

**WAYLAND BAPTIST UNIVERSITY**

**CERTIFICATE OF CHRISTIAN MINISTRY  
BULLETIN**

**Wayland Baptist University – San Antonio  
Certificate of Christian Ministry  
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## INTRODUCTION

**Wayland Baptist University** is a fully accredited\* and multi-campus university. The University began in 1906 in Plainview, Texas where the primary administrative offices remain. Over the years, however, the University has grown to include twelve additional campuses in the United States and an educational partnership with the Kenya Baptist Theological College. All of these campuses are committed to the Mission Statement of the University: “Wayland Baptist University exists to educate students in an academically challenging, learning focused, and distinctively Christian environment for professional success, lifelong learning, and service to God and humankind.” The University is especially interested in helping Christian churches and leaders increase their knowledge, deepen their spiritual commitment, and improve their ministry skills for more effective service.

This interest and commitment led Wayland Baptist University to respond positively a few years ago to a proposal made by the Executor of the Faye Whatley Living Trust. If the University would develop and provide a non-campus program of study for pastors and other church leaders regardless of their educational background, certain monies from the trust would be transferred to the University to be placed in the Faye Whatley Fund for the sole purpose of funding the program. The Certificate of Christian Ministry program of study described in this bulletin is the result of that very generous offer. While this program of study is approved for use in relation to any of the various Wayland campuses, the program is administered by the Certificate of Christian Ministry office at Wayland Baptist University – San Antonio.

While the material will be academically challenging, the programmed instruction and guided study format will make it possible for anyone to achieve success if he/she is willing to give the time and dedicate himself/herself to the study as suggested. The writers and the facilitators are people with both excellent educational credentials and practical experience. They are people of genuine Christian commitment whose primary desire is to help all of the students be as effective as possible in their ministry. The associational leaders, pastors, and others who help make this program of study available, therefore, are pleased to join with these writers, facilitators, and Wayland Baptist University in offering this Certificate of Christian Ministry to all Christian churches and leaders for their growth and God’s glory.

\*Wayland Baptist University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the associate, baccalaureate, and master’s levels. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Wayland Baptist University.”

## ADMISSIONS POLICY

The **Certificate of Christian Ministry** is an 18 semester hour program of study that is designed, in general, to meet the needs of (1) those who have sensed a call to Christian ministry, who may or may not yet be involved in providing ministerial leadership, but who, for whatever reason, have been unable to engage in the more traditional approaches to study, **and** (2) those lay leaders who desire to deepen their personal spiritual lives, increase their knowledge of the Bible, and become even more effective in their ministries. Anyone, therefore, regardless of educational background, may apply for admission.

Anyone desiring to enroll in the **Certificate of Christian Ministry** program of study must complete an **Application for Admission** to be turned in to the local contact person or sent to Wayland Baptist University – San Antonio **no later than two weeks prior to the first class period**. A non-refundable, one-time application fee of \$ 35 must accompany the application. Applications are available through local associational offices and through Wayland Baptist University – San Antonio.

**PLEASE NOTE:** All students who successfully complete the program of study as described in this Bulletin will receive the **Certificate of Christian Ministry** from Wayland Baptist University. Also, undergraduate credit (up to 18 semester hours) will be granted to students who (1) complete CCM courses with the grade of “C” or higher, (2) apply to and are accepted by the University for undergraduate study for the Bachelor of Christian Ministry, and (3) successfully pass a challenge exam for each CCM course for which they seek to receive credit. These hours will be applicable to the Bachelor of Christian Ministry degree of the University, either through a substitution in the degree plan or as elective credits.

## **ATTENDANCE POLICY**

Students enrolled in the Certificate of Christian Ministry study program are expected to make every effort to prepare adequately and to attend all class meetings. All absences must be explained to the satisfaction of the Facilitator who will decide if the omitted work may be made up and, if so, how.

Any student who misses twenty-five percent or more of the regularly scheduled class meetings will receive a grade of “F” for that course.

When a student reaches a number of absences considered by the Facilitator to be excessive, the Facilitator will so advise the student in order to encourage him/her to be present at each class meeting.

Please do not assume that you can miss almost 25% of the class meetings with no penalty. Students who miss class almost always perform more poorly than they expect and have lower grades. **Remember**, the way our classes are structured, three class periods equal 25% of a course. Furthermore, attendance in a class period means being present from the time the class begins until it is dismissed. A late arrival or an early departure will be treated as one-half absence and two such half-class absences equals one week of absence.

## **FINANCIAL POLICIES**

The **tuition** is \$ 100 for each course with payment due at the time of registration. This includes the price of the study materials and the right to attend the weekly Facilitator-led discussion times. The materials, of course, become the permanent property of the student for his/her personal study and library. The student is not authorized, however, to copy or otherwise use or distribute the materials in anyway without the express written permission of both the writer and the Certificate of Christian Ministry office at Wayland Baptist University – San Antonio. The textbooks are not available for purchase by someone who does not enroll in the Certificate of Christian Ministry program of study.

