

# Keeping the World Vision



## Student Handbook & Course Catalog 2018-2019

*Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you...*

*Matthew 28:19-20*



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# *Section 1*



# *Student Handbook*



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*Then saith he unto his disciples, The harvest truly is plenteous, but  
the labourers are few; (Matthew 9:37).*



## FROM THE PRESIDENT

Welcome to Central Florida Bible College.

When you signed up for Central Florida Bible College (CFBC), you took an important spiritual step. You did not enroll in a program of a denomination or organization; you enrolled in a “*school of the spirit*.” It is the training of your spirit by the Holy Spirit—and that schooling never ends.

The purpose of CFBC is not just to provide a mountain-top spiritual experience and then send you back into the valley of life to lose it. The true test of your training will be your ability to take what you learn at CFBC back into the valley of everyday life and use it in your ministry. The success of your experience also rests on your willingness to pass on to others what you learn.

***And the things that thou hast heard of me among many witnesses, the same commit thou to faithful men, who shall be able to teach others also. (II Timothy 2:2)***

Where this spiritual call will take you, only God knows; but you can be assured that you do not labor alone. You have joined a great army of laborers, dating back to the disciples of Jesus, who have heard the call and responded. You are part of a growing network of international harvesters!

Keep sowing and reaping, in seedtime and harvest, until every people group, every tribe, and every nation is reached with the Gospel.

Never settle for less than the final objective,

A handwritten signature in cursive script, appearing to read "Fred Puentes".

Fred Puentes, EdD  
President and Founder  
Central Florida Bible College



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*Pray ye therefore the Lord of the harvest, that he will send forth labourers into his harvest (Matthew 9:38).*



## STATEMENT OF FAITH

**Central Florida Bible College is a non-denominational school. Doctrines not specifically addressed by the following statement of faith constitute beliefs that we feel are best left up to the individual and the local church the student chooses to attend.**

*A Christian philosophy of life and education requires a system of beliefs. The following represent the core of our philosophy.*

**We** believe the Bible/Scriptures to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:16-17; II Peter 1:21)

**We** believe there is only one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1; Mathew 28:19)

**We** believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14; Luke 1:35), His sinless life (Hebrews 4:15; 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7), His resurrection (I Corinthians 15:4; John 11:25), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Revelation 19:11)

**We** believe in the present ministry of the Holy Spirit, to glorify Christ, to convict men of sin and whose indwelling enables the Christian to live a Godly life, in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace through faith alone we are saved. (John 3:16-19; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5), that the gifts of the Holy Spirit are given to every believer and should be activated and exercised to fulfill their divine purpose of blessing the body of Christ, in the baptism of the Holy Spirit wherein the Spirit is sent to gift each believer with their own private prayer/praise used to edify themselves, and that such baptism empowers believers to be effective for Christ.

**We** believe that man was created in the image of God but fell into sin; that man can be justified only by grace through personal faith in the Lord Jesus Christ.

**We** believe in the personal, literal second coming of our Lord Jesus Christ to judge both the quick and the dead, in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)

**We** believe that water baptism identifies us with the death and burial of Christ and that we should arise to walk in newness of life.

**We** believe in the bodily resurrection of all the dead, the availability of divine healing as part of the atoning work of Jesus Christ. This healing can be received and ministered to others as the Lord wills.



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**We** believe in the spiritual unity of believers in our Lord Jesus Christ. (I Corinthians 12:12-13; Galatians 3:26-28), that Christ wants the members of His church to carry the gospel into the entire world.

**We** believe in the full function of the five-fold ministry, which was given to perfect and to equip the saints, so they can enter the work of the ministry, thereby edifying the whole body of Christ. (Eph. 4:11-13)

**We** believe that the Church of Christ Jesus is God's instrument to establish and extend God's Kingdom until the literal coming of Christ to reign over all the earth.

**We** believe in the autonomy of each local church and that itinerant ministry should also be based out of and related to a local church with accountability to a senior minister.



# INTRODUCTION

God bless you for responding to His call. What a tremendous privilege and responsibility you have. You are helping fulfill your call by becoming equipped for present and future Ministry.

The Student Handbook is designed to help students to familiarize with CFBC's life. It provides an overview of orientation information. However, your Academic Dean may be the one to personally acquaint you with this information or may request that you attend an orientation. The Student Handbook will tell you what you can expect of CFBC and what the college expects of you, as you seek to prepare yourself for Christian Ministry.

General student conduct is governed by the ideals and standards of the college as stated in the Student Handbook. Therefore, the Student Handbook serves as a guide to develop the lifestyles, ideals, and standards consistent with the high calling of the ministry which each student should seek to develop while enrolled at CFBC, whether on campus or online.

## **History, Purpose, and Development of the School**

In this section, we include a brief history of the founding and development of the college. We suggest that you become acquainted with this to get a sense of how the college came into being, the vision of its founders, and how the college is developing.

### **History**

CFBC was founded by Dr. Fred and Apostle Maylen Puentes. It started with the first group of students on August 5, 2008, under the name Launch Pad Ministerial Bible College and held its first graduation on June 26, 2009, with a total of 7 students graduating. In July 2010 the college took on the new name of Central Florida Bible College.

CFBC started with a two-year program offering an Associate of Arts (A.A.) in Biblical Studies. In 2016 CFBC changed the name of the A.A. from Biblical Studies to an A.A. in Christian Ministry studies (CHM) and in August 2016, CFBC started offering a Bachelor of Arts degree with two major courses of study: Pastoral Ministry and Christian Education. As the Holy Spirit guides us we will continue to grow and expand, fulfilling Jesus' great commission to us in His Word.



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### **Purpose and Development**

The curriculum takes students beyond the classroom to actual hands-on-training in the Ministry. During their training students are challenged to fulfill Christ's final commandment and reproduce spiritually (Matthew 28:19- 20).

CFBC may not be as inclusive as a traditional Bible Institute because it eliminates materials not directly related to spiritual growth and productivity. We are not in competition with the traditional Bible Institute training structure, but our training is for men and women that might not meet the financial requirements for such training.

CFBC equips students with creative Bible study skills to enable the continued study of Scriptures following basic course training. The primary focus of CFBC training is teaching what Jesus taught to move men from observation to a demonstration of the power of God.

### **Accountability**

CFBC is a non-denominational, Bible-based, Spirit-Filled Bible College. Our College is accountable to CFBC Board of Regents.

### **School Location and Contact Information**

**Location:** Central Florida Bible College

9735 US Hwy. 301 S.

Dade City, FL 33525

**Contact Information:**

**Phone:** 352-583-7674

**Email:** [cfbc.ridgemanor@gmail.com](mailto:cfbc.ridgemanor@gmail.com) or [pastorfredsemail@gmail.com](mailto:pastorfredsemail@gmail.com)

**Website:** [www.cfbiblecollege.info](http://www.cfbiblecollege.info)



# VISION, MISSION, AND PURPOSE

## Vision

CFBC is a place to train men and women called to full or part-time ministry and those interested in becoming better equipped to serve their local church. We offer academic excellence and methods that will train you to maximize your leadership skills to reach your God-given potential. This church-based Bible College and its spirit-filled staff offer aggressive ministry training for thorough equipping of Christian leadership. We emphasize balanced doctrine, servanthood, leadership, character development, and development of a biblical worldview perspective.

