



# Handbook

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## **Mission Statement**

Temple Baptist Institute is committed to training leaders who understand the Bible and have a heart for God. It is our desire to encourage the kind of compassion that would enable them to influence their communities for the cause of Christ.

The mission of Temple Baptist Institute is to provide a biblical education, which will fully equip God's people to be Bible believing Baptists with practical effectiveness. Our prayer is that it will result in churches planted in America and around the world.

## **General Guidelines**

The purpose of Temple Baptist Institute is to glorify God by providing not only an educational environment, but also a spiritual environment for developing servant leaders in the twenty-first century. Therefore, while a student is enrolled in Temple Baptist Institute, he/she is required to maintain strong separation from worldliness. Every student must realize that he/she is a personal representative of the Lord Jesus Christ, Temple Baptist Church and Temple Baptist Institute. Our mission is to teach and to train students to live by the principles of God's Word and to serve in local churches.

Temple Baptist Institute, as a Christian institution, expects that its students shall not only live lives that are above reproach, but that they shall also exemplify Christian unselfishness and kindness in dealings with faculty and fellow students. Attendance at Temple Baptist Institute is a privilege and not a right. If, on the basis of the institute's judgment, a student's spiritual response, character, or conduct is considered to be sub-Christian or sufficiently spiritually deficient as to make him/her unworthy of the privilege of holding a degree from this Christian Institute, the institute retains the right to deny that student further enrollment or to deny him/her their degree. It is imperative that all conduct be appropriate and above reproach for Christian ladies and gentlemen. It is the desire of Temple Baptist Institute to lead students to strike a biblical balance in their lives by instilling honesty,

obedience, respect for others, loyalty and integrity. Temple Baptist Institute stands firmly on biblical and personal holiness. We recognize the need to rekindle the fire and zeal in each life. Each student is personally responsible for his/her walk with God. The policies, standards, and rules are not an end to them, but are another means of fulfilling the purpose of glorifying the Lord Jesus Christ.

## **General Dress Guidelines**

One of the purposes of Temple Baptist Institute is to glorify God in our attire and physical appearance. Our aim is to lead students to develop hearts for God and to conform to Christ's character.

All dress should be business casual.

## **Definitions**

### **Definition of a Good Standing Student**

Temple Baptist Institute defines a student in "good standing" as a combination of the following components:

1. The undergraduate student shall maintain both a term and a cumulative grade point average of at least a 2.0
2. The student will be making satisfactory progress in their degree program
3. The student will not be in violation of the student conduct code explained in the student handbook
4. The student will be current in their financial obligations to the institution

### **Definition of Credit Hours**

At Temple Baptist Institute, academic credit is measured in module hours. A module hour represents the equivalent of at least one class period of 50 minutes per week. Students are expected to spend approximately two hours outside of the classroom for each hour in the classroom (or its equivalent).

## **Academic Classification**

### **Non-Degree Students**

Any student attending Temple Baptist Institute for his own benefit and not working toward a degree

### **Part-Time Students**

Any student taking fewer than 12 credit hours

### **Full-Time Students**

Any student enrolled in 12 or more credit hours

## **Attendance**

Believing that an education at Temple Baptist Institute will prepare students for the ministry, we place a high importance on being in the classroom consistently. The ministry does not need more workers who will answer the call “when they feel like it” or who will rise up early to pray “if it is convenient.” Consequently, slothful attitudes toward attending classes are not allowed.

Each student is allowed one unexcused and one excused absence per module.

## **Examinations**

The following examinations are given during the academic year:

1. Oral Examinations – The “orals” are given to our graduating men and women during their last two semesters. The purpose of these oral examinations is to ascertain if our graduates can successfully defend their doctrinal statements and be prepared for the pressures they will face in the ministry.
2. Midterm Examinations – During the mid-point of each semester, each course has a midterm examination. Students must have their bill current in order to receive grades for the exams.

