

Providence Bible College and Theological Seminary



Ministry Diploma-Certificate Program

“Connecting the Academy and the Pew!”

Catalog

2017-2018

3300 Tidewater Drive

P. O. Box 7224

Norfolk, Virginia 23509-0224

(757) 625-7996

www.pbcts.edu

“Providence Bible College and Theological Seminary is a religious institution exempt from state regulation and oversight in the Commonwealth of Virginia.”

This catalog contains current information regarding the calendar, admissions, degree requirements, fees, regulations, and course offerings. Providence Bible College and Theological Seminary reserves the right to withdraw courses at any time, change tuition, and other fees, change the calendar and rules regarding admission and graduation requirements and change any other regulations affecting the student body. Changes shall become effective whenever the proper authorities so determine and shall, at the discretion of such authorities, apply not only to prospective students but also to those who at that time are matriculated in the college.

Providence Bible College and Theological Seminary admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at the College. It does not discriminate by race, color, and national or ethnic origin, in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

TABLE OF CONTENTS

Letter from the Program Director6

 Academic Calendar7

 Admission/Registration Checklist9

Policies and Procedures10

 Vision Statement11

 Statement of Belief11

 Mission Statement12

 School Focus12

 Statement of Objectives13

 Statement of Affirmation14

 Educational Philosophy15

 Leadership Philosophy16

 History16

 Credentials16

 Attendance16

 Church Commitment17

 Course and Placement Information17

 Admission Policy17

 Readmission Policy17

 Graduation17

Financial Information	19
Program Tracks and Administrative Fee	20
Financial Aid.....	20
Veteran-GI Bill	20
Tuition Refund Policy.....	21
Registration Procedures	22
Diploma -Certificate Studies Track	23
Church Growth Studies Track	24
Pastoral Studies Track.....	25
Christian Studies Track.....	26
Course Descriptions	27
Teaching Faculty.....	33
Student Handbook.....	34
Student Records	35
Student Ranking.....	35
Attendance Status.....	35
Credit Hours.....	35
Student Transcripts.	35
Student Discipline Policy.....	36
Grading Policy	37
Plagiarism	37
Academic Standing	38

TABLE OF CONTENTS

Academic Standing38

Academic Counseling38

Transfer Credits38

Course Completion38

Tutorial Assistance.....38

Dress Code39

Lifestyle39

Code of Honor.....39

Board of Directors, Administration, Faculty40

Contact Administrative Information42

 Registration and Admission Information.....43

 Course Information43

 School Library Information43

 Admissions Checklist.....43

 Common School Terms Defined44

 Textbook Information47

 Disclaimer48

Letter from the Program Director

True Christian leaders look to the future to anticipate what the Lord might do, or they simply create the need and the environment in the present to seek His will before the future arrives. Why? They know the future is now and we have but a moment to prepare.

The fact that you have inquired about **Ministry Diploma Program** reveals you understand that preparing for God's work in the future begins now. Our **Ministry Diploma Program** is a cutting edge program that is committed to connecting the academy to the pew by preparing believers for ministry in the twenty-first century

The leadership of **Providence Bible College** believes the work of the church is the responsibility of the whole body. Our vision and approach to Christian education is founded on the simple belief that every believer should be equipped to express that faith through actions that make the Kingdom of God a reality in everyday life. The Apostle Paul's prayer puts the future into perspective when he wrote *"Now to him who is able to do immeasurably more than all we ask or imagine, according to his power that is at work within us, to him be glory in the church and in Christ Jesus throughout all generations forever!" (Ephesians 3:20)*

On behalf of the **Ministry Diploma Team** I personally invite you to start on your spiritual future now by joining with your brothers and sisters who are already working to develop their faith.

Yours in Service to Christ,

Larry V. Brayboy Sr., D. Min.
Diploma Program Director

Reginald C Woodhouse., D. Min.
Providence Bible College & Theological Seminary
President



Providence Bible College

2017-2018 Academic Calendar

FALL QUARTER 2017 SCHEDULE	September 5, 2017-October 23, 2017
Student Orientation/Registration Begins	August 21, 2017-September 01, 2017
Classes Begin	September 5, 2017
Deadline for adding courses	September 5, 2017-September 11, 2017
Deadline for dropping courses	September 12, 2017-September 18, 2017
Classes End	October 23, 2017
Columbus Day-Holiday	October 9, 2017
Veteran's Day-Holiday	November 10, 2017
WINTER QUARTER 2017 SCHEDULE	November 13, 2017-January 16, 2018
Student Orientation/Registration Begins	October 30, 2017- November 9, 2017
Classes Begin	November 13, 2017
Deadline for adding courses	November 13, 2017-November 17, 2017
Deadline for dropping courses	November 20, 2017-November 27, 2017
Classes End	January 16, 2018
Thanksgiving Day	November 23, 2017
Christmas Break-school closed	December 18, 2017-January 1, 2018
Martin Luther King, Jr. Holiday	January 16, 2018
SPRING QUARTER 2018 SCHEDULE	February 5, 2018-April 2, 2018
Student Orientation/Registration Begins	January 22, 2018-February 2, 2018
Classes Begin	February 5, 2018
Deadline for adding courses	February 5, 2018-February 9, 2018
Deadline for dropping courses	February 12, 2018-February 16, 2018
Classes End	April 2, 2018
President's Day Holiday	February 19, 2018
Spring Break	March 26, 2018-March 30, 2018
SUMMER QUARTER 2018 SCHEDULE	April 23, 2018-June 11, 2018
Student Orientation/Registration Begins	April 9, 2018- April 20, 2019
Classes Begin	April 23, 2018
Deadline for adding courses	April 23, 2018-April 37, 2018
Deadline for dropping courses	April 30, 2018- May 4, 2018
Classes End	June 11, 2018
Summer Break	June 18, 2018- September 4, 2018
Memorial Day Holiday	May 28, 2018
Commencement	June 3, 2018
FALL QUARTER 2018 SCHEDULE	September 4, 2018-October 22, 2018
Student Orientation/Registration Begins	August 20, 2018- September 1, 2018
Classes Begins	September 4, 2018
Deadline for adding courses	September 4, 2017- September 7, 2018

