



B e t h e l B i b l e C o l l e g e  
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# Table of Contents

## General Information

|                          |   |
|--------------------------|---|
| History .....            | 4 |
| Authorization .....      | 4 |
| Purpose .....            | 5 |
| Membership .....         | 5 |
| Statement of Faith ..... | 5 |
| Location .....           | 6 |
| Facilities .....         | 6 |

## Admission Information

|                             |   |
|-----------------------------|---|
| Enrollment .....            | 7 |
| Application Procedure ..... | 7 |

## Financial Information

|                              |   |
|------------------------------|---|
| School Fees .....            | 7 |
| Student Responsibility ..... | 8 |
| Paying Students .....        | 8 |
| Working Students .....       | 8 |
| Foreign Students .....       | 8 |

## Academic Information

|   |    |
|---|----|
| Academic Programs .....                 | 8  |
| Course Numbers .....                    | 9  |
| Grading System .....                    | 9  |
| Course Load .....                       | 10 |
| Transfer of Credits .....               | 10 |
| Special Student .....                   | 10 |
| Audit .....                             | 10 |
| Dropping/Changing/Adding Courses .....  | 11 |
| Repeat Courses .....                    | 11 |
| Class Attendance .....                  | 11 |
| Assignments & Examinations .....        | 12 |
| Academic Probation .....                | 12 |
| Library .....                           | 12 |
| Graduation Requirements .....           | 14 |
| Department of Pastoral Leadership ..... | 16 |
| Department of Christian Education ..... | 18 |
| Department of Missions .....            | 20 |
| Course Descriptions .....               | 22 |

**Bethel Bible College Extension Program**

History ..... 30  
Academic Program ..... 30

**Student Life**

Spiritual Priorities ..... 31  
Faculty & Staff Counseling ..... 32  
Duty Assignments ..... 32

**Bethel Life Style**

Reflections of maturity ..... 33  
Social Life ..... 35  
Campus Life ..... 36  
Discipline ..... 40  
Dormitory & Off Campus Students ..... 41  
Sports ..... 41  
Student Organizations ..... 41  
Publications ..... 44

## I. GENERAL INFORMATION

### A. History

Housed in a rented two-story building on a sliding hill in New Lucban Subdivision, Carantes Hill, Baguio City, Bethel Bible Institute was founded on August 1, 1941 - the first Bible School of the Assemblies of God in the Philippines. There were twelve students. Except for one Filipino, all the faculty members were Americans. The school was closed when the World War II broke out on December 8, 1941.

After liberation, Bethel Bible Institute was reopened on June 2, 1946 in Pozorrubio, Pangasinan under the leadership of Rev. Rudy C. Esperanza, who was part of the original faculty in Baguio. Classes were taught for twenty students in the local Assembly of God church. Sunday street meetings were held in a nearby barrio and at the end of the school year a church was built by the converts themselves.

Bethel moved to its present location in Malinta, Valenzuela City, Metro Manila (Polo, Bulacan then) in August 1948 after months of searching and negotiating for a suitable property. The name of the school was changed to Bethel Bible Institute and Seminary. There were 33 students who began classes on August 5, 1948 in nipa huts. Under old army tents the students ate, studied, and had chapel. On Thanksgiving Day, 24 November 1948 the three (3) hectare campus and the humble plant were dedicated to the Lord. Fourteen pioneers were the first graduates, in April, 1949.

Bethel became a charter member of PABATS in 1967. In 1985, a curriculum change was introduced to enable Bethel to grant the Bachelor of Christian Ministries degree. The name was changed to Bethel Bible College. In 1988, when FEAST (APTS) moved to Baguio, all the facilities of the FEAST Administrative Building were turned to Bethel Bible College. As of 1999 Bethel is offering three Bachelor of Christian Ministries; Pastoral Leadership, Missions and Christian Education.

In June 1986, the classes of the Extension Program started in Cubao. In the past, there were extension classes conducted off and on, but since 1986, the Extension Program has steadily grown. In 1989, six graduates received the certificate in Biblical Studies. This was the first Batch of Graduates from the Extension to join commencement exercises.

Graduates of Bethel are occupying positions of leadership in the General District Councils of the Assemblies of God, pastoring churches, serving as cross-cultural missionaries, Christian Education Directors in local churches, Music directors, Administrators in church-related preschools, Bible school administrators and teachers.

## **B. Authorization**

Bethel Bible College is a Regional Ministerial Training institution and is a cooperative effort between the Philippines General Council of the Assemblies of God and the Division of Foreign Missions of the General Council of the Assemblies of God in the United States of America. Both share in the general supervision and support of the College through its Board of Directors.

## **C. Our reason for being is:**

- 1 To train eligible men and women for various church ministries and missions.
- 2 To train men and women in the knowledge of the Bible and the principles of Bible interpretation.
- 3 To equip men and women for effective communication of Biblical truths in the context of cross-cultural mission activities.
- 4 To provide for personal, spiritual, social and intellectual development.
- 5 To arrange for practical ministries through an internship program.
- 6 To guide students into effective evangelism and church planting.
- 7 To perpetuate and strengthen the distinctive testimony of the Assemblies of God.
- 8 To provide continuing education to ministers of the Assemblies of God.

**D. Membership:** Bethel Bible College is a regional ministerial training institution of the Philippines General Council of the Assemblies of God (PGCAG).

**E. Statement of Faith:** Bethel Bible College subscribes to the Statement of Fundamental Truths of the Assemblies of God.

### **WE BELIEVE:**

1. That the Scriptures, both Old and New Testaments are verbally inspired of God and are a revelation of God to man. They are infallible, authoritative, and a rule of faith and conduct for mankind. (II Tim. 3:15-17)
2. In the One True God, Creator of Heaven and earth, and the Redeemer of mankind. He has further revealed Himself as embodying the principles of relationship and associations as Father, Son, and Holy Spirit. (Deuteronomy 6:4)
3. In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and His eternal future return to earth to rule for a thousand years. (Hebrews 1:8)
4. That man fell, by voluntarily sinning, and as a result was allowed to die, both physically and spiritually. Spiritual death is separation from God. (Romans. 5:12-19)
5. That the only hope of the salvation of man is through the shed blood of Jesus Christ, the Son of God. The conditions of salvation are: repentance toward God, and faith toward the Lord Jesus Christ. The Holy Spirit then enters the man and helps him to become a child of God and gives him hope of eternal life. The evidence that this has happened is an inward witness of the Holy Spirit and an outward life-style of righteousness and holiness. (Ephesians 2:8,9 Romans 10:13-15)

6. That the ordinances of the church are water baptism and holy communion.
  - a. The ordinance of water baptism is commanded in the scriptures. All who repent and believe in Christ as' Savior and Lord are to be baptized. Thus, they declare to the world that they have died with Christ and that they also have been raised with Him to walk in newness of life. (Matthew 28:19)
  - b. The Lord's supper consisting of two elements, bread and the fruit of the vine, is the symbol expressing our sharing of the divine nature of our Lord Jesus Christ; a memorial of His suffering and death, and a prophecy of His second coming, and is enjoined on all believers until He comes. (I Corinthians 11:23-26)
7. That all believers are entitled to and should earnestly seek to be filled with the Holy Spirit. This was the normal experience of all in the early Christian church. With it comes the endowment of power for life and service, and the bestowment of the gifts and their uses in the work of the ministry. This experience occurs after the new birth, and results in a deepened reverence for God, an intensified consecration to God, deeper dedication to His work, and a more active love for Christ, for His work and for the lost. (Acts 2:1-4)
8. That the initial physical evidence of the Baptism of the Holy Spirit is the ability to speak in tongues. This was the first sign on the Day of Pentecost and is still occurring today. (Acts 2:1-4)
9. That sanctification is an act of separation from that which is evil, and an act of dedication to God. The Scriptures teach a life of holiness without which no man can see God (Romans 12:1,2)
10. That the Church is the body of Christ and has a mission here on earth. Each believer is an integral part of the body of Christ and has a specific mission here on earth to accomplish the goals set by the One True God. (Ephesians 1:22)
11. In Divine healing. Deliverance from sickness is provided for in the atonement of Christ and is the privilege of all believers. (James 5:14-16)
12. In a divinely called and ordained ministry, provided by the Lord. The purpose of these ordained ministers is to lead the church in:
  - a. Evangelization of the world,
  - b. Worship of God,
  - c. Building a body of saints to be perfected in the image of the Son. (Eph. 4:11-16)
13. That the blessed hope of the church is the resurrection of dead believers and the translation of living believers at the coming of Christ. Thereafter we will live with Him forever! (I Thessalonians 4:13-18)
14. In the Millennial reign of Christ. This one thousand-year reign of Christ will bring salvation to Israel and universal peace to the World. (Revelation 20:1-6)
15. In the final judgment for those who have not accepted Christ as Savior, and whose names are not found in the book of life. They will be judged on the basis of their works and then be sent to the lake of fire and brimstone. (Revelation 20:11-15)
16. God will create a new heaven and a new earth for the righteous to live in forever! (Revelation 21,22)

## F. Location:

Bethel Bible College is located at Gov. I Santiago Street, Malinta, Valenzuela City, Metro Manila. It is surrounded by residential properties and subdivisions making it easy for non-dormitory students to find housing off campus. Transportation to and from all parts of Metro Manila is available. Since BBC is on the three hectare land where the PGCAG headquarters is located, leading pastors, district officials, and missionaries are frequent visitors to the campus; contributing great spiritual blessings by their ministry in chapel services, special meetings, classroom sessions and personal interactions.

## G. Facilities:

Bethel Bible College has a lovely chapel that can accommodate 300 persons; dorms for men and women, and a dining hall large enough for dormitory students. The school canteen operates for school patronage, with minimal prices. The library has sufficient volumes to support the curriculum, is air conditioned and conducive to study. School offices are accessible to the students. School grounds are wide enough for physical education and sports activities, with trees surrounding the whole campus. Telephones, for business use, are open to students for emergency and important calls. Each student is provided with a small mail box and can mail letters through the Business Office.

# II. ADMISSION INFORMATION

## A. To enroll in Bethel Bible College, the applicant should:

- 1 be 17 years of age and a high school graduate,
- 2 be in agreement with the doctrinal statement of Assemblies of God;
- 3 be born again and baptized in the Holy Spirit;
- 4 be free from alcohol, tobacco and drugs;
- 5 have a definite heart-conviction of God's call;
- 6 have an Honorable Dismissal and recommendation from last school attended;
- 7 have served in a home church as an active member for at least one year; and
- 8 have completed admission Procedure

## B. Application Procedure:

- 1 Applicants must complete a formal application form supplied by the Registrar of the College.
- 2 Applicants must bring proof of High School graduation or Transcript of Records for those who have college education.
- 3 Each applicant will be required to pass an Entrance Examination and Oral Interview.
- 4 Each applicant is required to sign a Pledge of Honor representing his acceptance and subscription to Bethel Life-style.
- 5 Students with one year of college who have taken the General Education subjects required by Bethel Bible college may begin as a Sophomore.

### **III. FINANCIAL INFORMATION**

The choice to study at Bethel Bible College for most is a step of faith and the provision becomes a part of that step. Faculty and staff have equally chosen to work here in answer to a call to serve and live here by faith. Along with sponsors, offerings from friends and alumni, finances to run the school come through funds collected from the student population. We ask our students to be aware of their financial obligations and recognize this responsibility as part of their training.

