2:8-9; John 3:16)

- Jesus Christ is the only way of salvation. (John 14:6; Acts 4:12)
- Every individual must be born again by receiving Jesus Christ as Savior to be saved. (John 1:12; John 3:3,7)
 - Salvation is available to every individual who would accept it. (Rev 22:17; Rom 10:13)
- Personal faith in Jesus Christ is God's only plan for man's salvation (Rom 11:6; Gal 1:8)
 - Good works will not and cannot save anyone. (Tit 3:5; Rom 3:20)
 - Religious 'good works' like baptism, Lord's supper, and Church membership cannot save anyone.
- Salvation is eternally secure and unchanging for those who have it. (John 6:37, 10:28-29; 1 Pet 1:5)
- Salvation (the new birth) makes an individual a child of God. (John 1:12; John 8:44)

D. MAN WITHOUT JESUS CHRIST IS SPIRITUALLY DEAD AND LOST IN SIN (Eph. 2:1,5; Luke 19:10)

- Man was made in the image of God. (Gen 1:26-27)
- Man choose to sin and marred the image of God. (Col 3:10; Rom 3:23)
- All people since Adam have been born with a sinful nature. (Eph 2:3)
- All people (with 'normal' intellect) since Adam reach a time when they also sin by choice. (Rom 3:10,23)

E. THE CHURCH IS A LOCAL BODY OF BELIEVERS (Rom 16:3-5; Acts 9:31; Gal 1:2)

- The Church is a called-out assembly of believers. (Acts 1:13-14; 2:41; 19:9)
 - Every believer is a priest with personal access to God. (Rev 1:6; Heb 4:16)
 - Every believer is personally accountable to God with personal liberty. (Rom 14:12; Gal 5:1,13)
 - Those outside the local Church ought to be free to believe and follow God as their conscience would lead them without fear of harm to person or property by the government or the local Church.
- The Church is NOT all believers (universal) until all believers one day assemble together in heaven. (Heb 12:22-24)
 - This is one of the reasons that the word is used in plural form (**churches**) thirty-seven times in the NT.
- The Church has the right/duty to control its own business & membership. (Acts 18:27; 1 Cor 5:1-5, 13; 2 Cor 2:6-8)
- The primary mission of the Church is three-fold: (Mat 28:18-20)
 - To teach and preach the gospel of Jesus Christ so individuals can believe and be saved
 - To baptize those who have received Jesus Christ as Savior
 - To teach those believers what Jesus taught
- The founder of the Church was Jesus Christ. (Mat 16:17-18)
 - Christ started His Church sometime between Mat 16:18 (future tense) and Mat 18:17 (present tense)
 - This is the reason those saved and baptized on Pentecost were **“added”** to the Church. (Acts 2:41)
 - Christ builds His Church on personal confessions of Him and His identity as the Son of God. (Mat 16:16)
- Believers are supposed to regularly assemble with (Heb 10:25) and love (Eph 5:25) the Church.
- The local Church is to administer and teach both Biblical ordinances to its membership.

F. THE CHURCH HAS TWO ORDINANCES (BOTH OF WHICH ARE SYMBOLIC)

Keeping both Church ordinances properly is a part of Christian obedience to Christ. (Mat 28:19-20; 1 Cor 11:23)

1. BAPTISM OF BELIEVERS (Acts 2:41, 8:12, 10:47-48, 16:30-33, 18:8)

- Baptism does NOT impart grace or salvation to the participant—it is symbolic. (Eph 2:8-9; Tit 3:5)
- Bible baptism is by immersion after a personal confession of faith in Jesus Christ. (Acts 8:35-38)
- Bible baptism serves three purposes in addition to a public profession of the participant’s faith in Jesus Christ.
 - Baptism is an act of obedience to the commandment of Christ. (Mat 28:20; Acts 10:48)
 - Baptism symbolizes the death, burial, and resurrection of Christ. (Col 2:12; Rom 6:4-5)
 - Baptism identifies the participant with the doctrine and ministry of who baptized them even as Christ identified Himself with John the Baptist, John’s message, and John’s ministry in His baptism. (Mat 3:13-17)