Deadline for dropping courses	September 10, 2018
Classes End	October 22, 2018
Columbus Day Holiday	October 10, 2018
WINTER QUARTER 2018 SCHEDULE	October 22, 2018-January 7, 2019
Student Orientation/Registration Begins	October 8, 2018-October 19, 2018
Quarter Begins	October 22, 2018
Deadline for adding courses	October 22, 2018-October 26, 2018
Deadline for dropping courses	October 29, 2018- November 2, 2018
Classes End	January 7, 2019
Christmas Break	December 18, 2018
Martin Lither King, Jr. Holiday	January 18, 2019

ADMISSIONS/REGISTRATION CHECKLIST

1. Obtain an application
2. Submit application by quarter registration deadline
3. Register in diploma program or course by quarter registration deadline
4. Secure course schedule with tuition payment by published deadline
5. Receive Course Syllabus and Student Textbook list

POLICIES & PROCEDURES



www.pbcts.edu

VISION STATEMENT

Prepare the people of God for the work of ministry, community building, spiritual service and commitment to their local church through excellence in leadership.

STATEMENTS OF BELIEFS

We believe the Bible is the Word of God, that it contains divine inspiration, is without error, and that it is the final authority in all matters of faith (2 Timothy 3:15-16).

We believe that there is one God, living eternally, manifesting Himself in the present world in the persons of the Father, Son, and the Holy Spirit (Ephesians 4:4-6).

We believe Jesus is the Christ being born of a virgin, a divine being, that He led a sinless life, performed miracles, and vicariously suffered, bled and died to redeem human creation. Furthermore, we believe that He was resurrected on the third day and ascended into heaven to sit triumphantly at the right hand of the Father, and that He shall return to receive His church that is holy, without spot, wrinkle or blemish (Matthew 1:23 Ephesians 5:26-27).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the thorough corruption of human nature and that human nature can only be justified by faith through the shed blood, and belief in the bodily resurrection of Christ and only by God's grace through faith can anyone be saved (Acts 4:10-12; Galatians 2:15-21; 3:8-9).

We believe in the resurrection of both the saved and the lost; they that are saved by the resurrection of life and they that are lost by the resurrection of condemnation (John 5:28-29).

We believe spiritual unity can only be achieved in our Lord Jesus Christ (Ephesians 4:1-6).

We believe the Holy Spirit is the present and active ministry of God equipping the saints through the indwelling gifts given by Christ, those gifts are empowerment for service in the preparation of the body of Christ for Jesus Christ return (Ephesians 4:1-13; 1 Corinthians 12:1-11; 15:50-55; 1 Thessalonians 4:13-17).

MISSION STATEMENT

Working in voluntary cooperation with the Body of Christ, the mission of the **Providence Bible College Ministry Diploma Program** shall be to provide Bible based, practical, Christ-centered training to adults and youth with an emphasis on strengthening the inner being, the local church and the community.

SCHOOL FOCUS

Our focus is to offer believers, ministers and church leader's pre-college level courses to prepare persons for more effective ministry. This will be accomplished through specially designed certificate programs. Our focus is to:

1. Prepare students for effective ministry and church leadership by helping them identify, understand and use their spiritual gifts.
2. Partner with the local church and other relevant institutions to help laypersons and leaders develop a team based, community building and spiritual development paradigm for leadership in accordance with sound biblical teaching.
3. Help students experience the work of the Holy Spirit through short-term practical training internships and practical application within the local church, mission projects and community interaction with a dedicated teaching staff.

Providence Bible College Ministry Diploma Program is endorsed by a number of Hampton Roads leading clergy, Christian leaders and organizations for its non-denominational, word based and practical approach to Christian education.

STATEMENT OF OBJECTIVES

The objectives of the ministry certificate program shall be consistent with established Christ-centered, Biblical, and theologically sound educational principles. The objectives shall not be to form a unique approach to Christian education that is not known or understood in the Word of God. Our understanding shall be informed by the intent of the original authors of Scripture concerning the meaning, purpose and application of spiritual education.

Our objectives shall be achieved through our *born again* spirit-filled, gifted staff and faculty. Faculty and staff affirm their commitment to the school's vision, beliefs, objectives and purpose by their adherence to the principles found in Christ and the apostolic teachings.

Providence Diploma Certificate Program will assume that its objectives have been achieved when the graduating student:

1. Has a basic understanding in how to formulate teachings and ministries using the spiritual gifts from an academic, intellectual and Biblical approach;
2. Has the basic ability and knowledge to rightly divide the Word of God through scripturally sound exposition, teaching and proclamation;
3. Has developed basic, scripturally sound strategies and methods in the work and Ministry/operations of the Holy Spirit as expressed through the Gifts in the church;
4. Has demonstrated through course work and practical exercises sufficient understanding of church leadership and management practices;
5. Has demonstrated competence in carrying forth the gospel message of salvation to all through their spiritual gifting by participating in approved missions, leadership and Christian service internships.
6. Upon satisfactory completion of all course work, pledges to return to his/her church and remain submitted to their church leadership

STATEMENT OF AFFIRMATION

The program's mission, purpose and educational objectives will be achieved through the following disciplines:

Biblical: Students will obtain an understanding of the Biblical account of spiritual birth, and the ministries and diversity of operations by the Holy Spirit through the Gifts. The student will be able to present in a practical manner the meaning and purpose of spiritual gifts by developing a biblical theology of the person and work of the Holy Spirit.

