



# CHRISTIAN INTERNATIONAL SCHOOL OF THEOLOGY

www.cistonline.org email: admissions@cistonline.org

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## BRIEF DESCRIPTION AND OPERATIONS

Christian International School of Theology (CIST) is an internet and church-based theological training school to provide the most extensive, integrated, Biblically-based, Spirit-anointed, life-transforming curriculum package available in the world today. It is a Church-Centered Bible School utilizing some of the Christian Leadership University's Curriculum ([www.cluonline.com](http://www.cluonline.com)); Xenos Christian Fellowship ([www.xenos.org](http://www.xenos.org)) and Christian Leadership Institute (CLI), and is charter member of Asia Pacific Theological Association (APTA).

Its primary goal is to raise up Spirit-anointed leaders who disciple nations and improving sensitivity to the voice of God.

We adhere to *Lamad* Education!

## LAMAD - REAL LIFE, BIBLICALLY-GROUNDED, REVELATION-BASED LEARNING

**Real Life** – Birthed from real life issues and taught from real life experiences.

**Biblically-grounded** – You see your life's experiences in the light of Scripture.

**Revelation-based** – God speaks to you in each and every learning experience.

“Lamad learning is *cutting edge* Christian education”

## THE RISING CELL CHURCH MOVEMENT:

We are in the midst of a worldwide movement which involves the restoration of home cell groups as an integral part of the worshiper's life. The Spirit-anointed training modules developed by CLI can readily be used within the cell group structure. Participants study during the week and come to the cell group ready to share the revelations which the Lord has given them. Thus cell gatherings become a time of sharing of revelations wherein everyone prepares, not just the cell group leader. The cell group leader moderates a stimulating and lively discussion as participants share how they are applying the revelation of God in their hearts.

## WHAT UNIQUE BENEFITS DOES CIST'S PROGRAM OFFER TO THE LOCAL CHURCH?

Hebrew-style *lamad* learning rather than Greek-style detached learning: *Lamad* demands Spirit encounter, life encounter and personal encounter. This intensely practical focus brings about life transformation faster than any other approach. Proven Spirit-anointed leaders are passing on their spirit and anointing to our people, empowering them to become world-changers in our church and community. Apprenticeship, discipling, and mentoring are an integral part of the curriculum.

We train our people from our local church, raising up future elders, church workers, and evangelists. These are people who have our spirit, stay in our city, and build with us in the areas God is asking to build. Ordination into ministry is available to people in all walks of life, through our relationship with the World Evangelical Fellowship.



## OPERATIONS MANUAL / SECTION ONE

### 1.1 OUR CHURCH NEED TO RAISE UP FUTURE LEADERSHIP

We must be continually imparting spirit and knowledge into our people, equipping them to assume future leadership positions in our church, such as:

- Sunday School teachers
- Home cell group leaders
- Elders
- Deacons
- Ushers
- Associate Pastors
- Christian Education Directors
- Pastors
- Evangelists
- Missionaries
- Counselors
- Apostles
- Prophets
- Bible School teachers
- Skilled Christians in all fields of employment, including business, government, the arts, etc....

If we are offering continuous outstanding training, the quality of our church members lives will continually be improving, and when they begin leading with us in the church, they will have our heart, our vision, and our spirit. This is priceless.

### 1.2 OBJECTIVES OF THE DISCIPLING MINISTRY OF THE LOCAL CHURCH

The church is commissioned to bring believers to the measure of the stature which belongs to the fullness of Christ, by utilizing apostles, prophets, evangelists, pastors and teachers who provide biblical, practical, spiritual, life-transforming mentoring. As a result, Christians become Spirit-anointed leaders who disciple nations.

*He gave some apostles, and some prophets, and some evangelists, and some pastors and teachers, for the equipping of the saints for the work of service, to the building up of the body of Christ; until we all attain to the unity of the faith, and of the knowledge of the Son of God, to a mature man, to the measure of the stature which belongs to the fullness of Christ. (Eph. 4:11-13)*

### 1.3 MAJOR CONCENTRATIONS and COURSES AVAILABLE:

#### Alphabetical Listing

1. Biblical Studies
2. Christian Counseling
3. Christian Entrepreneurship
4. Christian Leadership
5. Divine Healing – Signs and Wonders
6. Missions & Evangelism
7. Pastoral Ministry
8. Theology
9. Worship & Music
10. Youth Ministry

### 1.4 TRAINING SEQUENCES UTILIZED BY CIST:

(Note: Time lengths listed assume full-time status. Most students are part-time.)



- Certificate programs: topical studies of less than one year
- Diploma programs: expanded studies of 9 to 18 months
- Associate's degrees: two year programs
- Bachelor's degrees: four year programs
- Master's degrees: one year post-graduate
- Doctoral degrees: one year beyond Masters

In addition, our Church-centered Bible schools may design our own sequences of courses which accomplish their unique purposes.

## 1.5 HOW MANY STUDENTS ARE REQUIRED TO BEGIN A CHURCH-CENTERED BIBLE SCHOOL?

We could actually start a class with four to six interested students who were willing to apply themselves to study. In fact, we can apprentice students one-on-one. Classes seem to have the best flow dynamic if there are a minimum of eight to twelve in the room, so we do try to aim for this, if possible.

## 1.6 PARTICIPANTS MAY AUDIT OR TAKE COURSES FOR CREDIT

CIST courses provide the opportunity for Spirit-anointed mentoring, and most courses can be open to the entire congregation. In a typical class, you may have students who are auditing the course sitting next to those who are taking the course for credit. If you are offering the teaching sequence on a Wednesday evening, you will even have people who are simply sitting in and not auditing the course or taking it for credit. This allows you to meet the needs of each student **where he is**. However, students should be encouraged to put forth the extra effort to take the courses for credit. This demands more of them, and they in turn receive more from the course. Challenging people to stretch themselves speeds their growth.

**When Auditing:** The auditing student is free to do as little or as much of the course work as he desires. Minimally, he will be encouraged to carefully read and personalize the primary text used in the course, and write a paper summarizing how God has changed his life as a result of the course. He does not take tests and receives no course grade. Each church campus may set any auditing fee desired. **Don't forget: We do not value what costs us nothing.**

**When taking courses for credit:** Then for credit student is to read all required texts (generally three books per course), complete all assignments, take all required tests, and receive a course grade. The church may set the tuition fee, which it keeps to build its Bible school and pay its instructors. Churches often charge differently per course, sometimes on a sliding scale depending on family income and number of dependents. Rather than charge tuition, some Church-centered Bible schools have simply taken up a weekly offering to go as a gift to the instructor. This also seems to work well.

## 1.7 THE PART-TIME STUDENT:

Most students will be part-time, enrolling in only one or two courses offered by our local church at a time.

## 1.8 THE FULL-TIME STUDENT:

This student takes at least five courses each quarter. He will take some courses:

- a) In the classroom setting at the church-centered Bible school;
- b) Through one-on-one instruction with instructors from the church-centered campus. This occurs when the student wants to take a course that is not being offered in a classroom setting, and there is an instructor in the church-centered Bible school who is willing to provide the mentoring on a one-to-one basis.



c) Directly from CIST with CIST faculty who are not a part of the particular church-centered Bible school. This occurs when the student wants to take a course not being offered in a classroom setting, and there is no instructor in the church-centered Bible school who is willing or able to provide the mentoring on a one-to-one basis. Therefore, the student works directly with CIST for this course.

