

# A REFERENCE TOOL FOR STARTING A BIBLE INSTITUTE

## I. INTRODUCTION.

### **A. The Purpose.**

1. Our purpose here is not to dictate how a school must be operated. It is only to offer ideas especially with respect to how to begin to organize a school.

2. It is hoped that the presentation of this document will be of service to those who would like to use MOTMOT to start and operate a Bible school.

### **B. The Contents.**

1. Preparation (structure of a school).

2. Promotion

3. Administration

## II. PREPARATION.

**A. The Guatemalan Model.**

1. The courses could be taught in "periods" of five weeks. Within each period there would be seven courses offered. Four of the courses would be "10 hour" courses that would have two hours of class time each week. Three of the courses would be "20 hour" courses that would have four hours of class time each week. In this way, the 49 courses could be taught in seven periods. The following chart shows a suggested order in which the courses could be taught according to this "seven period" structure.

HOURS	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5	PERIOD 6	PERIOD 7
20	Introduc. to Bible Study	Practical Bible Study I	Practical Bible Study II	Practical Bible Study III	Practical Bible Study IV	The Holy Spirit	Gifts of the Spirit
20	Christian Character	Teachings of Jesus I	Teachings of Jesus II	Teachings of Jesus III	Church Fellowship	Homiletics and Pedagogy	The Bible and Money
20	Christian Leadership	The Gospel and the Kingdom	Knowing God I	World Missions I	World Missions II	World Missions III	Church Planting
10	Practical Evangelism	Practical Discipleship	Foundation of the Great Commission	Knowing God II	Dynamics of Small Groups	The Sermon on the Mount	Spiritual Warfare
10	Prayer and Fasting	Church Government	Church Discipline	Authority Allegiance and Scriptures	Islam	Ministry to the Poor	Marriage
10	N.T. I	N.T. II	N.T. III	Redemption and Salvation	Church and Sacraments	Angels and Demons	Proverbs: Talking and Relating
10	O.T. I	O.T. II	O.T. III	Praise and Worship	Faith	Church Growth and Revival	Pastoral Counseling

2. If it were appropriate, classes could be held Monday

through Friday from 2:30 p.m. until 6:45 p.m. There would be two classes each day and each class would be two hours long. There would be a 15 minute break between classes (the teacher could also give a 5 minute break sometime during the two hour class). The following chart shows a possible weekly schedule for "period 1".

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2:30-4:30	Introduction to Bible Study	Christian Character	Introduction to Bible Study	Christian Character	New Testament I

**BREAK**

4:45-6:45	Christian Leadership	Practical Evangelism	Christian Leadership	Prayer and Fasting	Old Testament I
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3. This schedule would be very intense. However, the program could be completed in one year by using this structure. After every two periods there could be a one week "recess". The following chart shows a possible calendar for the 1991 school year.

PERIOD 1	January 14 - February 17
PERIOD 2	February 18 - March 24
RECESS	March 25-31
PERIOD 3	April 1 - May 5
PERIOD 4	May 6 - June 9
RECESS	June 10-16
PERIOD 5	June 17 - July 21
PERIOD 6	July 22 - August 25
RECESS	August 26 - September 1
PERIOD 7	September 2 - October 6

4. The end of the year (October 7 - November 24) could be

used to have a seven week internship where the students are sent out to plant a church in an unevangelized area. This would be the culminating experience of the one year program and would serve to provide a transition between the classroom and the full time ministry.

5. The final week of November could be used to have a "retreat". Together the students and teachers could reflect on the year and look ahead to the future.
6. The day of graduation could be scheduled for November 30. The month of December is left open to prepare for the next year.
7. The school should be made as practical as possible. Sundays could be reserved for doing ministry together. Teachers could lead students in street evangelism, follow-up, local church activities, etc.... Assignments within the courses should be practical. Try to give assignments that will not simply be thrown away after they are graded. For example, a student could develop a sermon or teaching on a certain aspect of the course materials. He could keep a file of these assignments and use them in the future. The student should also be encouraged to participate in the activities of his local church.
8. These are only suggestions for how the structure of a school could be established. Much depends on the goals, needs, and resources of your particular situation. The program could easily be organized to form a two year school by having "mini internships" between each two periods. The students could be in class for ten weeks and on the field for 5 weeks. The final internship experience could be extended to ten or fifteen weeks instead of seven weeks depending on your goals and situation.
9. If it is possible, it is beneficial to have a "dormitory" situation. By living together, the students will get to know each other and will be challenged to put into

practice what they are learning in the classroom. The following chart is an example of a weekly schedule for "interns".