2. LORD'S SUPPER (1 Cor 11:23-30)

- Lord's Supper does NOT impart grace or salvation to the participant—it is symbolic (Eph 2:8-9; Tit 3:5)
- Lord's Supper is a symbolic remembrance of the broken body and shed blood of Jesus Christ. (1 Cor 11:24-25)
 - His body is symbolized by unleavened bread, His blood is symbolized by unfermented fruit of the vine.
- Lord's Supper is celebrated quarterly at Bible Baptist Church.
- Lord's Supper is celebrated with only our members at Bible Baptist Church. (Mat 26:20-30)

G. THE CHURCH HAS TWO OFFICES (BISHOP and DEACON) (1 Tim 3:1-13)

- "**Bishop**", "**elder**", and "**pastor**" refer to different aspects of the same office in the Church. (1 Pet 5:1-2; Acts 20:17,28)
- The bishop under God and the Scriptures is the authority in each local Church. (Heb 13:17; Rev 2:1,8,12)
- Deacons are servants of God, the Church, and the bishop, who through faithfulness and wise use of their office are given special respect and boldness in the faith. (1 Tim 3:13)
- Only qualified men are valid candidates for the office of bishop and deacon. (1 Tim 2:12; 3:2,12)

H. THE CHURCH IS TO BE SEPARATE FROM ANY GOVERNMENT (Mat 22:21; Rom 13:1-7)

- The Church is not to control any local, state, or national government.
- The local, state, and national government are not to control any Church.
- Members of the Church should do their part as citizens to promote justice, freedom, the value of life, and righteousness in government whenever possible.
- The Church is not to be controlled by any association, fellowship, convention, or denomination (see E).

I. JESUS CHRIST WILL LITERALLY RETURN TO THE EARTH (John 14:3; Acts 1:11)

- The 1st phase of His return will be in the air **prior** to the 7-year Tribulation for Israel. (1 Thes 4:16-18)
 - This part of His return is commonly called the "**rapture**".
 - Raptured believers will then experience the Judgment Seat of Christ. (2 Cor 5:10-11; Rom 14:10-12)
- The 2nd phase of His return will be to the earth **after** the 7-year Tribulation for Israel. (Rev 19:11-16; Zec 14:1-4)
 - Christ will then establish a literal 1,000-year kingdom of peace on earth. He will reign in power and glory from Jerusalem with Israel as the head of all nations. (Rev 20:4; Rev 19:15-16; Isa. 24:23, 60:11-12)
 - After the 1,000 year kingdom unbelievers will then face judgment at the "**Great White Throne**". (Rev 20:11-15)

J. HEAVEN AND HELL ARE LITERAL PLACES

- Hell is a literal PLACE with literal fire where people who did NOT receive Jesus Christ as Savior during their life go and consciously remain for eternity. This begins immediately following their death. (Luke 16:19-31; Rev 20:15)
- Heaven is a literal PLACE of literal bliss where people who DID receive Jesus Christ as Savior during their life go and consciously remain for eternity. This begins immediately following their death. In that place there will be no more sin, sickness, pain, death, or suffering. (John 14:1-3; Rev 21:3-4)

K. THE CHRISTIAN AND SOCIAL ORDER

All Christians are under obligation to seek to make the will of Christ supreme in their own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, vice, all forms of sexual immorality—including adultery, homosexuality, and pornography. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, polygamy, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. We believe that the only legitimate marriage is the joining of one man and one woman. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the physical or mental well-being of the mother are acceptable. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends, Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

Ex 20:3-17; Lev 6:2-5; 18:20-23; 20:13; Deut 27:17; Ps 101:5; Mic 6:8; Zec 8:16; Mat 5:13-16,27-28,43-48; 22:36-40; 25:35; Mark 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Rom 1:24-28; 1 Cor 5:9-10; 6:1-7, 9-10; Col 3:12-17; 1 Thes 3:12; Jam 1:27; 2:8.

L. THE CHRISTIAN AND THE FAMILY

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one naturally-born man and one naturally-born woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His Church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to Biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the Church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the leadership of her own husband even as the Church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to reverence her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values, to lead them through consistent lifestyle example and loving discipline, and to make choices based on Biblical truth. Children are to honor and obey their parents.