#### **A. School fees:**

The following is a list of fees to be paid.

1. All students must pay miscellaneous fees at the beginning of the semester. Miscellaneous Fees include: Registration (non refundable), Library, Activities, Athletic, Publication, Year Book, Medical Aid,
2. Tuition Fee ( average 18 Units).
3. Room /Board.

#### **B. Students responsibility:**

All bills are to be paid promptly. Students who have not paid their school bills won't be allowed to enter the next semester unless they have made special arrangements. Senior students are not allowed to graduate until all financial obligations are covered.

#### **C. Paying students:**

Students can either pay the full amount of the school fees at the beginning of the Semester or make 4 installment payments at designated times during the semester. There is a discount for full or early payments.

#### **D. Working Students:**

Those students who feel called to study but do not have financial support can apply to be a working student. They must agree to work 22.5 hours a week to earn the sponsorship which will cover their tuition and room/board. The student must pay all the miscellaneous fees as part of his or her obligation. Sponsorship is a privilege therefore the student is responsible to maintain passing grades and keep up with work assignments. The administration has the right to cancel sponsorships if the student isn't fulfilling his/her obligation or if the school lacks sponsors.

## **E. Foreign students:**

Foreign students are an important part of our student body. To study in the Philippines the student must be responsible to keep his/her visa current. The expense to maintain a visa for a legal stay in the Philippines should be taken into account before deciding to study at BBC.

## **IV. ACADEMIC INFORMATION**

### **A. Academic Programs**

The first year at Bethel Bible College is a preparatory year designed to prepare high school graduates for the college level Bible training program to follow. BBC offers college level, general education courses along with some Bible electives. If a college student has completed 32 semester credit hours and has taken the subjects required in Bethel Bible College core curriculum, he or she may be exempted from the freshman year and begin as a sophomore. However, all students who enroll must pass the Entrance Examination given under the supervision of the school.

The second year is a basic introductory curriculum in general Bible education. For those who desire to complete the degree program, the first two years are foundational courses for the concentration that follow in the third and fourth years. Bethel Bible College offers a 4-year Bachelor of Christian Ministries (BCM) in three majors: Pastoral Leadership, Christian Education and Missions.

1. BCM in Pastoral Leadership is offered for those who have the calling to become Pastors, Evangelists, and Bible Teachers.
2. BCM in Christian Education emphasizes the Education Ministry of the church. It prepares students for ministry in Sunday School, leadership conferences, VBS, Camps, teaching ministry of the church on the different age level and groups and preschools.
3. BCM in Missions is offered for those called to cross cultural barriers and minister to various levels of need on the mission field. This course will benefit those called to evangelize, plant churches, teach, ministries of helps, and "tent makers".

### **B. Numbering of Courses Offered:**

The system of course numbering in Bethel Bible College is as follows:

1. The letter indicates the department where the course belongs:

|   |                   |   |                     |   |          |
|---|-------------------|---|---------------------|---|----------|
| B | Bible             | C | Christian Education | M | Missions |
| G | General Education | P | Pastoral Leadership | T | Theology |

2. The digits indicate the following:

- The first digit indicates the year the course is offered.
- The second digit indicates the sequence course number for the department.
- The third digit indicates the hours of credit for the course.

### C. Grading System:

Bethel Bible College uses the following grading scale to record and report the student's level of academic achievement. However, we reflect the number grade in the transcript.

| <u>Number Grade</u> | <u>Percentage Grade</u> | <u>Letter Grade</u> |
|---------------------|-------------------------|---------------------|
| 1.00                | 100-98                  | A+ Superior         |
| 1.25                | 97-95                   | A                   |
| 1.50                | 94-92                   | A-                  |
| 1.75                | 91-88                   | B+ Above Average    |
| 2.00                | 87-85                   | B                   |
| 2.25                | 84-82                   | B-                  |
| 2.50                | 81-78                   | C+                  |
| 2.75                | 77-76                   | C Average           |
| 3.00                | 75                      | C-                  |
| 4.00                | 74-70                   | D *Provisional      |
| 5.00                | Below 70                | F Failure           |

NOTE: \* Provisional Grade which is equivalent to 4.00, 74-70, or D is only given of Midterm, not on the Final. \* Incomplete is given for failure to complete work due to some valid reason. Work must be completed within two (2) weeks of the end of the semester, otherwise, it will be an F.

### D. Course Load:

The Administrative Committee defines a "full-time" student as one who carries a minimum of 12 semester hours. A normal student course load is usually 17 credit hours per semester. Students desiring to enroll in 18 or more hours per semester will require permission from the Academic Dean.

In order to reside in the dormitory, students are required to carry at least 17 credit hours per semester. Correspondence courses cannot count toward dormitory residence requirements.

*(Special note: If scholarship funds are available for the college to designate, students carrying less than 17 credit hours per semester should be considered ineligible for those funds.)*

### E. Transfer of Credits:

Students desiring to transfer credits into BBC from another college are required to submit an official transcript. A copy of that college catalog or equivalent available information may be required by the Academic Dean. Credit may be granted for

work done on an equivalent level.

*(Special note: For those colleges which have not developed a catalog, a transcript cover letter can serve to provide the necessary information to BBC. In some cases, BBC may require additional support information from the sending school, such as grading scale, scheduling, course description, and syllabus before the final approval of transfer of credit.)*

## **F. Special Students:**

Special students are students who have not completed all formal admissions requirements. They may not receive transcript credit for more than TWELVE units of course work.

The first 12 units will be recorded on a permanent transcript. Students desiring to enroll beyond 12 units must receive special permission from the Academic Dean and will be limited to an audit basis only. Students desiring transcript credit for more than 12 units must first complete all formal enrollment requirements.

## **G. Audit:**

Permission to audit a course must be given the Academic Dean at the time of registration or within the allowable period for schedule changes. "Audit" courses may never be changed to "credit" courses. If a student desires a course status change from a course for "credit" to an "audit", the appropriate forms must be filled out in the Registrar's office and approved by the Academic Dean.

## **H. Dropping/Changing/Adding Courses:**

Students who desire to drop, change, or add a class must consult with the Academic Dean for guidance and advice to consider the effect of dropping, changing, or adding the course to the overall academic requirement. Afterwards, the student should go to the Registrar and make proper arrangements.

Students may drop a course up to the midterm, or at the 4th week of each block without academic penalty. Dropping after midterm will become an automatic FAILURE. A course is considered officially dropped after the following procedure is completed:

1. See the Academic Dean for advice.
2. If permission is granted, talk to the teacher from whom the student wishes to drop the class.
3. Back to the registrar to fill out the proper form.
4. Back to the teacher for signature and the teacher will record on the drop form Withdrawal Passing - (WP), or Withdrawal Failing (WF).
5. Proceed to the Academic Dean for signature.

6. See Cashier for any adjustment of fees.
7. Return completed form to the Registrar.

If the proper procedure is not followed because of the neglect of the student, it will be recorded against the student and 5.0 will be reflected on the record. No refund will be given and the whole semester charge for the course will be paid for dropping a course.

## **I. Repeat Course:**

Courses may be repeated if a student receives a letter grade of “F”. In such cases, only the higher grade is computed in the overall grade point average.

## **J. Class Attendance:**

Students are expected to attend all classes. If a student knows in advance, he will be absent, prior arrangement has to be made with the instructor. Excused absences are also considered absent. No student shall be allowed to pass a course if the total of all absences, excused and unexcused exceed 4 absences for a 2-credit course and 6 absences for 3-credit courses.

Excessive unexcused absences will result in disciplinary action. Students leaving class early without permission of the instructor will be counted absent. If a student has exceeded the maximum allowable absences in a course, the academic Dean will be notified and the student will normally be dropped from the course. When excessive absences result in a student being dropped from a course, policies regarding dropping a course will apply. Three tardies will constitute one absence.

*(Special Note: the instructor should be responsible to warn the individual or student and the academic Dean before the limit of absences is reached.)*

## **K. Assignments and Examinations:**

For every hour of class attendance, approximately two hours should be spent in study. All assigned work (term paper, book reports, etc.) will be due on dates designated by the instructor. Failure to submit work when due may result in a grade reduction.

The student is responsible for all make-up work when absent from class, and the due date set for him by the instructor remains mandatory. Make-up work must be submitted within two (2) weeks after the final examination.

Assignments and examinations must be completed on schedule as outlined by the instructor. Late tests will be administered only for excused absences. Final examinations are to be taken at the time scheduled. Ordinarily, no early exams are given. All students are required to take scheduled final examinations. A fee will be required for those taking late examinations and must be paid to the business office.

## L. Academic Probation:

A student must achieve a cumulative GPA (grade point average) of 2.0 at the end of the first semester in order to carry a full course load the second semester. A 2.0 GPA should be maintained for all remaining semesters while enrolled at the College. Any student falling below the 2.75 GPA after the second semester will be placed on academic probation.

Students on academic probation will be restricted in all activities, and other leadership positions. Library study hours will be required and resident students may be restricted to the campus during the week, except for outreach ministries on weekends. Course loads may be reduced and course selections restricted by the Academic Dean.

## M. Library:

The library is the mind of the College. The Library caters to the academic needs of the students, as well as the needs of the faculty. It is understood that books, equipment and facilities are to be used for academic purposes and, therefore priority is given to all academic programs, should there be conflict in the use of the library and its facilities.

1. **Library Schedule:** The library hours are the same as class hours, 7:00AM - 11:00AM, and 1:30PM - 5:00PM. Evening study hours are from 7:00PM – 9:30PM. This is the study hour and is required for all campus student not attending an evening class. Walking around the campus is not allowed. Activities of any kind that interfere with the evening study hour must be cleared with the Academic Dean. The library is closed during all-school activities such as chapel service, P.E. etc. The library is also closed during semester, Christmas and summer breaks. Books are not lent or borrowed during these times to allow for inventory.

2. **Loaning Procedure:** All students must have a currently validated Registration card to get a Borrower's card and Library ID card which is used to borrow reserved books. These cards are kept in the library. Reserved books are borrowed one at a time. A borrower's card must be presented when borrowing and returning circulation books. The Library ID and Borrower's card are nontransferable and books checked out must not be loaned to others. Non BBC students, including alumni, may use library books and facilities in the library only.

- a. Reference books are not to be taken out of the library at any time by anyone. They are to be read in the Reference section only. If permission is granted for the book to be taken out of the area, the card must be signed and attached to the Library ID. If the book is needed for teaching, the teacher may request it and must be returned it to the library immediately after the class.

- b. Reserved books are classified as such because they are used as textbooks for a class. These books are placed in the reserved section for

the duration of the course and are not to be taken out of the library. They may be borrowed for one hour each use. No student is allowed to borrow two reserved books at a time.

c. Circulation books can be kept for one week and are renewable for another week if not in demand. A maximum of three books, exclusive of textbooks for courses in which the student is currently enrolled, may be borrowed at any one time. These books are for the student's own use and may not be loaned to others.

d. News papers, magazines and journals are strictly for library reading.

e. Tapes: The Library has cassette tapes, Beta Tapes, VHS tapes, CD and DVD's available for both faculty and student's use.

f. Fines: Since the library has a limited number of books, all borrowed books are to be returned promptly. Should the book not be returned on time, the borrower will be charged a fine. The borrower is responsible for lost books and will be charged the replacement price of the book.

g. Suspension of library privileges for a certain period of time or disciplinary action, depending on the weight of the offense, will be imposed on those who are found guilty of taking books or library materials without proper record of withdrawal. Anyone, who does not take care of the borrowed books, resulting in the damage of the book will have to pay the price of the book or replace the book depending on the damage. This rule also applies to all materials and equipment in the library.