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6:00-6:45 a.m.	Prayer	Prayer	Prayer	Prayer	Prayer	Prayer	Prayer
6:45-7:15 a.m.	Personal Prepar.	Personal Prepar.	Personal Prepar.	Personal Prepar.	Personal Prepar.	Personal Prepar.	Personal Prepar.
7:15-7:30 a.m.	Break- fast	Break- fast	Break- fast	Break- fast	Break- fast	Break- fast	Break- fast
7:30-12:45	Work	Work	Work	Work	Work	Free day	Church
12:45-1:20 p.m.	Prepare Lunch	Prepare Lunch	Prepare Lunch	Prepare Lunch	Prepare Lunch		Leave to minister
1:20-2:00 p.m.	Lunch	Lunch	Lunch	Lunch	Lunch		
2:00-2:30 p.m.	Student devocio.	Student devocio.	Student Devocional	Student devocional	Student devocio.		
2:30-6:45 p.m.	Classes	Classes	Classes	Classes	Classes	\/	\/
6:40-7:30 p.m.	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
7:30-9:00 p.m.	Small Groups	Study	Worship Service	Study	Study	Free Time	Free Time
9:00-11:00 p.m.	Study	Study	Study	Study	Study	Free Time	Free

10. Finally, it may be helpful to simply list some of the things you will need to consider when starting a school.
  - a. Will you have a library? If so, how will

you run it?

- 1) Establishing a system where the students share the books will keep the costs of the school down.

b. What kind of assignments will there be and how many hours of weekly assignments will be given in each course?

- 1) For an "institute" it is suggested that the total hours of assignments for a course be half of the total hours of class time in that course (e.g. a "20 hour" course would have a total of ten hours of assignments, perhaps two hours each week over the five week "period").

c. Financial considerations.

- 1) What will be the cost of the school?
- 2) What will be the schedule of payments?
- 3) Will there be financial assistance and scholarships available?

d. Orientation weekend.

- 1) How will you pass on information to the incoming students?

e. Local Church relations.

- 1) How will the school relate to the local churches?

f. Managing the teachers.

- 1) When will you have teachers meetings?

g. Grading policy.

- 1) What system of grading will you use?
- 2) When will the students receive their grades?

h. Food for interns.

- 1) How will you manage the kitchen?
- 2) Who will cook and buy the food?

i. Student life activities.

- 1) How will you run the small groups (male/female)?
- 2) What other types of student activities will you have?

j. Rules for lateness and class attendance.

- 1) What will the rules be?
- 2) How will they be enforced?

**B. The Virginia Beach, Virginia (U.S.A.) Model.**

1. Credits and certificates/diplomas/degrees.

a. Bible Teachers Institute issues the following forms of recognition for successfully completing course work. A student who completes 35 credits will be

awarded with a "Bible Certificate" (exam only) or a "Bible Teacher Diploma" (all assignments completed). A student who completes 80 credits will be awarded with an "Associate in Bible Degree".

One credit equals 10 hours of classroom teaching and 10 hours of assignments. One credit and two credit courses will be offered. A student who takes all of the courses offered during each period (and who does the out of class courses) will be able to obtain 80 credits in one year (although it is more appropriate to do an Associates degree over two years). It should be noted that in order to be a student in the Institute it is not *necessary* to plan on obtaining enough credits to be awarded a certificate, diploma, or degree. A student is free to take any number of courses at any time, and is not bound to any "degree requirements".

The class assignments represent an important part of the training at BTI. Each student is encouraged to take courses for credit (that is, to do the assignments). If, however, a student desires to take a course without doing the assignments, then that situation will be considered as an "auditing" situation. The tuition will be the same, but the student will not receive credit for the course.

