

*Providence Bible College & Theological Seminary*  
*Ministry Certificate Program*



*“Connecting the Academy and the Pew!”*

*Student Catalog*  
*&*  
*Student Handbook*  
*2023 - 2024*

Campus and Administrative Office  
301 Goode Way, Ste. 205  
Portsmouth, Virginia 23704

Phone (757) 625-7996  
[pbcts.edu](http://pbcts.edu)

**PUBLISHED BY THE OFFICE OF PROGRAM COORDINATOR**

All Rights Reserved 2020, Revised 2023

**ACADEMIC AFFAIRS**

# TABLE OF CONTENTS

LETTER FROM THE COORDINATOR .....	5
<b>ACADEMIC INFORMATION</b>	
. Academic Calendar 2023-2024 .....	6
. Admissions Information .....	7
<b>POLICIES AND PROCEDURES</b>	
. Vision Statement.....	8
Statements of Belief.....	9
. Mission Statement/Statement of Purpose .....	9
. School Focus.....	9
. Statement of Objectives .....	10
. Statement of Affirmation .....	11
. Educational Philosophy .....	12
. History /Credentials/ Attendance/Church Commitment/ Course and	
. Placement Information.....	13
. Admissions/ Re-Admission/Graduation.....	14
<b>FINANCIAL INFORMATION</b>	
. Program and Administrative Fees/ Federal Student Financial Aid/ Veterans Benefits Statement .....	15
. Tuition Refund Policy .....	16
. Registration .... .	17
<b>COURSE DESCRIPTIONS</b>	
. Pastoral Studies Certificate .....	19
. Christian Leadership Studies Certificate .....	20
. General Christian Studies Certificate.....	21
. Course Descriptions.....	22-26
. Laboratory Requirement.....	26
. Writing Seminar.....	27
. Teaching Faculty.....	27
.	

## **STUDENT HANDBOOK**

- . Student Records/Ranking/ Attendance/
- . Credit Hours/Transcripts ..... 29
- . Student Discipline Policy .....30
- . Grading System/Plagiarism .....31
- . Academic Standing/Academic..... 32
- . Counseling/NN Transfer Credits/ Course
- . Completion/ Tutorial Assistance ..... 32
- . Dress Code/Lifestyle/Code of Honor.....33

## **STAFF, BOARD OF DIRECTORS, & FACULTY**

- . Administration/Staff/Board of Directors..... 35

## **CONTACT ADMINISTRATIVE INFORMATION**

- . Registration and Admissions Information.... 36
- . Course/Faculty Information/School Operations
- . School Library Information
- . Public Libraries
- . Admissions Checklist
- . Common School Terms Defined ..... 37
- . Textbook Information.....38
- . Mandatory Bible Study Texts ..... 38
- . Area Bookstores Information .....39-40



*“Connecting the Academy and the Pew!”*

## LETTER FROM THE PROGRAM COORDINATOR

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 Certificate Program** reveals you understand that preparing for God's work in the future begins now. Our **Ministry Certificate 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 **PBCTS** 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 Certificate 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 Brayboy, D. Min.  
Ministry Certificate Program Coordinator  
Provost PBCTS

LeRoy Hill, Jr, D. Min.  
Providence Bible College & Theological Seminary  
President