3. Computer use: The computers in the library are for the use of BBC students and faculty. To cover the maintenance cost and to monitor fair use of the computers, a minimal charge will be required. There will also be a charge for printing. To prevent misuse, BBC will have a network administrator. Students are encouraged to avail of the computer class before using the machines.

# GRADUATION REQUIREMENTS

## PASTORAL LEADERSHIP

|                     |            |
|---------------------|------------|
| Bible               | 32         |
| Christian Education | 5          |
| General Education   | 25         |
| Pastoral Leadership | 36         |
| Missions            | 6          |
| Theology            | 20         |
| Electives           | 6          |
| <b>TOTAL</b>        | <b>130</b> |

## MISSIONS

|                     |            |
|---------------------|------------|
| Bible               | 29         |
| Christian Education | 5          |
| General Education   | 25         |
| Pastoral Leadership | 23         |
| Missions            | 28         |
| Theology            | 20         |
| <b>TOTAL</b>        | <b>130</b> |

## CHRISTIAN EDUCATION

|                     |            |
|---------------------|------------|
| Bible               | 26         |
| Christian Education | 36         |
| General Education   | 25         |
| Pastoral Leadership | 20         |
| Missions            | 3          |
| Theology            | 20         |
| <b>TOTAL</b>        | <b>130</b> |

## Courses offered for BCM

### Bible

|      |                          |   |
|------|--------------------------|---|
| B103 | Old Testament Survey     | 3 |
| B113 | New Testament Survey     | 3 |
| B122 | John                     | 2 |
| B213 | Hermeneutics             | 3 |
| B223 | Advanced Hermeneutics    | 3 |
| B233 | Gospels (life of Christ) | 3 |
| B243 | Acts                     | 3 |
| B253 | Corinthians              | 3 |
| B413 | Romans/Galatians         | 3 |
| B423 | Daniel & Revelation      | 3 |
| B433 | Apologetics              | 3 |

### Christian Education

|      |                           |          |
|------|---------------------------|----------|
| C202 | Intro To CE               | 2        |
| C303 | History & Philosophy      | 3        |
| C313 | Kindergarten Theory       | 3        |
| C322 | Camps & VBS               | 2        |
| C333 | Educational Psychology    | 3        |
| C383 | Principles Of Teaching    | 3        |
| C342 | Dynamics of Children's CE | 2        |
| C452 | Dynamics of Youth CE      | 2        |
| C462 | Dynamics of Adult CE      | 2        |
| C402 | Narrative & Visual Aids   | 2        |
| C413 | Administration Of C.E.    | 3        |
| C423 | Educational Min. Design   | 3        |
| C433 | Kindergarten Practicum    | 3        |
|      | <b>Internship</b>         | <b>3</b> |

### General Education

|      |                            |   |
|------|----------------------------|---|
| G102 | Basic Study Skills         | 2 |
| G111 | Basic Computer             | 1 |
| G113 | English 1                  | 3 |
| G123 | English 2 (Writing)        | 3 |
| G233 | English 3                  | 3 |
| G143 | General Psychology         | 3 |
| G153 | Sociology                  | 3 |
| G173 | Human Relations            | 3 |
| G203 | Church History             | 3 |
| G412 | Phil. Gov't & Constitution | 2 |
| G403 | Christian Ethics           | 3 |

### Missions

|      |                                  |          |
|------|----------------------------------|----------|
| M212 | Introduction To Missions         | 2        |
| M323 | World Missions                   | 3        |
| M333 | World Religions & Cults          | 3        |
| M342 | Islamic Studies                  | 2        |
| M433 | Church Planting / Growth         | 3        |
| M443 | Cultural Anthropology            | 3        |
| M453 | Cross Cultural Communication     | 3        |
| M462 | Principles of Mission Adjustment | 2        |
| M473 | Contemporary Issues in Missions  | 3        |
|      | <b>Field Work In Missions</b>    | <b>3</b> |

### Pastoral Leadership

|      |                                  |          |
|------|----------------------------------|----------|
| P102 | Foundations Of Christian Life    | 2        |
| P113 | Prayer & Worship                 | 3        |
| P123 | Effective Evangelism             | 3        |
| P223 | Methods of Bible Study           | 3        |
| P313 | Homiletics 1                     | 3        |
| P322 | Homiletics 11                    | 2        |
| P303 | Church Administration            | 3        |
| P312 | Church Business & Finances       | 2        |
| P323 | Pastoral Counseling              | 3        |
| P333 | Leadership Development           | 3        |
| P432 | Formation of Christian Character | 2        |
| P442 | Christian Family                 | 2        |
| P432 | Advanced Preaching               | 2        |
| P302 | Work Of The Ministry             | 2        |
|      | <b>Internship</b>                | <b>3</b> |

### Theology

|      |                         |   |
|------|-------------------------|---|
| T203 | God & Revelation        | 3 |
| T213 | Man & Sin               | 3 |
| T323 | Christ & Salvation      | 3 |
| T333 | Life In The Spirit      | 3 |
| T343 | Pentecostal Foundations | 3 |
| T453 | Church & It's Mission   | 3 |
| T463 | Biblical Theology       | 2 |

## BCM Pastoral Leadership

### Objectives of the BCM in Pastoral Leadership:

- 1 To train eligible men and women for leadership in various church ministries and missions.
- 2 To train men and women in the knowledge of the Bible and the principles of Bible interpretation so that they effectively preach the Gospel.
- 3 To equip men and women for effective communication of Biblical truths in the context of the local church and cross-cultural mission activities.
- 4 To provide for personal, spiritual, social and intellectual development of men and women called to pastoral leadership.
- 5 To arrange for practical ministries through an internship program.
- 6 To guide students into effective leadership in evangelism, church planting, Christian education and missions.
- 7 To perpetuate and strengthen the distinctive testimony of the Assemblies of God through effective leadership.
- 8 To provide future leaders for the continuing education of ministers of the Assemblies of God.

### Graduation Requirements:

1. For a Bachelor of Christian Ministries

#### Pastoral Leadership

|                     |     |
|---------------------|-----|
| Bible               | 32  |
| Christian Education | 5   |
| General Education   | 25  |
| Pastoral Leadership | 36  |
| Missions            | 6   |
| Theology            | 20  |
| Elective            | 6   |
| TOTAL               | 130 |

2. Passing all required courses.
3. Settlement of all financial obligations with the Business Office.
4. Recommendation by the faculty and staff with the approval of the administration.

# BCM Pastoral Leadership Curriculum Sequence

## First Year

|                                  |    |                      |    |
|----------------------------------|----|----------------------|----|
| Basic Study Skills               | 2  | English 2 (Writing)  | 3  |
| English 1 (Vocabulary & Grammar) | 3  | New Testament Survey | 3  |
| Old Testament Survey             | 3  | John                 | 2  |
| General Psychology               | 3  | Sociology            | 3  |
| Prayer & Worship                 | 2  | Human Relations      | 3  |
| Foundations Of Christian Life    | 2  | Effective Evangelism | 3  |
| Field Education                  |    | Field Education      |    |
|                                  | 15 |                      | 17 |

## Second Year

|                                   |    |                         |    |
|-----------------------------------|----|-------------------------|----|
| English 3 (Reading Comprehension) | 3  | Church History          | 3  |
| Intro To Missions                 | 3  | Corinthians             | 3  |
| Hermeneutics                      | 3  | Advanced Hermeneutics   | 3  |
| Gospels (life of Christ)          | 3  | Acts                    | 3  |
| Intro To CE                       | 2  | Theology II - Man & Sin | 3  |
| Theology I God & Revelation       | 3  | Methods of Bible Study  | 3  |
| Field Education                   |    | Field Education         |    |
|                                   | 17 |                         | 18 |

## Third Year

|                                   |    |                                  |    |
|-----------------------------------|----|----------------------------------|----|
| Theology III - Christ & Salvation | 3  | Theology IV - Life In The Spirit | 3  |
| Homiletics 1                      | 3  | Homiletics 11                    | 2  |
| Principles Of Teaching            | 3  | Leadership Development           | 3  |
| Pentecostal Foundations           | 3  | Church Business & Finances       | 3  |
| Pastoral Counseling               | 3  | Church Administration            | 3  |
| Work Of The Ministry              | 2  | Elective                         |    |
| Field Education                   |    | Field Education                  |    |
|                                   | 17 |                                  | 14 |

## Fourth Year

|                                    |    |                               |    |
|------------------------------------|----|-------------------------------|----|
| Theology V - Church & It's Mission | 3  | Biblical Theology             | 2  |
| Christian Family                   | 2  | The Minister & Philippine Law | 2  |
| Advanced Preaching                 | 2  | Daniel & Revelation           | 3  |
| Apologetics                        | 3  | Romans / Galatians            | 3  |
| Church Planting & Growth           | 3  | Christian Ethics              | 3  |
| Internship                         | 3  | Elective                      | 3  |
|                                    | 16 | Internship                    |    |
|                                    |    |                               | 16 |

## BCM Christian Education

### Objectives of the BCM in Christian Education:

- 1 To train eligible men and women in various areas of Christian Education for church ministries and missions.
- 2 To train men and women in the knowledge of the Bible and the principles of Bible interpretation so they are able to teach others. .
- 3 To equip men and women for effective communication of Biblical truths in the context of the local church and training institutions.
- 4 To provide for personal, spiritual, social and intellectual development encouraging a life message.
- 5 To arrange for practical ministries opportunities through practicum, Camps and VBS.
- 6 To guide students in be effective through the use of Christian Education in evangelism and church planting.
- 7 To perpetuate and strengthen the distinctive testimony of the Assemblies of God.
- 8 To provide continuing education to ministers of the Assemblies of God.

### Graduation Requirements:

1. For a Bachelor of Christian Ministries

#### CHRISTIAN EDUCATION

|                     |     |
|---------------------|-----|
| Bible               | 26  |
| Christian Education | 36  |
| General Education   | 25  |
| Pastoral Leadership | 20  |
| Missions            | 3   |
| Theology            | 20  |
| TOTAL               | 130 |

2. Passing all required courses.
3. Settlement of all financial obligations with the Business Office.
4. Recommendation by the faculty and staff with the approval of the administration.