2. Structure of the School.

a. The school will not function according to the traditional "quarter" or "semester" system. Instead, courses will be taught in "periods" of five weeks. One school year will consist of ten "periods" (50 weeks with a one week Christmas break and a one week separation between school years in August or September).



Within each period there will be five courses offered. Three of the courses will be "10 hour" courses (or 1 credit courses) which will have two hours of class time each week (for five weeks). Two of the courses will be "20 hour" courses (or 2 credit courses) which will have four hours of class time each week. In this way, 49 courses (or 70 credits) will be offered each year (note: the tenth period will be unique in that it will offer three "20 hour" courses and only one "ten hour" course; also, Principles of the Gospels III can be split into two courses and an additional "Principles" course will be an extra 2 credit course; also, there are 3 "out of class" courses that make up the remaining credits..."Field Work" is 2 credits and requires the student to develop and teach his own mini-course, "Independent Study" is 2 credits and requires the student to do his own inductive study of a short book of the Bible, "Internship" is 4 credits and requires the student to apprentice under a local ministry).

The following chart shows a tentative order in which the courses might be taught according to this "ten period" structure.

HOURS	PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	PERIOD 5*
20	Christian Character	The Gospel and the Kingdom	Knowing God I	The Holy Spirit	Intro. to Bible Study
20	Christian Leadership	Teachings of Jesus I	TOJ II	TOJ III	Church Fellowship
10	Practical Evangelism	Practical Disciple-	Church Government	Church Discipline	Dynamics of Small

	ship			Groups
10	N.T. I	N.T. II	N.T. III	Redemption Church and and Sacraments Salvation
10	O.T. I	O.T. II	O.T. III	Knowing Faith God II
HOURS PERIOD 6 PERIOD 7 PERIOD 8 PERIOD 9 PERIOD 10				
20	Practical Bible Study I	Practical Bible Study II	Practical Bible Study III	Practical Bible Study IV Gifts of the Spirit
20	Preaching and Teaching	World Missions I	World Mission II	World Mission III Church Planting
10	Prayer and Fasting	Angels and Demons	Spiritual Warfare	Authority Allegiance and Scripture The Bible and Money (20 hours)
10	Foundation of the Great Commission	The Sermon on the Mount	Proverbs: Talking and Relating	Praise and Worship Islam
10	Church Growth and Revival	Marriage	Christian Counseling	Ministry to the Poor

3. Typical class schedules for two periods.

PERIOD #6	MONDAY	TUESDAY	PERIOD #6	SATURDAY
6:30-8:30 (p.m.)	Practical Bible Study I	Foundations of the Great Commission Church Growth and Revival	8:30-10:30 (a.m.)	Prayer and Fasting Preaching
8:30-10:30 (p.m.)			10:30-2:30 a.m.-p.m.	and Teaching

PERIOD #7    MONDAY    TUESDAY

6:30-8:30 (p.m.)    Practical Bible Study II

8:30-10:30 (p.m.)    Marriage    Angels and Demons

PERIOD #7    SATURDAY

8:30-10:30 (a.m.)    The Sermon on the Mount

10:30-2:30 a.m.-p.m.    World Missions I

\*\*Classes will be held on Monday and Tuesday evenings from 6:30 p.m. to 10:30 p.m. and on Saturdays from 8:30 a.m to 2:30 p.m. Each period consists of five weeks. Thus, each course will meet five times during a period.

\*\*All courses are open to current students and new students regardless of what courses have or have not been taken previously (none of the courses have prerequisite courses). All students are free to take whatever they like (students do not have to take a minimum number of courses each period...a student can take all five courses offered in a period or a student can take just one).