Academic: The student will receive training through course work that is intended to exemplify the highest traditions of sound evangelical Bible education principles and life experience. The Word of God shall be used to guide all academic and intellectual ascents to knowledge of God. Help believers know, worship and grow in the Lord through the Spirit of Christ. It is not the objective, mission or purpose of this institution to duplicate the larger mission of Christian degree granting theological schools. The purpose and mission of Providence Bible College Ministry Diploma Program is to provide pre-college training to all believers who seek to increase and diversify their knowledge and the practical application of their spiritual gifts through a thorough study of Scripture.

Spiritual: The student will receive sound doctrinal training on the person and work of the Holy Spirit. Students will be mentored by faculty and staff who themselves have demonstrated competence in the Gifts and fruits of the Spirit. It is not the objective or intent of this institution to create novel and esoteric approaches to the meaning and application of spiritual gifting and abilities. The end result of all training is to help students experience a deeper walk in the Spirit and to increase their personal faith and dedication to the Lord Jesus Christ through participation in a local assembly.

EDUCATIONAL PHILOSOPHY

Education Philosophy

1. **Examination:** stir interest in mental and spiritual investigation (2 Tim 2:15))
2. **Explanation:** Intelligently reconcile what can be known with what is unknown (John 4:10-14)
3. **Participation:** encourage relationships that strengthen spiritual connections (John 4:15)
4. **Application:** incorporate new truth into everyday life (John 4:29)
5. **Community:** work to restore and maintain strong common fellowship with others (1 John 1:3, 7)

LEADERSHIP PHILOSOPHY

The leadership of the Providence Bible College Diploma Program believes the mission of the church is the responsibility of the whole body of Christ. Our approach to Christian leadership is founded on the simple belief that the local church is stronger when its members are knowledgeable of God's word and trained to apply it in their everyday life and community.

We shall earnestly work to recruit, develop and maintain a dedicated team that will strive for a set of instructional goals that will allow PBC to achieve its Christian education learning outcome.

HISTORY

The Certificate Program was founded in 2016 under the leadership of Reverend Dr. Reginald C. Woodhouse while serving as the President of Providence Bible College & Theological Seminary located in Norfolk, Virginia. Dr. Woodhouse inspiration for the program comes from serving as a senior pastor and in numerous positions within the local and state Virginia Baptist Convention. His heartfelt need to see training that will equip adults and youth in the churches for the future led him to commission Dr. Larry V. Brayboy who shares a similar passion for pre-college Christian education to develop a program that will fill a Christian education void in the local church among adults and youth.

CREDENTIALS

The Ministry Diploma Program is under the leadership and credentials of **Providence Bible College & Theological Seminary**. The school is recognized by the **State Council of Higher Education of Virginia (SCHEV)** as religious exempt. It will be able to issue certificates and diplomas in "**religious studies only**".

ATTENDANCE

Students are expected to attend all classes in which they are enrolled. Attendance is a large part of academic success and performance. Students are expected to make arrangements with their instructors if they miss class.

CHURCH COMMITMENT

Every student is required to regularly attend a church of his or her choice.

COURSE AND PLACEMENT INFORMATION

Courses are 8 weeks in duration based on the quarter semester system unless otherwise posted. Classes are generally conducted once a week for two hours. The academic year consists of fall, winter, spring and summer sessions. Internships, once implemented, shall be conducted during the summer quarter.

ADMISSIONS POLICY

The diploma program is open to all adult learners who want to deepen their relationship with Christ through a study of God's word and all relevant course study.

Applicants must complete an admissions application and submit it to the school with a one-time non-refundable registration fee. If student is accepted, he/she will be notified by letter. Upon acceptance, applicant will be scheduled to meet with the Program Director or representative to discuss his/her particular area of interest.

READMISSION POLICY

If a student student's attendance goes beyond the three absence rule he/she must be counseled before returning to class unless the absence has been pre-approved by the Dean of Students.

Upon approval to restart class, student may be required to pay has been absent a re-admission fee if more than 8 weeks have elapsed. Every effort will be made to help students complete their education.

GRADUATION

In order to graduate from **Providence Bible College and Theological Seminary Ministry Diploma Program**, students must have completed all coursework and paid all tuition and fees. Students may apply for graduation after the Registrar conducts a final evaluation of required course work a recommendation with a graduation application signed by the student must be submitted to the Program Director at least forty-five days before

graduation. Students must complete all classroom and laboratory work before applying for graduation. Students will be notified by the Registrar's office for all required fees and changes.

FINANCIAL INFORMATION



www.pbcts.edu

PROGRAM TRACKS AND ADMINISTRATIVE FEES

Church Growth Leadership Diploma	\$100.00
Pastoral Studies Diploma	\$100.00 (per course)
Christian Studies Diploma	\$100.00 (per course)
Life Enrichment	\$ 85.00 (per course) Registration fee
Registration fee	\$ 25.00
Transcript (per copy)	\$ 5.00
Graduation Fee	\$ 50.00

Book and lab fees not included

All course payments must be made within 10 days of enrollment, or student will be suspended, and will not be permitted to return to class until payment in full is made. All costs are subject to change without notice.