## BCM Christian Education Curriculum Sequence

### First Year

|                                  |    |                      |    |
|----------------------------------|----|----------------------|----|
| Basic Study Skills               | 2  | English 2 (Writing)  | 3  |
| English 1 (Vocabulary & Grammar) | 3  | New Testament Survey | 3  |
| Old Testament Survey             | 3  | John                 | 2  |
| General Psychology               | 3  | Sociology            | 3  |
| Prayer & Worship                 | 2  | Human Relations      | 3  |
| Foundations Of Christian Life    | 2  | Effective Evangelism | 3  |
| Field Education                  |    | Field Education      |    |
|                                  | 15 |                      | 17 |

### Second Year

|                                   |    |                         |    |
|-----------------------------------|----|-------------------------|----|
| English 3 (Reading Comprehension) | 3  | Church History          | 3  |
| Intro To Missions                 | 3  | Corinthians             | 3  |
| Hermeneutics                      | 3  | Advanced Hermeneutics   | 3  |
| Gospels (life of Christ)          | 3  | Acts                    | 3  |
| Intro To CE                       | 2  | Theology II - Man & Sin | 3  |
| Theology I - God & Revelation     | 3  | Methods of Bible Study  | 3  |
| Field Education                   |    | Field Education         |    |
|                                   | 17 |                         | 18 |

### Third Year

|                         |    |                                |    |
|-------------------------|----|--------------------------------|----|
| Christ & Salvation      | 3  | Life In The Spirit             | 3  |
| Homiletics 1            | 3  | Dynamics Of Children Education | 2  |
| Principles Of Teaching  | 3  | Kindergarten Theory            | 3  |
| Pentecostal Foundations | 3  | Educational Psychology         | 3  |
| Camps & VBS             | 2  | Leadership Development         | 3  |
| History & Philosophy    | 3  | Field Education                | 3  |
| Work Of The Ministry    | 2  |                                |    |
| Field Education         |    |                                |    |
|                         | 19 |                                | 14 |

### Fourth Year

|                         |    |                               |    |
|-------------------------|----|-------------------------------|----|
| Church & It's Mission   | 3  | Biblical Theology             | 2  |
| Christian Family        | 2  | The Minister & Philippine Law | 2  |
| Dynamics Of Youth C.E.  | 2  | Romans/Galatians              | 3  |
| Narrative & Visual Aids | 2  | Dynamics Of Adult C.E.        | 2  |
| Kindergarten Practicum  | 3  | Educational Min. Design       | 3  |
| Internship              | 3  | Administration Of C.E.        | 3  |
|                         |    | Internship                    |    |
|                         | 15 |                               | 15 |

## BCM In Missions

### Objectives of the BCM in Missions:

- 1 To train eligible men and women for various ministries as related to the call to missions.
- 2 To train men and women in the knowledge of the Bible and the principles of Bible interpretation so they are able to preach the Gospel.
- 3 To equip men and women for effective communication of Biblical truths in the context of cross-cultural mission activities.
- 4 To provide for personal, spiritual, social and intellectual development of the man or woman called to be a missionary.
- 5 To arrange for practical mission opportunities through mission trips and field work in missions.
- 6 To guide students into effective missionary work through evangelism, church planting, and training.
- 7 To perpetuate and strengthen the distinctive testimony of the Assemblies of God here and around the world.
- 8 To provide ministers, able to provide continuing education for ministers of the Assemblies of God.

### Graduation Requirements:

1. For a Bachelor of Christian Ministries

#### MISSIONS

|                     |    |     |
|---------------------|----|-----|
| Bible               | 29 |     |
| Christian Education | 5  |     |
| General Education   | 25 |     |
| Pastoral Leadership | 23 |     |
| Missions            | 28 |     |
| Theology            | 20 |     |
| TOTAL               |    | 130 |

2. Passing all required courses.
3. Settlement of all financial obligations with the Business Office.
4. Recommendation by the faculty and staff with the approval of the administration.

## BCM Missions Curriculum Sequence

### First Year

|                                  |    |                      |    |
|----------------------------------|----|----------------------|----|
| Basic Study Skills               | 2  | English 2 (Writing)  | 3  |
| English 1 (Vocabulary & Grammar) | 3  | New Testament Survey | 3  |
| Old Testament Survey             | 3  | John                 | 2  |
| General Psychology               | 3  | Sociology            | 3  |
| Prayer & Worship                 | 2  | Human Relations      | 3  |
| Foundations Of Christian Life    | 2  | Effective Evangelism | 3  |
| Field Education                  |    | Field Education      |    |
|                                  | 15 |                      | 17 |

### Second Year

|                                   |    |                         |    |
|-----------------------------------|----|-------------------------|----|
| English 3 (Reading Comprehension) | 3  | Church History          | 3  |
| Intro To Missions                 | 3  | Corinthians             | 3  |
| Hermeneutics                      | 3  | Acts                    | 3  |
| Gospels (life of Christ)          | 3  | Advanced Hermeneutics   | 3  |
| Intro To CE                       | 2  | Theology II - Man & Sin | 3  |
| Theology I - God & Revelation     | 3  | Methods of Bible Study  | 3  |
| Field Education                   |    | Field Education         |    |
|                                   | 17 |                         | 18 |

### Third Year

|                                   |    |                                  |    |
|-----------------------------------|----|----------------------------------|----|
| Theology III - Christ & Salvation | 3  | Theology IV - Life In The Spirit | 3  |
| Homiletics 1                      | 3  | Leadership Development           | 3  |
| Principles Of Teaching            | 3  | World Religions & Cults          | 3  |
| Pentecostal Foundations           | 3  | Theology of Missions             | 2  |
| World Missions                    | 3  | Cultural Anthropology            | 3  |
| Work Of The Ministry              | 2  | Field Education                  |    |
| Field Education                   |    |                                  |    |
|                                   | 17 |                                  | 14 |

### Fourth Year

|                                      |    |                                  |    |
|--------------------------------------|----|----------------------------------|----|
| Theology V - Church and it's Mission | 3  | Biblical Theology                | 3  |
| Christian Family                     | 2  | Romans/Galatians                 | 3  |
| Church Growth/Church Planting        | 3  | The Minister & Philippine Law    | 2  |
| Apologetics                          | 3  | Islamic Studies                  | 2  |
| Contemporary Issues in Missions      | 3  | Cross Cultural Communication     | 3  |
| Internship                           | 3  | Principles of Mission Adjustment | 2  |
|                                      |    | Internship                       |    |
|                                      | 17 |                                  | 15 |

## COURSE DESCRIPTION

### BIBLICAL SUBJECTS:

B 103 OLD TESTAMENT SURVEY: A survey of the 39 books that make up the Old Testament. The course is intended to introduce the student to the principles, theme, and outstanding feature of the books, as well as its relationship to the other books in the Bible. A historical geography of the Old Testament is included.

B 113 NEW TESTAMENT SURVEY: A quick survey of the 27 books that make up the New Testament. Intended to introduce the student to the principal theme and special features of each book as well as its relation to the other books of the Bible.

B 122 THE GOSPEL OF JOHN: An examination of the ministry of Christ from His divinity as presented in the Gospel of John. The study is both expository and devotional.

B 213 HERMENEUTICS: Looks at the history of Bible interpretation and the methods followed by previous interpreters. From these, the student can trace the way present principles of interpretation were formulated.

B 223 ADVANCED HERMENEUTICS: Practical application of the principles of interpretation through preparation and critique of sermon and preaching.

B 233 SYNOPTIC GOSPELS (LIFE OF CHRIST): A study of the background, authorship, main theme and content of the four Gospels. The personal perspective of each of the authors is studied to discover the full picture of the life, ministry, death and resurrection of Jesus Christ.

B 243 ACTS: A detailed study of the book of Acts. Special emphasis is placed on the work of the Holy Spirit in the lives of the early believers as well as His ministry in the expansion of the early church.

B 253 CORINTHIANS: An in depth study of the problems of the Corinthians and Paul's recommendations for their solution. There is an application of Paul's instructions for Christians living in the 20th century.

\*B 303 BIBLE PERSONALITIES: A study of Bible characters showing the part they played in the plan of redemption. Their weaknesses and strengths of character are studied as examples.

\*B 313 HEBREW PROPHECY: A survey of the Hebrew Prophets, their backgrounds and their messages.

\*B 323 HEBREW HISTORY: The study of history of the Jewish nation beginning with the call of Abraham. It traces the development, division and dissolution of the Kingdom of Israel.

\*B 333 EARLY BIBLICAL HISTORY: An in-depth study of the events of the first eleven chapters in the Book of Genesis keeping in mind their theological implications.

\*B 342 HEBREW POETRY: The study of Job, Psalms, Proverbs, Ecclesiastes and Song of Solomon, emphasizing their structure as Hebrew Poetry, and drawing devotional, doctrinal and practical lessons from their content.

\*B 353 HEBREWS & TYPOLOGY: An intensive study of the Book of Hebrews including Old Testament types and forms of worship as they relate to the book of Hebrews and the superiority of Christ.

\*B 363 PRISON EPISTLES & THESSALONIANS: A chapter by chapter analysis of Ephesians, Philippians, Colossians, Philemon and the two letters to the Thessalonians. Special emphasis is given to their main teachings and practical value for modern Christian living.

\*B 372 GENERAL EPISTLES: An analytical study of the Epistles of James, Peter, John and Jude with a present day application of the truths presented in these books.

\*B 382 PASTORAL EPISTLES: An exposition of the book of I Timothy, II Timothy and Titus. Paul's instructions to ministers concerning church government are carefully studied.

B 403 ROMANS & GALATIANS: An interpretative and devotional study of the epistles to the Galatians and the Romans. It especially looks into the theological issues contained in these Books.

B 413 DANIEL & REVELATION: A comparative study of Daniel and Revelation. Special emphasis is given to predictive prophecy that has already been fulfilled and that which will be fulfilled in the near future. The primary subject is the Second Coming of Christ and the signs that point to His soon return.

B 433 APOLOGETICS: Examines the great philosophical themes of truth, faith, evil and suffering, and shows how their Christian interpretation can be defended.

\*B 423 INTRODUCTION TO GREEK: Primarily concerned with acquainting the student with the tools available to one who wishes to exegete the Scripture in his own language and give priority to the original languages. The alphabet and a simple vocabulary of Greek words are learned which will also prepare the student for further Greek Studies.

## CHRISTIAN EDUCATION SUBJECTS:

C 202 INTRODUCTION TO CHRISTIAN EDUCATION: A general orientation into the entire field of Christian Education designed to develop an understanding of the Bible and its use as the foundation for the teaching ministry of the church.

C 303 HISTORY & PHILOSOPHY OF CHRISTIAN EDUCATION: A study of religious education principles beginning with Hebrew and Greek practices and surveying principles and methods used up to the present time. Attention is also given to philosophies of education that have influenced Christian Education.

C 313 KINDERGARTEN THEORY: A course on how to organize and administer a kindergarten, utilizing local church facilities. Special attention is given to the philosophy of kindergarten, child philosophy, course content and kindergarten level teaching methods.

C 322 CAMPS & VBS: A study of the philosophy and methodology of Camps and VBS as educational agencies of the church. Attention is given to organization and administration as well as their relationship to other church educational agencies.

C 333 EDUCATIONAL PSYCHOLOGY: A study of the theories of behavior and learning in education. Attention is given to mental growth and development at different ages. Individual differences and personality problems that affect learning are considered in detail.

C 342 DYNAMICS OF CHILDREN'S EDUCATION & MINISTRY: A study of child education on the local church level it includes learning to plan and organize children's activities that will enhance their Christian growth.

C 452 DYNAMICS OF YOUTH EDUCATION & MINISTRY: A study of the needs and characteristics of adolescents. It includes techniques for ministry to, then through, various programs of the local church such as youth camps, youth meetings and social gatherings.

C 462 DYNAMICS OF ADULT EDUCATION & MINISTRY: Considers the characteristics and specific needs of adults. Special attention is given to the adult learning processes; and how they are affected by family and social relationships.