4. Calendar for the school year.

- PERIOD 1 | August 31 - October 3
- PERIOD 2 | October 5 - November 7
- PERIOD 3 | November 9 - December 12
- PERIOD 4 | December 14 - January 23
- PERIOD 5 | January 25 - February 27
- PERIOD 6 | March 1 - April 3

PERIOD 7 |April 5 - May 8

PERIOD 8 |May 10 - June 12

PERIOD 9 |June 14 - July 17

PERIOD10 |July 19 - August 21

5. Course Requirements.

a. Each "10 hour" course (1 credit) will require ten hours of "assignments". Each "20 hour" course (2 credits) will require twenty hours of "assignments". The assignments are explained in the following way:

**CLASS ASSIGNMENTS**

**COURSES TAKEN FOR DEGREE AND DIPLOMA CREDITS**

Unless otherwise noted, each course will have three assignments:

**Assignment #1: Exam** - taken directly from the exam study sheet  
(see the first page of your course materials)

- a) 1 credit course - a half hour exam will be taken in class during the final class session....it will consist of one of the possible 20 point questions and three of the possible 10 point questions....study time to prepare for the exam should be approximately five hours
- b) 2 credit course - a one hour exam will be taken in class during the final class session....it will consist of two of the possible 20 point questions and six of the possible 10 point questions....study time to prepare for the exam should be approximately ten hours
- c) The 20 point questions are to be answered in essay form. You should try to include as much as possible from the appropriate course materials (note the page number references after each question on the study sheet). Write in complete sentences. You should have 2 or 3 solid paragraphs that total approximately 200 words.
- d) The 10 point questions should be answered in 2 or 3 sentences. Use complete sentences. Try to include as much as possible from the appropriate course materials without writing more than a short 3 sentence paragraph.

**Assignment #2: Teaching** - the emphasis here is that the students practice teaching and actually share what they have learned (this is done outside of class). This sharing can be done in just about any context (anything from teaching from a pulpit in church to sharing some thoughts with a neighbor over a cup of coffee). Your teaching should come from some part of one of the courses you are taking that period (only one teaching is required each period regardless of how many courses you take that period...the grade from the one teaching will be applied to all courses taken that period). There are 2 options with respect to how to present this assignment to the teacher (assignments must be submitted no later than the last class session of the period).

- a) **Option #1:** Cassette tape - practice the teaching on tape by yourself, or record the teaching when you teach it to others. All first time students **MUST** use this option in the first course they take at BTI. Students who take only 1 credit should submit a 15 minute tape (time to prepare the teaching should be approximately 2 1/2 hours). Students who take 2 credits should submit a 30 minute tape (time to prepare the teaching should be approximately 5 hours). Students who take 3 or 4 credits should submit a 45 minute tape (time to prepare the teaching should be approximately 7-10 hours). Students who take 5 or more credits should submit a one hour tape (time to prepare the teaching should be approximately 12-15 hours). That one tape will serve as the teaching assignment for all courses taken that period).
- b) **Option #2:** Written Outline - submit your teaching outline. For students taking only 1 credit, the outline should be at least 1 page (representing a 15 minute teaching and preparation time of approximately 2 1/2 hours). For students taking 2 credits, the outline should be at least 2 pages (representing a 30 minute teaching and preparation time of approximately 5 hours). For students taking 3 or 4 credits, the outline should be at least 3 pages (representing a 45 minute teaching and preparation time of approximately 7-10 hours). For students taking 5 or more credits, the outline should be at least 4 pages (representing a one hour teaching and preparation time of approximately 12-15 hours). Remember, that one outline will serve as the teaching assignment for all courses taken that period. The outline should be sufficiently detailed and should include transition statements between major points. **Portions of the actual outline from the course materials can be directly incorporated into your own outline** (it should then be shown clearly how you added to it). Students who have previously submitted at least one cassette tape from a former course can use the written outline option.
- c) **EXTRA CREDIT Option:** Live teaching - it is hoped and assumed that even with the cassette and outline options, the student, at some point, will teach the teaching "live"...the "live teaching" EXTRA CREDIT option is specifically for students who can arrange a teaching situation (outside of class) during the 5 week period. In this case the student will submit one evaluation form along with the tape or written outline (we will provide you with the form and you will ask one of the people whom you are teaching to complete it). In addition, there is a space on the evaluation form where the student should include a brief self-evaluation. Depending on the evaluation, either 2% or 5% will be ADDED to the student's grade for the teaching assignment.

Assignment #3: **Reading** - the student checks out of the BTI library one book for each course (for one week), reads the appropriate number of pages, and submits one reading report at the end of the period. The reading report with your initials serves to

validate pages read. It is suggested that the student take advantage of the readings by documenting insights gained from the book that can serve as further tools for the student to use when teaching on the subject (get in the habit of making a file for each course that would include, among other things, this documentation). Each 1 credit course requires 35 pages of reading. Each 2 credit course requires 70 pages of reading.