3. Final examinations – These examinations are given at the end of each semester. At the time of these examinations, all course work should be completed. Under normal circumstances, a student who fails to take the examination at the scheduled time will not be allowed to take the examination later. If, however, the student gains both his/her instructor’s and the academic deans approval and pays the late examinations fee, he/she may make up the examination. Any student missing an examination due to financial reasons will have until the first of the next semester to make up the exam.

If, at that time, the test has not been taken, the student will receive an “F” for that examination and their grade will be averaged accordingly.

## **Drop/Add/Withdraw**

Each student chooses their classes under the counsel of the faculty advisor. The classes that students take each semester have been charted with the end in mind. Because of this, class withdrawals should be rare. If, however, a student feels that he cannot complete all the work he has in one semester, he may drop a class during the first week of school. The procedure to drop (or add) a class is the student consults with his faculty advisor.

*NOTE: When a student chooses to drop a class, they are taking a chance that it will be offered during a later date without any conflicts with other required classes. Any class that is dropped after the first week of that is not dropped according to procedure will be recorded as an “F” on the transcript.*

## **Grading System**

Report cards are issued to the student at the mid-term point and after final examinations are over. Mid-term grades are not reflected on a student’s permanent record, but are given as a measuring tool to help the student track their progress.

Temple Baptist Institute operates on a 4.00 grading system.

<u>Grade</u>	<u>Quality Points</u>
A-Superior	4
B-Above Average	3
C-Average	2
D-Failing	0

Other codes or grades that may appear on the grade report and/or the transcript are:

INC . . . . . Incomplete  
W . . . . . Withdrew  
P . . . . . Passed  
AUD . . . . . Audit

The grading scale for Temple Baptist Institute students is as follows:

A - 90-100  
B - 80-89  
C - 70-79  
Fail - 69 and below

### **Student Academic Load**

A full time student is one who has more than 8 credit hours during a module. Temple Baptist Institute is more interested in graduates than students, we are not after the professional students – on the contrary, we are endeavoring to send equipped workers into the fields of the world. Our classes are designed so that a student who takes 18 credit hours each semester will graduate in 3 years. No student is allowed to take more than 21 credit hours during a semester (this would include

correspondence credit as well). Student academic loads are determined on the following basis:

1. Students whose grade point average (GPA) drops below 2.0 are restricted to 14 credit hours.
2. Only students who have at least a 3.30 GPA from the previous semester will be allowed to register for 21 credit hours. We do not want our students to become so interested in the “credit” that they fail to learn what we feel will be vital for future ministry.

### **Cost**

Cost for the 2015-2016 school year will be \$10 per credit hour. There will be no discount for multiple family members. Payments will be split into 3 due dates. 1/3 will be due at the first class, 1/3 will be due at the mid-term and the remaining balance will be due at the final exam date.

### **Graduation Requirements**

The following guidelines have been established to be considered for graduation:

- Each candidate must have displayed consistent Christian character and conduct.
- Each candidate must have a minimum grade point average of 2.0.
- Each candidate must successfully complete the catalog course requirements as listed in the catalog at the time of their initial enrollment.
- If a candidate stays out of the college for at least one semester, he must successfully complete the catalog requirements as listed in the catalog at the time of his final re-enrollment.
- All financial obligations must be satisfied before a degree will be awarded.

- Men must complete both a written theological examination and an oral examination (biblical ministries degree only).
- Graduates must have completed at least 141 credit hours to achieve the biblical ministries degree.

### Class Meeting Times

Classes are from 6:30pm to 9:00pm. Pastoral education classes are on Wednesday nights starting at 8:15pm until 9:15pm.

### Chapel Service

Once per module, TBI will hold a chapel service in the main auditorium. These chapel services will be required for anyone that is enrolled in 1 of the 3 diploma tracks. These services will be held during normal TBI class hours and will be announced 2 weeks in advance.