C 383 PRINCIPLES OF TEACHING (TEACHING-LEARNING): Introduces the student to accepted teaching-learning principles. Areas to be discussed are: the teacher, teaching laws, learning principles, methods of teaching, how to prepare a lesson, and lesson planning. The teachings of the Lord Jesus Christ will be examined.

C 402 NARRATIVE & VISUAL AIDS: A study of story telling techniques. How to select stories, how to prepare them, with or without visual aids, and various kinds of visual aids that may be used.

C 413 ADMINISTRATION OF CHRISTIAN EDUCATION: Teaches the student how the Christian Education program of the local church is organized and administered at all levels. The emphasis is on the necessity of Christian Education in the local church. Special attention is given to the roles and job descriptions of those holding leadership positions in the educational program of the church.

C 423 EDUCATIONAL MINISTRY DESIGN: A study of the process of planning, organizing and leading an educational ministry. Special attention will be given to evaluating and improving existing available curricula as well as developing skill in planning and writing curricula materials with special reference to the Asia-pacific region.

C 433 KINDERGARTEN PRACTICUM: An actual classroom observation of the kindergarten laboratory school and practice teaching required for this course.

## GENERAL EDUCATION SUBJECTS:

G 102 BASIC STUDY SKILLS: Designed to help new students improve their study skills in order to maximize the benefit from their courses. Library study aids and their uses are introduced. Various types of examinations as well as preparation for them are also covered.

G 111 BASIC COMPUTER: Designed to provide a basic understanding of the use of the computer.

G 113 ENGLISH I (Vocabulary & Grammar): Includes an enlarged vocabulary of English words as well as with a study of the fundamentals of English grammar.

G 123 ENGLISH II (Sentence & Paragraph): The study of sentences and paragraphs with a review of the different parts of speech, particularly verbs.

G 233 ENGLISH III (Research & Term Paper writing): Covers the methods and techniques of research and term paper writing.

G 143 GENERAL PSYCHOLOGY: An introduction to general principles of human behavior taught from a Christian viewpoint. Emphasis is placed on the development of the Christian personality.

G 153 INTRODUCTION TO SOCIOLOGY: Acquaints the student with Christian based concepts of collective behavior and the principles of human interaction. It is presented with the Philippine culture in view.

G 163 HUMAN RELATIONS: A study of human relation in ministry settings. It focuses on understanding of oneself, interactions between persons and interactions within groups. This includes the functions of personality in relationships, establishing relationships, communication in relationships, and solving problems in relationships.

G 203 CHURCH HISTORY: A general survey of the Church from the day of Pentecost to the modern church with special emphasis on the origin, nature, purpose, organization, doctrine, literature, problems and progress. This course looks at theological problems and considerations affecting the present day church.

G 403 CHRISTIAN ETHICS: A study of the principles of Biblical Ethics with applications that consider contemporary Asian problems.

G 412 PHILIPPINE GOVERNMENT & CONSTITUTION: A study of the different provisions of the new Philippine Constitution, designed to enable the student to understand both the organization of government and the workings of the state.

\*G 413 INTRODUCTION TO PHILOSOPHY: A study, which includes definitions of Philosophical concepts, the study of reality, truth, and values which are basic characteristics of all experiences.

\*G 423 LOGIC: Designed to acquaint the student with the basic principles of correct rather than incorrect reasoning.

## PASTORAL LEADERSHIP:

P 102 FOUNDATION OF CHRISTIAN LIFE: An introductory study of the basic principles of spiritual growth and discipleship as well as qualities that characterize a disciplined, reproducing Christian. The study includes concepts of maturing spiritually, knowing God in a deep intimate personal relationship and yielding control of one's life to the indwelling presence of the Holy Spirit. Maintaining an active and productive personal devotional life is also emphasized.

P 113 PRAYER & WORSHIP: Introduces the students to the Scriptural teaching and practice of personal and public prayer, and worship. It emphasizes the extreme importance of prayer in the personal life and work of a successful minister of the Gospel.

P 123 EFFECTIVE EVANGELISM: Examines witnessing techniques, and their application in personal evangelism. It also includes an examination of successful methods of both mass evangelism and local church evangelism.

P 223 METHODS OF BIBLE STUDY: A study of various methods (Historical, Inductive, Analytical, etc.) of Bible study. These methods are really steps to understanding a book in its unified structure. Distinction is made of various literary genres (types). Expository, narrative, poetic, epistles and apocalyptic requires different approaches.

P 302 THE WORK OF THE MINISTRY: Uses the Pastoral Epistles of Paul as a basis for teaching the class. It deals with the pastor's call, preparation for ministry and relationship with his people.

P 303 CHURCH ADMINISTRATION: A study of the organizational structure of the church and the pastor's role as the administrator of all its departments. Scriptural principles are followed as well as whatever can be gleaned from modern group dynamics.

P 312 CHURCH BUSINESS & FINANCE: Combines a brief study and practice in parliamentary procedures, with Church finance and bookkeeping.

P 313 HOMILETICS I: This is a study of the principles of preaching. It introduces the student to the spiritual and practical aspects of sermon preparation. Special attention is given to the parts of a sermon, its classification, organization and content.

P 322 HOMILETICS II: Gives the student experience in the actual practice of preaching. Special attention is paid to pulpit decorum and sermon delivery. The class discusses various ways of concluding services with challenging appeals.

P 323 PASTORAL COUNSELING: A study of the basic principles of pastoral counseling with attention given to the areas of youth counseling, premarital and marriage counseling. The emphasis is placed on the use of Scripture in counseling.

P 333 LEADERSHIP DEVELOPMENT: Concerned itself with the principles of leadership in the church. Consideration are, what a leader is, how to be a leader, and relationships and responsibilities of leaders.

P 353 INTERNSHIP: The Ministerial Internship Program is designed to give the student an opportunity to perform church ministries in the area of their specialization under a supervision pastor while attending Bethel Bible College. Included are Pastoral, Christian Education and Missions ministries. The Internship is required for all juniors.

P 412 ADVANCED PREACHING: An in depth study of various styles and methods of preaching such as expository and persuasive preaching. The student will be instructed in the contextualization of the preaching event; without violation of Biblical truth. He will also be expected to prepare and present a sermon in class. He is strongly encouraged to be involved in a preaching opportunity outside of the class.

\*P 422 EXPOSITORY PREACHING: A study of the communication of Biblical concepts from an historical, grammatical, literary study of a passage in its context, which the Holy Spirit first applies to the personality and experience of the preacher, then through him to his hearers.

P 432 FORMATION OF CHRISTIAN CHARACTER: A study of the development of the Christian minister's life. It involves considerations of personal integrity, developing a conscience and application of Christian ethics to the personal life and behavior of the minister. Special consideration is given to the implications of the fruit of the Spirit in the minister's life and relationships.

P 442 CHRISTIAN FAMILY: Underscores the fact that marriage and the family originated in the heart and mind of God. Biblical principles are discussed as the basic foundation for a happy and successful marriage and home. The study includes both the pastor's home as well as those of his members.

\*P 453 INTRODUCTION TO CHRISTIAN COMMUNICATION: An Introduction to the fundamentals of Christian Broadcast Communication, surveying the theory and the major types of tools available. Implication to the Christian broadcaster will be explored and the course will give the student the experience of preparing a broadcast or taping.

## MISSIONS SUBJECTS

M 212 INTRODUCTION TO MISSIONS: An introductory study, which examines the Biblical basis of missions, the call of the missionary and the preparation necessary for missionary work. It presents an overview of the foreign missions program of the Assemblies of God, its auxiliary agencies and the roles of the district and local church in missions.

\*M 223 MISSION HISTORY: A study of the methods, principles, aims and progress of Apostolic Missions. Attention is given to the various periods of the missionary endeavor; beginning with the book of Acts through the rise of Islam, the Reformation, and William Cary to modern missions.

M 323 WORLD MISSIONS: A study of the perspective of mission development from various mission agencies, missionaries and anthropologists. Attention is given to current development of the mission task.

M 333 WORLD RELIGIONS & CULTS: Seeks to equip the student with necessary knowledge to approach intelligently those of the non-Christian religions of the world. It views tenets for the major religious systems and also addresses the rise of and errors in Christian cults.

M 342 ISLAMIC STUDIES: Seeks to equip the student with the knowledge of the history and rise of Islam in the world. It views the basis of Islamic faith and suggests ways to develop relationships in order to present the gospel.

\*M 352 AREA STUDIES: Explores the culture and religious backgrounds, historical development and the present situation as these relate to spreading the gospel and growth of the church.

M 433 CHURCH PLANTING & GROWTH: A survey of the principles of church planting and growth as well as a study of the Scriptural means by which they can be accomplished. Successful contemporary methods are also examined.

M 443 CROSS CULTURAL COMMUNICATION: An introductory study of the inherent problems encountered by a communicator oriented in one culture attempting meaningful dialogue in a different culture.

M 453 CULTURAL ANTHROPOLOGY: The purpose of this course is to introduce the student to the cult diversities among the peoples of the world. The course places emphasis upon such things as social structure including the family, religion, language, art, and technology among the various societies.

M 462 PRINCIPLES OF MISSIONARY ADJUSTMENT: Considers necessary qualifications and training for missionary appointment. The study includes a review of the relationship of the missionary society and views personal, family, professional, and social problems on the field.

M 473 CONTEMPORARY ISSUES IN MISSIONS: Gives the student an exposure to the current issues in missions including political, theological, ideological, sociological, and educational trends.

## THEOLOGICAL SUBJECTS

T 203 INTRODUCTION TO THEOLOGY (God and His Revelation): A beginning study in theology designed to acquaint the students with the departments and methods of theology. Emphasis is on the Character of God, His Word, and how He makes Himself known.

T 213 THEOLOGY I (Man and Sin): Designed to aid the student in tracing Biblical themes related to who man is, the nature of his problem (sin) and the implications for his life.

T 323 THEOLOGY II (Christ and Salvation): The student traces Biblical themes related to the significance of who Jesus Christ is and what He accomplished for us.

T 333 THEOLOGY III (Life in the Spirit): The student will trace Biblical themes related to the person and work of the Holy Spirit in relation to the believer, and the church.

T 343 PENTECOSTAL FOUNDATIONS: A course designed to furnish the student with an understanding of the historical and the theological roots of the modern Pentecostal revival; particularly the Assemblies of God. It concentrates on the statement of fundamental truths.

T 453 THEOLOGY IV (Church & its Mission): The student will trace Biblical themes related to the church, as the people of God, Its task and Its destiny as well as the end of the world.

T 462 BIBLICAL THEOLOGY: Introduction to Biblical theology where the students studies the various subjects of theology in their historical setting. It gives special attention to the progressive development of doctrine and considers doctrine from the standpoint of the Bible writers.

T 413 THEOLOGY of MISSIONS: An in depth analysis of the theological undergirding for a Biblical missionary outreach. The course considers the theology of the church, its origin in the plan of God and its presence in the world as redeemed agency.

\* Subject is taught for credit when time and faculty permit.

## V. BBC EXTENSIONS

In response to the needs of the Metro Manila area, a number of local churches began their own training programs. A program called Advance Charismatic Training Seminar (ACTS) was begun with a goal of providing quality Christian Education and training for ministry that was practical and applicable to the needs of the local church. Soon, however, it was felt that the students could receive college credit for their study since the program was being taught at this level. From this was born Bethel Bible College Extension Education Program. Currently BBC extensions are located in Cubao, Bataan, Malolos, Olongapo, Cabanatuan and Hong Kong. We also have an Extension for continuing education in California, USA.