In the event a student must drop the course, a refund of the \$ 100 is available on the following basis:

1. a full refund of the \$ 100 tuition per course will be made when the student drops the course during the first week of study, i.e., before the second meeting of the Facilitator-led discussion time. Furthermore, the textbook must be returned in such condition that another student can use it or a \$ 15 fee will be charged.
2. a refund of \$ 65 will be made when the student drops the course during the second week of study, i.e., before the third meeting of the Facilitator-led discussion time. Again, the textbook must be returned in such condition that another student can use it or a \$ 15 fee will be charged.
3. a refund of \$ 35 will be made when the student drops the course during the third week of study, i.e., before the fourth meeting of the Facilitator-led discussion time. Again, the textbook must be returned in such condition that another student can use it or a \$ 15 fee will be charged.
4. no other refunds are available.

No scholarships for this program of study are available through Wayland Baptist University. Local churches or associations may provide scholarships and prospective students may contact them to ask them about scholarships.

### **GRADING POLICY**

Grades for courses shall be recorded by the symbols below:

<b>SYMBOL</b>	<b>PERCENTAGE</b>	<b>SYMBOL</b>	<b>PERCENTAGE</b>
A	90-100	D	60-69
B	80-89	F	Below 60
C	70-79		

I – An incomplete may be given within the last two weeks of a term to a student who is passing, but who has not completed an examination or other required work for reasons beyond the student’s control. The incomplete work must be completed to the satisfaction of the Facilitator by the end of the next term of study.

W – Given when a student drops or withdraws from the course of study prior to the time of the mid-term exam.

### **CERTIFICATE OF CHRISTIAN MINISTRY**

## **COURSES OF STUDY**

The **CERTIFICATE OF CHRISTIAN MINISTRY** program offers studies in both the Old and New Testaments, Christian doctrine, biblical interpretation, preaching and teaching, church administration, church history, Christian leadership, and personal discipleship. Also included are studies in Christian ethics, different areas of Christian ministry, bivocational ministry, worship, missions, and evangelism.

**A GUIDED STUDY FORMAT** is used with these courses. Each course has a textbook written in a guided study instruction style that is designed for the student to spend more time in personal preparation and less time in class. Each study guide is composed of ten to twelve chapters, subdivided into three or four sections per chapter. The students will spend approximately two or three hours in personal preparation prior to meeting with the facilitator for one-two hours each week over an eleven-week period. There will be both a mid-term and a final examination administered by the facilitator. Each class is required to enroll a minimum of five (5) and a maximum of sixteen (16) students because of this guided study approach. There are no prerequisites for any of the courses and the successful completion of each course gives the student one semester hour of credit. A total of eighteen (18) semester hours of credit is required for graduation.

### **EVERY STUDENT IS REQUIRED TO COMPLETE THE FOLLOWING FIFTEEN (15) CORE COURSES:**

**CM 0101 – THE PENTATEUCH** A study of the first five books of the Old Testament with appropriate attention to the historical, literary, and theological aspects.

**CM 0102 – THE HISTORY OF ISRAEL AND THE EARLY PROPHETS** A study of Israel's history from the occupation of Canaan to the Babylonian captivity and the prophetic warnings and hope of restoration to the Persian period.

**CM 0103 – POSTEXILIC BIBLICAL LITERATURE** A study of the canonical process and the biblical writing of the postexilic period including the poetic and wisdom literature.

**CM 0104 – THE GOSPELS AND THE LIFE OF CHRIST** A study of the Intertestamental Period followed by a study of the life and ministry of Christ as presented in the four gospels, the first four books of the New Testament.

**CM 0105 – ACTS AND THE PAULINE EPISTLES** A study of the development of the New Testament church as presented in the Book of Acts and the thirteen epistles traditionally considered to have been written by the Apostle Paul. Attention will be given to the historical, literary, and theological aspects of these books.

**CM 0106 – HEBREWS, THE GENERAL EPISTLES, and REVELATION** An examination of the writings that give practical guidance for Christian conduct and

encouragement to Christians suffering persecution plus an introduction to apocalyptic literature and the development and transmission of the New Testament Canon.

**CM 0107 – UNDERSTANDING THE BIBLE** A study of the basic principles and methods of biblical interpretation. Attention will be given to the application of these principles and methods to selected biblical passages.

**CM 0108 – BASIC CHRISTIAN BELIEFS** An introductory study of the basic doctrines of the Christian faith. Attention will be given to the great doctrines of Revelation, Scripture, God, Christ, Holy Spirit, Salvation, Church, and Christian Life.

**CM 0109 – CHURCH ADMINISTRATION AND POLITY** A study of the basic principles of church administration as they relate to the role of the pastor and other church staff members in leadership, church organization, church staff relationships, worship, and public relations.

**CM 0110 – EVANGELISM** A study of the principles, theology, and methods of New Testament evangelism. Attention will be given to evangelism on both a personal and church level.