FINANCIAL AID

Providence Bible College and Theological Seminary Ministry Diploma Program does not participate in federal student financial aid programs at this time. The program's tuition is competitive and comparable to other similar institutions.

VETERANS - GI BILL

Students may not use their GI Bill benefits at this point. The school may consider participation in the VA program in the future.

PAYMENTS

Tuition is due at the time a student registers for class (s). Student will not be allowed to carry unapproved indebtedness from one quarter to the next. The Registrar shall establish the schedule of payments and other fees. No student will be allowed to graduate without satisfying his or her financial account. Transcripts will not be mailed until all fees are paid. A \$35.00 fee is charged for any returned checks. Students may be removed from classes if a check for admissions or registration is returned. Any outstanding debt due to the college will be turned over to a collection agency.

TUITION REFUND POLICY

Tuition refunds are processed as follows:

1. Student must withdraw from course by the time prescribed in the school academic calendar (drop/add period).
2. If a withdrawal goes beyond the normal drop/add period the refund will be prorated as follows:

During week one after registration	100%
Second week	50%
Third week	25%
Fourth and beyond	No refund

DIPLOMA AREAS OF CONCENTRATION

- Church Growth Leadership
- Pastoral Studies
- Christian Studies

REGISTRATION PROCEDURES

Applicants who are accepted and enrolled must have all tuition fees paid before classes start. No transcripts, official documents, diplomas or certificates of completion will be received until all tuition and fees are paid.

Students are responsible for keeping the school informed of current address, phone number, email or other relevant information. Keeping records updated is an important part of the education process. Students must complete 100% of all course work in order to receive a diploma or certificate of completion. In the case of unforeseen circumstances, a minimum of 80% of course work must be completed with the approval of school. For students who are unable to march at graduation the official diploma or certificate of completion will be mailed to them within two weeks of their graduation date.

The student may enroll in a course up to the third week after the course starts. School administration must approve exceptions. The Dean of Students will approve request for admission to a course that exceeds seating capacity.

All applicants, as is practical, will receive a personal welcome from the school director or designee. The **Providence Bible College and Theological Seminary** administration reserves the right to deny or admit any applicant. **Providence Bible College and Theological Seminary** does not discriminate on the basis of race, ethnicity, gender, disability, age, or other factors.

Applicants must be able to perform all assigned course work. For information not contained in this handbook, please contact the Admission Office during scheduled office hours.

**DIPLOMA-CERTIFICATE STUDIES TRACKS
&
COURSE DESCRIPTIONS**



www.pbcts.edu

Church Growth Studies Diploma Track (24 courses or 36 credit hours required to graduate)

- **Church Growth Studies**
 1. Principles of Church Growth
 2. Using Demographics for Church Growth
 3. Principles of Evangelism
 4. Principles of Discipleship
 5. Principles of Building Ministry Teams
 6. Principles of Church Planting
 7. Spiritual Formation
 8. Personnel Assessment Process
- **General Bible Studies**
 1. How to Understand the Bible
 2. Old Testament Survey
 3. New Testament Survey
 4. Life of Christ
 5. Kingdom Principles
 6. Primer in Theology
- **Practical Ministry Studies**
 1. Principles of Prayer
 2. Technology in Ministry
 3. Special Topics: Impacting Your Community
 4. Principles of Spiritual Warfare
 5. Christian Approach to Marriage and Family
 6. Primer in Christian Ethics
- **Electives (Four Electives Required)**
 1. Faith and Entrepreneurship
 2. Church Administration
 3. Harnessing the Power of Membership
 4. Special Topic: Personal Finance and Wealth
 5. The Tithe and the Offering
 6. History of the Black Church
 7. Seminar: Spiritual Gifts
 8. Caring for an Elderly Parent
 9. Survey of the Book of Revelation

Pastoral Studies Diploma Track (24 courses or 36 credit hours required to graduate)

- **Church Leadership Studies**
 1. The Call of Ministry
 2. Communication of the Gospel: Techno-Modern World
 3. Principles of Self Care
 4. Understanding Church Conflict
 5. Transformational Ministry
 6. Principles of Spiritual Leadership
 7. Spiritual Formation
- **General Bible Studies**
 1. How to Understand the Bible
 2. Old Testament Survey
 3. New Testament Survey
 4. Life of Christ
 5. Kingdom Principles
 6. Primer in Theology
- **Practical Ministry Studies**
 1. Principles of Prayer
 2. Technology in Ministry
 3. Special Topics: Impacting Your Community
 4. Principles of Spiritual Warfare
 5. Christian Approach to Marriage and Family
 6. Primer in Christian Ethics
 7. Building Ministry Teams
- **Electives (Four Electives Required)**
 1. Faith and Entrepreneurship
 2. Church Administration
 3. Harnessing the Power of Membership
 4. Special Topic: Personal Finance and Wealth
 5. The Tithe and the Offering
 6. History of the Black Church
 7. Seminar: Spiritual Gifts
 8. Caring for an Elderly Parent
 9. Personnel Assessment Process
 10. Survey of the Book of Revelation

Christian Studies Diploma Track (Any 14 courses or 21 credit hours required for graduation)

- **General Bible Studies**
 1. How to Understand the Bible
 2. Old Testament Survey
 3. New Testament Survey
 4. Life of Christ
- **General Church Life**
 1. The Tithe and Offering
 2. Harnessing the Power of Membership
- **Practical Living**
 1. Marriage and Family Life
 2. Special Topic: Personal Finance and Wealth
 3. Caring for a Parent
- **Spiritual Growth and Development**
 1. Spiritual Formation
 2. Work of the Holy Spirit
 3. Discovering Your Spiritual Gifts
- **Electives (Two electives required for graduation)**
 1. Survey of the Book of Revelation
 2. Faith and Entrepreneurship
 3. Special Topics: Impacting Your Community
 4. Grief Ministry
 5. Primer in Christian Ethics