## Mission Statement of the School

The vision and purpose of CFBC are to teach, train, equip, and impart a biblical foundation for effective ministry through timely and cost-effective training of our students. Our goal is to produce apostles, prophets, evangelists, pastors, teachers, and other leaders and worshipers to bring the Kingdom of God to all the nations. (Eph. 4:11)

## Statement of Purpose

God anoints and uses those who understand His purpose and are willing to be part of His plan. To become part of God's plan, your life and ministry must be in harmony with His purpose. You must live and minister with the same sense of purpose that directed the life and ministry of Jesus. CFBC is dedicated to teaching, training, imparting, and equipping students for the work of ministry, being capable of functioning in the Five-Fold Ministry positions and other areas of ministry in the local body, and in international ministry.

*“Now there are diversities of gifts but the same Spirit. And there are differences of administrations, but the same Lord. And there are diversities of operations, but it is the same God which worketh all in all. But the manifestation of the Spirit is given to every man to profit withal. For to one is given by the Spirit the word of wisdom; to another the word of knowledge by the same Spirit. To another faith by the same Spirit; to another the gifts of healing by the same Spirit; to another the working of miracles; to another prophecy; to another discerning of spirits, to another divers kind of tongues; to another the interpretation of tongues. But all these worketh that one and the selfsame Spirit, dividing to every man severally as he will.”*

(1 Cor. 12:4-11)



# COURSES OF STUDY, DEGREES, AND LICENSING

## GENERAL PROGRAM DESCRIPTIONS

The types of Diplomas, Degrees, and Ministerial Licensing offered by Central Florida Bible College are as follow:

### DESCRIPTION OF MAJOR COURSES OF STUDY

#### **Pastoral Ministry (PAM)**

This course of study is intended to equip the student for Pastoral Ministry in the local Church and worldwide. Its main emphasis is equipping the student in the Five-Fold Ministry (Ephesians 4:11) and other areas of Ministry, such as Ministry of Helps (1 Corinthians 12:28) to be more effective in Christian Ministry.

#### **Christian Education (CED)**

The main purpose of this course of study is to equip and prepare capable ministers to teach others (2 Timothy 2:2) how to perpetuate and propagate the Gospel according to Matthew 28:19-20, to lead others to Christ, and to allow them to grow spiritually in the Kingdom of God. Biblical teaching and learning are the essential elements of the Christian Education course of study. It is intended to equip the student to be an effective Bible and Christian Education teacher in Christian Education programs such as Christian Schools, Bible College, Sunday School or other Church Education Programs. It addresses the dynamics of teaching and the study of new theories of learning and educational methods to reach students of various ages, from children to adults.



## DEGREES AVAILABLE

### Associate of Arts (A.A.) Degree

Central Florida Bible College offers a two-year program where students accrue 30 credit-hours of coursework. Each year's program is made up of 9 courses and 1 Ministerial Practicum for 3 credit hours each. All Ministerial Practicum requirements must be met for licensing. A minimum of 72 hours of Ministerial Practicum must be completed by the students, preferably, in their specific area of ministry, or in any other area of ministry. *See Appendix B for Ministerial Practicum Forms.*

This course of study provides the student with a solid biblical foundation through studying, interpreting, and applying God's Word: The Bible. It provides basic doctrinal and theological qualifications and prepares the student to serve as an effective minister in the Kingdom of God.

Upon completion of this course of study (A.A. degree), the student will earn a Ministerial License to work in the various areas of the five-fold ministry, or any other ministry of help. It will also prepare the student to continue with their undergraduate studies.

#### Program #1: First Year

The first-year program is foundational; it is required for all CFBC students. It is a core program and a prerequisite for those who will continue toward associate and undergraduate degrees.

Upon completion of the first year of studies, the student will be awarded a Diploma in Practical Biblical Studies and an Assisting Ministerial License. The student will be able to work in the local church in their specific area of ministry, or any other church-related ministry, under the supervision of the local Pastor or any other Minister or Leader assigned by the Pastor.

#### Program #2: Second Year

The second-year program is designed to help students to become more effective in their specific area of ministry or any other church-related ministry.

Upon completion of the second year of studies, the student will earn an Associate of Arts degree and Diploma in Christian Ministry Studies (CHM). Their previous Ministerial License will be upgraded to an Assistant Ministerial License. Under this License, the student will be able to work more independently in their area of ministry, or any other church-related ministry as directed by their local Pastor.



## **Bachelor's Degree (B.A.)**

A Bachelor's degree is awarded to a student who has successfully completed the four-year program for college credit, accruing a total of 120 credit hours. Students wanting to continue their studies toward a bachelor's degree **MUST** complete all required coursework for programs #1 and #2.

CFBC offers two major courses of study toward a bachelor's degree: Pastoral Ministry and Christian Education.

Students are required to complete Programs (years) #3 and #4. Each program is made up of 9 courses and 1 Ministerial Practicum of 3 credit hours each. A minimum of 72 hours of Ministerial Practicum must be completed by the student in any area of ministry, preferably, in the area of ministry they are majoring in. During the fourth year, at least 50% of the Ministerial Practicum must be directly related to the student's major course of study. All Ministerial Practicum and Licensing Agreement requirements must be met for licensing. See *Appendix B for Ministerial Practicum forms*.

A student transferring credits to CFBC from another institution of higher learning must have an official, sealed transcript sent directly from the institution to CFBC. A minimum of thirty (30) credit hours of study in one of CFBC's programs are required to earn a bachelor's degree and to graduate from CFBC.

### **Program #3: Third Year**

The third year is designed for those students who will continue their education toward their bachelor's degree majoring in any of the two major courses of study offered by CFBC. It is a prerequisite for Program #4. The courses provided in this program are geared for students' major course of study and will also help them become more effective in their specific area of ministry, or any other church-related ministry.

All third-year program students must have chosen a major course of study (Pastoral Ministry or Christian Education) by March 31<sup>st</sup> of the current graduating year.

Upon completion of the third year, the student will be awarded an Advanced Diploma in Christian Ministry Studies. The student's current Assistant Ministerial License will be renewed during CFBC graduation ceremony. In this program, the student is encouraged to continue to work more independently in their area of ministry, or any other church-related ministry as directed by their local Pastor.



## **Program #4: Fourth Year**

The fourth year is the most intensive, where students will be working mostly in the major course of study they selected. The program is divided into two parts. During the first part of the program (first semester), the classes are geared for both major courses of study (4 courses, 12 credit hours). The second part of the program (second semester) provides a subject concentration focused on the student's major course of study (5 courses, plus Ministerial Practicum, 18 credit hours for each course of study).