## Providence Bible College and Theological Seminary

### 2023-2024 Academic Calendar Information

<b><u>Fall Quarter 2023</u></b>	<b><u>August 21, 2023–October 15, 2023</u></b>
Classes Start	August 21, 2023
Deadline for adding courses	August 21–August 28, 2023
Deadline for dropping courses	September 5, 2023
Classes End	October 13, 2023
Labor Day–No Classes	September 4, 2023
Application for Winter Admission	Open October 30, 2023
Registration for Winter Quarter 2020	October 30, 2023–November 13, 2023
<b><u>Winter Quarter 2023</u></b>	<b><u>November 13, 2023 – January 12, 2024</u></b>
Classes Start	November 13, 2023
Deadline for adding courses	November 13, 2023 – November 20, 2023
Deadline for dropping courses	December 4, 2023
Classes End	January 12, 2024
Thanksgiving – No Classes	November 23, 2023
Christmas Break	December 18, 2020–January 1, 2024
Martin Luther King Day–No Class	January 15, 2024
Classes Resume	January 2, 2024
Application for Admission	Open February 22, 2024
Registration for Spring Quarter 2021	February 22, 2021–March 12, 2021
<b><u>Spring Quarter 2024</u></b>	<b><u>February 12, 2024 – April 12, 2024</u></b>
Classes Start	February 12, 2024
Deadline for adding courses	February 12, 2024–February 19, 2024
Deadline for dropping courses	February 26, 2024
Classes End	April 12, 2024
<b>Spring Break – No classes</b>	<b>March 25, 2024 – March 29, 2024</b>
Application for Summer Admission	Open April 29, 202
<b>Registration for Summer Quarter 2024</b>	<b>April 29, 2024 – May 13, 2024</b>
<b><u>Summer Quarter 2024</u></b>	<b><u>May 13, 2024 – July 5, 2024</u></b>
Class Starts	May 13, 2024
Deadline for adding courses	May 13, 2024 – May 20, 2024
Deadline for dropping courses	May 26, 2023
Classes End	July 5, 2024
Summer Break	July 5, 2024–July 19, 2024
<b>MEMORIAL DAY–No Classes</b>	<b>May 27, 2021</b>
<b>COMMENCEMENT</b>	<b>June 8, 2021</b>

**ADMISSIONS/REGISTRATION CHECKLIST**

1. Obtain an application
2. Submit application by quarter registration deadline
3. Complete Gifts Survey and personality type assessment Return by deadline
4. Attend spiritual gifts assessment seminar
5. Register in diploma program or course by quarter registration deadline
6. Secure course schedule with tuition payment by published deadline
7. Complete Student Data Card on the first day of class
8. Receive Course Syllabus and Student Textbook list

# Policies & Procedures

## **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 Certificate Program** shall be to provide Bible based, practical, Christ-centered training to adults and youth with a emphasis on strengthening the inner being, the local church and the community.

### **SCHOOL FOCUS**

*Our focus is to offer believers, ministers and church leaders 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 Certificate 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 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 outcomes.

## **HISTORY**

The Life Enrichment Diploma 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's 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**. **Providence Bible College & Theological Seminary** is recognized by the **State Council of Higher Education of Virginia (SCHEV)** as religious exempt and can 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.

Students are generally placed in certificate tracks of study upon the completion of a **spiritual gifts** and **personality type assessment** during the registration process.

### **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 Office of the Program Director with a one-time non-refundable registration fee. If student is accepted, he/she will be notified by letter or the Office of the Program Director.

Upon acceptance applicant will be scheduled to meet with the Program Director or representative to discuss his/her particular area of interest. All applicants must complete a spiritual gifts and personality type assessment orientation when required.

### **READMISSION POLICY**

If a 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 instructor and the Program Director.

Upon approval to restart class, the 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 **PBCTS Ministry Certificate 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 Dean of Academic Affairs by 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**

### **PROGRAM TRACKS AND ADMINISTRATIVE FEES**

Christian Leadership Diploma	\$ 131.00 (per course)
Pastoral Studies Diploma	\$ 131.00 (per course)
Christian Studies Diploma	\$ 131.00 (per course)
Life Enrichment/Audit	\$ 105.00 (per course)
Registration fee	\$ 50.00
Book and lab fees not included	
Transcript (per copy)	\$ 10.00
Gifts Assessment	\$ 10.00
Personality Type assessment	\$ 10.00
Graduation Fee	\$ 50.00

All course payments must be made within 15 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**

**PBC 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 under certain circumstances use their GI Bill benefits. For more information contact the school's VA program administrator.