We believe that God disapproves of divorce and intends marriage to last until one of the spouses dies. Although divorced and remarried persons or divorced persons may hold positions of service in the Church and be greatly used of God for Christian service, they may not be considered for the offices of pastor or deacon.

Gen 1:26-28; 2:15-25; Ex 20:12; Deut 6:4-9; Jos 24:15; Ps 127; 139:13-16; Prov 1:8; 6:20-22; 12:4; 13:24; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; Ecc 4:9-12; 9:9; Mat 5:31-32; 19:3-12; Mark 10:6-12; Rom 7:1-3; 1 Cor 7:1-16; Eph 5:21-33; 6:1-4; Col 3:18-21; 1 Tim 3:2,12; 5:8,14; Tit 1:6; 2:3-5; Heb 13:4; 1 Pet 3:1-7.

THREE-YEAR CURRICULUM PLAN FOR GRADUATION

YEAR ONE

Semester ONE

Bible Doctrine 1 (Pastor Miller)
Life of Paul (Joe Klawitter)
New Testament Epistles 1 (Pastor Wilson)
English Bible Versions (Josh Miller)

Semester TWO

Bible Doctrine 2 (Pastor Miller)
Old Testament History (Joe Klawitter)
New Testament Epistles 2 (Pastor Wilson)
America's Founding Fathers and the Bible (Matt Hinkle)

YEAR TWO

Semester ONE

Bible Doctrine 3
Life of Christ
Bible Prophecy 1
Church History 1

Semester TWO

Bible Doctrine 4
Second Man – Following the Leader
Bible Prophecy 2
Church History 2

YEAR THREE

Semester ONE

Pastoral Theology
Major Prophets
Hermeneutics
Biblical Creationism

Semester TWO

Homiletics
Cults and World Religions
Pentateuch
Minor Prophets

STUDENT INFORMATION

STUDENT CONDUCT

Students of the Bible Baptist Bible Institute are expected to maintain a standard of conduct and dress as becoming "examples of believers". This conduct should bring praise and glory to God, model Bible separation from the world unto God, and adorn the gospel of Jesus Christ. Male students preparing for ministry and taking classes for credit are required to wear ties, collared shirts, and dress pants to all classes. Female students preparing for ministry and taking classes for credit are required to wear loose-fitting knee-length dresses or skirts, with blouses or tops that do not show any cleavage. Students auditing classes should dress in modest, business-casual clothing.

FACULTY

No institution will be any better than the faculty who teach there. All teachers will be men who have been called of God, and proven by years of preaching, pastoring, teaching, and winning souls to Christ. All teachers will wear ties, collared shirts, and dress pants while they are teaching. It is expected that all faculty will teach doctrine consistent with the doctrinal statement of this institution. It is also expected in a college class-room setting that other doctrines and practices will be discussed.

TEXT BOOKS

The text books for each class will be provided for students included in the cost for each class. Most text books will be spiral-bound books. It is expected that each student will bring their Bible to each class, either a laptop or note pad to take notes, as well as the appropriate text book. It is suggested that every student try to obtain a study Bible, and computer software with a good search engine, Bible Dictionary, and Concordance.

TIME AND PLACE OF CLASS

All classes will be held at the facilities of the Bible Baptist Church in Fairfield. Classes will be on Monday and Tuesday evenings and will begin at 6:30pm and 8:00pm. Classes will start on time with the assumption that every student will be present for every class in which they are enrolled. If you are unable to attend any class, it is expected to let the teacher know in advance that you will not be there that night.

ATTENDANCE

In-Person Students: More than 2 absences for any reason other than scheduled church events will result in no credit for the class. Even though you are expected to watch a missed class online, the watching of that class will not be counted in place of an absence. It is your responsibility to watch the video for the respective class as well as making sure that you get any homework, study guides, or tests from the teacher. It is not the teacher's responsibility to get that information to you.

Online Students: You are expected to complete the class on-pace with in-person students.