* Christian studies students can take electives in the Church Growth and Pastoral Studies Diploma Track

** Christian studies students can take classes in the Church Growth and Pastoral Studies Diploma Track but must take the required number of classes in the required categories of study (General Bible Studies, General Church Life, Practical Living, Spiritual Growth and Development and Electives)

*** Participation in class team projects is not required

COURSE DESCRIPTIONS:

Church Growth Studies Track (24 courses required to graduate)

Church Growth Studies

CG001 Principles of Church Growth: A survey of basic church growth principles in the America ministry context and how those principles can be applied in different ministry settings

CG002 Using Demographics for Church Growth: A survey of how demographic studies can be applied in local church growth strategies

CG003 Principles of Evangelism: A survey of eight guiding principles in God's master plan of evangelism as it is revealed in the Gospels

CG004 Principles of Discipleship: A survey of the basic principles of discipleship as they are revealed in the gospels and how they build up the Body of Christ

CG005 Principles of Building Ministry Team: Basic principles for how to build a ministry team using the discipleship approach to meet the spiritual challenges facing the 21st-century church

CG006 Principles of Church Planting: A survey of the basic principles for planting and developing churches in the 21st century

CG007 Spiritual Formation: A survey of growth and development after spiritual conversion

CG008 Personnel Assessment Process: A survey into how to use assessments to maximize the effectiveness of placing personnel within the Ministry

Pastoral Studies Certificate Track (24 courses required to graduate)

Church Leadership Studies

CLS001 The Call of Ministry: In-depth examination of the when who and how of biblical calling to Christian ministry

CLS002 Communicating the Gospel in a Techno-Modern World: An In-depth study on how to understand, utilize, and communicate the gospel message through the use of technology using biblical principles, basic sermon and teaching preparation methods. This class will have a lab module.

CLS003 Principles of Spiritual Possession and Potential: In-depth examination of the believer's God-given spiritual possession and potential. There will be a survey of these topics in the Old and New Testaments

CLS004 Understanding Church Conflict: A survey of the origins and dynamics of conflict within the body of Christ. It will focus on methods and strategies to manage conflict.

CLS005 Transformational Ministry: In-depth study of how personal spirituality can be developed through transformational groups and community

CLS006 Spiritual Leadership in The Local Church: A survey of the basic foundations of biblical leadership in the local church context

CLS007 Foundations of Spiritual Formation: Survey of spiritual growth and development after conversion.

General Bible Studies

GBS001 How to Understand the Bible: A basic study of how to interpret Bible passages with an orientation toward personal study, preaching, teaching and sharing the gospel. Emphasis will be on developing practical principles for using interpreted biblical material.

GBS002 Old Testament Survey: Study of the main books, people, places, and events God used to reveal his plan in the Old Testament.

GBS003 New Testament Survey: Study of the main books, people, places, and events God used to reveal his plan in the New Testament. Special emphasis will be placed on Christ, the Holy Spirit, and the Apostles.

GBS 004 The Life of Christ: In-depth study of the person, nature, and work of the incarnated Jesus Christ. The emphasis will be on developing a practical understanding of how Christ works in the individual believer and local church context.

GBS009 Kingdom Principles: Survey of the basic principles of the Kingdom of God as it is described in the Bible.

GBS006 Primer in Theology: Introduction to the basic aims and the discipline of systematic theology and its role in the local church context

Practical Ministries

PRM 001 Principles of Prayer: In-depth study of the biblical principles of prayer with an emphasis on developing an understanding for how to pray by spending time with Jesus through meditation, planning, and journaling.

TECHNOLOGY

TECH 001 Using Technology in Ministry: Course will help the student understand the various uses of technology in a church context. There will be a review of relevant current software, application, and tools that facilitate auditory and visual learning.

Electives (Two Electives Required)

ELEC 001 Faith and Entrepreneurship: In-depth study of the relationship and application of a biblical perspective on faith and entrepreneurship

ELEC002 Principles of Church Administration: In-depth study of the origin of biblical administration. The emphasis will be on developing a practical understanding and principles of administrative application in the life of believers and local church context. This class will have a lab module.

ELECT003 Church Finance: In-depth study of a biblical perspective on church finance and common practices

ELEC 004 Special Topics - Life and Ministry: In-depth studies on a variety of selected topics relevant to spiritual growth and maturity

ELECT 005 Principles of Tithes and Offerings: In-depth study that will give student a practical understanding of biblical tithes and offerings

ELECT 006 Person & Work of the Holy Spirit Spiritual: Foundational study on the person and work of the Holy Spirit and its role in the unfolding plan of God in the earth

ELECT 007 Principles of Prayer: In-depth study of the principles of prayer with an emphasis on developing an understanding for how to pray by spending time with Jesus through planning, meditation, and journaling.

ELECT 008 Survey of Church History: Survey of the history, development and strategic role of the American church from an African-American Church perspective. There will be an emphasis on the unique role of the Black Church its social and spiritual development.

ELECT 009 Seminar- SSG001 Spiritual Gifts: A Biblical Survey of the origins and identification of spiritual gifts.