### Diploma Tracks

	Theology	Bible	Practical
<b>Biblical Certificate</b> <i>36 Hours</i>	Right Division I Right Division II History of the KJB 6 Hours Elective	Romans Matthew  9 Hours Elective	6 Hours Elective
<b>Biblical Studies</b> <i>75 Hours</i> <i>3 Hours Ministry Requirement</i>	Bible Doctrines I Bible Doctrines II 9 Hours Elective	Genesis Acts 9 Hours Elective	English Grammar  3 Hours Elective
<b>Biblical Ministries</b> <i>141 Hours</i> <i>24 Hours Pastoral Ed.</i> <i>6 Hours Ministry Requirement</i>	Baptist History I Baptist History II 9 Hours Elective	Daniel Revelation 9 Hours Elective	Speech English Comp

### No Track

This is designed for those who just want to further their knowledge of the Bible through TBI. There is no certificate, but students are required to follow all guidelines in the TBI handbook and do all class work and homework as stated in the handbook and by the instructor. Students in this track normally will take 1 or 2 classes per semester.

### Biblical Certificate

The Biblical Certificate is designed for those who want to learn more about the Bible but not going full-time into the ministry. These classes are the heart of our Bible department and will equip the student with the tools that are needed to adequately know what the Bible teaches. This certificate is open to all and can be completed in 1 year.

### Biblical Studies Degree

The Biblical Studies Degree prepares men and women for a variety of local church -related ministries. This field of study is broad in nature for the purpose of giving the student exposure to many facets of ministry. The core requirements in Bible, theology and practical studies are greater than that of the biblical certificate, but less than that of the biblical ministry degree

### Biblical Ministries Degree

The Biblical Ministries Degree is for men only and includes not only a thorough Bible curriculum, but also practical courses in church ministry, counseling, homiletic, leadership, biblical language, Baptist history and computers. This concentration prepares the student for the calling of pastor, church planter, missionary, or for an assistant role on a church staff.

## Class Types

### Theology

Classes in this area are denoted by a “T” and consists of courses dealing with the study of the nature of God and religious beliefs.

### Bible

Courses that are denoted as “B” are related to specific books of the Bible or courses that deal with general Bible knowledge.

### Practical

Courses that are denoted as ‘P’ are courses that are practical in nature. These are courses that will teach students topics and skills necessary to be successful in the ministry.

### Ministry Requirement

As part of the Biblical Studies & Biblical Ministries Degrees, varying hours of ministry hours are required. This can be fulfilled by attending church conferences such as REACH or other conferences approved by the TBI staff. Also, from time to time, special seminars that will take place at times above and beyond the normal Institute schedule in which these credit hours can be earned. Also, there will be Baptist History trips offered from time to time in which these hours can be earned.

## Year 1

### 1st Semester (Each class is **3 credit hours**, unless otherwise noted)

	<i>Class</i>	<i>Type</i>	<i>Night</i>
<b>Module 1</b> 8/31 - 10/15	Right Division I	T	Monday
	Matthew	B	Tuesday
	Life Success	P	Thursday
<b>Module 2</b> 10/26 - 12/17 <i>Thanksgiving week off</i>	Right Division II	T	Monday
	History of the KJB	B	Tuesday
	Romans	B	Thursday

### 2nd Semester (Each class is **3 credit hours**, unless otherwise noted)

	<i>Class</i>	<i>Type</i>	<i>Night</i>
<b>Module 1</b> 1/18 - 3/3	The Life of Christ	B	Monday
	O.T. Survey	T	Tuesday
	Personal Organization	P	Thursday
<b>Module 2</b> 3/14 - 5/5 <i>Spring Break week off</i>	N.T. Survey	T	Monday
	Intro to Biblical Studies	B	Tuesday
	Acts	B	Thursday