Upon completion of this program, the student will graduate with a bachelor's degree and will be awarded a diploma in their major course of study. The student's current Ministerial License will be renewed during CFBC graduation ceremony. Upon request, the student may be ordained in their major course of study or another specific area of ministry and will receive an Ordained Minister's License. Arrangements for the ordination ceremony must be made beforehand by the student with the President of the College.

## **MINISTERIAL PRACTICUM REQUIREMENTS**

The Ministerial Practicum is one of the requirements for each program completed at CFBC. It is part of the curriculum, and account for three-credit hours out of the 30 hours required to complete each program. Students are required to serve in their local church or another ministerial program as agreed by the student and the Academic Dean for a minimum of 72 hours. For fourth-year students, at least 50% of their hours should be in service directly related to their major course of study (Pastoral Ministry or Christian Education).

Ministerial Practicum requirements include three forms: A Supervisor Ministerial Practicum Report, A Student Ministerial Practicum Report and a Ministerial Practicum Time Sheet(s). Students Ministerial Practicum will be graded based on the following scale:

- Supervisor Ministerial Practicum Report—25%
- Student Ministerial Practicum Report—25%
- Ministerial Practicum Time Sheet(s)—50%

All forms must be appropriately completed, signed, and submitted to the Academic Dean on the date specified on the Academic Calendar for each program. *See Appendix B for Ministerial Practicum forms.*



## MINISTERIAL LICENSING AGREEMENT REQUIREMENTS

Ministerial Licenses awarded through CFBC need to be renewed every year. All licensees are required to be part of the College Fellowship and attend conferences and/or organized College events to be able to renew and keep their ministerial license. Ministerial Licenses are renewed and awarded during the CFBC graduation ceremony.

The Licensing Agreement is mandatory for all present and future students of CFBC receiving a Ministerial License. It must be signed by the student annually. It must also be signed by a senior minister or pastor as part of the student's Ministerial Practicum requirements. For students seeking licensing, ordination or association with CFBC, the Licensing Agreement must also be notarized. All students are required to view a video about the Licensing Agreement posted on the college website. A Student "Viewed Video" form must be completed, signed and submitted to the office of the college Academic Dean. *See Appendix C for Licensing Agreement document and Student "Viewed Video" form.*

A yearly renewal fee of \$50.00 applies to all alumni to renew the Ministerial License. While the licensee is a student at CFBC the Ministerial License will be renewed free of charge.

It is the goal of Central Florida Bible College to keep in communication with all graduates to continue to help them in their spiritual and ministerial growth, as well as assisting them with ministerial placement as The Lord opens doors for ministry.

### **Pastor's Signature Exception Guidelines**

All Licensing Agreements must have the signature of a senior minister or pastor. However, even though it is not the norm, some students or ministers might not be able to obtain the pastor's signature because they are in between churches and don't have a senior minister or pastor to sign the Licensing Agreement. Some other students are the Pastor and not permitted to sign the Agreement themselves. If any of these cases apply the student/minister must follow the following guidelines.

1. In the case of the student/minister that is in between churches:
  - a. The student/minister should turn in the Licensing Agreement signed and notarized by the deadline without the Pastor's signature.
  - b. The student/minister has 90 days from the deadline to find a home church. Once the student finds a home church, he/she must submit a letter from the new pastor indicating that he/she is attending their church.
  - c. Failure to find a church within the allotted time period and submit the letter from the new pastor will result in the Ministerial Licensing being revoked.



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2. In the case where the student is the Pastor:
  - a. If the student is the Pastor, he/she must obtain the signature of the covering pastor or overseer and turn in the Licensing agreement on the deadline.
  - b. If the student/Pastor does not have a covering source, then he/she must obtain the signature of one of the board members, elders or deacons of the church that can hold him/her accountable. Then turn the Licensing agreement in by the deadline.
  - c. Failure to follow these guidelines will result in the Ministerial Licensing not being renewed or awarded to the student.



# ADMISSIONS AND APPLICATION PROCEDURES

## ADMISSIONS

Applications are welcome from students who have an academic background that indicates a potential for a successful college experience and who can contribute to the Christian ideals of the College. While the potential for academic success is a primary consideration, applicants' goals, the recommendations they submit, and the College's ability to serve the applicant are considered as well. Applications are accepted from any student without regard to race, color, national origin, creed, sex, age or handicap.

## APPLICATION PROCEDURES

### Application

Each applicant must complete an Application for Admission.

### References

Included in each application packet are two reference forms: Pastor's and Friend's References. Applicants are to complete the top portion of each form and submit to the person completing the form. The Pastor's Reference form must be completed by an ordained minister, preferable by the Pastor of the church where the applicant attends. The person who completes the form should mail it directly to CFBC. The address is at the bottom of the referral form.

### Photo

A wallet or passport size photograph is required for all applicants for identification purposes. This photograph must be included with the application.

### Non-refundable Application Processing Fee

The student must submit the completed application with the enrollment fee to the Academic Dean. A non-refundable processing fee of \$50.00 made out to Central Florida Bible College (or CFBC) to cover the application and evaluation process.

### Other Basic Requirements

1. All applicants are required to submit a copy of their High School Diploma, G.E.D., Certificate of Completion or its equivalent.



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2. If the applicant has completed High School but does not have a copy of the diploma, G.E.D., Certificate of Completion or its equivalent, he/she must submit an affidavit or notarized letter stating where and when he/she completed his/her High School education to the office of the Academic Dean/Administrator.
3. Students transferring credits to CFBC from another Institution of higher learning must have an official, sealed transcript sent directly from the Institution to CFBC. The student is responsible to follow up with the Academic Dean to determine whether all transcripts have been received.
4. If a student is interested in attending CFBC but has not earned a High School diploma, G.E.D., Certificate of Completion or its equivalent, he/she could audit the courses and will receive a Certificate of Completion after completion of each year of CFBC programs. The student must follow the admission and application procedures stated above. To change the course status from audit to credit, the student is encouraged to complete his/her High School education and upon completion to submit a copy of the diploma, G.E.D., Certificate of Completion or its equivalent to the office of the Academic Dean/Administrator and pay all applicable fees.
5. **Note:** *See Appendix A for an application package.*



# TUITION, TEXTBOOKS, AND COURSE AUDITING

CFBC is a low-cost-tuition Bible college. Our purpose is to provide the most affordable spiritual education that we can as a ministry unto the Lord and to His servants. Students can finish their program of studies over a time-period that is convenient to them, according to their own finances and/or work schedules.

## Enrollment fee and Tuition Cost

The payment of tuition is based on the concept of “pay-as-you-go.” The cost of tuition for the First year is \$575.00. This amount includes a non-refundable enrollment fee, courses tuition, and cost of cap and gown. The cost of tuition for the Second, Third, and Fourth year is \$500.00. This amount includes the courses tuition. The following table shows the cost and description of the year program. No other related fees are included (i.e., late fee, etc.).