ASSIGNMENTS

In-person students must type or legibly (to the instructor) hand write all assignments and present them in class to their instructor and present them in class to their instructor. It is unacceptable to email your assignments and/or place responsibility on the instructor to print your assignments for you.

Online students: Assignments should be emailed as a pdf or word document to the instructor. Homework and all other assignments are due the same day as in-person student assignments are due. The penalties for late assignments will be enforced on all assignments turned un after their due date.

TUITION

Each Class in which a student enrolls will cost \$60.00 per class unless the classes are paid in full prior to the first class. Payment can be made on-line on the Bible Baptist web site, or it can be made by check to one of the Pastors at BBC. Please make your checks out to "Bible Baptist Church" with "Bible Institute" in the explanation.

CLASS PLAN

Students who complete all 24 semester classes with passing grades will graduate and receive a Graduation Certificate upon finishing up their class requirements. Students who do not seek to graduate may take these college-level class to "audit" them, or as a full-participation college class with no plan to "graduate". A student's intention to take the class for "credit" or as an "audit" needs to be declared at the beginning of the semester to the teacher.

GRADING SYSTEM

Each class will have reading assignments, quizzes, tests, and homework as is deemed appropriate, assigned, and graded by each individual teacher. The grading system will be as follows:

| | | |
|--------|---|-----|
| 95-100 | A | 4.0 |
| 85-94 | B | 3.0 |
| 75-84 | C | 2.0 |
| 65-74 | D | 1.0 |
| 00-64 | F | 0.0 |

ENROLLMENT

Each new student will be expected to fill out an application included in this packet which includes a written testimony of the student's salvation experience, and a letter of recommendation from their pastor. All student enrollment and class enrollment must be completed in writing by email to wmler@biblebaptistfairfield.com. Books and space in each class will be distributed in the same order as payment and written confirmation of your attendance is received.

COURSE DESCRIPTIONS

BAPTIST CHURCH POLITY

The word “polity” refers to government and administration. This course examines the Bible reasons “WHY” our Church does what it does in the way that it does. After a thorough review of the doctrine of the New Testament Church and Baptist distinctives, there will be a doctrinal and practical consideration of the church offices, ordinances, administration, finances, government, discipline, life, music and worship, inter-church relationships, etc. The course will conclude with a study in comparative polity.

BIBLE DOCTRINE

A detailed study of the doctrines taught in the Word of God. The course will cover the ten basic units of systematic theology — Bibliology, Theology Proper, Christology, Pneumatology, Anthropology, Hamartiology, Soteriology, Ecclesiology, Angelology, and Eschatology. Students will be thoroughly grounded in Baptist beliefs which rest solidly upon the clear teachings of Scripture. *“If it’s Bible, it’s Baptist! If it’s Baptist, it’s Bible!”*

BIBLE PROPHECY

A detailed study of all the major prophetic themes in the Bible, including a study of the major prophetic Books and passages. This course will set forth a defense of Pretribulational Premillennialism in the context of a thorough examination of other interpretive viewpoints.

CHURCH HISTORY

A thorough study of the history of New Testament churches, set against the background of the history of Christendom.

EXPOSITORY BIBLE TEACHING

A course on “how to study and teach the Bible” which covers the laws of hermeneutics, methods of Bible study, and the preparation and delivery of expository studies. Students will be required to outline the Book of I Corinthians and teach one chapter to the class.

HOMILETICS

A course in the preparation and delivery of Bible messages. Men will be instructed in how to prepare topical, textual, and expository sermons, and will also gain practical experience by actually preaching their messages throughout the year.

LIFE OF CHRIST, THE

A complete survey of the four Gospels, designed to give the student a working knowledge of the life and ministry of the Lord Jesus Christ.

LIFE OF PAUL, THE

A detailed study of the life, ministry, and missionary methods of the the apostle Paul as found in the Book of The Acts. A synopsis of the Pauline epistles is included.

MANUSCRIPT EVIDENCE

The basis of all Bible versions is the underlying text from which they were translated. This course provides a detailed, objective study into the doctrines of inspiration and preservation, accompanied by historical and manuscript inquiries, demonstrating that the Authorized, King James Version of 1611 A.D. is the preserved Word of God in the English language.