In this case, the student is billed for the course according to CIST's tuition rate (currently available in the Philippines only) for a three- credit course, rather than the church-centered Bible school's tuition billing rate. Lamad curriculum offers the opportunity for small group interaction, pastoral oversight and guidance, fellowship, teaching, hands-on experience in the classroom, and practical in the local church. Thus, Lamad training is active, rather than passive. The more active the student is in the learning process, the faster he will grow. Lamad courses help the local church disciple and train its members, under the church's pastoral oversight, while incorporating the church's particular theological and spiritual emphases. No additional buildings need be built or heated, and there is little additional expense. Truly, the church-centered Bible School is an idea whose time has come.

Church-centered Bible schools may run key foundational courses regularly, thus insuring that all current and new church members receive thorough basic training and discipling. This helps all new congregational members become fully established in Christ, without the necessity of the senior pastor teaching the same basic themes over and over. At the same time, the student who desires can be working toward one of several accredited degrees.

## **1.9 FITTING LAMAD COURSES INTO OUR CHURCH'S PROGRAM**

The church-centered Bible School can offer courses in many of the time slots and settings already utilized for church services. In addition, they can be utilized as magnet topics which can draw outsiders and non-Christians to our fellowship.

## **1.10 LAMAD COURSES MAY BE OFFERED IN ANY OF THE FOLLOWING TIME SLOTS:**

- Sunday School class
- Sunday Evening series
- Wednesday Evening series
- A Bible School night class
- Home Cell Groups (for topical discussion and growth)
- Various Men's, Women's and Leadership groups
- Outreach Activities (weekend seminars and short courses)
- Morning Bible studies and classes
- Weekend church seminars
- Week long church conferences
- New membership classes
- Evangelistic outreach topical seminars
- High School Graduates (a 12-18 month apprenticeship program)
- Home Schoolers curriculum for eleventh and twelfth grades
- Eldership Training
- Bible Correspondence Course or Independent Study
- Video-based Bible Curriculum

## **1.11 SPIRIT-ANOINTED DISCUSSION GROUPS**

Since Lamad course syllabi are developed for the extension student, all required cassettes, videos, and reading of required materials may be done by the students on their own during the week. This allows the coming together of students to be considered a facilitator group rather than a class. That means the focus of these times can be on discussing the students answers to the week's work, any questions they have,



things they feel God has spoken into their lives, and any difficulties they are experiencing in appropriating life changes the lesson has called for.

The instructor can serve as a facilitator of a lively Spirit-anointed discussion, as he discerns what God wants to do among the gathering and cultivates the flow and anointing of the Holy Spirit in a corporate discussion.

How to's for doing this may be found in faculty training materials which CIST provides and in a faculty training course entitled MIN 310 Experiencing God in the Small Group. This is discussed in more detail later in this manual. The group meeting need not be a typically instructional time, but can instead be a prophetic sharing of revelation between the facilitator and the group. This is ideal especially if you are running courses in the home cell group or Sunday School time slots. The discussions can be lively and kept to 45 minutes or so. Since the participants have all done study, reading, and prayer on the topic at hand, the group time becomes a sharing of revelations rather than a sharing of ignorance (i.e. discussions for which no one is prepared). And, since it is not a lecture, the group is not limited by the communication skills of the group leader.

In the case of video courses which have 24 one-half hour sessions: The church-centered Bible school may choose to purchase the videos itself, rather than having each student purchase the video or cassette series. In this case, they would show two half-hour sessions each class time, have 30-45 minutes of discussion and application, and perhaps 15 minutes of worship.

This would mean approximately a **two-hour class**. The church can decide which way it wants to go with each course. Only a few of our courses have 24 one-half hour video series.

Other courses which include videos generally have shorter series of perhaps six to eight hours total for the course.

## 1.12 MAGNET TOPICS IN CELLGROUPS RESULTING IN EVANGELISM

If the church decides to utilize Lamad courses in home cell time slots, they could offer magnet courses in some of the cell groups to target outsiders, thus using the cell as an evangelism cell. Appropriate topical courses include: Dream Interpretation, Take Charge of Your Health, Cornerstones of Communication, Enrich Your Marriage, Parenting for Success, Creating Your Mission Statement, Visionary Leadership, Creative Problem Solving, and many others which you felt would meet needs of people in your community. (Feel free to adjust course titles if necessary when marketing these to your community; for example, Christian Dream Interpretation might become Dream Interpretation).

With proper marketing (see the appropriate chapter) a church could attract unbelievers to such **12-week series**, and win them to the Lord through the friendship and fellowship of the members of the cell group. This approach could also work for weekend seminars or retreats on any of the above topics, because many people are looking for life enriching seminars. Any student who desired college credit could follow up the weekend seminar by completing the course in follow up classroom settings, over a series of weeks, or in weekend seminars.

## 1.13 SUNDAY AND WEDNESDAY EVENINGS

There is no reason a pastor couldn't teach a course in 12 weeks on Wednesday or Sunday evenings, teaching 45 minutes to one hour each week. Students wanting credit would do additional homework during the week. Audit students would only do work to the level they desired. This would help the pastors offer systematic, biblically-based, Spirit-anointed, life-transforming training sequences. Our people would intensify their growth by doing additional study during the week, and receiving credits and degrees for their efforts. An exceptional value and opportunity for us and our people!

## 1.14 EVERYONE PREPARES – NOT JUST THE PASTOR!



As a pastors, we know how much we grow as we prepare for a message. Can we imagine having our entire congregation preparing for the message along with us? Imagine the enhanced growth in each of their lives! In smaller group sessions, such as Sunday and Wednesday evenings, we can couple together some teaching with a Spirit-anointed discussion time in which people share how they are applying the truths to their lives.

With over one hundred courses to choose from, the Holy Spirit can lead us quarter by quarter to choose that course which meets the needs of our people at that particular time.

## 1.15 BIBLE SCHOOL MORNING OR EVENING CLASSES

Of course, churches may also run Monday, Tuesday, Wednesday, Friday evening (or morning) or even Saturday with two-hour Bible school sessions in which they offer one or several courses from which participants may choose. A church of a few hundred could offer up to three courses each quarter. A church of a few thousand could offer ten to twelve courses per quarter. Churches may offer two or three Bible school courses on the same evening. Since each class would run about two hours, students would choose one of the courses to be involved in.

## 1.16 HIGH SCHOOL GRADUATE APPRENTICESHIP PROGRAM - 12-18 MONTHS (designed for high school graduates and young adults)

Some churches have begun Graduate Apprenticeship Programs, wherein high school graduates are invited to be apprenticed by the pastor and church leadership for 12 – 18 months. This can be offered with as few as one to three participants. Often 18-year-olds are not sure what to do with their lives. Rather than going to a secular college, or just wasting time, your church could devise a training/apprenticeship/practicum experience for these students.

You can devise this as the Lord leads you. Here is an example of one such church program:

- 1) **Four quarters of Bible College Training** - Three courses each quarter, including: Understanding the Bible, Life of Christ, Acts and Epistles, Foundational Experiences, The Law and the Spirit, Communion With God, Naturally Supernatural, Increasing the Anointing, Apprenticed to Leadership, Gifted to Succeed, Creating Your Mission Statement, and a missions course
- 2) **A Missions Practicum** - our church can develop a missions experience for the youth, or we may utilize such programs as Teen Mania or Youth With a Mission, which offer outstanding missions opportunities lasting from ten days to two months.
- 3) **Practicum work in the local church** -

Students have various responsibilities around the local church which will improve their skills. This can involve anything, including clerical, assistant teachers and youth workers, grounds upkeep, etc.