Description	Cost-1 <sup>st</sup> Year	Cost 2 <sup>nd</sup> , 3 <sup>rd</sup> , & 4 <sup>th</sup> Years
One-time non-refundable Enrollment Fee	\$ 50.00	None
Tuition (9 courses and 1 Ministerial Practicum at \$50.00 each)	\$500.00	\$500.00
Graduation: Cap and Gown	\$ 25.00*	none
<b>TOTAL</b>	<b>\$575.00</b>	<b>\$500.00</b>

\*Price subject to the current market price of cap and gown.

## Registration

Students are to register the month prior to the start of classes or no later than the first night of class. All fees (Registration and/or course tuition) must be paid by the first night of class of each course. An academic calendar is provided in **Appendix F** in this handbook. Also, one could be obtained at the time of orientation.

## Cap and Gown Fee

The fee for cap and gown must be paid no later than April 31<sup>st</sup> of the graduating year. The student will pay the fee for the first-year graduation. It is the responsibility of the student to



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keep the cap and gown for the second, third, and fourth-year graduations. After the first year, if the student does not have the cap and gown, he/she is responsible to pay the \$25.00 fee (price subject to the current market price of cap and gown) and a new cap and gown will be ordered for the student.

### Tuition Payment Options

On-campus students must pay their tuition on the first night of each new course by using cash, check, money orders, or PayPal. Online students must pay their tuition with a check, money order, or PayPal. Checks or money orders must be mailed one week prior to the start of the new course to allow for mail to be received on time. All checks or money orders must be made payable to Central Florida Bible College or CFBC.

Online and on-campus students using the PayPal option must provide proof of payment to the bookkeeper or Academic Dean before they can receive any class materials or attend classes.

### Tuition Late fee

If tuition is not paid on or received at the office of the bookkeeper or Academic Dean on or before the first night of class, a \$10.00 late fee will be added if payment is not received on time for the said course.

**Note:** All Tuition and related fees must be paid in full before graduation. No student will be allowed to participate in the graduation ceremony unless all tuition and related fees are paid in full. Tuition for each course must be paid in full before a student is allowed to take the test.

### Tuition Refund Policy

Tuition is refunded/credited upon written request according to the following guidelines. The first 1/3 of each course tuition is considered a reservation deposit and is **NON-REFUNDABLE**. Remaining tuition fee will be refunded/credited if withdrawal is submitted in writing to the Academic Dean during the first week of the course. Refund or credit applies to tuition only. All other fees are **NON-REFUNDABLE**. Tuition **DOES NOT** include book fees. Each student is responsible to purchase their own books.

### Textbooks

Students are responsible for purchasing the textbooks for each course. The list of all textbooks and how to order them is provided on the Academic Calendar for each college program. See **Appendix F** in this handbook. Students can also obtain a copy of the Academic Calendar from the



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Academic Dean or by going to the college website at [www.cfbiblecollege.info](http://www.cfbiblecollege.info). Some of the textbooks can be downloaded free of charge in pdf format from Harvestime International Institute at [www.harvestime.org/english-curriculum](http://www.harvestime.org/english-curriculum). Students who would prefer a hard copy of these textbooks can order them directly from the above website also. The cost for the hard copies may vary in prices.

### **Course Auditing**

A potential student will be allowed to audit one-course session free of charge. Students will only be allowed to audit a one-time course. Permission to audit a course session or a one-time course must be obtained from the Academic Dean. For those students auditing a one-time course no registration is required, however, they must pay the tuition fee of \$50.00 on the first day of class of said course. If the student desires to continue auditing, or a course status to be changed from an audit course to credit, the student must follow and meet the admission and application procedures and requirements. All documents must be submitted to the office of the Academic Dean for admission. Students auditing a one-time course are there to learn through observation only, not participation. Even though we encourage potential students to audit courses, it must be understood that priority must be given to for-credit students, and one-time course auditing students may be asked not to enroll in a course if time is being taken away from the for-credit students.

A student that is interested in attending CFBC but has not earned a diploma, G.E.D., Certificate of Completion or its equivalent, he/she can audit the courses and will receive a Certificate of Completion after completion of each year of CFBC programs. The student must follow the admission and application procedures in this handbook. To change the course status from audit to credit, the student is encouraged to complete his/her High School education and upon completion to submit a copy of the diploma, G.E.D., Certificate of Completion or its equivalent to the office of the Academic Dean/Administrator and pay all applicable fees.



# ADMINISTRATION, FACULTY, AND STAFF

## **Administration**

All students and new applicants are required to attend a CFBC orientation at the beginning of each Academic Calendar year, usually held a week before the start of the first course. The student orientation provides needed and beneficial information about many of the procedures, services, and opportunities at CFBC.

## **Faculty and Staff**

CFBC, like most Bible schools, would not survive without the dedicated efforts of our volunteer teachers. Most of our teachers are also pastors, lay ministers, or hold full-time secular jobs. Paid staff may be employed as the need arises and funds become available.

## **Faculty Responsibilities**

At the beginning of each course, every faculty member is expected to provide the students with their contact information. They are to clearly define expectations and procedures for all academic work in the course. This includes procedures for class assignments, written work, assistance with homework, etc. Preferably, this information should also be provided in writing to students. Each faculty member is expected to foster an environment of mutual trust and respect in and out of the classroom, including evaluation of the students in a fair and reasonable manner.

## **Responsible Actions by Faculty**

CFBC faculty will not tolerate academic dishonesty. A faculty member who becomes aware of a possible academic honesty violation may discuss it with the student(s) involved if it seems that such a discussion might help to evaluate the situation. If this discussion results in the decision that the initial suspicion was justified, then the faculty member is expected to take appropriate action, which may include bringing the matter before the Academic Dean and/or college President.



# SPIRITUAL STANDARDS

## **Importance of Spiritual Standards**

Central Florida Bible College is committed to the spiritual development of its students. Although CFBC cannot legislate spiritual growth in its students, it can and does promote the means to develop personal spiritual growth. We believe the student needs to be committed to a lifestyle that includes a daily time of Bible reading, reflection, and prayer.

Along with completing the course programming, students are encouraged to make personal choices that will reflect their desire for an intimate relationship with the Lord Jesus. Students are asked to make a covenant to pray and read the Word of God daily to assure growth towards Christian maturity.

## **Personal Devotions**

Every student is urged to observe a time of daily prayer and Scripture reading. Meetings, study, or any other activities should not be allowed to take the time allotted for communion with God.

## **Counseling**

Faculty members are available to students who desire special prayer and counsel. In some cases, a staff or faculty member may recommend other spiritual leaders to assist the student by providing further counseling.

## **Student Personal and Community Integrity**

Personal and community integrity are of utmost importance to those who are called by the Lord to ministry. They are equally called to reflect His character in both word and deed.