#### **COURSES TAKEN FOR CERTIFICATE CREDIT**

Exam - a grade of at least 70% (see above for details about the exam)....no other assignments are required for certificate credit

#### **COURSES TAKEN FOR NO CREDIT (AUDIT)**

There are no assignments required when auditing a course.

### 6. Grading.

An assigned instructor will grade exams, practice teachings, and reading lists. In order to get credit for a course a student will have to earn at least a "70%" final grade for that course. Percentage grades will be used. Final grades and cumulative grades will be kept as percentile grades. The following list defines percentage grades:

97-100 = SUPERIOR	77-81 = AVERAGE
93-96 = EXCELLENT	70-76 = BELOW AVERAGE
88-92 = VERY GOOD	Below 70 = FAIL
82-87 = GOOD	

The following criteria will be used for calculating the final grade for most courses:

50% - Exam

25% - Teaching

12 1/2% - Reading (100% will be given for reading the minimum assigned pages; for every 5 pages below the assigned minimum not read, 15% will be deducted from the 100% grade).

12 1/2% - Attendance/Lateness (100% will be given for attending all classes on time; for every class not attended 15% will be deducted from the 100% grade; for every class attended but arrived at late, 5% will be deducted from the 100%).

7. Entrance requirements.

a. A high school degree or its equivalent will be required in order to apply to the school (those without high school degrees can audit courses, but can not receive credit). The application process will focus on the student's calling and purpose for taking courses. A written application will be used. It is anticipated that most, if not all, who apply will be accepted.

8. Payment per credit.

a. The cost per credit will be \$29 (includes course materials). It is our goal to keep the cost per credit as low as possible because it is our goal to provide a quality bible training experience for all who



desire it. We do not want money to be the only reason why someone would not take courses.

### III. PROMOTION.

A. **General Plan:** In general, we will promote according to two different categories:

1. Direct promotion to churches.
2. Mass media promotion.

B. **Direct Promotion.**

1. To "non-contact" Churches (no contact person).

- a. In general, I will get names and addresses of Churches from "The Companion" (at least 35 with a focus on non-denominational churches) in order to send an introductory packet to the Senior Pastor. The purpose of this packet will be to introduce myself and the ministry before I call on the telephone (I will call one week later). The packet will include:

- 1) A cover letter to explain who I am, why I am contacting them, and that I will call them within one week.
- 2) A "Summary of Vision" paper along with the MoTMoT flow chart.
- 3) A sample flyer that will be used to promote the school.

b. After one week I will call the Pastors in order to measure their interest and willingness to help promote the Institute within their church. At that time we will agree on further steps (how to promote, more information given to the Pastor, a time to meet together, if necessary).

2. To "indirect contact" Churches (I have a Pastor's name from someone else).

a. I will try to get contact names from board members and people I know (I can use their name or they can make initial contact for me before I contact the Pastor).

b. I will then call the Pastor and refer to the contact person. I will briefly explain the ministry and ask if he would be willing to promote it somehow in his church (make flyers available). A time to meet could be set and/or more information could be provide.

3. To "direct contact" churches (churches in which I have a direct contact).

a. I will either call for an appointment or go directly to the church to set an appointment.

b. I will ask the Pastor to promote the Institute within his church.

\*\*\*NOTE: The following is a list of possible ways in which the Institute could be promoted in the churches: I could speak briefly at a church service, I could hand out flyers after the service, flyers could be inserted into bulletins, flyers could be placed on a table in the lobby, flyers could be posted on bulletin boards.

**C. Mass Media Promotion.**

1. Radio spots--free announcements; paid spots.
2. Advertisements in Christian newspapers.
3. Put flyers up at Christian shops and/or businesses...also place a stack on their counter (get names and addresses from "The Companion").
4. Put flyers up on public bulletin boards (Farm Fresh, libraries, etc...).

**D. Hard Copy Tools of Promotion.**

1. The main tool of promotion will be a simple and inexpensive (photocopied), but effective flyer.
2. A "Summary of Vision" paper will also be used to initially explain the nature of the Institute to Pastors.
3. A "Prospectus" will be used to further inform interested Pastors as well as those who are interested in attending the Institute.