## 1.17 NEW MEMBERSHIP CLASSES

CIST has designed a course especially for new members entitled The Law and the Spirit. It includes two basic texts: *The Supernatural Church*, which covers fourteen distinctives of a church which is ministering in the anointing of the Holy Spirit; and *49 Lies I Rejected When I Renounced Phariseism*, a devotional which may be completed outside of class by students seeking credit for the course. Incorporation of other Bible-based Training Curriculum consists of the **GPI, LSS, PDL**, etc.

## 1.18 ELDERSHIP TRAINING

Five-fold team ministry (Eph. 4:11) is a direction in which we sense God is leading His church. We recommend that we take our elders, deacons, and other church leaders through the course Building



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Dynamic Teams which examines in-depth how a five fold team functions. This can greatly enhance the team dynamics and ultimate productivity and success of our church is leadership staff.

## **1.19 BENEFITS OF UTILIZING THIS LAMAD CURRICULUM PACKAGE:**

Since quality Bible College training is provided at affordable costs, and is easily accessible within their own community through a person or church they trust, many of our church members will avail themselves of ongoing training who would otherwise never attend Bible college. Since they could not get to Bible college, you bring the Bible college to them. Our congregation becomes accustomed to life-long learning, enhancing their quality of life and ministry effectiveness.

Unfortunately, too many people stop learning and growing, and begin the process of dying right after high school or college. Close discipling relationships are developed, providing wholesome, wise, Spirit-anointed counsel for life is problems. Systematic teaching/training is ongoing, insuring that the fundamentals of the faith are constantly being established in each newcomer's life.

Our member's lives become more disciplined and consistent, making their lives, families, and ministries more enjoyable and fruitful. All our church's various training programs may be funneled through our Bible School. This unifies all our educational efforts under one department providing clarity of focus for our congregation. We may recommend or require various levels of training for church members applying to serve in various ministries, thus insuring high quality ministry is being provided by our people, to our people.

Our people will handle prophetic truths more constructively, having learned to ground all spiritual revelations in Scripture and history. This will help our people establish clarity and avoid extremism and reactionism. We are free to develop additional courses for our own use.

## **1.20 THE UNIQUENESS OF CIST'S CURRICULUM PACKAGE**

CIST's curriculum is unique. Our training methodology is *lamad*, Hebrew in style rather than Greek. Each course focuses on drawing students into ongoing intimacy with God. We utilize the "Leaders Paradigm" for discovering truth, and we focus on "delight-centered education". Section 1 of the CIST catalog delineates these unique emphases. Please examine that section to fully understand the significance of choosing CIST curriculum over any other. In our estimation, **CIST's philosophy of education is the most important reason a church should have for choosing CIST's curriculum package.**

## **CHRISTIAN INTERNATIONAL SCHOOL OF THEOLOGY ESPOUSES THE NON-TRADITIONAL EDUCATIONAL APPROACH AND PHILOSOPHY**



## TRADITIONAL EDUCATION

1. Awards degrees on the basis of time served and credit earned.
2. Bases degree requirements on the medieval formula of some generalized education and some specialized education.
3. Awards the degree when the student meets certain numerical requirements.
4. Considers the years from age 18 to 22 as the period when a first degree should be earned.
5. Considers the classroom as the primary source of information and the campus as the center of learning.
6. Believes in printed text materials as the principal learning resource.
7. Faculty must have appropriate credentials and degrees.
8. Credits and degrees are based primarily on mastery of course content.
9. Cultivates dependence on authority through prescribed curricula, required campus residence, and required classes.
10. Curricula are generally oriented toward traditional disciplines and well-established professions.
11. Aims at producing "finished products" - students who are done with their education and ready for the job market.
12. To adapt the old Chinese saying, gives you a fish and feeds you for a day.

## NON-TRADITIONAL EDUCATION

1. Awards degrees on the basis of competencies and performance skills.
2. Bases degree requirements on an agreement between the student and the faculty, aimed at helping the student achieve his or her career, personal, or professional goals.
3. Awards the degree when the student's actual work and learning reach agreed-upon levels.
4. Assumes learning desirable at any age, and that degrees should be available to people of all ages.
5. Sees any part of the world as appropriate for some learning.
6. Believes the range of learning resources is limitless, from the daily newspaper to personal interviews; from videocassettes to microcomputers to world travel.
7. Faculty are judged on competency and personal qualities, in addition to credentials and degrees (take note: a non-traditional faculty must still be academically qualified).
8. Credits and degrees also take into consideration learning how to learn and the integration of diverse fields of knowledge.
9. Cultivates self-direction and independence through planned independent study, both on and off campus.
10. Curricula reflect the student's individual needs and goals and are likely to be problem-oriented, issue-oriented, and world-oriented.
11. Aims at producing lifelong learners, capable of responding all through their lives to their own evolving needs and those of society.
12. Teaches you how to fish, and feeds you for life.

## DIFFERENCES BETWEEN\* TRADITIONAL EDUCATION, NON-TRADITIONAL EDUCATION

\* Rick L. Walston, *Walston's Guide to Earning Religious Degrees Non-Traditionally* (Longview, WA: Persuasion Press, 1997). pp 8,9



## OPERATIONS MANUAL / SECTION TWO

### 2.1 WHAT IS A CHURCH-CENTERED BIBLE SCHOOL?

A Church-centered Bible School is exactly what the name implies. It is an adult-level systematic training program that is centered in the local church rather than a para-church institution of higher education. CIST helps churches to bring the benefits of a Spirit-anointed Bible school curriculum to the church and community regardless of where they are in the world! Our students enroll directly with our church-centered campus. The instructor at our church-centered campus will do all grading, keep a set of student records, set the tuition at the level they wish, and keep all tuition money. Forms and procedures for record keeping, etc. are found in a later chapter of this Operations Manual.

### 2.2 JOB DESCRIPTIONS OF BIBLE SCHOOL PERSONNEL

Each institution may establish the flow chart that best serves its needs. Following is a sample flow chart with accompanying job descriptions.

The President will likely be the Senior Pastor and the governing board will likely be the church board. The pastor may choose to appoint a Dean (Christian Education Director or Administrator) who will manage the affairs of the School. The Bible School secretary may be part-time volunteer (5-15 hours per week for a small school).

In some communities, several churches work together to present a larger, corporate, city-wide or region-wide Bible school, offering classes through several area churches. Such schools produce a corporate brochure each quarter listing all courses being offered on each church campus. Students have a larger number of course offerings from which to select, and the community is blessed by churches working together cooperatively.

If you are able to orchestrate such a community effort, you will need to creatively adjust the leadership team suggested above so that each participating church feels a sense of ownership.

Perhaps you would list each church as a satellite campus. Be sensitive and create what meets the need of the community and the Spirit of God. One city-wide school developed a corporate brochure which listed courses on 17 different church campuses. They began their first quarter with 500 students!

### 2.3 JOB DESCRIPTION OF THE PRESIDENT

- Provides over-all supervision;
- Gives leadership and executive direction to the Bible School as a whole;
- Gives leadership in planning and development;
- Gives leadership in preparing and presenting the budget;
- Gives leadership in public relations.