Many requirements and expectations are placed upon Bible school students by both the church and the community. The successful student should be aware of and observe these with diligence. You will want to be an example in both church attendance and in the paying of your tithes. Guard your reputation in the community by maintaining your integrity in financial and other community matters (this is also part of the Licensing Agreement document).



# STANDARDS OF CONDUCT

## Standard Code of Conduct

As a learning community committed to Christian thought and behavior, CFBC fosters honesty and integrity and is committed to the pursuit of academic excellence for students and faculty alike. Learning is an opportunity and a privilege that demands responsibility and an uncompromising level of honor, integrity, and trust. The expectation at CFBC is that students and faculty will take advantage of the opportunities for intellectual development and that they will also conduct themselves in a manner consistent with the standards of academic honesty. When these standards are violated or compromised, individuals and the entire CFBC community suffer.

The Scriptures establish basic principles, which should guide the development of Christian character and govern all Christian behavior. Practices which are known to be morally wrong according to biblical teaching are not acceptable for members of CFBC. While Scripture does not provide specific teaching regarding all social practices, it does advocate self-restraint in that which is harmful or is offensive to others.

All questionable activities that would be detrimental to Christian character and testimony are disapproved. Within the traditions of its Christ-centered mission, CFBC expects its students to exemplify a high standard of behavior and personal values. These expectations include the following:

1. Respect for the rights and human dignity of others, especially in the conduct of relationships.
2. Respect for the rights and needs of CFBC to develop and maintain an atmosphere conducive to excellence in the academic study and personal life.
3. Respect for CFBC academic traditions of honesty and integrity.
4. Respect for different backgrounds, personalities, beliefs, and spiritual traditions among students, faculty, and staff who make up the CFBC community.
5. A willingness to assist others in need of support, guidance, or friendship.
6. Respect for federal, state, and local laws and ordinances.
7. Respect for the authorities, policies, procedures, and regulations established by CFBC for the orderly administration of activities and the welfare of its members.



## Appearance/Dress Standard

The dress standard at CFBC is designed to be a tool to help students prepare to relate to professional life and leisure time in a proper way. We expect all students to be modest, clean and neat, and dressed in good taste, avoiding bizarre or extreme styles. The Bible emphasizes the importance of modesty, simplicity, and neatness in respect to dress and personal appearance. CFBC reserves the right to declare any questionable attire unsuitable for any occasion.

## Prohibited Conduct

The following actions constitute misconduct, for which students may be disciplined:

1. Physical, mental, or emotional abuse (intentionally or recklessly) causing physical harm to any person on CFBC premises or at CFBC sponsored activities: This includes, but is not limited to, physical assault, verbal or written threats or abuse, racial or other forms of deliberate harassment.
2. Sexual misconduct: Engaging in, or the appearance of, indiscreet or offensive behavior in relationships and sexual sins expressly (premarital sex, adultery, and homosexual practices) are unacceptable and prohibited. Also included are pornographic books, magazines, posters, paraphernalia, and videos, as well as sexually explicit Internet sites.
3. Theft or damage: Theft of property belonging to CFBC or others or knowing possession of stolen property whether occurring on CFBC premises or at CFBC sponsored activities. Damage to or destruction of CFBC property or property belonging to others.
4. Academic dishonesty and/or false information: Dishonesty, such as cheating or plagiarism; furnishing false information; forgery, alterations, or unauthorized use of CFBC documents, records, identification, or property, is prohibited. If a student disagrees with the grade he or she receives, the student may make an appointment with the Academic Dean for consideration of the dispute. After the Dean reviews the issues and responds, this decision is final.
5. Fire safety, firearms, explosives, dangerous weapons, etc.: Arson, attempted arson, or unauthorized possession, use, or storage of firearms, fireworks, paint guns, or other weapons or explosives on CFBC property. Intentionally or recklessly misusing or damaging fire or life-saving equipment is prohibited. Intentionally initiating, or causing to be initiated, any false report, warning of fire, explosion, or another emergency on CFBC premises or at CFBC sponsored activities is prohibited.
6. Alcohol and/or other drugs: Unauthorized sale, use, distribution, or possession of any controlled substance, illegal drug, or drug paraphernalia on CFBC premises or at CFBC sponsored activities is prohibited. Use of any tobacco product in any CFBC facilities will not be tolerated.



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7. Disorderly conduct: Engaging in disorderly conduct, public intoxication, indecent or obscene behavior on CFBC premises or at CFBC sponsored activities is prohibited.
8. Violation of College regulations: Violations of other published CFBC regulations or policies are prohibited.
9. Unauthorized entry or use: Unauthorized presence in or use of CFBC facilities or premises is prohibited. Copying keys or unauthorized possession or use of keys is prohibited.
10. Vulgar or indecent language: The use of irreverent slang, offensive, vulgar, coarse, crude or indecent language on CFBC premises or at CFBC sponsored activities is prohibited.

### **Disciplinary Action**

The first infraction will result in a verbal warning. The second offense will be in writing. The faculty member who becomes aware of the alleged violation will complete a Disciplinary Report form. The faculty member retains the right to deal directly with cases of prohibited conduct. Students must be notified of the evidence of a violation and must have an opportunity to respond. In cases where both faculty member and student agree that the alleged violation did occur, and if the student agrees to the proposed sanction for the incident, then the faculty member and student are requested to sign a Disciplinary Report form, which briefly details the violation and sanction. The form is filed in the school office.

If the faculty member and student do not agree about the facts of the alleged violation or the proposed sanction, then a meeting may be requested with the Academic Dean/Administrator. Both the faculty member and the student will be required to attend. Evidence of the alleged violation will be presented, and the student will have the opportunity to respond to the evidence. It is the responsibility of the Academic Dean/Administrator to decide whether there has been a violation and what, if any, sanctions should be imposed. If the infraction is of a serious nature, the Academic Dean/Administrator may immediately suspend or terminate a student.

### **Suspension**

A student may be suspended for any specified length of time as determined by the Academic Dean/Administrator. All students re-admitted after suspension for disciplinary reasons are placed on disciplinary probation for the remainder of the semester if their suspension was for less than one semester, and for the entire first semester following their return. CFBC reserves the right to require the withdrawal of students because of low standards of scholarship or learning, poor physical or mental health, or attitudes and standards of behavior, which conflict with those of CFBC. A student who does not fit in with the aims and ideals of the CFBC may be asked to



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withdraw for the general welfare of CFBC and the students, even though there may be no specific breach of conduct.

### **Termination**

Termination is a permanent dismissal from CFBC and will apply in cases where the Academic Dean/Administrator deems there is evidence that conduct, achievement, or other factors warrant such action.

### **Responsible Actions by Student**

Each student, as an integral member of the academic community, is expected to make a commitment not to act dishonestly and not to tolerate dishonesty on the part of other students. As a community, the students are responsible for maintaining an ethical environment. A student who is aware of a violation of procedures should report the violation to the Academic Dean/Administrator.