Since BBC Extension began, more than 1,300 students have enrolled in and attended classes, and more than 250 have graduated from its Certificate of Ministries program. Graduates have gone on to serve the Lord in various ministries in and through the church. Some have served as missionaries in other countries. Many have gone on to complete the Bachelor of Christian Ministries degree on the BBC Main Campus.

Students coming to the BBC Extension are able to enroll in classes that are taught by qualified international as well as Filipino teachers. A student can take a total of 39 units of classes in the Bible, Theology, and Practical Theology, graduating with a Certificate of Ministries degree in two year's time.

### **CERTIFICATE OF CHRISTIAN MINISTRIES**

| <b>BIBLE</b>               | <b>Units Required</b> | <b>15</b> |
|----------------------------|-----------------------|-----------|
| B-203 Old Testament Survey | 3                     |           |
| B-213 New Testament Survey | 3                     |           |
| B-223 Hermeneutics         | 3                     |           |
| B-233 Gospels              | 3                     |           |
| B-243 Acts                 | 3                     |           |

| <b>THEOLOGY</b>                                | <b>Units Required</b> | <b>9</b> |
|--|-----------------------|----------|
| T-203 Intro to Theology (God & His Revelation) | 3                     |          |
| T-343 Pentecostal Foundations                  | 3                     |          |
| T-313 Theology II (Christ & Salvation)         | 3                     |          |

| <b>CHURCH MINISTRIES</b>            | <b>Units Required</b> | <b>15</b> |
|-------------------------------------|-----------------------|-----------|
| C-203 Intro. To Christian Education | 3                     |           |
| P-203 Prayer & Worship              | 3                     |           |
| P-223 Effective Evangelism          | 3                     |           |
| P-303 Homiletics                    | 3                     |           |
| P-423 Methods of Bible Study        | 3                     |           |

**Total Units Required - 39**

# **BETHEL BIBLE COLLEGE EXTENSION EDUCATION HANDBOOK**

## **I. INTRODUCTION**

Bethel Bible College recognizes the need to extend our educational opportunities through extension education. The Extension Education Handbook is designed to familiarize those administrators, faculty, and staff members whose responsibilities will include extension education with the extension program of the college. It will help explain the college's expectations and its purposes and guidelines for the extension education program.

## **II. PURPOSE**

Jesus taught his disciples by example, through real life situations, through student involvement, and to meet personal needs. The extension education program of the college is designed to follow this example of teaching as follows:

1. to provide for emphasis on training and ministry within the context of the local body;
2. to provide for leadership to emerge and be recognized within the context of the local body;
3. to serve as a lay leadership training program for local church leaders;
4. to build a bridge between the local churches and the Bible school for ministry training and to channel students into the local school.

## **III. RESEARCH AND ANALYSIS OF EXTENSION NEEDS**

1. need for extension education
2. number of interested students
3. accessibility of the extension facilities to local churches and available transportation
4. administration and supervision of the extension program
5. availability of extension faculty, facilities, and equipment
6. special language needs
7. availability of textbooks and library materials

## **IV. ADMINISTRATION**

### **A. College Administration**

The extension education program is an integral part of the academic program of the school. It is administered according to the school constitution and the guidelines established for the extension program.

### **B. Administrative Job Descriptions**

### 1. Extension Coordinator

The Extension Coordinator assumes leadership over the extension education programs of the college, amenable to the Academic Dean and in cooperation with the Extension Education Committee, according to the guidelines and policies established for the extension education program. He helps to establish the extension education budget, reviews extension faculty selection, retention, and in-service training. He arranges the extension teaching assignments and class schedules, oversees course preparation, textbook selection, etc., to ensure that academic standards are equal to those of the resident campus. He oversees the academic progress of each student and the responsibilities of the Extension Registrar, if applicable.

### 2. Extension Registrar

The Extension Registrar is responsible for the recording of all extension student files and records in cooperation with the campus Registrar and to submit all records to the resident campus Registrar for permanent filing.

### 3. Extension Education Committee

The Extension Education Committee has the responsibility to work in cooperation with the Extension Coordinator and the Academic Dean to assure the on-going coordination of the college extensions. The Extension Coordinator serves as chairman of the Extension Committee. The committee has the responsibility to develop, organize, and evaluate the general development of the extension programs, its academic programs, policies and procedures, and make recommendations to the Academic Affairs Committee, if applicable, and the Administrative Committee for any necessary adjustments. The committee will provide a vehicle through which the members of the committee, the administration, and faculty can be informed of the operation of the extension program.

## V. FINANCES

### A. Budget

When establishing a budget for the extension education program, the extension should consider the various types of expenses to be incurred such as salaries, books, rental of facility and equipment. Student fees should be in line with resident campus fees but in consideration of standards of living and per capita income.

### B. Bethel Bible College

Because of expenses incurred by BBC the following is expected from extensions.

1. Tuition fee : A 15% fee from tuition will be required for each student from the extension program. The fee must be paid before extension students can participate in the graduation ceremony.

2. Financial Report: Please submit a financial report to the campus at the end of each semester

3. Publications: Extension students are invited to participate in the BBC yearbook, KALAWILI. We ask that you contribute P300 for the yearbook.

4. Graduation Fee: The graduation fee of P650 will be paid for each student participating in the graduation.

## VI. EXTENSION FACULTY

### A. Faculty Selection

1. The extension faculty should be expected to meet the same qualifications as the faculty at the resident campus and should be recognized as “adjunct faculty” of the resident campus.

2. As much as possible, faculty should be selected from the local area of the extension. Interview arrangements will be made by the Extension Coordinator. The Academic Dean of the resident campus should process applications for prospective extension faculty and follow resident campus contracting procedures.

3. Copies of faculty resumes and credentials should be placed on file in the Academic Dean’s office. Periodic evaluation of the extension faculty, including professional growth and teaching performance should be undertaken by the college.

4. Extension faculty, appointment procedures, contracts, and compensation, as determined by the Board of Directors of the college, should follow standard school procedure when possible.

### B. Teacher Obligations

1. The extension faculty should adhere to the guidelines pertaining to classroom obligations which are stated in the Faculty Handbook, including areas such as the following:

a. Course syllabi should be prepared and submitted to the Extension Coordinator or Academic Dean for review and approval prior to the beginning of each course.

b. Course preparation, presentation, and student evaluation should align with that of the resident campus.

c. Extension faculty should teach course theory and content in the context of the students' spiritual life and ministry development.

2. The extension faculty should complete final grade procedures within seven days following the final exam and submit students' grades to the Extension Registrar or Extension Coordinator, including completed grade recording on Class Cards, Official Copies, and the Permanent Grade Register for each course. If mailed, these should be mailed within seven days after final exams and copies should be retained by the instructor or Extension Coordinator until verification of arrival has been confirmed.

## VII. ACADEMIC REQUIREMENTS

### A. Admission Requirements

The admission requirements for extension students should follow those of the resident campus.

In some cases, a school may wish to allow the student to complete up to 12 units before formal program matriculation is required. A student should not be allowed to complete the equivalent of one semester's work or the requirements for any certificate until he has completed the enrollment process and his application has been accepted by the Administrative Committee.

It should be clearly stated that the resident campus will be under no obligation to formally accept any student who has completed some course work but does not meet admissions requirements

1. All applicants who desire to complete a study program should be encouraged to complete the standard application form used by the resident campus as soon as possible, following established registration procedures. Application forms should be made readily available to prospective extension students by the Extension Coordinator or Extension Registrar.

2. For a Standard Level One study program, students are expected to be high school graduates, or the equivalent. Mature students who cannot qualify for the Standard Level One program may be admitted, and on the basis of entrance tests and other criteria, placed in the Standard Level Two study program.

3. All extension students should be required to have completed health forms on file at the resident campus.

4. Students who cannot complete program enrollment requirements should be allowed to enroll in courses only on an "audit" basis after completing the maximum allowable units. At the end of registration, all admission documents should be forwarded to the sponsoring campus Registrar for final action and a letter of acceptance.

## B. Academic Standards and Unit Transfer

The following criteria should be observed to help insure that extension program credits will be equivalent to those offered by the home campus.

1. Credits earned in the extension program should reflect the same academic standards as the resident program. They should be recorded on the college transcript and be fully transferable to any study program offered by the college.
2. Permanent records of all students should be kept at the resident campus and transcripts should be released only by the resident campus Registrar.

## C. Standard Semesters and Concentrated Block Sessions

All units are based on 750 minutes of classroom instruction plus a final exam per credit unit earned, regardless of the length of the term or block session, unless a language translation situation exists.

## D. Curriculum

All study programs offered in the extension program should be approved by the Board of Directors and carefully supervised by the Extension Coordinator under the direction of the Academic Dean, and should follow the curriculum at the resident campus.

## VIII. EXTENSION STUDENT BODY

The extension program is offered to serve those students who are unable, or may not wish to travel to the sponsoring campus due to time, transportation, finances, etc. The number of hours offered should be clearly explained to all students.

## VI. STUDENT LIFE INFORMATION

### A. Spiritual Priorities:

Bethel Bible College seeks to be a student-oriented school with high spiritual priorities. The administration, faculty and staff are dedicated to provide the best atmosphere and instruction possible for the training of those who will preach the Gospel. Discipline in personal relationships with God and personal relationships with other students, faculty and staff are held in the highest esteem. Academic preparation for the minister is very important but unless the minister cultivates a close personal relationship with God through prayer and application of God's Word, academic excellence will mean nothing. Because of this, the following are programmed into Bethel's scheduled school activities designed for the students' spiritual enrichment:

1. *Early morning watch:* Help in developing the life of the minister by training through early worship and by seeking the Lord together for help, blessing and guidance for the day's activities. All dorm students are required to assemble for group devotions at 5:00 AM., Tuesday to Friday. The rising bell will ring at 4:45 AM. Designated meeting places will be assigned by Dorms Deans. Dorm students are still expected to have their morning personal devotions on Mondays, Saturday and Sundays.
2. *Personal Devotion:* An early evening personal devotion from 6:30-7:00 P.M. for communing with the Lord. Reading of Scripture and prayer should occupy this devotional period. No other activity is permitted to take this time allowed for your personal communion with God. The chapel or the dorm are the places designated for men, lounge /prayer room for ladies.
3. *Chapel:* BBC's corporate time of worship; to build, inspire and challenge, during the school week. Chapel services provide opportunities for the development of the student in worship and spiritual gifts. Outside speakers for chapel services have been a rich source of spiritual blessings to the students as well as faculty and staff. In keeping with the stated goals of BBC, attendance is required at all chapel and assembly periods for all students. Four (4) unexcused absences could result in a major disciplinary action.
4. *Fasting:* The noon meal on Friday has been set aside as a time of voluntary fasting and prayer. All students, faculty and staff gather in the chapel for corporate prayer and fasting. Answered prayers and spiritual enrichment have been the result of this voluntary fasting time at Bethel. The kitchen

will not serve lunch on this day.