ELECT 010 Seminar- Caring for Aging Parent: Focus on basic methods and strategies for how to care for aging parent

ELECT 012 Seminar- Using Personality Type Assessments: Focus on the practical use of personality type assessments in the church leadership personnel placement process

ELECT 013 Special Topics- Impacting Your Community: Focus on specific methods and ministries that express a Christian theology for community transformation and empowerment

ELECT 015 Principles of Self-Care: A study in how ministry workers can care for themselves as they care for others spiritually

ELEC 016 Teaching Methods: In-depth study of methods and principles in teaching the Bible. The emphasis will be on understanding the basic message of the books in the Bible by knowing who the author is, where he/she wrote it, when they wrote it, to whom they wrote and the purpose for their writing. The course includes a lab module.

ELEC 017 Principles of Missions: In-depth study of the origin, expansion, and use of missions in the Bible. The emphasis will be on developing a practical theology for how missions work in the world. This class will have a lab module.

ELEC 018 Principles of Evangelism: In-depth study of the origin, expansion, and impact of evangelism in the world. The emphasis will be on developing a practical theology for its application in the life of believers and local church context. This class will have a lab module.

ELEC 019 Primer in Christian Ethics: Basic overview of the rationale and definition for Christian ethics. The emphasis will be on developing an approach for the application of Christian ethics within the congregational setting

ELEC 020 Survey of the Book of Revelation: A survey of Christ Revelation to John as it is revealed through the seven churches of Revelation

Christian Studies Diploma Track (Any 14 Courses required for graduation)

General Bible Studies

GBS 001 How to Study the Bible: Survey of how the Bible was developed, different versions and the major characters that produced it. Explore the unfolding God's revelation of God

GBS 002 Old Testament Survey: Survey of the main books, people, places, and events God used to reveal his plan in the Old Testament

GBS 003 New Testament Survey: Survey of the main books, people, places, and events God used to reveal his plan in the New Testament. Special emphasis will be placed on Christ, the Holy Spirit, and the Apostles

GBS 004 Life of Christ: Survey of the life of Christ as it is revealed in the Gospels

General Church Life

GCL 001 The Tithe and Offering: Biblical survey of the New Testament application for tithes and offerings

GCL 002 Harnessing the Power of Membership: Biblical survey of the power of belonging to the Body of Christ in the modern church context

Practical Living

PRL 001 Marriage and Family Life: Biblical survey of marriage and family and the basic issues that it will face in the 21st century

PRL 002 Finance 101: Understanding basic principles for how to build sound personal finances

PRL 003 Caring for a Parent: Basic study of the issues facing adult children caring for their aging parents

Spiritual Growth and Development

SGD 001 Foundations of Spiritual Formation: Survey of spiritual growth and development after conversion

SGD 002 Person and Work of the Holy Spirit: Foundational study on the person and work of the Holy Spirit and its role in the unfolding plan of God in the earth

SGD 003 Discovering Your Spiritual Gifts: - A Biblical Survey of the origins and identification of spiritual gifts.

Electives

ELEC 001 Survey of the Book of Revelation: A survey of Christ Revelation to John as it is revealed through the seven churches of Revelation

ELEC 002 Faith and Entrepreneurship: In-depth study of the relationship and application of a biblical perspective on faith and entrepreneurship

ELEC 003 Special Topics- Impacting Your Community: Survey of biblical principles for how to impact the local community on behalf of the Kingdom

ELEC 004 Grief Ministry: Survey of biblical principles for how to provide spiritual care for people in times of grief and crisis

ELEC 005 Person & Work of the Holy Spirit: This study is the foundation for all other studies of The Spiritual Gifts.

ELEC 007 The Life of Christ: In-depth study of the person, nature, and work of the incarnated Jesus Christ. The emphasis will be on developing a practical theology for how Christ works in the individual believer and the local church context.

ELEC 008 Principles of Prayer: In-depth study of the biblical principles of prayer with an emphasis on developing an understanding of how to pray by spending time with Jesus through planning, meditation, and journaling.

ELEC 009 Primer in Christian Ethics: Basic overview of the rationale and definition for Christian ethics. The emphasis will be on developing approaches for the application of Christian ethics within the congregational setting

LABORATORY REQUIREMENT

Many core classes require laboratory projects that emphasize building methods and practical experience in team ministry. The class syllabus will list the laboratory project requirement.

CONTINUING EDUCATION SEMINARS (The Lego Forum)

Diploma students are encouraged to attend periodic seminars that are designed to highlight and intensify practical aspects in specific areas of study. The vision of **The Lego Forum** is achieved by using speakers who have achieved demonstrated leadership success from every level of church leadership. Students can receive extra credit for seminars when allowed

STUDENT WRITING SEMINAR

Four-week seminar writing labs will be made available to students who need to strengthen their written skills. Classes will focus on sermon preparation, Bible and sermon outline development, and effective writing.

TEACHING FACULTY

Brayboy, Larry, BBS, M. Div, D. Min

Providence Bible College and Theological Seminary

Hill, Leroy, B.S., M. Div., D. Min

Virginia University of Lynchburg

Woodhouse, Reginald, B.S., M. Div., D. Min

Geneva College, Norfolk State University, Virginia Union Seminary

Visiting Lecturers

STUDENT HANDBOOK



www.pbcts.edu

STUDENT RECORDS

Student records shall be maintained in the Administrative Services office and shall not be removed without the permission of the Program Director. Student information is protected under the **Buckley Amendment (1974) Educational Right to Privacy Act**, and access to student information is prohibited without the expressed written permission of the student.