**Year 2****1st Semester** (Each class is **3 credit hours**, unless otherwise noted)

	<i>Class</i>	<i>Type</i>	<i>Night</i>
<b>Module 1</b> 9/5 - 10/20	Bible Doctrines I	B	Monday
	Computer	P	Tuesday
	Acts II	T	Thursday
<b>Module 2</b> 10/31 - 11/15	English Grammar	P	Monday
	I & II Thes.	B	Tuesday
	Bible Doctrines II	T	Thursday

**2nd Semester** (Each class is **3 credit hours**, unless otherwise noted)

	<i>Class</i>	<i>Type</i>	<i>Night</i>
<b>Module 1</b> 1/16/17 - 3/2/17	O.T. History Books	B	Monday
	Contemporary Theology	T	Tuesday
	Pastoral Epistles	B	Thursday
<b>Module 2</b> 3/13/17 - 5/4/17 <i>Spring Break week off</i>	American History	T	Monday
	Genesis	B	Tuesday
	Personal Evangelism	T	Thursday

**Year 3 (Tentative Schedule)****1st Semester** (Each class is **3 credit hours**, unless otherwise noted)

	<i>Class</i>	<i>Type</i>	<i>Night</i>
<b>Module 1</b>	Speech	P	Monday
	Baptist History I	T	Tuesday
	Homiletics I	T	Thursday
<b>Module 2</b>	English Comp	P	Monday
	Jewish Epistles	B	Tuesday
	Daniel	B	Thursday

**2nd Semester** (Each class is **3 credit hours**, unless otherwise noted)

	<i>Class</i>	<i>Type</i>	<i>Night</i>
<b>Module 1</b>	Church Epistles	B	Monday
	Baptist History II	T	Tuesday
	Homiletics II	T	Thursday
<b>Module 2</b>	Pentateuch	B	Monday
	Apologetics	T	Tuesday
	Revelation	B	Thursday



**Pastoral Education** (*Men only, Wednesday Nights 8:15pm-9:15pm*)

**Year 1**

1st Semester (*Each class is 2 credit hours, unless otherwise noted*)

Module 1	Basic Church Operation
Module 2	Pastoral Counselling

2nd Semester (*Each class is 2 credit hours, unless otherwise noted*)

Module 3	Church Administration I
Module 4	Church Administration II

**Year 2**

1st Semester (*Each class is 2 credit hours, unless otherwise noted*)

Module 5	Music
Module 6	Student Ministry

2nd Semester (*Each class is 2 credit hours, unless otherwise noted*)

Module 7	Children's Ministry
Module 8	Church Finances

**Year 3**

1st Semester (*Each class is 2 credit hours, unless otherwise noted*)

Module 9	Addiction Ministry
Module 10	Life Group / Member Care

2nd Semester (*Each class is 2 credit hours, unless otherwise noted*)

Module 11	Church Growth I
Module 12	Church Growth II

**Class Descriptions**

**THEOLOGY**

**T225 - Apologetics**

This course is designed to give the student a system of principles to defend his faith, as well as present evidences that support the authenticity of the Christian faith.

**T110 - Life of Christ**

This course is an in-depth look at the harmonizing of the Gospels. It looks at the major chronological periods in the life of our Lord. The Lord's life and teachings will be examined with special emphasis on the crucifixion week.

**T203 - Homiletics I**

This course provides the basic tools required to prepare, organize and communicate effectively the Word of God. Each student will be given the opportunity to practice delivering sermons in the classroom.

**T303 - Homiletics II**

This course looks at the science of biblical exposition and how to develop the tools to preach and teach God's word faithfully. (*Homiletics I is required*)

**T150 - Right Division I**

An exhaustive look at how to understand the Bible in its context.

**T250 - Right Division II**

A continuation of Right Division I (*Right Division I is required*).

**T130 - Personal Evangelism**

For many Christians, the very thought of evangelism causes apprehension. But this likely has much more to do with misconceptions about sharing faith than a lack of spiritual maturity. In this course of study, we will share a plan to engage and lead others to the knowledge of the Lord Jesus Christ.