### **PAYMENTS**

Tuition is due at the time a student registers for class (es). Student will not be allowed to carry unapproved indebtedness from one quarter to the next. The Coordinator of Finance 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. Students may be removed from classes if a check for admissions or registration is returned.

### **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

### **Certificate Areas of Concentration**

- ☐ Christian Leadership Track
- ☐ Pastoral Studies Track
- ☐ General Christian Studies Track

### **STUDENT FINANCIAL NOTES:**



## **REGISTRATION PROCEDURES**

Applicants who are accepted and enrolled must have all tuition fees paid before starting classes. Some payment arrangements may be made for students who wish to enroll in multiple courses or have special circumstances. 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 administration informed of their 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 certificate of completion. In the case of unforeseen circumstances, a minimum of 80% of course work must be completed with the approval of coordinator of training. 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.

Student may enroll in a course up to the third week after course starts. The academic affairs must approve exceptions. When required a course overload certificate must be submitted by the student and approved by the program coordinator when a class exceeds seating capacity.

All applicants, as is practical, will receive a personal welcome from the school director or designee. The **PBCTS** administrative staff reserves the right to deny or admit any applicant. **PBCTS** 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 administrative office during scheduled office hours.

Certificate Studies Track  
&  
Course Descriptions

**Pastoral Studies Certificate Track (14 courses or 21 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. Church Conflict and Its Hidden Characteristics
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 Leadership Studies Certificate Track (14 courses or 21 credit hours required to graduate)**

- **Christian Leadership 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
  7. Church Conflict and Its Hidden Characteristics
- **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 Gift
  8. Survey of the Book of Revelation

**General Christian Studies Certificate Track (Any 10 courses or 15 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 Christian Leadership and Pastoral Studies Diploma Track

\*\* Christian studies students can take classes in the Christian Leadership 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)

## **COURSE TRACK DESCRIPTIONS:**

### **Pastoral Studies Certificate Track (14 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:** 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 and Its Hidden Characteristics:** 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 for how Christ works in the individual believer and local church context.

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

**GBS009 Kingdom Principles I:** Survey of the basic principles of the Kingdom of God as they are described in the Bible.

**GBS010 Kingdom Principles II:** Extended survey of the basic principles of the Kingdom of God as they are described in the Bible.

### **Practical Ministries**

**PRM 001 Principles of Prayer:** In depth study of the biblical principles of prayer with 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 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 on 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 a 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. 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 Leadership Studies Track (14 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 21<sup>st</sup> 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 ministry

### **General Christian Studies 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

**GCL003 Understanding Church Conflict and Its Hidden Characteristics:** A survey of the origins and dynamics of conflict within the body of Christ. It will focus on methods and strategies to manage conflict.

#### **Practical Living**

**PRL 001 Marriage and Family Life:** Biblical survey of marriage and family and the basic issues that it will face in the 21<sup>st</sup> 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 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**

#### **Royster, William R., BABS, M.T.S., D. Min.**

St. Leo University, Liberty University and Providence Bible College & Theological Seminary

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

Providence Bible College and Theological Seminary

#### **Hill, Leroy, BBS, M. Div, D. Min., Ph. D**

Southwestern Theological Seminary and Regent University

#### **Woodhouse, Reginald, BS, M. Div, D. Min**

Geneva College, Norfolk State University, Virginia Union Seminary

#### **Visiting Lecturers**

Those who have achieved a high degree of success in church and community leadership

# Student Handbook

## **STUDENT RECORDS**

All student records shall be maintained in the Administrative Services office. 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 **PBCTS Certificate Program** is certificate-based, college student rankings (freshman, sophomore etc . . .) do not apply. Students are identified as:

1. Non-Certificate Student (life enrichment/audit)
2. Pastoral Studies Student
3. Christian Leadership Studies Student
4. General Christian Studies Student
5. Graduate/alumnus

## **ATTENDANCE STATUS**

1. Full Time - 2 courses, or 3 or more CEUs (Continuing Education Units) per quarter
2. Part Time - 1 course, or 1.5 CEUs (Continuing Education Units) per quarter