**CM 0111 – CHRISTIAN ETHICS** A study of basic biblical ethics. Attention will be given to the application of biblical ethical principles in the life of the pastor and other church leaders as well as to our contemporary society and culture.

**CM 0112 – BAPTIST HISTORY AND DISTINCTIVES** A survey of Baptist history from the sixteenth century to the present, including a brief look at current denominational relationships. Attention will be given to both individuals and events that have influenced Baptist life and theology.

**CM 0113 – SHARPENING RELATIONSHIP SKILLS** A study of biblical principles of leadership and their application in today's churches and contemporary culture with a special emphasis on servant leadership. Attention also will be given to spiritual gifts and their use in ministry as well as personal discipleship and prayer.

**CM 0114 – CHRISTIAN WORSHIP** A study of the nature, purpose, and methods of Christian worship. Attention will be given both to worship in the Bible and in our contemporary society.

**CM 0115 – DEVELOPING A KINGDOM VISION** A study of the biblical basis for a worldwide kingdom vision and how to lead a church to have such a vision. Attention will be given to past, current, and future strategies in today's world.

**IN ADDITION TO COMPLETING THE CORE COURSES, EACH STUDENT WILL COMPLETE THREE (3) COURSES FROM ONE OF THE FOLLOWING**

**AREAS OF SPECIALIZATION IN ORDER TO COMPLETE THE EIGHTEEN (18) HOURS OF STUDY:**

**PASTORAL MINISTRY:** (Those who select this area of specialization should choose between CM 0116 or CM 0119 although they may take both, of course, and thus earn 19 semester hours of credit rather than 18 semester hours of credit.)

**CM 0116 – PASTORING A LOCAL CHURCH** An overview of pastoral ministry in contemporary culture. Attention will be given to the call to ministry, followed by a study of the day-to-day tasks faced by a local church pastor, including pastoral care, conducting weddings and funerals, leading church business meetings, and leading in the observance of the church ordinances.

**CM 0117 – THE ART OF PREACHING** A study of the art of preaching with attention being given to the principles and steps involved in effective sermon preparation and delivery as well as the development of a spirit-led planned program of preaching.

**CM 0118 – CARING FOR THE PEOPLE OF GOD** A more in-depth study of pastoral care including crisis intervention, hospital visitation, personal counseling, and referral.

**CM 0119 – BIVOCATIONAL MINISTRY** A study of the methods, models, and challenges of bivocational pastoral ministry. Attention will be given to the unique issues faced by bivocational ministers as well as the day-to-day tasks faced by a local church pastor.

**EDUCATIONAL MINISTRY:**

**CM 0120 – THE ART OF TEACHING** A study of the art of teaching. Attention will be given to the teaching methods of Jesus and to the principles and steps involved in effective bible teaching in today's culture.

**CM 0121 – EDUCATIONAL MINISTRY IN THE LOCAL CHURCH** A study of the biblical basis for the principles involved in, and the implementation of, an effective educational ministry in the local church.

**CM 0122 – WORKING WITH VOLUNTEERS** A study of the dynamics involved in leading a group of volunteers in the educational ministry. Attention will be given to discovering, enlisting, directing, encouraging, challenging, and recognizing volunteers.

**YOUTH MINISTRY:**

**CM 0123 – YOUTH MINISTRY IN THE LOCAL CHURCH** A study of youth ministry in a local church in contemporary society. Attention will be given to the role of the youth minister as it relates to the purposes of the church, to the pastor and other church staff members, and to both the congregation and community.

**CM 0124 – RELATING TO THE YOUTH OF TODAY** A study of the characteristics of today's youth and how to work with them in order to reach them for Christ and mature them in Christ.

**CM 0125 – RELATING TO THE FAMILIES OF THE YOUTH OF TODAY** A study of the characteristics of the families of today's youth and how one can best relate and minister to them.

**CHILDREN'S MINISTRY:**

**CM 0126 – CHILDREN'S MINISTRY IN THE LOCAL CHURCH** A study of children's ministry in a local church in contemporary society. Attention will be given to the role of a children's minister as it relates to the purposes of the church, to the pastor and other staff members, and to both the congregation and community.

**CM 0127 – RELATING TO THE CHILDREN OF TODAY** A study of the characteristics of today's children and how to work with them in order to help prepare them to receive Christ and move toward maturity in Christ.

**CM 0128 – RELATING TO THE FAMILIES OF THE CHILDREN OF TODAY** A study of the characteristics of the families of today's children and how one can best relate and minister to them.

**PLEASE NOTE:** Plans also are being made for the development of an **advanced Certificate of Christian Ministry** that will require an additional six hours of study. This study will offer more in-depth study of both the Old and New Testaments as well as other areas of interest and concern.

**FOR ADDITIONAL INFORMATION PLEASE CONTACT**

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**OR YOUR LOCAL BAPTIST ASSOCIATION OFFICE**