### **T120 - American History**

A study of American History from a biblical perspective.

### **T160- Bible Doctrines I**

In this study we will cover the basic truths of God's word. We will give answers to why we believe what we believe and where it is found in the scriptures.

### **T260- Bible Doctrines II**

A continuation of Bible Doctrines I (*Bible Doctrines I is required*).

### **T130 - History of the King James Bible**

A careful study of how we got our Bible and why it is trustworthy as is and demonstrably superior to modern versions.

### **T101 - Introduction to Biblical Studies**

In this class, the development of a biblical worldview will be the aim. This class is needed in order to prepare the student to learn theology at a higher level.

### **T201 - Contemporary Theology**

This course will examine numerous theological controversies in light of the scripture and history, with an attempt to identify trends that are a threat to orthodoxy. It is in essence, training ground for ministering the word of God in a post-modern world.

### **T202 - Baptist History I**

An exhaustive study of the the history of the church that Jesus started.

### **T203 - Baptist History II**

A continuation of Baptist History I (*Baptist History I is required*).

### **PRACTICAL**

#### **P105 - Freshman Speech**

This course is designed to give the student the skills needed to properly prepare and deliver an effective speech.

#### **P110 - Computer Concepts and Applications**

This computer literacy course focuses on computer technology concepts and software applications useful for work, school, and home offices. Concepts include computer hardware and software, effective web searching, security, ethics, privacy, trends, and other issues in computing. Students will complete work in Microsoft Windows and the Microsoft Office applications including Word, Excel, Access, and PowerPoint.

#### **P102 - Personal Organization**

This class will focus on developing skills that will allow you to organize your daily life. Students will learn how to use organizational tools including Google Calendar, Google Apps, day planners and other tools that can be utilized to manage daily tasks.

#### **P103 - English Grammar**

This course teaches English grammar on a college level. Clear writing is developed through good English basics. This class prepares the student for good writing skills.

#### **P104 - English Composition**

This course is designed to develop and enhance the student's writing skills. Emphasis will be placed on clear, logical and persuasive writing.

#### **P101 - Life Success**

Success is not a destination. It is a process- a lifelong strategy of building on strengths, minimizing weaknesses, and focusing on the people and points of life that are most important. In this class, we will learn the keys necessary to succeed and get the most out of the life God has given us.

## **BIBLE**

### **B132 - Acts**

This course covers the history of the early church and the spread of the Gospel. The book will be outlined as the Great Commission is fulfilled in the first century.

### **B136- Daniel**

The Book of Daniel shows us how to hold onto the reality of Christ in a world that we don't control, a world that is full of values and assumptions that are hostile to the ways of the Living God. We will not just study about the future prophetic events, but will deal with practical everyday living.

### **B131 - Romans**

This course will be an expository study of both the book, as well as its application to the doctrines of the Christian life. Students will be given a general outline of the important doctrinal passages that will be discussed.

### **B203 - Pastoral Epistles**

This course will be an in-depth study of 1 Timothy, 2 Timothy and Titus. Special emphasis will be given to Paul's instructions regarding the qualifications for leadership, church planting and problem solving.

### **B135 - Genesis**

A detailed, foundational look at the book of beginnings. Every major doctrine of the word of God will find its root in this essential book.

### **B133 - Hebrews**

This course will be a study of the background and basic interpretations of Hebrews. Special emphasis will be placed on the superiority of Christ's priesthood to the Old Testament institutions.

### **B134 - I and II Thessalonians**

A comprehensive expository study of Paul's epistle to the church of Thessalonica.

### **B130 - Matthew**

A thorough, verse-by-verse study of the gospel of the kingdom of heaven. This book introduces the reader to the earthly ministry of the Lord Jesus Christ and lays out His agenda in detail. A must study for the serious student of scripture.