# CLASSROOM ETIQUETTE

The way you present yourself in the classroom makes an impression on your instructor and your classmates. Do you present yourself as a serious, dedicated student, or do you come off as uninterested or even disruptive? As a college student, you are expected to act in a mature manner. Below is a list of **Do's** and **Don'ts** for the college classroom that will help facilitate a learning-centered atmosphere:

## **DO'S**

### **Take responsibility for your education**

Instructors are here to create a learning environment. Whether you learn depends on your willingness to listen, ask appropriate questions, and do the work necessary to pass the course.

### **Attend class**

Students who attend class, listen to the instructor, ask questions, and take good notes are more likely to pass with a high grade. If you must miss a class, contact your instructor ahead of time to let him or her know that you will not be in class. **DO NOT** ask the instructor to repeat material if you missed a class. Go to the video online and watch it.

### **Be on time**

Walking in late disturbs everyone. At this college and many places of employment, tardiness communicates a lack of interest and lack of dependability. If you cannot avoid being late, make sure to be unobtrusive about your entry.

### **Come to class prepared—turn your work in on time**

Complete assigned reading before coming to class. Make sure to bring common classroom supplies such as pencil, paper, textbook, test material, etc. along with completed homework. Students who attempt to complete their assigned homework in the classroom at the last minute often earn lower grades and are more likely to miss deadlines.

### **Unpack before class/pack after**

The sound of zippers on backpacks, Bible totes, pencil packs, etc., along with the rustling of papers and/or jackets also disrupts the classroom and indicates lack of respect.



### **Ask appropriate questions**

It's good to ask questions and make comments but keep them related to the discussion at hand. Dominating class time with too many questions or comments prohibits other students from participating in discussions. When asking questions, you should project your voice loud enough so all students in the classroom and online students can hear and benefit from the questions, comments and/or discussion.

### **Practice common courtesies**

Remember that in college, as in every other area of life, politeness and respect count. Do not have private conversations with your classmates during class. Turn off cell phones and beepers. The noise is distracting to other students. "Respect" all opinions, even if you don't agree.

### **Respect your instructor**

Openly challenging the instructor's knowledge or authority in the classroom is improper and disrespectful. If you have differences with your instructor's information or teaching methods, you may want to discuss your issues with the instructor outside of the classroom in a non-confrontational manner. You may ask the instructor if they desire to expound on that topic at the time or if they are willing to answer your question at the time or later.

### **If you are struggling with your coursework, seek assistance**

Your instructors are willing to assist you; however, there are many other ways to get help.

### **Respect the Facilities**

Students are expected to help maintain the appearance of the classroom. Whatever you bring into the classroom should leave with you. After class discard/recycle all trash. No one wants to sit in your mess.

### **Cell Phones**

Turn your cell phones off or silence them during class time.

### **DON'TS**

#### **Do not get up and walk out halfway through the class**

It disturbs people and gives the unmistakable impression that you don't respect the class, the other students, or the instructor. The instructor has the right to finish his or her thought at the end



of the class period and conclude the class in an orderly fashion without people standing up and walking out.

**Do not ask questions that initiate controversy or that require prolonged and detailed responses before class starts or during class.**

It is inappropriate to seek your instructor out before or during class to discuss any topic, perspective or statement that is controversial or that cannot be answered with a closed-ended response. Doing so is distracting and untimely for the instructor. Questions are welcomed, but some questions need scriptural responses and explanations.

**Do not get into debates about Apologetics with your instructor.**

The time for debates will be given during the Apologetics Class that will cover Foundations of Faith and Schools of Thought. Most people have reasons for what they believe, including your Instructors. They, however, have the unique responsibility of getting you to think about why you believe what you do, and how to defend your belief.

**Reading materials, newspapers, textbooks from other courses, etc.**

Reading of materials other than those pertaining to the class you are in, should not occur in the classroom. Homework should not be done in class; it should be completed outside the classroom.

**Do not cut the instructor off at the end of class**

The instructor has the right to finish her or his thought at the end of class and conclude in an orderly manner without people walking out, juggling materials, coats, etc. You may also miss important information if you are not present to the end of class.

**Sleeping in class is not acceptable**

Sleeping in class is disrespectful (especially when someone is giving a presentation or there is a guest speaker). If you're tired you might as well stay home and get the sleep. Class attendance is based on both, presence and on participation (which won't occur while you are sleeping).

**Don't interrupt others and be polite in your speech and manners. Do not use profanity or lewd language.**

.... No explanation of this rule should be needed.



### **Do not chat with your neighbor during class**

Most instructors don't mind if you ask your neighbor something quietly but talking to classmates during lecture and presentations (whether a student or guest speaker) disrupts the normal learning environment. If you desire to engage in such behavior, you may be asked to leave the class.

If you need the professor to slow down or to review some material raise your hand and ask them to do so. This is much more effective than complaining to your neighbor. If you need to catch up with a friend, find time to do so outside of class. If you cannot find the time maybe you really do not need to catch up after all.

### **Don't ask the following questions which are a classic source of annoyance for instructors:**

"I missed class, did you do anything important?"

"Could you repeat that?" (After chatting with your friend for five minutes)

"Is there extra credit available for this class?" (At the end of the semester, after missing numerous assignments)



# ACADEMIC LIFE

## Academic Guidance

The academic program of CFBC is designed to prepare students for effective ministry. Therefore, guidance relating to individual programs of study, course enrollment, and graduation requirements are provided through the Academic Dean.

## Transfer Students or Credits

Students transferring credits to CFBC from another Institution(s) of higher learning must have an official, sealed transcript sent directly from the Institution(s) to CFBC. The student is responsible to follow up with the Academic Dean to determine whether all transcripts have been received.

Students are required to complete a minimum of thirty (30) credit hours in one of the CFBC programs toward the bachelor's degree or graduation.

## Transfer of Credits to Another Institution

The student should inquire directly with the school, which he/she plans to attend to determine if they will accept credits from CFBC. All credits will be forwarded at the completion of 30 credit hours for each program.

## Transcripts

Transcripts may be requested from CBFC by the students. A transcript request form must be mailed or emailed to the office of the Academic Dean. The Transcript request form will be provided to the student upon request. There is a \$7.00 charge for each **OFFICIAL** transcript and a \$5.00 charge for each **UNOFFICIAL** transcript requested. Official Transcripts must be mailed or picked up in person. **A student that still owes tuition will not receive a transcript until all tuition is paid in full.**

## Course Requirements

Students are required to read all textbooks, complete all assignments, take the tests on the assigned dates and turn in a Student Course Completion Affidavit. If a personal emergency keeps the student from meeting these requirements, the student is responsible to contact the Instructor and/or the Academic Dean. The requirements must be met within one week of the last class meeting or the date of the tests.



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If the work is not made up within the week period, a grade of “Incomplete” (I) will be assigned to the Master Student Grade Record. Also, the student’s final grade will be reduced by one letter grade for each additional week the work is late, up to three (3) weeks from the last class meeting or the date of the test. A grade of “Incomplete” becomes an “F” three weeks after the last class meeting or the date of the test. The student will be required to take the course again and pay all applicable fees.