Major areas of responsibility are delegated to administrative officers on the assumption that capable officers are appointed who can be trusted to manage their departments. In sound administration, the President refrains from interfering with administrative details which have been delegated to subordinates, but since he has general oversight of all affairs of the school, he should remain conversant through regular reporting of every phase of the school's operation.

### 2.4 JOB DESCRIPTION OF THE DEAN

The Dean may be appointed by the pastor/president. The Dean is responsible for the managing and running of the Bible School. He is to insure that all teachers are selected, trained, and monitored. He oversees the selection of courses taught each quarter, and insures they are properly promoted to potential students so that there is adequate enrollment. This advertising will include his own church, other



area churches, newspapers, radio, posters, etc. He may provide academic and spiritual counseling to the students, or appoint a Dean of Students who assists in this capacity. He works directly with the Bible school secretary, making sure all student and financial records are properly kept. He may be a teacher himself.

## 2.5 JOB DESCRIPTION OF THE SECRETARY

Responsible to see that all records are properly kept and filed. These will include attendance records, student transcripts, student financial information, individual student files, general files, ordering materials to be used each semester, and sale of school texts and materials.

## 2.6 JOB DESCRIPTION OF THE FACULTY

Faculty each receive and read a copy of the *Lamad Faculty Handbook*. Faculty shall meet the standards listed in the *Lamad Faculty Handbook*, and shall be responsible for the impartation of Spirit and life, wisdom and knowledge into the lives of their students. They will complete all student grading according to policies and principles established.

## 2.7 FACULTY RESPONSIBILITIES

1. Become fully knowledgeable regarding the school's philosophy of education (Training, not just Teaching), and its overall programs and objectives.
2. Begin each and every course material preparation and class period with a total sense of dependency on the Holy Spirit to impart revelation and anointing to **all** within the class, including yourself.
3. Seek to bring balance to and avoid extremes in teachings regarding all matters of theology and spirituality, as well as techniques of ministry taught, that Christ might be honored and uplifted. **LET YOUR MODERATION BE KNOWN UNTO ALL MEN.**
4. Always strive to maintain a teachable spirit **YOURSELF**, recognizing that **no** one teacher can have all revelation knowledge; and in that same humble spirit encourage your students to receive truth from other faculty members, as this builds balance in their character and education.
5. Be positively supportive of **ALL** faculty and area Pastors at **ALL** times, even if you disagree on a point of theology with them. **BY THIS SHALL ALL MEN KNOW THAT YOU ARE MY DISCIPLES, IF YOU HAVE LOVE ONE FOR ANOTHER.**
6. Meet at least semi-annually with the Academic Dean for the purpose of...
  - a. Sharing individual matters of spiritual and/or academic concern regarding the school.
  - b. Sharing of individual matters of spiritual and/or personal concern to you personally.
  - c. Appraisal of your performance (when appropriate).
  - d. General Fellowship.
7. Submit your text book(s) requests for **EACH COURSE** to the secretarial office not less than **FOUR WEEKS PRIOR TO THE BEGINNING OF** each SEMESTER.
8. If developing your own course, submit your complete course syllabus and outline to the secretarial office not less than **FOUR WEEKS** prior to the first day of class, **EACH** semester.
9. Keep absolutely accurate attendance records for **each** class, on the appropriate attendance form passed out by the secretarial office. These **MUST** be turned in at the end of the **last class**.
10. Course grade sheets (passed out at beginning of semester) **MUST** be turned in to secretarial office **not later** than **TWO WEEKS** (14 days) after the last day of class.



Note: If at that time a student's work and therefore grade is INCOMPLETE, according to school policy the grade is to be changed to a FAILURE unless you believe for some good reason, and notify the Academic Dean's office of such, that the student should be granted a one week extension.

s11. Absolutely **NO** faculty member is to cancel, or postpone a class meeting or arrange for another person (school Faculty or not) to teach for him in his absence.

If such a need arises, the Administration offices of the school **MUST** be notified as soon as possible and **THEY** will be responsible for whatever arrangements need be made. There are **NO EXCEPTIONS TO BE CONSIDERED**.

**Note:** In the event of inclement weather, the faculty person will be notified by the school administrative offices, at the earliest possible moment, **IF** the school is to be **CLOSED**.

12. Each faculty member is to live an **EXEMPLARY LIFE**, both morally and spiritually at **all** times, not just while on campus; as this is pleasing and honoring to the Christ who saved us, called us and has anointed us for ministry.

## 2.8 CHURCH-CENTERED BIBLE SCHOOL CURRICULUM

Communion With God Ministries is the number one developer of *lamad* curriculum with over 100 *lamad* courses to choose from. This curriculum is used by Christian Leadership University. Christian Leadership University will accept, toward degrees, *lamad* coursework that is completed by students you train in your church. For a full statement on transferability, please see [www.cluonline.com/transfer](http://www.cluonline.com/transfer).

### *Lamad - Real Life, Biblically-grounded, Revelation-based Learning*

**Real Life** - Birthed from real life issues and taught from real life experiences.

**Biblically-grounded** - You see your life's experiences in the light of Scripture.

**Revelation-based** - God speaks to you in each and every learning experience.

Many churches are hungering for a down-to-earth, practical, Spirit-anointed discipleship training program which they can use to instruct their own people. We have it. Our Institute utilize the curriculum of Christian Leadership University to train our people. See [www.cwgministries.org/college](http://www.cwgministries.org/college) for more information concerning the content of the program available. You may obtain an *Operations Manual* that guides you in getting started offering college-level courses which can be applied toward accredited degrees within a church-centered Bible school.

When we take our leaders with us as we minister, letting them watch us counsel, preach, prepare, pray, heal the sick and cast out demons, and combine this lifestyle training with a Spirit-anointed curriculum, we will quickly raise up leaders in the same manner as Jesus did when He disciplined the Twelve. Make it our purpose to do this with twelve members of our congregation, and watch our church explode as these twelve turn and do the same with twelve, and so on. This curriculum is easily transferable, and when you couple it with the real hands-on learning of watching and helping us minister in the power of the Holy Spirit, we will be participating in fulfilling the Great Commission of discipling all nations.

### **Courses are as follows:**

#### **Bible Knowledge (13 courses)**

BIB 100 Understanding the Bible

BIB 101 Pentateuch

BIB 102 United Kingdom

BIB 103 Divided Kingdom

BIB 104 Poetry Books

BIB 105 Major Prophets



BIB 106 Life of Christ  
BIB 107 Acts and Epistles  
BIB 108 Epistles and Revelation  
THE 120 Foundational Experiences  
THE 121 The Law and the Spirit  
THE 310 The Bible Speaks to Contemporary Issues  
BIB 390 Biblical Dissertation

### **Life in the Spirit (8 courses)**

THE 101 The Basics of Christianity  
REN 103 Communion With God  
REN 204 Naturally Supernatural  
COU 202 Counseled by God  
COU 301 Prayers That Heal the Heart  
REN 206 Increasing the Anointing  
WOR 101 Believer's Worship I  
REN 310 Wisdom Through Dream Interpretation

### **Life Skills (5 courses)**

BUS 102 Fulfill Your Financial Destiny  
HEA 102 Take Charge of Your Health  
COU 203 Cornerstones of Communication  
COU 204 Enrich Your Marriage (underdevelopment)  
COU 305 Parenting for Success

### **Leadership Skills (8 courses)**

GOV 101 The Christian Heritage  
GOV 202 The Constitution and Constitutional Law  
EDU 102 Apprenticed to Leadership  
LEA 103 Gifted to Succeed!  
LEA 201 Creative Problem Solving  
LEA 205 Creating Your Mission Statement  
LEA 321 Visionary Leadership  
MIN310 Experiencing God in the Small Group

## **2.9 UNDERSTANDINGS FROM CLU (USING THEIR CURRICULUM). (Revised 1-1-03)**

1. The course syllabi developed by Communion With God Ministries and utilized by Christian Leadership University can be purchased and used by any school, college, university, church, home church, or home cell group. Once you have purchased the initial Course Syllabi CD ROM for \$900, you may purchase an annual update CD ROM for just \$50. This update will have all currently available courses including any corrections made to previous course syllabi, and all newly created course syllabi.