STUDENT RANKING

Because **PBC Diploma Program** is diploma-based, college student rankings (freshman, sophomore, etc . . .) do not apply. Students are identified as:

1. Non-Diploma Student (life enrichment)
2. Church Growth Studies Student
3. Pastoral Studies Student
3. Christian Studies Student
4. Graduate/alumnus

ATTENDANCE STATUS

1. Full Time - 2 courses, or 6 or more credits per quarter
2. Part Time - 1 course, or 3-5 credits per quarter

CREDIT HOURS

PBCTS awards **1.5 credit hours per course** unless otherwise noted. Laboratory classes are **one credit hour**. Students should be aware that credits awarded by **PBCTS Diploma Program** might transfer as **CEU's (continuing education units)** at other institutions. **CEU credits transfer as 1.5 credit hours** toward a three credit hour course. Schools many calculate credits hours differently. Contact the school into which you wish to transfer credits for their policy.

STUDENT TRANSCRIPTS

All transcripts are generated from diploma student course work. Transcripts are maintained in the administrative services office. Transcripts are mailed upon receipt of a student's written request. A fee will be assessed for each transcript requested.

STUDENT DISCIPLINE POLICY

The school discipline policy shall be as written unless changed by the appropriate **PBCTS** school officer. Everyone is required to read this section of the handbook before signing and turning in his or her application or registration. It is the assumption of the school that signing the application or student registration form student understands and agrees to uphold all school policy. The following are a range of disciplinary options:

1. Expulsion. The institute director and all relevant officers, after considering all information relevant to a student's case, shall make a ruling within ten days upon receiving information. The institute director/designee shall in his/her decision-making authority seek the best interest of the student, school and the kingdom of God. A student may be expelled for habitual lying, cheating, and plagiarism of other author's work without giving them credit. Where ever and whenever another author's work is quoted they will be given credit in a formal paper as a source cited. Three or more Code Warnings may result in expulsion. Expulsion may be permanent or some other time specified by the institute based on the degree and severity of the violations.

2. Suspension. The suspension shall be administered when it becomes necessary to discipline students for violations that do not rise to warrant expulsion. The president determines suspensions with a recommendation from the Honor Code Review Panel.

3. Code Warning. Unless student commits a violation that warrants expulsion, discipline for violating relevant school policy may result in one of the warnings described below. Three or more warnings may be grounds for expulsion or other disciplinary action:

A. Academic. A student who habitually does not complete or turns in course work could receive "an academic warning." No student may receive more than three in a given quarter. If a student receives two academic warnings in a given quarter, the student must receive academic counseling. Three warnings may result in expulsion. More than three in a given quarter, the student must receive academic counseling before returning to class.

B. Administrative. Students who habitually fail to complete administrative requirements, without acceptable justification, may receive an administrative warning.

GRADING SYSTEM

All grades are pass/fail unless noted otherwise. When numerical grading is required it shall be;

A = 92-100%	Excellent
B = 84 - 91%	Good
C = 76 - 83%	Satisfactory
D = 68 - 75%	Passing
F= 0- 67%	Fail
P = Pass	F = Fail
W= Withdrew	I = Incomplete
A = Non-certificate seeking or life enrichment	

1. Academic Suspension - Any student who does not show improvement over a period may be recommended for academic suspension. A student may be placed on academic suspension for:

- a. Poor attendance
- b. Poor academic performance

2. Retaking A Course

Any student who must retake a course must obtain with the approval of the Registrar and Provost before enrolling. The grade in the previous class will remain on the transcript until the course is retaken. To change grade, the second grade must be higher than the first. Courses may only be taken one time without a special waiver from the Provost.

PLAGIARISM

Plagiarism is defined as any attempt to use copyrighted information without giving its author credit for work cited. Plagiarism is a serious breach and in some cases may be illegal. Any student who violates this policy will be given an incomplete on the work in question and will be given a second chance to complete the work with proper attribution of the author (s) cited. Instructors will report all cases of plagiarism to the Program Coordinator/Institute Director. Plagiarism is not acceptable, although paraphrasing or extensive rewording of another author's work may be accepted. It is the student's moral and spiritual responsibility to be familiar with copyright laws.

ACADEMIC STANDING

Students must maintain a 2.0 (on a 4.0 scale) GPA (grade point average) to remain in good academic standing. Failure to academically complete course work may be grounds for expulsion or suspension.

ACADEMIC COUNSELING

The leadership at **Providence Bible College and Theological Seminary** believes every student taking classes deserves academic counseling that will allow them to complete their diploma/student program, and to help him/her to get the most out of the educational experience. Every student will have access to academic counseling who will monitor his or her academic progression. Academic counseling begins at orientation and ends at graduation.

TRANSFER CREDITS

PBCTS may accept transfer credits from course work completed at other schools. **PBCTS** reserves the right to determine how much credit may be received toward any of its certificate programs.

COURSE COMPLETION

All grades must be in the Administrative office within ten days of course completion. Grades will be forwarded to the Program Director's office to be recorded in the student's permanent transcript. If a student is not able to complete course work because of special circumstances outside of their control, the instructor and the Program Director may grant additional time. Course work not completed will receive the grade of "I" (incomplete). The "I" will remain until work is completed.

TUTORIAL ASSISTANCE

Academic staff and faculty may serve as tutors for students who need assistance. A fee may be assessed for tutoring services.

DRESS CODE

Students are expected to dress in a way that glorifies the Lord and the school. While formal dress (suits, ties, etc) is not required, students should dress appropriately for classroom instruction. Shorts, tank tops, cut-offs, garments with holes or inappropriately revealing clothing are not acceptable. A student's appearance is a part of his/her testimony.

LIFESTYLE

Any lifestyle or behavior that goes against the moral and ethical teachings of the Bible are not acceptable and shall be grounds for expulsion from **PBCTS**. While the Bible does not address every tradition or social custom in a given society (drinking, smoking, etc.) every believer is expected to do all things in moderation. Profane language, cheating, dishonesty, the use and trafficking of illegal drugs and other anti-social behavior will not be tolerated. All such behaviors are grounds for expulsion. The school reserves the right to establish its behavior standards based on Biblical principles and other relevant legal regulations and laws.