4. The MoTMoT materials will be shown to Pastors and potential students.
5. A professional brochure and catalog should be developed as soon as possible.

**IV. ADMINISTRATION.**

- A. The following forms could be used for administrative purposes with respect to student management.

**CLASS LIST AND RECORDS** for \_\_\_\_\_ and taught by \_\_\_\_\_

Key for attendance and lateness symbols:

- \_ = attended and not late
- X = not attended
- L = attended but late

STUDENT NAME	1	2	3	4	5	ATTEND	READ	TEACH	EXAM	FINAL

**BIBLE TEACHERS INSTITUTE READING REPORT**

**Name :**

<b>PERIOD NUMBER</b>	<b>NAME OF COURSE</b>	<b>TITLE OF BOOK</b>	<b>PAGES READ</b>	<b>INITIAL</b>	<b>GRADE</b>

## STUDENT SURVIVAL SHEET: BTI

- 1) **ASSIGNMENTS MUST be submitted NO LATER THAN the last class period of the period. If I do not have any assignment by that time and have not given permission for an extension (students are responsible to contact John (Director) or Shirley if there is an emergency situation...including not being able to be at the exam session) then the student will receive a zero for that assignment.**
- 2) Unless otherwise noted, students taking a course for credit will submit **THREE ASSIGNMENTS**:
  - a) A completed exam
  - b) A completed reading report (we have forms for this)
  - c) A teaching (either a cassette or a written outline)
- 3) **PAYMENT IN FULL for any course must be made BEFORE the beginning of the second class session of that course (it is even more helpful if you can pay before the course begins or during the first class session).**
- 4) Library books **MUST BE SIGNED OUT WITH SHIRLEY** and signed back in with Shirley by the next weeks class (if you lose a book you will have to pay for it).
- 5) Please **USE THE PROPER BIN** (located next to the current period's library books) to submit assignments and get graded assignments back.
- 6) Please **PARK IN THE BIG PARKING LOT** on the side of the building (not in front of the classroom).
- 7) You must **READ THE STUDENT HANDBOOK CAREFULLY** to know the details of the assignments, payment, etc.... You should **LOOK AT THE SAMPLE EXAM AND TEACHING** to get a better idea of what is expected.

**TEACHING EVALUATION FORM**

EVALUATION	POINTS	INFORMATION
Notes/Comments		<p>Name of evaluator:</p> <p>Information concerning teaching situation:</p> <p>Where was it taught? When was it taught?</p> <p>Who was there?</p> <p>What was taught?</p> <p>Why did you meet?</p> <p>Student/Teacher self-evaluation:</p>
Introduction		
Body		
Conclusion		
Explanations		
Illustrations		
Applications		
Structure/Flow		
Transitions		
Use of the Bible		
Use of Repetition		
Specific		
Profound		
Interesting		

<b>TOTAL: MESSAGE</b>	
Facial Expressions	
Voice Inflection	
Volume	
Pronunciation	
Speed	
Pauses	
Enthusiasm	
Body Posture	
Gestures	
Variety of Energy	
Rapport	
Visual Aids	
<b>TOTAL: MESSENGER</b>	
<b>COMBINED TOTAL</b>	

4.0 = Excellent      2.5 = Poor  
3.5 = Good            2.0 = Fail  
3.0 = Average



**BIBLE TEACHERS INSTITUTE APPLICATION FORM**

Name: \_\_\_\_\_ Phone(home) \_\_\_\_\_ Phone(work) \_\_\_\_\_

Date: \_\_\_\_\_ Social Security # \_\_\_\_\_ Nationality: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Marital status: \_\_\_\_\_ #of children: \_\_\_\_\_