2. CLU will accept students with transcripts according to the stated policy at [www.cluonline.com/transfer](http://www.cluonline.com/transfer). Schools should instruct their students to go to this website to learn of transferability options. A complete printout of this transfer policy is available as the final page of this document. As you will note in CLU's transferability statement, CLU only accepts courses with earned grades of "A" or "B". You may therefore want to require (as CLU does) that all coursework be "A" or "B" quality. If it is not, the student's work is returned to him to redo.

There is no guesswork about what will be on CWG Ministries *lamad* tests. The course syllabi tell the student on page one what the "academic objectives" are. These are what they must memorize for the weekly self-check tests, the mid-term and the final.



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This is what will be on them. Nothing else. We believe we know what is important to memorize in order to assist the student in internalizing the course so they can easily live it as a life experience. We tell them to memorize this and we test them to ensure that they do. There is no mystery involved in the testing.

A final note: We recommend that the weekly self-check tests be completed and graded by the students at home, and that you save class time for dynamic discussions of how everyone is integrating the material into their lifestyles. You want classes to be a place where Spirit-life is transmitted, not where routine tests are taken.

3. A student may complete some of his work in another learning institution. When he transfers into CLU to complete his degree, he must:

a) Complete a New Student Application form - [www.cluonline.com/apply](http://www.cluonline.com/apply)

b) Request that his previous school send a copy of his transcript to CLU. He will be charged a transcript transfer fee ranging from \$25 - \$75 depending on the number of credits received. (When you forward a transcript to CLU for a student, it is to contain the student's name and address, birth date, social security number if applicable, course titles, and grades received. It must be signed by a school official, and accompanied with the statement that all work required in the CWG course syllabi was required of and completed by the student.)

c) Complete a minimum of **one course** directly with CLU for each degree being received.

d) Fully understand CLU's transfer policy as stated at [www.cluonline.com/transfer](http://www.cluonline.com/transfer). ALL completed courses for which the course syllabus is copyrighted by CWG Ministries will be accepted by transcript, without limitation to the number of credits being transferred, provided all work required in the course syllabus was completed and an "A" or a "B" was earned on the course. In addition, a minimum of one course per degree is required to be taken directly with CLU. Limits apply when transferring courses not copyrighted by CWG Ministries. See website for details.

e) Submit a \$75 graduation fee, which covers the cost of preparing and providing a beautiful CLU degree.

4. What can be said in your printed literature about transferability to CLU?

This is a legal question and extremely touchy. Each state is authorized to oversee all learning institutions that advertise that they are offering degrees, OR programs that lead toward degrees, within their state. Each state has its own rulings, which you should take the time to familiarize yourself with by calling your state Higher Education Department and asking for the laws concerning religious exemption degrees. You must work within the laws of your state, or you and your school can be sued and closed down. If you need assistance obtaining a phone number for this department, you may call CWG Ministries at 716-652-6990.

Generally, states have taken control over the use of the words **“college, university, seminary, credit and degree.”** You cannot use these words in print without permission from your state education department, or an exemption from it, which affirms you are exempt from licensure because you only offer religious degrees. Even then, they will have restrictions as to what you can offer and what you can say.

Following is a suggestion of what **may be legal** for you to put in your printed material. Various colleges will accept a transcript from “name of your church school”. Check [www.cluonline.com/transfer](http://www.cluonline.com/transfer) for details. **Note:** “name of your church school” utilizes course syllabi that are produced and copyrighted by CWG Ministries, thus ensuring transferability into Christian Leadership University.

**Christian Leadership University and Communion With God Ministries will take no responsibility whatsoever in seeing that you comply with your state laws. This is entirely your responsibility. Make sure you operate within the law.**

5. **You should include in your brochures and catalogs** a statement about how unique and special your curriculum is. This is the strength of your school, and is what sets you apart from other educational



opportunities. CLU intends to promote “*Lamad* Education” aggressively, nationally and internationally, so recognition of this style of learning emerges and a hunger for it is placed in every Christian’s heart. Following is a suggestion of what you might want to print.

### ***Lamad - Real Life, Biblically-grounded, Revelation-based Learning***

**Real Life** - Birthed from real life issues and taught from real life experiences.

**Biblically-grounded** - You see your life’s experiences in the light of Scripture.

**Revelation-based** ñ God speaks to you in each and every learning experience.

**6. Instructors and home group leaders of courses** developed by CWG Ministries are asked to prepare themselves to teach using the *lamad* method of learning by personally taking two specific CLU courses. CLU’s uniqueness is that the voice and vision of God are central to each course, and that the *lamad* method of training is used. To equip instructors in these two areas, CLU is discounting the \$225 tuition to only \$100 per course. Material costs are approximately \$75 per course. Shipping is extra.

### **REN503 Communion With God**

Discover the revelatory use of vision and journaling as part of hearing God’s voice. Participants record what God is speaking to them each day. This is the heartbeat of CLU, and is required of all students and instructors.

### **MIN310 Experiencing God in the Small Group**

This course trains faculty in the Hebrew or *lamad* approach to education, which is CLU’s instructional approach. This is very different from the Greek and Western approach to education.

It is critical that our church offer these two courses to our instructors as part of their preparation to teach *lamad* curriculum. We may do weekend seminars if we choose, followed up by our faculty completing all the work for both courses over the next three to six months. They may take the courses with us or with CLU. Our preference is that they take them with CLU at the discounted price we are offering. This enables us to establish a level of quality in your instructor’s ability to transmit Spirit-life in the classroom.

This teaching style is very different from the traditional methodologies we have experienced in the past, and it needs to be learned. Make this a priority, to ensure the success and quality of our school. Our instructors will not become CLU instructors, but they will have taken the training that CLU instructors are required to take.

Also, we may order as many copies as we want of the ***Lamad Faculty Handbook*** (\$9.95 each). This presents the standards CLU requires of its instructors. Essentially, they need to be apt to teach, be living expressions of what they are teaching, and able to impart Spirit-life in the classroom.

## **2.10 PASTORS, INSTRUCTORS AND LEADERS – BECOME LIFELONG LEARNERS YOURSELVES!**

We look forward to working with you as you train students to become Spirit-anointed leaders who disciple nations. We encourage you to take courses from CLU as part of your own spiritual growth. CLU offers you two extra credits free for any course you take from CLU, which you then teach in your church-centered Bible school or home group.

## **2.11 LIFE EXPERIENCE PORTFOLIO**

Many people can receive credit by completing a “Life Experience Portfolio.” Initial cost to receive a ***Life Experience Notebook*** is \$10 plus shipping. When you return the completed Life Experience Portfolio, it is evaluated for credits, and \$13.33 is charged for each credit awarded.