There is a \$10.00 fee for change-of-grade from an “Incomplete” and/or an “F” grade. This fee applies when an “Incomplete” or “F” grade has already been entered in the Master Student Grade Record.

### **Student Course Completion Affidavit**

Students of all programs (years), on-campus and online, are required to turn in a Student Course Completion Affidavit for each course as part of the course requirements. Failure to turn in the Student Course Completion Affidavit will be considered as failure to meet course requirements and the guidelines stated under **Course Requirements** apply.

### **Grade Reporting**

Test grades will be reported to students after each course is completed. By doing so the student will be provided with the information needed to track their academic progress.

A report card will be provided to each student at the end of each semester: a total of two report cards for the year’s program. In the second report card, the student’s total GPA will be based on 9 courses and the Ministerial Practicum. No report card will be provided to students that have not met all the requirements for one or more courses or have failed to pay the tuition and/or applicable fees in full.

### **Grading System**

Students of all programs must maintain a minimum of a 2.0 Grade Point Average (GPA) to meet requirements for graduation.



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CFBC uses the following grading scale to record and report academic achievement:

GRADE	PERCENTAGES	GRADE POINTS
A	94-100	4.0
A-	90-93	3.67
B+	87-89	3.33
B	84-86	3.0
B-	80-83	2.67
C+	77-79	2.33
C	74-76	2.0
C-	70-73	1.67
D+	67-69	1.33
D	64-66	1.0
D-	59-63	.67
F	0-58	0.0
W		0.0
I		0.0

**Note:** See Appendix E for a copy of the Grading System.

### Failure of Course or Withdrawal from Central Florida Bible College

Failure to complete a course within 3 weeks, unless otherwise approved, will result in a failed (“F”) class. The student will receive an “F” for any course with unsatisfied requirements. The class must be retaken, and fees will apply.

A student who has not withdrawn from CFBC but has not participated in a class for 6 months will be automatically withdrawn from CFBC. No tuition will be refunded, and all fees must be paid to re-enroll in CFBC.

If a student chooses to withdraw from CFBC, he or she must speak with the Academic Dean, and the proper Withdrawal Form must be completed and signed. Unless a student formally withdraws,



he/she will not be eligible for re-admission without a formal interview with the Academic Dean and/or President of the College. A "W" does not count against a student's GPA.

### **Repeating Courses**

Courses may be repeated by students who have failed. If a student fails a test, a repeat test may be taken within one week of failed test. If a student receives a letter grade of "F" in the first test, only the higher grade is computed in the overall Grade Point Average (G.P.A.). If the student fails this second test, then a repeat course must be taken. Full tuition cost is required for repeat courses.

Students must meet the requirements for the entire course before they may be eligible for a passing grade to appear in the Master Student Grade Record.

### **Academic Difficulties**

Any academic difficulties are to be referred to the Academic Dean. For an appointment, please call the CFBC office at 352-583-7674.

### **Class Attendance Options**

Courses are available on-campus and online at the college website. A password is required for all in-classroom and online students class viewing. For more information contact the Academic Dean. Class attendance options are as follow:

1. Classroom setting: 1<sup>st</sup>/2<sup>nd</sup> and 3<sup>rd</sup>-year courses are held on Monday nights at 7:00-9:30 pm EST and 4<sup>th</sup>-year courses on Tuesday nights at 7:00-9:30 pm EST. All program courses are offered on-campus and online.
2. Online Long-Distance Learning students (LDL): Follow the same schedule as classroom students or may work at their own pace. All CFBC programs are included. Appropriate arrangements must be made with the Academic Dean regarding the student's work pace.
3. Correspondence Students are available, but not common: All classes and tests are to be completed via US Mail. The students work at their own pace.

### **In-class Attendance**

Classroom students are expected to attend all classes. Only one excused absence per course is recommended for all on-campus students. If a student knows in advance they must be absent, prior arrangements are to be made with the Instructor. In the event a student must miss a class,



the student is responsible to obtain the password from the Academic Dean or Administrative Assistant to access the class online.

### **Unexcused/Excess Absences**

Unexcused and/or excessive absences may result in penalties as determined by the Academic Dean, including (but not limited to) having to repeat the course. Payment of tuition is required before a student can repeat the course.

### **Unsatisfactory Student Performance: On-campus and Online Students**

A student who consistently demonstrates unsatisfactory academic performance may be terminated from CFBC's enrollment. Unsatisfactory academic performance may include, but is not limited to: repeated course failure, unexcused and/or excess absences, lack of meeting course requirements and/or repeatedly missing final exam datelines.

### **Online Attendance**

For those who may be viewing classes live online (when available), you must register and send us your user ID Name. It is important for you to provide us with this information for you to gain entrance into the online classroom. Live online classes will not be offered this year but will be available in the near future.

Online classes will be available on Tuesdays for the 1<sup>st</sup>/2<sup>nd</sup> year and 3<sup>th</sup>-year students, and on Wednesdays for 4<sup>rd</sup>-year students. Passwords are new for each course and will be emailed on the first day of each course. Passwords will be available until the end of the Academic Calendar year and then removed.

All CFBC online students are required to submit a Student Course Completion Affidavit signed and dated for each online course. *See Appendix D for Course Completion Affidavit form.*

### **Online testing**

All CFBC tests will be online using classmarker.com. Students will receive an email from classmarker.com with the login information. On-campus students with no access to the internet will be required to take the test in the classroom a half-hour (6:30 pm) before the next course starts. The Academic Dean will administer the test to students with no internet access.

The online test will be available as follow:

1. 1<sup>st</sup>/2<sup>nd</sup> and 3<sup>th</sup>-year students on Tuesdays after the last class session until the following Tuesday at 11:55 pm.
2. 4<sup>rd</sup>-year students on Wednesdays after last class session until the following Wednesday at 11:55 pm.



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If a student is not able to take the test during the available time, the student must make the necessary arrangements with the Academic Dean to take the test within one week from the test deadline. Failure to take the test within the week period may result in points being taken off from the final test grade or a final course grade reduced by one grade letter. Course requirements and guidelines for repeating courses apply. (See pages 33-34 and 36)

### **Assignments and Examinations**

Students are encouraged to prepare a study schedule at the beginning of each semester and adhere to it carefully so that enough time is allotted for study. All assigned work will be due on the date designated by the Instructor. The student is responsible for all make-up work when absent from class, and the due date set by the Instructor remains in effect. Assignments and examinations must be completed on schedule, as outlined by the Instructor.

### **Bonus Points for Academic Achievement Award**

Due to the structure of CFBC, bonus points may be awarded for assignments and class participation. Bonus points are added to the final grade for the course. These activities and/or assignments are to help you in your growth and study. Students with the most points will receive an Academic Achievement Award at the graduation ceremony. Students attending classes on campus must bring their bonus assignments to class on the specified date. Online students are to email them to the Instructor.