Highest educational degree earned: \_\_\_\_\_ From: \_\_\_\_\_

Name/Address/Phone of your church: \_\_\_\_\_

Name(s) of your Pastor(s): \_\_\_\_\_

Emergency contact person (name/address/telephone): \_\_\_\_\_

Type of work you do: \_\_\_\_\_ Date of conversion: \_\_\_\_\_

Are you an ordained or licensed minister? \_\_\_\_\_ Credentialed by: \_\_\_\_\_

Describe your ministry in the body of Christ as you understand it: \_\_\_\_\_

Why do you want to take courses at BTI? \_\_\_\_\_

How many courses do you anticipate taking in the upcoming period? \_\_\_\_\_

Do you anticipate taking courses throughout the year? \_\_\_\_\_

Do you anticipate taking courses for credit or audit? \_\_\_\_\_

Do you anticipate earning a certificate? \_\_\_\_\_ Diploma? \_\_\_\_\_ Degree? \_\_\_\_\_

BIBLE TEACHERS INSTITUTE DOES NOT DISCRIMINATE ON THE BASIS OF SEX OR RACE.

**EQUIPPING THE SAINTS TO TEACH OTHERS (2 TIM 2:2; EPH 4:11,12)**

## **BIBLE TEACHERS INSTITUTE: FINANCIAL POLICY**

### **APPLICATION**

The one-time, non-refundable application fee is \$10. It is paid upon making application for admission.

### **TUITION**

Tuition is \$29 per credit with the following exceptions:

- The two credit "Independent Study" course is \$29 (not \$58)
- The two credit "Field Work" course is \$29 (not \$58)
- The four credit "Internship" course is \$58 (not \$116)
- Former Greek and/or Hebrew students can "sit in" on the respective language course a second time at 1/2 price (\$29)

### **LIBRARY BOOKS**

There is no fee for use of the library. However, we do ask students for donations.

### **GRADUATION**

A graduation fee of \$35 is paid after all appropriate course work is completed, and before the graduation ceremony. In addition, any outstanding payments to the school must be paid before graduating.

### **PAYMENT SCHEDULE**

Students must pay in full for a course by the second class session of that course (occasional exceptions due to extreme circumstances can be arranged). Payment can be mailed or can be taken care of at the first or second class session. Out of class courses must be paid for before beginning the course. Students who pay for 10 or more credits at a time will receive a 10% discount.

### **REFUNDS**

A student can receive a full refund up until the second session of a course. Once a student has attended the second session of a course, no refund is given. It is preferred that the refund be given in the form of credit toward a future course(s). However, the student may elect to receive a financial refund.

B. The following forms could be used for administrative purposes with respect to faculty management:

## **INSTRUCTOR CHEAT SHEET:**

(5 week announcement schedule)

### Week 1: Introduction week

- \* Personal and institutional introductions
- \* Establish the class list
- \* Show/Comment on library books available for the course
- \* Review the exam and use overheads to establish the course objectives
- \* Explain the in and out "bin" system for submitting and receiving back assignments
- \* Answer any questions about the course

\*\*\*\*Note - A brief "new student orientation" should be done during the first break of this class session (and the first break of week 2's class session, if necessary). At this time each new student should receive a Student Handbook. The instructor can take 10 minutes to review the Handbook, especially focusing on the explanation of the assignments for the courses.

### Week 2: Payment week

Remind students that "all tuition for the current period should be paid by now. If not, please take care of that now with Shirley as we begin the class."

### Week 3: Promotion week

Hand out brochures. Encourage students to "take as many as you think you can use. Give them to people who may be interested and/or place them in your church (information table, brochure rack, etc...)."

### Week 4: Upcoming course explanation week

Remind students that the new period begins in two weeks. List and describe each course being taught and who will be teaching it. Encourage students to "consider which courses you will be taking next period and be ready to sign up (and pay if you can) next week (which is week 5/final week of this current period)."

### Week 5: Sign up week

Students should sign up with Shirley for next period's courses.

## **BTI FACULTY POLICY**

### **APPOINTMENTS**

Faculty appointment will be made by the Director. The Director will appoint whom he desires when he deems a faculty appointment necessary. Faculty appointments will be considered when the demand of the number of courses offered outweighs the supply of the current faculty's ability to fill that demand.

A faculty member will either hold or be working on a Masters Degree in Theology or other appropriate course of study. An exception to this would be one whose experience in ministry is deemed to outweigh the degree requirement. Regardless of these requirements, the major requirement is that a faculty member has the ability to communicate and teach.