## **2.12 YOU CAN START YOUR SCHOOL OFF WITH A COMMUNION WITH GOD WEEKEND SEMINAR!**



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To help build interest in your new school, and to recruit students, you may invite Dr. Mark Virkler to do a weekend Communion With God seminar at your church. This is a hands-on workshop that gets people journaling (writing out what God is saying to them). More information can be found at [www.cwgministries.org/seminars](http://www.cwgministries.org/seminars). It is a powerful seminar! We would provide a Saturday evening session that discusses your upcoming school, and you could have a registration table for new students to enroll in courses. We encourage you to offer Communion With God as one of your first courses.

## 2.13 WE STAND BY TO ASSIST YOU - CLU

Please give us a call so we can discuss any questions you may have (1-800-466-6961 or 716-652-6990) or e-mail Dr. Mark Virkler at [drvirkler@cluonline.com](mailto:drvirkler@cluonline.com). We are here to serve the local church. Our desire is to put resources in your hands that can help you provide a Spirit-anointed training program for your church and community.

## 2.14 CHRISTIAN LEADERSHIP UNIVERSITY TRANSFER POLICIES

View this page at [www.cluonline.com/transfer](http://www.cluonline.com/transfer) Christian Leadership University will accept credits toward a CLU degree from the following sources:

1. Official transcripts from other educational institutions including church-centered Bible Schools and Schools of Ministry, community colleges, technical schools, colleges, universities, and seminaries. Courses with "A" and "B" grades will be accepted when they maintain a course content that is complementary to the degree being sought at CLU. Credits transferred are limited to half of the credits required for the CLU Degree.
2. Life experience credits may be earned by the student completing and submitting a Life Experience Portfolio to CLU. See further details at [www.cluonline.com/portfolio](http://www.cluonline.com/portfolio)
3. Students may be taking courses with CLU while they are taking courses at other educational institutions.

## 2.15. DEGREES OR NON-DEGREES ARE AWARDED WHEN THE FOLLOWING CRITERIA ARE MET AT CIST:

- Certificate Programs – 24 credit units
- Diploma Programs – 36 credit units
- Associate's degree - 84 credit units
- Bachelor's degree - 148 credit units
- Master's degree - 36, 48, 64, 96 credit units beyond the Bachelor's degree
- Doctoral degree – 48, 56, 69, credit units beyond the Master's degree

Flexibility is the rule when it comes to exactly which courses are to be taken. The guiding principle is to follow your heart's passions and desires, as God has put them there. The degree awarded will be titled according to the major concentration of courses taken.

**Concentrations include:** Biblical Studies, Christian Arts, Christian Counseling, Christian Entrepreneurship, Christian Leadership, Divine Healing, Intercession, Missions and Evangelism, Ministry, Prophetic Ministry, Theology, Worship Ministry, Youth Ministry and a Divinity degree on the Master's and Doctoral levels.



## OPERATIONS MANUAL / SECTION THREE

### Why charge tuition and registration fees? How much tuition should be charged?

#### 3.1 COSTS FOR ESTABLISHING A CHURCH-CENTERED BIBLE SCHOOL

Initial costs include: (From CLU - [www.cluonline.com](http://www.cluonline.com))

1. An "Operations Manual" may be purchased for \$69. It details the steps and procedures for setting up a church-centered Bible school.
2. A CD-ROM can be purchased for \$900. It contains over 100 currently-available course syllabi that you may print and freely reproduce for your students each quarter. Each syllabus is 20-60 pages in length and lays out the 12-week course in a detailed, week-by-week manner. Purchased one at a time, these course syllabi cost \$25 each.
3. The "Core Pack" can be purchased for the discounted price of \$1100, and includes all the materials for 31 of our most popular courses. The total value of the above three items is \$2069. They can be purchased together for only \$1995.

#### Motivational and Training Seminars:

You may wish to host a kickoff weekend Communion With God seminar to let students taste the uniqueness and life-transforming impact of the CLU courses upon their lives and to increase student interest. You may also conduct a teacher training seminar (Spirit-Anointed Teaching) which could be done as a three-hour video experience with two hours of small group application following.

These seminars will be largely self-supporting, but they may add a little to your Bible School budget. A complete discussion of these opportunities is provided in a future section. You may want to allocate an additional \$500 for your school's advertising budget and initial instructor's supplies.

Your church may order from CLU all the books and teacher's guides for the "Core Courses" for the B.A. degree. This can be a base library which your Bible school can keep on hand to browse through, assisting you in choosing courses to offer quarter by quarter. If interested, call the CLU administrative office for an updated price on this package.

#### 3.2 COSTS FOR MAINTAINING A CHURCH-CENTERED BIBLE SCHOOL

There are a number of variables which determine the ongoing cost of operating our Church-centered Bible School. Primary costs are paying instructors, administrators and school secretary, and costs for promotion. Many of our schools are totally self-sufficient and need no extra income from their local church.

The tuition charged to students and the money from book sales covers the Bible School's costs.

#### Instructors' Honorariums

Schools use a variety of approaches to pay their teachers. Some pay them a percentage of the tuition that comes in for the class; some pay a flat fee weekly; some pay nothing. One church very successfully takes up an offering in each class each week and gives that to the instructor (and charges no course tuition). Most churches do not pay an additional honorarium if the teacher is on pastoral staff. (Standard honorarium in the Philippines is Php.300 to Php.500 per hour or session, depending on the capacity of the sponsoring church-school).

#### Administrators' Salaries

Your church may choose to utilize an already existing staff member to serve as the Dean and principle administrator of the school. In this way, his salary is already covered. If you do decide to add an additional staff member, part of his salary may be covered by his teaching several classes per week. In addition, the



church will probably need to supply additional funds, and utilize him in other ways also. The other possibility is to have this person serve part-time and be reimbursed part-time.

### **Part-Time Secretary**

This position may be filled by a volunteer working ten hours or so per week, or the existing church secretary may be able to incorporate this work into his or her work schedule. As your school grows, you will need to consider a full-time secretary. The registration fees (as opposed to tuition fees, which are viewed as going to instructors) are viewed as covering secretarial expenses.

### **Books, Brochures, Etc.**

Sale of student textbooks will remit some profit to your school, since you will be able to purchase them at a discount from CLU. This profit will be used to cover the annual curriculum discount fee, to keep small supplies of books and materials on your shelves, and to develop each semester's advertising brochures.

## **3.3 INCOME THROUGH TUITION, AUDITING, AND REGISTRATION FEES**

Your Bible School can be largely self-supporting through the fees you set for course registration and tuition.

### **Why charge tuition and registration fees?**

1. People tend to not appreciate what costs them nothing.
2. Students are not serious about completing homework and attending all classes if they have not invested something into the class.
3. Because they are paying, students realize this is not just Sunday School, but that a deeper level of commitment is required.
4. Those who honor a prophet will receive a prophet's reward.
5. A workman is worthy of his hire. Charging tuition allows you the opportunity of using that money to honor the instructor for his service.

### **How much tuition should be charged?**

1. This will depend on your locality, and the income level of your students.
2. Schools average about Php.900.00 per three-credit course, with an actual range of Php.300.00 per credit to Php.600.00 per credit (Philippines only).
3. Some schools have used a sliding fee scale based on the total family income and the number of dependents.