### **B137 - The Book of Revelation**

The word translated "revelation" simply means "unveiling." The verb simply means "to uncover, to reveal, to make manifest." In this book, the Holy Spirit pulls back the curtain and gives us the privilege of seeing the glorified Christ in heaven and the fulfillment of His sovereign purposes in the world. In other words, Revelation is an open book in which God reveals His plans and purposes to His church.

### **B101 - Old Testament Survey**

This course surveys the entire Old Testament. Special emphasis is placed on authorship, purpose, and major characters of each book. The student will develop a broad outline of each book. Passages of particular doctrinal significance will be examined and discussed.

### **B102 - New Testament Survey**

This course surveys the entire New Testament. Special emphasis is placed on authorship, date and purpose of each book. The student will develop a broad outline for each book. The course will examine the background and content of each book.

### **B205 - Church Epistles**

An in-depth study of the four epistles (Galatians, Ephesians, Philippians, Colossians) which are traditionally ascribed to the Apostle Paul.

### **B206 - Pentateuch**

This course is an in-depth study of the first five books of the Bible that conservative Bible scholars believe were mostly written by Moses.

### **B204 - Jewish Epistles**

The seminar The Epistle to the Hebrews in Jewish Christianity explores issues surrounding the literature, theology, hermeneutics, and contexts (e.g. religious, social, cultural, political, and historical) of the earliest Jewish believers in Messiah Jesus, providing students with extensive opportunities for critical reflection, discussion, research, and writing in this area of study. Special focus rests on the New Testament book of Hebrews as an exemplar of the literature arising from early Jewish Christianity.

### **PASTORAL EDUCATION**

#### **PE101 - Basic Church Operation**

In this course, you will learn how to perform various church operations, such as weddings and funerals.

#### **PE102 - Pastoral Counseling**

This will be an in-depth look at the counseling responsibilities of the pastor. It will include a study of the techniques to be used to provide biblical counsel to those who are hurting and in need of guidance. It will also discuss the precautions that need to be taken by a pastor and staff when counseling.

#### **PE103 - Church Administration I**

This course is designed for church leaders to study church business concepts and basic administrative practices in order to enhance the vision and ministry of the church. Major emphases include team organization, church structure, constitution and bylaws, policies and procedures, risk management, facilities management and social media.

#### **PE104 - Church Administration II**

A continuation of Church Administration I (*Church Administration I is required*).

#### **PE105 - Music**

In this course you will learn how to develop and lead a Music Ministry with limited resources and how to get the most out of those resources.

#### **PE106 - Student Ministry**

This course is designed for leaders wanting to learn the fundamentals for designing and operating a student ministry. Topics will include lesson preparation basics (discipleship and salvation), worship, small group necessities, partnering with parents and schools, and an introduction of current resources available.

#### **PE107 - Children's Ministry**

This course is designed for leaders wanting to learn the fundamentals for designing and operating a childrens ministry environment. Topics will include lesson preparation basics (discipleship and salvation), worship, small group necessities, partnering with parents and schools, and an introduction of current resources available.

#### **PE108 - Church Finances**

This course is designed for church leaders to study church financial concepts and basic financial practices in order to enhance the vision and ministry of the church. Major emphases include financial processes, budgets, personnel issues, tax and legal issues, risk management, church debt and stewardship philosophies.

#### **PE109 - Addiction Ministry**

This course will teach you how to setup and operate an addictions ministry on a weekly basis.

#### **PE110 - Life Group/Member Care**

This course is designed to introduce programs such as Life Groups, Member Care, Foundations, etc. that will help you to provide prayer and care for your church members utilizing volunteers. All of these programs will help close the back door of your church while you are focusing on the new people coming through the front door.

#### **PE111 - Church Growth I**

This course will teach you the principles necessary to allow the church to grow. You will learn organizational techniques, learn about big & small events, learn about closing the back door of the church through the care ministry and learn how to change the attitudes of the people through preaching and teaching.

#### **PE112 - Church Growth II**

A continuation of Church Growth I (*Church Growth I is required*).