5. *Friday Night Prayer Meeting:* Led by the SMF officers, this time of intercessory prayer as well as other aspects of prayer is a vital part of the life of a minister. Participation in the Friday night prayer meeting is required for all dorm students. A faculty or staff member will be assigned to join the students. Only the Spiritual Life Director is permitted to excuse a student from attending this meeting. A written request from the student's pastor must be presented and approved by the Spiritual Life Director and endorsed to the respective Deans. All students are required to include the equivalent of the Friday worship, praise and intercession time in their monthly Field Education report.
6. *Bethel Assembly:* Held on Monday evenings; this is a source of spiritual blessings as students take charge of a real church setting with the assigned faculty member as the advisor.
7. *Mission Emphasis:* Through Student Missionary Fellowship, one chapel service a week is scheduled for the purpose of mission awareness. A mission convention is scheduled during the school year to emphasize the need for a world vision in ministry.. Other activities will be included to highlight the need of the world to know CHRIST as Savior.
8. *Spiritual Emphasis:* To further enhance BBC Students' spiritual development, one week each semester is devoted to spiritual emphasis, focusing on character and life in the Spirit. A special speaker is invited for the week to give spiritual inspiration and to challenge the students. The chapel period is usually extended during this week.
9. *Sunday Observance:* BBC holds to keeping Sunday as a day unto the Lord. Students are asked not to wash and iron clothes on Sunday or play basketball or other games. Students are expected to attend church. A student must receive permission from the dorm Dean to remain in the dorm on Sunday morning for any reason. Students who choose to ignore this regulation will subject themselves to disciplinary action.
10. *Student Ministries:* All BBC students are given opportunity to be involved in a local church where they can put into practice what they learn. The school helps students find a local church for involvement.

## **B. Faculty and Staff Counseling:**

The Dean of Student Affairs is available for the students who desire special prayer and counsel. However, all members of the faculty and staff are also available and would be happy to offer spiritual counsel and help those students who would like to talk with them. The students should seek to arrange a time that would be convenient for both. We encourage the students to avail themselves of this opportunity for spiritual as well as emotional development.

## C. Duty Assignments:

Bethel's philosophy is the training of the whole person. Provisions through the daily duty assignments, develop in students the sense of cooperation and responsibility. Campus beautification and cleanliness is maintained through these duty assignments.

## VII. BETHEL LIFE-STYLE

The Administration, faculty and staff of Bethel Bible College recognize that a minister-in-training should begin to develop and exhibit marks of maturity that reflect a life and commitment to the Savior and Lordship of JESUS CHRIST. The following represents the *minimum* expectations from each student who is enrolled in the College. Any student who plans to enroll and who finally registers should have carefully read this document. Once this document is read, the signature of the applicant on the Pledge of Honor indicates his voluntary submission to the Bethel life-style.

A. A mature person recognizes that he is a sinner saved by grace. He belongs to the Lord. He is an ambassador, a representative of the Lord JESUS CHRIST. Basic to this recognition is that he will endeavor to present a good appearance.

1. *Dress and Appearance:* The Dress Code described for both men and women in this section shall apply from 7:00 o'clock in the morning to 5:00 PM. from Monday till Friday. This will hold true on exam days. Those work assignments within designated periods requiring other attires shall be advised accordingly. All places on campus, (except work areas, athletic field when there are sports activities and the dorm room) shall require the Dress Code for entrance during the time mentioned above.
  - a. MEN: Men at Bethel (both dorm and day students) are to wear a polo shirt or a T-shirt with collar. T-shirt (round-necked) are not allowed during classes and chapel time. Shoes must be worn with socks. Shirts with tail should be worn tucked in. Sandals and shorts are not allowed anywhere on the Campus except for sports activities. *Hair:* During the first week of classes, demonstration and instruction as to the men's hairstyle shall be provided.
  - b. WOMEN: Dresses or skirts and blouses are to worn with shoes during classes and chapel time. Dresses or skirts should cover the knee. Suggestive clothing (like body-hugging, peck-a boo, open slits, etc.) are not allowed. Pants are not allowed in classrooms and chapel.
2. *Behavior:* Mature students recognize that they are ambassadors for Christ and shall instinctively reflect the character of CHRIST avoiding behavior that is unbecoming such as; lack of respect, disobedience, indiscreet attitude, etc.

3. *Room:* A student endeavors to keep a clean and orderly room. A neat room is defined as having these characteristics:
  - Clean bed
  - Clothes in their proper places
  - The room free of litter
4. *Good Manners:* Whether on or off campus, it is expected that BBC students will display behavior that will glorify the Lord Jesus Christ. Being and doing the works of a Christian lady or Christian gentlemen are always in order as the follower of the Lord JESUS.

5. *Dining Hall Conduct & Regulation*

- a. The Kitchen Manager has the supervision of dining hall conduct. Students are asked to be properly attired for all meals in the dining hall and courtesy in eating should be observed.
- b. Students are required to be on time for meals as no meals will be served at any other time.
- c. Students who must miss a meal should make special arrangements with the kitchen
- d. No food and kitchen utensils should be taken outside the dining hall.
- e. Students who are ill may receive a meal tray in the dormitory by permission of the Dean. Otherwise, dishes are not permitted to be taken from the dining hall.
- f. Dormitory students are expected to take all their meals in the dining hall, unless permission from the kitchen supervisor is granted.

B. A mature person avoids those activities that may bring reproach and harm to himself and others. It is stated for the record that the following activities are not permitted by BBC.

- Profanity-swearing, cursing and dirty jokes
- Lying
- Smoking
- Cheating
- Drinking alcoholic beverages of any kind
- Immorality
- Illegal use of drugs
- Stealing
- Misappropriations of funds
- Sowing dissension
- Going to movies or viewing of video and television that promote violence and immorality, as well as music that promotes the same.

- C. A mature person makes every effort to be where he is expected to be when he is expected, and to respect established boundaries.
- D. A mature person endeavors to help others abide by the rules and regulations of the College.
1. He/she encourages adherence to the rules by both word and example.
  2. He/she will neither incite nor help another to violate the rules of the College.
  3. The Bible teaches that a person who sees another in fault is obligated to tell that person his fault in the spirit of love. The person at fault then, has a responsibility to correct his/her behavior (Matthew 18:15-17). If the person persists in disregarding the rules, it becomes the moral obligation of the student and faculty to report the violation or violations to the appropriate College authorities.

## SOCIAL LIFE

The development of the total person is the concern of BBC. Because of this, the school sets a standard of excellence to help the student develop socially. Dress codes befitting the minister of Christ are implemented. Relationships: student to student; male and female; student to faculty and staff, have regulations stated in the Student Handbook.

1. *Men - women regulations:* Due to the natural attraction between male and female, BBC has sought to formulate a workable regulation. Please note the following:
  - a. There will be a socializing hour in which students of the opposite sex are permitted to converse with each other and become acquainted. This is for the purpose of fellowship and sharing which will help the student in the area of social development. Socializing hour is from 5:00 – 6:00 PM., in front of BKLC, Canteen, and outside the Administrative Building. Other areas are excluded.
  - b. Socializing in the library or anywhere else is discouraged. The social hour is built into the schedule for your socializing activity. Students are asked not to abuse this privilege.
  - c. Students are reminded that their call to the ministry and their study at BBC to fulfill that call should take priority. Courting should wait until the stipulated time. Only Senior Students during their second semester will be given the privilege of courting. Failure to comply will result in disciplinary action.
2. *Relationships:*
  - a. Students going steady before coming to school should present the Dean of Student with written permission from both sets of parents.

- b. In the event that a friend of the opposite sex will visit a student, the Dean should be informed about the visit.
  - c. The Deans will be happy to discuss any boy-girl relationships not covered by the Handbook.
3. *Marriage:* Marriage is seen as an extremely important step to be taken only after serious thought and earnest prayer for God's will.
- a. Students are strongly encouraged to remain single while studying at BBC.
  - b. Any student who marries within the school year will not be allowed to enroll for a year or at least a semester, following the marriage.
4. *Respecting Boundaries*
- a. Under no circumstance, except when accompanied by the appropriate College officials or on the day of open House, is a man to enter or mill around the living area in the ladies dorm and vice-versa.
  - b. Couples or groups (mixed) will not loiter in the dark areas of the campus. Their conduct should never be an embarrassment to anyone or a reproach to CHRIST.

## CAMPUS LIFE

The campus of Bethel Bible College will be your home during the academic school year. Rules and regulations serve as guidelines for the smooth flow of campus life. Students should become familiar with the following regulations:

1. *Use of English:* Since all of the books in the Library are English, seek to become efficient in this second language. It can become a life-long friend. Students are encouraged to speak English in the chapel, classrooms and when they are in a group that includes foreign students.
2. *Care of Furnishing:* All College equipment, athletic, office, kitchen, etc. is to be used only by authorized persons or by permission of the department head concerned. Likewise they must not to be moved from place to place without permission from the department head concerned.
3. *Campus Beautification:* Everyone is responsible to keep the campus clean. Remember that this is GOD's school and came into being at His direction. He is pleased when we try to keep it clean and make it beautiful. Littering destroy the beauty of the campus. A sincere follower of the Lord JESUS CHRIST will not litter and should feel responsible to pick up litter. There will be a monthly campus beautification by the student body, spearheaded by the Student Council and supervised by Faculty and Staff.

4. *Necessary Regulations:*

- a. The maintenance Supervisor will give permission for burning papers and leaves. Fires should not be started anywhere without permission.
- b. Private telephone calls by students are discouraged except in cases of necessity. Outside calls will not be accepted for students except in clear cases of emergency.
- c. Incoming mail may be picked up from the student mail boxes. Each student is assigned a box, which is designated yearly by the office of the Registrar. Stamps for outgoing mail may be purchased at the Library, and these mails may be left at the Business Office for mailing. *BBC Administration reserves the right to interview any student or relative concerning the type of mail he is receiving.*
- d. Notices placed on bulletin or blackboards are to be read. Students will be responsible for all posted notices. Notices should not be placed on the bulletin board without permission from the office of the Academic Dean.

5. *Work Assignments:* Community living on the campus demands that everyone be responsible for certain chores. *Note the following divisions of labor:*

- a. Work – sponsored students, these are students who are given the opportunity to work for their schooling. They will be required to work 22.5 hours per week at their assigned jobs.
- b. Duty Assignment: *Completion of these will be under the supervision of an assigned supervisor.*

1 hour / week for the day student

5 hours / week for dorm paying student

- c. After the cleaning of buildings or campus, trash should be properly disposed of. There should be no piles of swept leaves or trash left lying around the campus. These are unsightly and mar the beauty of the campus.