## **3.4 CHURCH SUPPORT OF YOUR CHURCH-CENTERED BIBLE SCHOOL**

We feel the local church should view its Bible School as the primary discipling arm of its ministry. As discipling is one of the primary ministries of the local church, and scripturally and practically it is evident that the tithe is to be used to support the pastor/teacher who ministers within the local church, we believe that each local church should plan to provide an ongoing measure of financial support to its Church-centered Bible School. It may be wise for the church board to agree together concerning this philosophy, and be prepared to offer ongoing support as needed.

## **3.5 START-UP STEPS AND COSTS FOR BIBLE SCHOOLS**

1. Please provide CWG Ministries, [cwg@cwgministries.org](mailto:cwg@cwgministries.org), with the following information: The name of your church and Bible school (or college) with address, phone, fax and email. Include names and contact information for the President and Dean of the school. You may list in this letter the names of home group leaders and current and prospective faculty members of your church-centered Bible school or college. These individuals will then be eligible to enroll in **two key** CLU courses at a \$125 discount on each.



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2. Bible schools are offered a 20% discount on all books, cassettes, and videos copyrighted by Mark and Patti Virkler. Please order the *Operations Manual* (\$69.95). It will be a great help to you and answer many of your questions.

3. A CD-ROM of the more than 100 currently available course syllabi may be purchased for \$900. Individual syllabi may also be purchased for \$25 each. (These are the discounted prices.) Each syllabus is 20-60 pages in length and lays out the 12-week course in a detailed, lesson-by-lesson manner. Once purchased, they may be freely reproduced for the students of your Bible school, Bible college, university or seminary. *The copyright information on these course syllabi must remain intact when you reproduce them for distribution to students.*

4. A "Core Pack" may be purchased for the discounted price of \$1100, and includes all the materials for 31 of our most popular courses. (This pack is already discounted by 30%.)

**The total value** of the above three items is \$2069. They may be purchased together with an added discount for only \$1995. Make checks payable to Communion With God Ministries, 1431 Bullis Rd., Elma, NY 14059. All major credit cards are also accepted. This may be paid in installments, with \$1000 down, and \$995 within 90 days. All product will be shipped when CWG receives the down payment.

Ship to \_\_\_\_\_  
Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Fax \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_  
President of School \_\_\_\_\_  
Down payment \$ \_\_\_\_\_ Date \_\_\_\_\_ (Attach payment.)  
Signed \_\_\_\_\_

~ The Licensing Agreement on the back of this sheet must also be signed. ~

## 3.6 LICENSING AGREEMENT FOR USE OF CWG COURSE SYLLABI

The purchase of the right to use the course syllabi developed and copyrighted by Communion With God Ministries contains the following restrictions:

1. The course syllabi may not be changed or altered in any way.
2. Permission is given for the purchasing entity to make copies only for its own enrolled students in its educational system. Copies cannot be made or sold beyond its own student body.
3. The copyright notice on the bottom of each page must remain intact and legible when copies are made and distributed to students.
4. If you offer an internet school or correspondence school, your advertised price for a course must match or be higher than the price listed by Christian Leadership University on CLU's website. In this case, permission may be sought and received from CWG Ministries for you to offer a special course discount to the students within your local school and for those in your special constituency. This discounted price cannot be posted to a website or made available to those doing a web search, but may be advertised through other means to the potential students within your church/denomination.
5. The breaking of any of these rules will incur a fine of \$5,000 - \$25,000, in addition to any legal fees that may be required by CWG Ministries to collect these monies.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(President of School)

Witness \_\_\_\_\_ Date \_\_\_\_\_



## OPERATIONS MANUAL / SECTION FOUR

### 4.1 DEGREE AND NON-DEGREE PROGRAMS

#### SEMINARY DEGREE AND NON-DEGREE PROGRAMS

##### **Certificate Program – 24 credit units**

Certificate of Biblical Studies

Certificate of Ministry

*Credit from a completed Certificate Program(s) may be transferred into a degree program. Please contact the school for information on transferal of credits.*

##### **Diploma Program – 36 credit units**

Diploma of Biblical Studies

Diploma of Ministry

*Credit from a completed Diploma Program(s) may be transferred into a degree program. Please contact the school for information on transferal of credits.*

##### **Associate Program – 84 credit units**

Associate of Biblical Studies

Associate of Religious Education

Associate of Theology

*Credit from a completed Associate Program(s) may be transferred into Bachelor's program. Please contact the school for information on transferal of credits.*

##### **Bachelor's Program – 148 credit units**

Bachelor of Biblical Studies

Bachelor of Religious Education

Bachelor of Theology

*Credit from a completed Bachelor Program(s) may lead to a Masters Degree program. Please contact the school for information on transferal of credits.*

##### **Masters Degree Program**

###### **Master of Biblical Studies (M. B. S.)**

When a student who has completed at least 12 credits through CIST accumulates 36 credits (20 of which must be in religious subjects approved by the Institute), including transfer and life experience credit, they will be eligible to receive the *Master of Biblical Studies* Degree.

###### **Master of Christian Leadership (M. C. L.)**

When a student who has completed at least 12 credits through CIST accumulates 48 credits (20 of which must be in educational or religious subjects approved by the Institute), including transfer and life experience credit, they will be eligible to receive the *Master of Christian Leadership* Degree.

###### **Master of Divinity (M. Div.)**

When a student who has completed at least 12 credits through CIST accumulates 96 credits (20 of which must be in religious subjects approved by the Institute), including transfer and life experience credit, they will be eligible to receive the *Master of Divinity* Degree.

*Credit from a completed Masters Program(s) may lead to a Doctorate Degree Program. Please contact the school for information on transferal of credits.*



## Doctorate Degree Program

### **Doctor of Ministry (D. Min.)**

The student must complete 48 credits beyond the Master's level through CIST. In addition, the student is also required to complete a dissertation of at least 25,000 words. When the student has finished 48 credits of approved course material and completes a dissertation of 25,000 words or more they will receive a Doctor of Ministry Degree. On the practical application, the 25,000-word dissertation will be waived if the student will develop 9 additional credits of approved course material. Only those who are already in full-time ministry may enroll in this program. A Master's degree is required to enroll in this program.

### **Doctor of Philosophy (Ph. D.)**

When a student has completed 69 credits beyond the Master's level through CIST and completes a dissertation of 25,000 words a *Doctor of Philosophy in Theology and Religion* will be awarded. A Master's degree is required to enroll in this program.