CODE OF HONOR

PBCTS requires all of its staff, faculty, and students to adhere to the school's Honor Code. The **PBCTS Honor Code** mandates that students uphold the teachings of Jesus. The Honor Code is specifically designed to maintain a high degree of excellence and integrity in the school's academic programs and public testimony. Every student pledges not to cheat or seek unfair advantage over other students in course work. Students agree to report any activity that violates the school's academic or administrative policy. All violations will be reported to a faculty member who will report the violation to the **Program Director**. The Program Director in consultation with relevant school personnel will process all Honor Code violations. When code violations occur, the Program Director/representative will chair a panel made up of school administrators, faculty, and students. The panel's recommendations will be forwarded to the Program Director for final action within ten days after the panel adjourns.

BOARD OF DIRECTORS
ADMINISTRATION
FACULTY



www.pbcts.edu



PROVIDENCE BIBLE COLLEGE AND THEOLOGICAL SEMINARY

Board of Directors

Dr. Raymond Stiles
Chancellor

Dr. John Robertson
Board of Directors, Chairman

Dr. Kim S. Downing

Dr. Edith White

Dr. Lawrence Willis

Dr. Reginald Woodhouse, President

Administration

Dr. Reginald Woodhouse, President

Dr. Francine Jackson

Dr. Ramon Moran

Academic Committee

Dr. Reginald Woodhouse, President

Dr. Francine Jackson

Dr. Ramon Moran

Dr. Kim S. Downing

Faculty

Dr. Larry Brayboy, Program Director

Dr. Brenda Gooch

Dr. Charles Stover

Dr. Carol Wier

Dr. Lawrence Willis

CONTACT INFORMATION



www.pbcts.edu

Registration and Admissions Information

Dr. Francine Jackson

(757) 625-7996

Course Information

Dr. Larry V. Brayboy

(757) 418-2290

School Library Information

Regent University

Centerville Turnpike, Virginia Beach, VA

(757) 226-4000

Public Libraries

Consult libraries directly for their policy on book use privileges

ADMISSIONS CHECKLIST

1. Application process
2. Interview with school Staff
3. Pay all fees
4. Student Orientation

COMMON SCHOOL TERMS DEFINED

Academic Suspension-Termination of a student's ability to participate in coursework at the Providence Bible College

Accreditation-Approval and certification of a school by an education agency

Advanced Studies-A more intense curricula of courses for advanced students

Certificate-A document identifying the completion of all required coursework. A group of courses representing specified curriculum goals and academic mastery

Code Warning-Administrative warning for failure to comply with school administrative policies and procedures

Continuing Education Unit-Unit of measurement for educational instruction. A CEU of credit equal to 10 hours of participation and it generally transfer as 50% of a 3 credit hour course

Course Overload -Permission to take more than a standard course load in a given period of enrollment

Diploma-Document issued by a professional school of education upon the completion of all required course work. It represents a level of competence in a given area of study

Drop/Add-Academic period in which courses may be dropped or added to a student's schedule of classes

Expulsion-The process of removing a student from a class/course for violating school policy

Gifts Assessment-A survey designed to identify student's dominant spiritual gifts

Internship-Practical experience obtained at a participating church, or in a practical world setting

Life Enrichment-When students enroll in classes to enrich their lives

Personality type assessment-a survey designed to define the type of personality a person may have which helps them know what they may be best suited to do

Plagiarism-Claiming the work of another as one's own; the extensive quotation of another's intellectual property without proper attribution

Student-A learner at Providence Bible College in its Certificate Programs

TEXTBOOK INFORMATION

Your instructor will inform you of the book that will be used for your course on the first day of class.

Purchasing Course textbooks

Books for classes can be ordered and/or reserved at one of the bookstores listed below approximately two weeks prior to the start of class by contacting bookstores.

Mandatory Bible Study Texts

The Holy Bible

- NIV, NKJV, KJV (any one of these versions)
- The New Strong's Exhaustive Concordance of the Bible James Strong, LL.D., S.T.D.
- Evangelical Dictionary of Theology, 2nd Edition Edited by Walter A. Elwell
- Evangelical Dictionary of Biblical Theology Edited by Walter A. Elwell
- Principles of Biblical Interpretation Bernard C. Ramm
- Basic Systematic Theology Charles C. Ryrie

AREA BOOKSTORE INFORMATION

The bookstores listed in this publication are offered for the students' benefit and are not to be construed to be endorsement.

Barnes and Nobles Bookstore (757) 671-2331

Discover Life Bookstore (757) 466-0816

700 N. Military Highway, Norfolk
www.crcbookstore.com

Cokesbury Books and Church Supplies

Knells Ridge Sq Suite 119

805 N. Battlefield Blvd, Chesapeake (757) 312-0084

Family Christian Bookstores

Chesapeake Square Mall, Chesapeake (757) 465-0254

4314 Virginia Beach Blvd, Virginia Beach (757) 340-8581

Lifeway Christian Books

Southside (757) 420-377

Peninsula (757) 833-7493

Regent University Bookstore

1000 Regent University Drive, Virginia Beach (757) 226-4065 www.regentbookstore.net

Disclaimer

Policies and procedures and information published in this catalog are intended for informational purposes and are subject to change without prior notification.

Every effort has been made to ensure the accuracy of information contained in this publication but is subject to unintentional error.

Please contact the Office of Academic Affairs for any discrepancies, errors, omissions or if you have questions about the information in this catalog.