NEW TESTAMENT EPISTLES

A detailed study of the Pauline and General epistles, giving consideration to their writer, date, occasion, purpose, canonicity, key words, and homiletic and pastoral features. A broad outline of each epistle is presented, together with a study of any difficult and controversial passages contained therein.

OLD TESTAMENT HISTORY

A complete survey of the Old Testament, designed to give the student a working knowledge of the historical record from Genesis through Esther. Since the *"New is in the Old, concealed — and the Old is in the New, revealed"*, this course of study lays a necessary foundation for the understanding of the whole Bible.

PASTORAL THEOLOGY

A specialized course for men planning on entering the ministry, dealing with the various aspects of the ministry as it applies to the pastorate. This course covers many personal and practical aspects of the ministry, such as: the call and qualifications of a man of God; his personal and family life, his church and professional ethics; special pastoral duties — visitation, counseling, weddings, funerals, the administration of the ordinances, etc.; special meetings; and so forth.

TEXTBOOKS

REQUIRED TEXTS:

All required books are included in the cost for each class. The following supplementary texts are required for certain courses of study using Bible Baptist Church Publications curriculum:

Old Testament History:

A Survey of Israel's History

by: Leon Wood
Academie Books (a division of Zondervan)
Christian Book Distributors

Church History:

A Concise History of the Baptists

by: G. H. Orchard
Bogard Press

The Trail of Blood

by: J. M. Carroll
Challenge Press

Homiletics:

The Preacher & His Preaching

by: A. P. Gipps
ECS Ministries
D&K Press

Baptist Polity:

Principles & Practices for Baptist Churches

by: E. T. Hiscox
Kregel (reprint)

Pastoral Theology:

Lectures to My Students

by: C. H. Spurgeon
Revell
Christian Book Distributors

BOOK SUPPLIERS

If these texts cannot be obtained through your local Christian book store, the following suppliers may help:

ECS Ministries

P.O. Box 1028,
Dubuque, IA 52001
1-563-585-2070
ecsorders@ecsministries.org
www.ecsministries.org

Christian Book Distributors

P.O. Box 7000,
Peabody, MA 01961-7000
1-978-977-5000
orders@chrbook.com
www.christianbook.com

D&K Press

P.O. Box 2245,
Castro Valley, CA 94546
1-800-777-8839
1-510-881-1173 — fax
dkpress1@aol.com
www.dkpresschristianbooks.com

Challenge Press

Lehigh Valley Baptist Church
Emmaus, PA
1-610-965-4700
www.challengepress.org

Kregel

Grand Rapids, MI
1-800-733-2607
1-616-451-4775
kregelbooks@kregel.com

The Sword of the Lord

Murfreesboro, TN
1-800-251-4100

Baptist Sunday School Committee & Bogard Press (Texarkana, Texas)

1-800-264-2482
1-903-792-8128 — fax
bssc@abaptist.org

GUIDE TO PRESENTATION OF ASSIGNMENTS AND PAPERS

Each student should read and thoroughly acquaint himself or herself with the requirements set out below. Papers not conforming to these standards are liable to rejection or down-grading.

LAYOUT:

1. All papers and assignments should be typed using a word processor.
2. Papers should be typed as follows:
 - A. Double-spaced.
 - B. 1" margins all around.
 - C. Standard letter size paper.
 - D. Pages must be numbered.
3. The first page should contain the following information:
 - A. Class name.
 - B. Lecturer's name.
 - C. Topic.
 - D. Student's name.
 - E. Due date.

Note: Fancy title pages are not required.

PREPARATION:

1. Read the topic for the paper (or the questions being asked) carefully. Exactly what is being asked? What is the point?
2. When a longer paper is required, such as an essay, make an outline of your work before writing.
3. How does scripture bear on this assignment? If it does, check a concordance and gather together relevant texts. Never assume the instructor knows the scripture you quote.