## **CREDIT HOURS**

**PBCTS** awards **1.5 credit hours per course** unless otherwise noted. Laboratory classes when required are **1 credit hour**. Students should be aware that credits awarded by **PBCTS Certificate 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 may 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 PBCTS student center. 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.** 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 turn 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 except in case when numerical grading is required:

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 of time may be recommended for academic suspension. A student may be placed on academic suspension for:

- a. Poor attendance
- b. Poor academic performance
- c. Violating school conduct policy

**2. Retaking A Course** - Any student who must retake a course must obtain with the approval of the Certificate Program Director and/or Dean of Academic Affairs before enrolling. The grade on the previous class will remain on the transcript until the course is retaken. In order 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 academic affairs office.

## **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 Certificate Program Coordinator and/or academic affairs. 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**

When academic standing is used student 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 **PBCTS** believes every student taking classes deserves academic counseling that will allow them to complete their certificate studies 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 academic affairs 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 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 appropriate 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 in 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 to not 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 an instructor or school administrator. The Certificate Program Coordinator in consultation with relevant school personnel will process all Honor Code violations. When code violations occur the Certificate Program Coordinator/representative will chair a panel made up of school administrators, faculty and students. The panel's recommendations will be forwarded to the Dean of Academic Affairs for final action within ten days after the panel adjourns.

Staff,  
Board of Directors  
& Faculty

### **STAFF ADMINISTRATION**

President	LeRoy Hill, Jr., D. Min
Provost	Larry V. Brayboy, D. Min
Dean of Academic Affairs	Donald W. Mills, Ph.D.
Ministry Certificate Program Coordinator	Larry V. Brayboy, D. Min
Registrar	Joyce Thomas, A.B.S
Admissions Coordinator	Kenneth Lucas, A.B.S

## **CONTACT: ADMINISTRATIVE INFORMATION**

### **Course/Faculty Information and School Operations**

**Larry V. Brayboy, D. Min., Provost, Ministry Certificate Program Coordinator**

[lbrayboy@pbcts.edu](mailto:lbrayboy@pbcts.edu)

(757) 418-2290

**Donald W. Mills, Dean of Academic Affairs**

[dwmills@pbcts.edu](mailto:dwmills@pbcts.edu)

(757) 777-8311

### **For Registration and Admissions Information**

Joyce Thomas, Registrar

[jthomaspbcts.edu](mailto:jthomaspbcts.edu)

(757) 625-7996

Kenneth Lucas, Admissions Coordinator

[klucas91@gmail.com](mailto:klucas91@gmail.com)

(757) 778-1514

### **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
2. Pay all fees
3. Spiritual Gifts Assessment
4. Personality Type Assessment
5. Attend 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 Basic Bible Study Texts When Required**

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, 2<sup>nd</sup> Edition Edited by Walter A. Elwell

Evangelical Dictionary of Biblical Theology Edited by Walter A. Elwell

Principles of Biblical Interpretation Bernard C. Ramm

Basic 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 as an endorsement.

<b>Heaven &amp; Earth</b> 1818 Todds Lane Suite J, Hampton, VA 23666	(757) 827-1640
<b>Lifeway Christian Books</b>	Online Only
<b>Amazon Books</b>	Online Only
<b>iBooks on Apple Devices</b>	Online Only
<b>Christianbook.com</b> (formerly Christian Book Distributors-CBD)	Online Only

## **AREA BOOKSTORES (continued)**

### **Regent University Bookstore**

1000 Regent University Drive, Virginia Beach

(757) 226-4065 [www.regentbookstore.net](http://www.regentbookstore.net)

### **Other Book Resources**

[www.Amazon.com](http://www.Amazon.com)

<https://books.apple.com>



**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 Ministry Certificate Coordinator or academic affairs office for any discrepancies, errors, omissions or if you have questions about information in this catalog.