*Transfer credit is not accepted into the Doctoral program. All course work must be done through the Institute. The only exception is that a student who already holds an earned doctorate may earn a Ph.D. by completing only 32 credits through the Institute.*

## **4.2 SEMINARY PROGRAM CURRICULUM**

### SEMINARY PROGRAM CURRICULUM

### Certificate Programs – 24 credit units

#### **CERTIFICATE OF BIBLICAL STUDIES**

|  |                  |
|--|------------------|
| INT101 – INTRODUCTION TO THE OLD TESTAMENT | - 3 units        |
| INT102 – INTRODUCTION TO THE NEW TESTAMENT | - 3 units        |
| SUR101 – OT SURVEY                         | - 3 units        |
| SUR102 – NT SURVEY                         | <u>- 3 units</u> |
| Total                                      | 12 units         |

|  |                  |
|--|------------------|
| HER101 – HERMENEUTICS (Bible Interpretation) | - 3 units        |
| HOM101 – HOMILETICS (Sermon Preparation)     | - 3 units        |
| MBS101 – METHODS OF BIBLE STUDY              | - 3 units        |
| APO101 – APOLOGETICS                         | <u>- 3 units</u> |
| Total  | 12 units         |

#### **CERTIFICATE OF MINISTRY**

|  |                  |
|--|------------------|
| INT101 – INTRODUCTION TO THE OLD TESTAMENT | - 3 units        |
| INT102 – INTRODUCTION TO THE NEW TESTAMENT | - 3 units        |
| SUR101 – OT SURVEY                         | - 3 units        |
| SUR102 – NT SURVEY                         | <u>- 3 units</u> |
| Total                                      | 12 units         |

|  |                  |
|--|------------------|
| COU101 – COUNSELING 101                | - 3 units        |
| ETH101 – ETHICS 101                    | - 3 units        |
| EVA101 – EVANGELISM 101                | - 3 units        |
| ADM101 – ADMINISTRATION I (Leadership) | <u>- 3 units</u> |
| Total                                  | 12 units         |



*Credit from a completed Certificate Program(s) may be transferred into a degree program. Please contact the school for information on transferal of credits.*

## **Diploma Programs – 36 credit units**

### **DIPLOMA OF BIBLICAL STUDIES**

|  |                 |
|--|-----------------|
| INT101 – INTRODUCTION TO THE OLD TESTAMENT   | - 3 units       |
| INT102 – INTRODUCTION TO THE NEW TESTAMENT   | - 3 units       |
| SUR101 – OT SURVEY                           | - 3 units       |
| SUR102 – NT SURVEY                           | - 3 units       |
| Total  | <u>12 units</u> |
| HER101 – HERMENEUTICS (Bible Interpretation) | - 3 units       |
| HOM101 – HOMILETICS (Sermon Preparation)     | - 3 units       |
| MBS101 – METHODS OF BIBLE STUDY              | - 3 units       |
| APO101 – APOLOGETICS                         | - 3 units       |
| Total  | <u>12 units</u> |
| BIB101 – GENESIS                             | - 3 units       |
| BIB102 – EARLY HISTORY OF ISRAEL             | - 3 units       |
| BIB103 – LATER HISTORY OF ISRAEL             | - 3 units       |
| BIB104 – EPISTLES AND REVELATION             | - 3 units       |
| Total  | <u>12 units</u> |

### **DIPLOMA OF MINISTRY**

|  |                 |
|--|-----------------|
| INT101 – INTRODUCTION TO THE OLD TESTAMENT   | - 3 units       |
| INT102 – INTRODUCTION TO THE NEW TESTAMENT   | - 3 units       |
| SUR101 – OT SURVEY                           | - 3 units       |
| SUR102 – NT SURVEY                           | - 3 units       |
| Total  | <u>12 units</u> |
| HER101 – HERMENEUTICS (Bible Interpretation) | - 3 units       |
| HOM101 – HOMILETICS (Sermon Preparation)     | - 3 units       |
| MBS101 – METHODS OF BIBLE STUDY              | - 3 units       |
| APO101 – APOLOGETICS                         | - 3 units       |
| Total  | <u>12 units</u> |
| COU101 – COUNSELING 101                      | - 3 units       |
| ETH101 – ETHICS 101                          | - 3 units       |
| EVA101 – EVANGELISM 101                      | - 3 units       |
| LDR101 – LEADERSHIP                          | - 3 units       |
| Total  | <u>12 units</u> |

### **ELECTIVES**

|  |           |
|--|-----------|
| EDU101 – CHRISTIAN EDUCATION I (Intro) | - 3 units |
| ADM101 – ADMINISTRATION I              | - 3 units |
| MIS101 – MISSIONS 101 (Local Church)   | - 3 units |
| EVA101 – EVANGELISM 101                | - 3 units |
| DIS101 – DISCIPLESHIP 101              | - 3 units |
| PRA101 – PRAYER 101                    | - 3 units |



|                                     |           |
|-------------------------------------|-----------|
| DOC101 – DOCTRINES I                | - 3 units |
| HIS101 – PENTECOSTAL HISTORY        | - 3 units |
| HIS102 – CHURCH HISTORY I           | - 3 units |
| CUL101 – CULTS AND OCCULTS          | - 3 units |
| CGR101 – CHURCH GROWTH              | - 3 units |
| CGR102 – CHURCH GROWTH (CELL GROUP) | - 3 units |

*Credit from a completed Diploma Program(s) may be transferred into a degree program. Please contact the school for information on transferal of credits*

### **Other Types of Credit**

#### **Credit by Thesis:**

A student may earn three credits toward their degree for every 10,000 words (undergraduate), 12,500 words (Master's level), or 15,000 words (Doctoral level) that they write as the result of independent research on approved topics.

#### **Life Experience Credit:**

A student may receive as many as 50 undergraduate credits or 10 Master's level credits as the result of knowledge that they have gained through life, work, and ministry experience. If you would like for CIST to determine if you are eligible for this type of credit, please submit a resume of teaching and ministry experience to the school for evaluation. We will also consider awarding credit to the student for books that the student has written, research the student has conducted, etc.

#### **Seminar Attendance:**

Credit will be awarded for instruction the student receives as the result of attending approved seminars. To determine if you are eligible for this credit submit a list of all seminars that you have completed (or that you plan to attend) and we will inform you as to how many credits (if any you will receive). Include in this listing the number of hours of instruction you received at each seminar and the # pages of reading that accompanied the seminar instruction. We will need proof of your having attended the seminar before credit will be awarded.

#### **Apprenticeship Programs:**

Many home school organizations offer college level apprenticeship programs. Your participation in one of these programs may qualify you for advanced standing in an undergraduate program. Please contact the school for details.

#### **Audit Programs:**

(The auditing student is free to do as little or as much of the course work as he desires. Minimally, he will be encouraged to carefully read and personalize the primary text used in the course, and write a paper summarizing how God has changed his life as a result of the course. He does not take tests and receives no course grade.)The auditing student participates in the class but has an option to turn his/her audit units into credit units upon submission and completion of the course requirements before the end of the school term or semester.

#### **Scholarship Programs:**

Church Workers and Ministry Heads or Committee Leaders can get Scholarship or Sponsorship on their Registration Fee, upon agreement that they will finish the course in writing or else they will shoulder the Registration Fee if they stopped or dropped from the course.



## PROPOSED FEES FOR CIST ENROLEES

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| <b>Registration Fee</b>                  | - See Admission - Tuition Fee/Financial Info |
| <b>For One (1) Credit or Audit Unit</b>  | - See Admission - Tuition Fee/Financial Info |
| <b>For Three (3) Unit Course/Subject</b> | - See Admission - Tuition Fee/Financial Info |

(The auditing student is free to do as little or as much of the course work as he desires. Minimally, he will be encouraged to carefully read and personalize the primary text used in the course, and write a paper summarizing how God has changed his life as a result of the course. He does not take tests and receives no course grade.)The auditing student participates in the class but has an option to turn his/her **audit units** into **credit units** upon submission and completion of the course requirements before the end of the school term or semester.

**Church Workers and Ministry Heads can get Scholarship or Sponsorship on their Registration Fee, upon agreement that they will finish the course in writing or else they will shoulder the Registration Fee if they stopped or dropped from the course.**

*For more information contact the Program Coordinator:*

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