Our desire is to have a faculty mix within each faculty member. That is, we would like to have faculty members who have both the traditional academic training suitable for such a position, and the ministerial experience to apply that training in the classroom.

### **FACULTY RANK**

The following titles will serve as descriptions of faculty rank:

Senior Instructor - at least 35 credits taught in current school year or at least 70 credits taught previously at BTI

Associate Instructor - at least 20 credits taught in current school year or at least 40 credits taught previously at BTI

Assistant Instructor - at least 7 credits taught in current school year or at least 15 credits taught previously at BTI

Adjunct Instructor - less than 7 credits taught in current school year and less than 15 credits taught previously at BTI

Guest Instructor - an occasional substitute/guest (non-faculty)

## **CONTRACTS**

In the beginning of each school year, each faculty member will agree upon a contract that will also serve as a work schedule, designating course load, selection, and dates.

## **PAYMENT**

Faculty payment is calculated according to the following criteria:

- 1 credit course = \$100 (for 5 class sessions)
- 2 credit course = \$200 (for 5 class sessions)
- One 2 hour class session = \$20
- One 4 hour class session = \$40

Faculty will be paid immediately after each period. For each class session missed, \$20 will be deducted from total payment (that \$20 will go to the substitute).

## **COURSE REQUIREMENTS**

- Instructors will arrive at class prepared to teach at least 5 minutes before the class session begins.
- Instructors will not evaluate assignments. However, they will be responsible to administer the exam (given at the beginning of the fifth class session), and keep attendance and submit an attendance sheet (place it in the bin for the course after the last class).
- Instructors will arrive at least 5 minutes before the class session begins. They will be sufficiently prepared and ready to teach.
- Instructors are responsible for covering all course materials before the end of the course. They will receive all materials applicable to the course. A file will be kept on each course and the instructor of that course is free to use whatever is in the file. Instructors have freedom to add to course content and decide on how much time to spend on each concept
- Instructors must refer students to the administrative assistant or director for issues outside of the scope of the class. Otherwise, instructors have authority to direct the class sessions and progress of the course, and to answer student's questions with regard to the course.

- Instructors will lead the class in prayer in the beginning of each class. Also, any announcements/instructions requested to be made by the director and/or administrative assistant will be made at that time.
  
- The following will be done in the beginning of the first class session:
  - Personal and institutional introductions
  - Establish the class list
  - Explain course assignments
  - Show library books available for the course
  - Review the exam and use overheads to establish course objectives
  - Explain the in and out "bin" system for submitting and returning assignments
  - Answer any questions about the course

## **FACULTY INPUT**

Faculty may offer input into administrative decisions via the faculty meetings. These meetings occur at the beginning of each period. Written or verbal communication with the Director at any time may also be used by any faculty member to offer input.

Currently, one committee exists. The curriculum committee includes the Director and one faculty member. The purpose is to provide a forum for faculty input concerning curriculum and to make decisions concerning the curriculum. The Director selects and assigns committee members.

Faculty members receive a copy of the faculty policy when they are appointed by the director. Policy change pages are given to faculty members immediately upon publication.

## COURSE/FACULTY EVALUATION FORM (Done by students)

Rank each category below according to the following measure:

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
lacking			satisfactory			excellent		

Please be completely honest in your evaluation. The evaluation is voluntary and anonymous.

- \_\_\_ Course organization/preparation
- \_\_\_ Course content/concepts
- \_\_\_ Intellectual/Spiritual stimulation
- \_\_\_ Application of concepts (teachings clearly applied to your life)
- \_\_\_ Teaching skill/methodology
- \_\_\_ Assignments/Exams (fair, appropriate, reasonable, useful)
- \_\_\_ Class discussion
- \_\_\_ Grading system (fair, complete)
- \_\_\_ Enthusiasm/Interest
- \_\_\_ Instructor's knowledge of subject
- \_\_\_ Personal appearance
- \_\_\_ Tolerance/Flexibility (allows other views)
- \_\_\_ Ability to communicate
- \_\_\_ Instructor/Student rapport (concerned, sensitive, approachable)
- \_\_\_ Accessibility
- \_\_\_ Efficient use of class time

General comments/suggestions/complaints