6. *Dormitory Regulations:* The dormitory is your home during the time you are at BBC. Group living offers new opportunities for learning to live with others. All dormitory regulations must be followed from the time College opens until it closes. For harmonious living, please observe the following:

- a. The rising bell is at 4:45AM. and lights are to be off at 10:00PM. Any deviation from this regulation should be referred to the Dean

concerned. Working students, by special permission, may be allowed to stay up in one assigned room until 11:00PM.

b. Facilities:

- i. Dorm cleanliness will be enforced. Methods of keeping the dorm clean will be arranged between the Deans and the students. Non-cooperation will be cause for discipline.
- ii. Should a student desire to install wall hangings, etc. in his/her room, he/she must seek prior approval of his/her Dean.
- iii. Dorm furnishings are not to be removed or transferred without permission of the Dean.
- iv. Bathrooms should be kept clean at all times. Please be aware and understand that **NOTHING SHOULD BE PUT IN THE TOILET BOWLS**. Needless expense has been encountered because of insoluble objects being put in the toilet bowls in large quantities. These cause clogging.
- v. Good grooming involves daily bathing. However, every one is requested to be careful not to wash loose hair, leftovers, plastic bags, wrapper, etc. down the drain. These materials clog the drainage system and cause much work to repair the damage.

c. Personal Property

- i. Students should be careful to take all belongings when they leave the school. The College cannot assume responsibility for belongings left behind.
  - ii. "Do unto others as you would have others do unto you" is still the golden rule. Respect the property of others as you would have them respect yours. Taking and using the property of another student without permission is subject to discipline.
  - iii. Valuables and/or large sums of money should be handled by the student with proper care. The College cannot assume responsibility for these. Check with Dean of Men or Dean of Women concerned for safety measures.
  - iv. Dorm rooms should be kept locked at all times. Students are responsible for any loss within their room.
  - v. **ANY STUDENT FOUND GUILTY OF STEALING WILL BE SUBJECT TO IMMEDIATE DISMISSAL.**
- d. Student must sleep in their own beds. At no time are students to sleep together in one bed. Changing bed assignments without the approval of the Dean is prohibited. Students are not allowed to spend the night off campus during weekdays without permission from the Dorm Dean.

e. Electricity:

- i. Students are requested to use ear phones when listening to their tape recorder so as not to disturb others. Only during scheduled free time and socializing time are tape recorders and radios allowed to be played.
  - ii. Ironing will be done in designated places only. Flat irons will be made available by the respective Deans at scheduled hours, for a fee.
  - iii. Students are asked to turn off lights, fans etc. when not in use, to conserve power. Non –functioning or defective lights, plugs, or faucets, must be reported immediately to the Dean, for safety reasons. **DO NOT TAMPER WITH ANY ELECTRICAL OUTLET.**
  - iv. Cooking appliances and television sets are absolutely not permitted in the dorm.
  - v. Students desiring to bring their own electronic gadgets should get prior approval from the Dean. They will be charged extra for electric consumption.
- f. Undue physical contact between opposite or same sexes are strongly discouraged. Irresponsible behavior of all kinds will result in disciplinary action.
- g. Student's are expected to give priority to their studies. Therefore, afternoon and evening study hours are required in the Library. Students are not expected to participate in any week night service off campus.
- h. Leaving campus:
- i. Ladies and men's day for going into town will be scheduled by the respective Deans of Students. Students must be back on campus by 6:00PM.
  - ii. Where ministry work necessitates mixed group travel, permission must be secured from the Deans as well as the Deans of Students Affairs.
  - iii. Permission from the Dean should be secured before a dorm student is allowed to leave the campus. Logging in pertinent data is to be done only after permissions is granted.
  - iv. Request for weekday ministry will only be allowed on a case to case basis, and upon presentation of a written letter from the Pastor. Permission would be granted based on good academic standing and conduct. The Academic Dean is to be consulted for any exception to this regulation.
  - v. Any students on a work assignment sent into town by the supervisor need not sign the logbook. In this case, the supervisor knows the whereabouts of the students.

- vi. When students leave campus after scheduled school vacation, the last meal served will be breakfast. Only students who have been asked to stay for work in the school will be permitted to stay in the dorm. Students, who sleep in the dorm during vacation periods will be required to render four hours of work to the school for each night, they sleep in the dorm. Students who pay for their stay during vacation period are still required to render one hour work to the school.
7. *Off-Campus Students:* The same regulations found in this Student Handbook apply to off-campus students. Day students desiring to rest may use the lounge in the dorm.
8. *Campus Visitors:*
  - a. Accommodation of overnight guests in the dorm is not allowed unless permission of the Dean is secured.
  - b. Upon approval of the Dean, financial arrangements must be made with the Business Office.
  - c. Students will be responsible for the behavior of their visitors.
  - d. Alumni will be allowed to enjoy two (2) consecutive nights accommodation per semester as guest, free of charge. However, this does not include meals.
9. *Scheduled Sports Activities:* Sports activities are part of the development of the whole person, therefore students will be encouraged to participate.
10. *Summer Activities:* Students currently enrolled at Bethel are still responsible to school during vacations. Mixed group activities done by vacations must have an approval from the school administration.

## DISCIPLINE

Rules and regulations are meaningless unless there is some type of enforcement. Therefore, disciplinary action must be taken should there be those who refuse to abide by the rules and regulations put down for guidance in this Handbook. The following are disciplinary measures that will be taken.

1. For minor infractions, the respective Deans will handle the matter.
2. For more than minor infractions, the Deans will confer with the Dean of Student Affairs.
3. For matters involving both sexes, the Deans will confer and if necessary bring in the Dean of Student Affairs and the Student Life Committee

4. For serious cases, the Student Life Committee will meet and the student will be called to explain his actions.

***Disciplinary action will be as follows:***

1. *Campusing or Work Detail:* whether a student is campused or given work detail will depend on the nature of the offense. Students who are campused will forfeit all privileges of leaving the campus including student ministry. A student may be given a work detail or be campused.
2. *Probation:* For serious infractions, student will be notified as to the length of probation. His studying in the College will be contingent to his willingness to abide by the College's regulations.
3. *Suspension:* This form of discipline will be given only by the Administration upon the recommendation of the Student Life Committee. Parents or Guardian and student will be notified of the offense in writing and the length of suspension specified.
4. *Dismissal:* Failure to meet the expectations of BBC will require the action of the Administrative Council. The student will be asked to present his case to them. The parents or guardians and student will be notified in writing of the offense. The following are grounds for dismissal:
  - a. stealing
  - b. lying
  - c. immorality
  - d. drunkenness or drinking alcoholic beverage
  - e. use of prohibited drugs
  - f. smoking
  - g. gambling
  - h. cheating
  - i. misappropriations of funds raised in the name of the College
  - j. sowing dissension among the student body
  - k. any other infraction of regulations stated in this handbook

**PLEASE NOTE:** *The Administration reserves the right to dismiss any student considered to be a bad influence upon fellow students.*

5. *Appeals:* Students may appeal a decision in writing, concerning the above disciplinary action of the Administrative Committee.

**DORMITORY AND OFF CAMPUS STUDENTS:**

Provision of dormitories for both ladies and men is available at BBC. Students are encouraged to stay in the dorm for the duration of their study here at BBC, however students who choose to stay off campus are allowed to do so with proper approval. There are necessary regulations that cover both dormitory and off campus students.

## **Sports:**

Since the development of the total person is Bethel's objective, physical education is provided to enable students to get physical exercise. Every year sports competition has been a tradition at Bethel.

## **Student Organizations:**

1. *STUDENT COUNCIL:* This is the principal student organization on the campus. Its objectives are:
  - To provide a channel of communication between Administration and students.
  - To maintain close unity between faculty and the student body.
  - To provide a means of conducting student body business.
  - To beautify the campus.
  - To plan and participate in school social functions and special holidays.
- a. *Executive Officers:* Candidates must be upperclassmen, campus residents, full-time students, and maintain a grade point average of at least 2.0. Candidates will be approved on the basis of Christian character, leadership and academic achievements. Names of candidates for nomination by the student body will be submitted first to the faculty and staff for deliberation. The Administrative Committee will make the final decision. Executive officers shall consist of a president, vice-president, and secretary-treasurer. A majority vote by secret ballot will constitute an election.

Student Council shall consist of the three elected officers each from the Senior Class, Junior Class, Sophomore Class, and the President of the Freshmen Class. Appointments of the Executive Officers of the Student Council will be held the last week of school. Nomination is to be conducted by the respective class advisers. The Registrar will furnish a list of eligible students. Members of the student Council other than the Executive Officers must have a grade average of 2.0. Any student put on probation will forfeit his right to hold office.

- b. *Meeting:* The student Council shall meet in regular sessions for prayer and to formulate plans to achieve objectives. Special meetings may be called when necessary. No meeting shall be conducted without the adviser or his representative. A copy of the minutes of all Students Council meetings must be given to the administration no later than three days after the meeting.
- c. *Adviser:* The adviser of the Student Council shall be the Dean of Student affairs.

- d. *Removal And Dissolution:* It is the prerogative of the Administration to remove any officer who disqualifies himself as well as to dissolve and reorganize the Student Council, if necessary.
2. *STUDENT MISSIONARY FELLOWSHIP:* The student missionary fellowship is the organization that gives opportunity for students to be exposed to missions, through special chapel services, praying and giving to the cause of missions around the world.
  - a. The Adviser of this organization is appointed by the Administration.
  - b. The officers are composed of a president, vice-president, secretary-treasurer and are elected in the same manner as Student Council Officers.
  - c. The adviser with the officers and leaders of the various prayers bands will help formulate plans for the yearly Missions Convention. One chapel service a week is designated for missions. The SMF officers plan for the Chapel service with their advisor.
  - d. Mixed groups meeting for any purpose must have the approval of the Dean of Students Affairs.
3. *CLASS ORGANIZATION:* Each class shall elect their own officers after the Student Government Officers have been appointed. Note the following regulations governing these elections.
  - a. No class officer shall be elected who is an executive officer in the Student Government, Student Missionary Fellowship, Kalawili Editor, or the Bethel Light Editor.
  - b. Elected officers must be acceptable to the Administration and must maintain a scholastic Average of 2.0 to remain eligible for class offices. An officer failing to maintain 2.0 at the semester grading period may be removed from office.
  - c. A majority vote shall constitute an election. Names of officers elected shall be submitted to the administration for ratification.
  - d. The Senior, Junior, and Sophomore classes will elect their officers consisting of a president, vice-president, and secretary-treasurer during the first month of school. The Freshmen, however, will wait to elect its officers so as to give them an opportunity to become acquainted.
  - e. Their election will be held about a month after the opening of school. A Freshmen class representative for the Student Council will be appointed by the Class Adviser to serve until a president is elected.

- f. Should a vacancy occur in the class presidency, the vice-president shall fill the vacancy. Should both officers become vacant simultaneously, the class shall conduct a special election. Should the office of the Secretary-Treasurer fall vacant, the officers together with the Class Adviser shall appoint someone to fill the unexpired term.
  - g. Minutes of all class meetings must be submitted to the Administration no later than three days after the meeting.
  - h. The financial report of each organization, duly noted by the Adviser, must be submitted to the Administration two (2) weeks before the close of the school year.
  - i. Class advisers will be appointed by the Administrative Council at the opening of the school year. They will approve all class activities and be present at all meetings of the class.
4. *NON-SCHOOL SPONSORED ORGANIZATIONS:* BBC also recognizes every group that organizes for any purpose as long as it is approved by the administration.
5. *SCHOOL PUBLICATIONS:*
- a. *Kalawili:* The yearbook of Bethel Bible College is published for the purpose of preserving for the students a memento of their college days. It also serves as a medium to acquaint the public with the College. The Advisor and the Editor are appointed by the Administration. The Staff is chosen by the Editor and Advisor and must be ratified by the Administration. Service on this staff is an honor as well as a place of training for the students. Due to the many hours of work involved in editing the Kalawili a scholarship is made available to the Editor.
  - b. *Bethel Light.:* The Bethel Light is a school paper for the purpose of informing the students about certain people and events in the school and also serves as promotion for the school.

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