PRESENTATION:

1. When papers require answers to questions, always couch the question in your answer. This will enable your answer to make sense at some later time.
Incomplete answers are unacceptable. For example:
 - *“Because he took his eyes off the Lord”* is an unacceptable answer — it makes no sense to the reader.
 - *“Peter began to sink because he took his eyes off the Lord”* is acceptable — it makes sense by containing the obvious question (“Why did Peter sink?”) within the answer.
2. Write concisely. When the lecturer specifies the amount of words required in a paper, this is usually a guide as to what he expects. Your goal is not to achieve the exact number of words, but to answer the question accurately and as thoroughly as the number of words indicates.
3. Always relate your conclusions to the topic of the paper. Keep checking to ensure you have not gotten off the point.
4. Pay strict attention to spelling, grammar, and punctuation. A word processing program will usually assist you with this.
5. If you utilize quotations from any source, full credit must be given. This includes (when known) the author, title, publisher, date, and page numbers.
 - A. Plagiarism (the unacknowledged use of someone else’s work) is stealing.
 - B. Please observe any copyright restrictions.
 - C. Be very cautious with information gathered from off the worldwide web (internet).
6. Do not “waffle” in order to fill space or achieve a word count. This usually indicates a lack of study or thoroughness.
7. Your paper may be E-mailed to your instructor in lieu of submitting a printed copy.

BOOK REPORTS

Students should be assigned several book reports over the course of their academic training. Books selected should cover areas of doctrine, ministry, issues, evangelism, and biography. The following instructions will guide the student in producing a thorough report.

The specific questions should be composed by the lecturer after he has read the book, and be taken from all points in a way that will cause the student to actually read (not skim) the book.

BOOK REVIEW FORMAT

To compose your written review, follow this five-part format as a guide — keeping in mind that some sub-points may not necessarily apply.

Your review should be typed, double-spaced.

Plagiarism is stealing. If you include material from the book in your review, use quotation marks to indicate that it is not your work. Should you refer to another book, article, or review, remember that any material you use should be properly cited.

Be sure to use proper English grammar when writing sentences.

I. BIBLIOGRAPHIC INFORMATION:

- a. Title of Book.
Write the title of the book. If it was previously published under a different title, make mention of that as well.
- b. Author.
 - i. Author's name.
 - ii. Author's bio — one small paragraph mentioning country of birth/residence, religious affiliations, credentials, accomplishments, etc.
- c. Publisher.
 - i. Name of current publisher — include country and city.
 - ii. Name(s) of any former publishers.
- d. First Published — the year the book was first published.
- e. Edition read — the edition and/or year of the book you actually read.
- f. ISBN.

g. Genre — what kind of book is it? e.g.:

- i. Commentary.
- ii. Biography, autobiography.
- iii. Didactic (teaching, doctrinal, treatise).
- iv. Inspirational, motivational.
- v. Methodology.
- vi. Reference, research.
- vii. Fiction.
- viii. etc.

You may find yourself using a combination of descriptions.

II. BOOK REPORT:

This constitutes your written summary of the book.

- a. Thesis — state what the point or thrust of the book is. What is the author trying to get across? (There may be more than one main point.)
- b. Development — a brief outline of how the author proves or presents the thesis. To arrive at this, you might:
 - i. List the chapter headings, with a one-line statement of what each is about.
 - ii. Ask and answer the question: "What does the writer say?"
 - iii. State how the book is organized and/or arranged.
 - iv. Note what points are emphasized.
- c. Questions:

In issuing this book report assignment, your instructor has submitted some questions for you to answer.

 - i. Write out the question.
 - ii. Respond to the question with a paragraph or two. (Be sure to use complete sentences.)

III. BOOK REVIEW:

This constitutes your written personal opinion of the book.

- a. Easy/Difficult to Read? Why?
- b. How would you rate the style of the book?
- c. How well does the book demonstrate the author's thesis?
- d. How persuasive is the book?

Does the author prove his point? How well?
- e. What is the bias of the book? (if any) For example:
 - i. Interdenominational?
 - ii. Liberal?
 - iii. Non-AV1611?

- iv. Universal 'Church?'
- v. Calvinistic?
- f. What do you see as shortcomings of the book?
 - i. Questions/Issues not fully addressed.
 - ii. Faulty assumptions.
- g. Would you recommend this book?
 - i. To whom?
 - ii. With what caution?

IV. BOOK RELEVANCE:

- a. How was this book helpful to your personal walk with the Lord?
- b. How was this book helpful to your ministry preparation?
- c. Do you believe you will read or refer to this book again? Why?

V. REVIEWER INFORMATION:

- a. Reviewed by: Your name.
- b. Date read: Month, year.
- c. Date submitted: Date.

BOOK REVIEW ASSIGNMENT

Using the attached "Book Review Format" instructions as a guide, prepare and submit a written book report on the following:

The Guide to Practical Pastoring by C. Sumner Wemp

Answer the following questions as per I.I.c.:

1. Complete the statement: "Men who need monuments...."
2. List the seven essentials of a successful pastor given in chapter 1.
3. Complete the statement: "You can't kill time without..."
4. List the 12 points under "How does one visit?" in chapter 8.
5. What is the "mystique about counseling that entices the natural mind?"
6. What is the "unpardonable sin of counseling?"
7. What should be the point of an "invitation" given during a funeral?
8. What is on the top and what is at the foot of the actually hill of Calvary?
9. What four things does a ceremony to dedicate children do?
10. What remarkable memory do people have of Dr. Charles E. Fuller?
11. What does the author say is an ulcer-causing sin for a pastor? Why?
12. List the four groups a pastor must be aware of in his audience.
13. Complete the statement: "The haves and the have-nots can be traced to..."
14. What approach to identify and greet visitors to a church meeting does the author suggest?
15. List the five things the author suggests will help "keep your enthusiasm" for the ministry.

DUE DATE:



ENROLLMENT FORM

Complete and remove next 2 pages if you have not registered online

NAME:

ADDRESS:

.....

TELEPHONE: (Home) (Work)

E-MAIL:

AGE: MARITAL STATUS:

I WISH TO ENROLL FOR THE FOLLOWING:

(Please check appropriate box)

- | | | |
|--|-----------------|--------------------|
| <input type="checkbox"/> New Testament Epistles 2 | (Pastor Wilson) | Mondays 6:30-7:50 |
| <input type="checkbox"/> Bible Manuscript Evidence 2 | (Pastor Love) | Mondays 8:00-9:20 |
| <input type="checkbox"/> Bible Doctrine 2 | (Pastor Miller) | Tuesdays 6:30-7:50 |
| <input type="checkbox"/> Old Testament History | (Joe Klawitter) | Tuesdays 8:00-9:20 |

I AM:

(Please check the appropriate boxes)

- Enrolling for full Bible Training Institute credit hoping to graduate
- Enrolling to audit classes only

PLEASE INDICATE BELOW THE EXPECTED EFFECTS OF YOUR EMPLOYMENT, MILITARY SERVICE, FAMILY LIFE, OR PERSONAL SCHEDULE UPON YOUR CLASS ATTENDANCE AND STUDY REQUIREMENTS:

Signed: Date :

(First time enrollment? Please complete the reverse side of this form)

ENROLLMENT INFORMATION

First time students only

1. Are you a High School graduate? Yes No
If not, what is the level of your education?
2. Are you a College graduate? Yes No
College(s) Attended:
Diploma(s) or Degree(s) earned:
Major(s):
3. Have you ever attended another church Bible Institute or a Bible college?
 Yes No
School(s) attended:
Diploma(s) or Degree(s) earned:
Major(s):
Diploma or Degree earned:
4. Have you made a full surrender of your life to the Lord in accordance with *Romans 12:1,2*?
 Yes No
5. What do you personally hope to gain from attending this Bible Training Institute?

6. On a separate paper, write your personal testimony of salvation and attach to this form when you turn it in.

— FOR MEN ONLY —

7. If married, is your wife also surrendered to the Lord's will? Yes No
8. Have you been called to preach? Yes No Uncertain
If "yes," what do you believe God's will or leading is for you? (*Pastor, evangelist, other, etc.*)

Carefully remove pages 22/23 from this book and give them to Pastor Miller to complete your registration if you have not already registered online