### **Student Incentives**

A student incentive implemented by CFBC to advance the Kingdom of God is a discounted tuition voucher. For each new student that you recruit to the college, you can earn tuition credit/discount. A student will receive \$5 toward tuition for each of the first two students recruited. Then \$10 for both the 3rd and 4th. For the 5th recruit, each student will receive \$15 in tuition discount. After that, they will continue to receive \$15.00 off their tuition for each recruit.

For the student to receive paid tuition, the recruit must enroll and be a student for a minimum of two months. On the third month, the student will receive tuition credit for the recruit.



# GRADUATION REQUIREMENTS

## General Requirements

Graduation requirements for the conferring of diplomas are:

1. Each student must have completed all required coursework prior to graduation.
2. Ministerial Practicum Forms must have been completed and submitted to the Academic Dean by the due date.
3. Each student must maintain a 2.0 or greater cumulative grade point average (GPA) while attending CFBC.
4. Each student must have paid all tuition and fees before graduation.

## Graduation Awards

Various Certificates of Achievement and/or trophies may be awarded to students, including (but not limited to):

1. Academic Excellence Award
  - SUMMA CUM LAUDE: Means “with greatest or highest honors.” Honor Rope-Blue
  - MAGNA CUM LAUDE: Means “with great or high honor.” Honor Rope-Red
  - CUM LAUDE: Means “with honor.” Honor Rope-White
2. Academic Achievement Awards for the Highest Bonus Points
3. Spirit of Excellence Award



# BUSINESS AFFAIRS

## **Financial obligations**

Students are responsible to see that all school fees are paid promptly. Students who do not pay overdue fees may be suspended. A transcript of grades will not be released until all fees are paid. There will be a \$20.00 charge for any checks returned for insufficient funds

## **Solicitation**

Solicitation of any kind on campus (i.e., selling of merchandise, or taking up donations of any kind for any purpose) must be cleared with the college office.

## **Vehicle Regulations**

Students operating or parking any vehicle on campus are responsible for the security of that vehicle and all valuables.

## **Insurance**

Students are encouraged to carry their own property insurance. The school does not carry insurance to cover the loss of personal property.

## **Lost and Found**

The school is not responsible for the loss of personal property. Students should contact the college's office regarding lost or found items to see if they have been turned in.

## **Child Care**

Child care is not provided by CFBC. It is the responsibility of the student to plan for the care of their children during scheduled classes. Children are not allowed in class under any circumstance.

## **Languages Offered**

We have classes available in English and Spanish. Let us know if we can help anyone who speak other language. Part of our vision is establishing extension schools in other nations.

## **Change of Personal Information**

Please notify the office of any change of name, address, email or telephone number.



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# *Section 2*



## *Course Catalog and Descriptions*



*Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: (Mat 28: 19).*



# CURRICULUM\*

## PROGRAM #1 COURSE LIST: FIRST YEAR

Course #	Course Name	Credit Hours
CHM-101	Excellence in Character	3
CHM-102	Foundations of Faith	3
CHM-103	Knowing God's Voice	3
CHM-104	Intercessory Prayer	3
CHM-105	Ministry of the Holy Spirit	3
CHM-106	Authority of the Believer: Book of Ephesians	3
CHM-107	Spiritual Warfare: Spiritual Strategies	3
CHM-108	Old Testament Survey	3
CHM-109	New Testament Survey	3
MPR-100	Ministerial Practicum-First year	3
<b>Total Credit Hours</b>		<b>30</b>

## ELECTIVES

CHM-110	Strategies for Spiritual Harvest	3
CHM-111	Kingdom Living	3
CHM-112	Developing a Biblical World View	3
CHM-113	Leaven Like Evangelism	3
CHM-114	Principles of Environmental Analysis	3

## PROGRAM #2 COURSE LIST: SECOND YEAR

Course #	Course Name	Credit Hours
CHM-201	Creative Bible Study	3
CHM-202	Life and Teachings of Christ I	3
CHM-203	Life and Teachings of Christ II	3
CHM-204	The Anointing	3
CHM-205	Teaching Tactics	3
CHM-206	Multiplication Methodologies	3
CHM-207	Biblical Management Principles	3
CHM-208	Biblical Finances: Divine Provision	3
CHM-209	Divine Healing: Battle for the Body	3
MPR-200	Ministerial Practicum- Second Year	3
<b>Total Credit Hours</b>		<b>30</b>



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**ELECTIVES**

CHM-210	Power Principles	3
CHM-211	Women: A Biblical Profile	3
CHM-212	Discovering your Purpose (Possible requirement for Practicum)	3
CHM-213	Mobilization Methodology	3
CHM-214	Angels and Demons	3
CHM-215	Altar Counselor	3

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**PROGRAM #3 COURSE LIST: THIRD YEAR**

Course #	Course Name	Credit Hours
CHM-301	Ministerial Ethics	3
CHM-302	Church Administration: Management by Objectives	3
CHM-303	Submission and Authority	3
CHM-304	Principles of Leadership	3
BIC-305	People Skills: Appropriate Communication & Conflict Resolution	3
CHM-306	Introduction to Biblical Praise and Worship	3
BIC-307	Introduction to Biblical Counseling I	3
BIC-308	Biblical Counseling II	3
BIC-309	Book of Hebrews: Harmony between Old and New Testaments	3
MPR-300	Ministerial Practicum-Third year	3
<b>Total Credit Hours</b>		<b>30</b>

**PROGRAM #4 COURSE LIST: FOURTH YEAR-First Semester: Both Major Courses of Study**

Course #	Course Name	Credit Hours
CHM-401	Apologetics: A Defense of the Christian Faith	3
CHM-402	History of the Christian Church	3
BIC-403	Biblical Principles of Child & Adolescence Counseling	3
CHM-410	Ministry of Helps	3
<b>Total Credit Hours</b>		<b>12</b>

**PROGRAM #4 COURSE LIST: FOURTH YEAR-Second Semester: PASTORAL MINISTRY**

Course #	Course Name	Credit Hours
PAM-405	Pastoral Counseling: Counseling with Scriptures	3
PAM-406	Pastoral Theology	3
PAM-407	Biblical Homiletics: Expository Preaching & Teaching the Bible	3
PAM-408	Bibliology	3
PAM-409	Pastoral Epistles	3
MPR-400	Ministerial Practicum- Fourth Year	3
<b>Total Credit Hours</b>		<b>18</b>



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**PROGRAM #4 COURSE LIST: FOURTH YEAR-Second Semester: CHRISTIAN EDUCATION**

<b>Course #</b>	<b>Course Name</b>	<b>Credit Hours</b>
CED-401	Introduction to Christian Education	3
CED-402	Ministry of the Teacher	3
CED-403	Educating Adults	3
CED-404	Classroom Management	3
CED-405	Educational Psychology Principles	3
MPR-400	Ministerial Practicum- Fourth Year	3
<b>Total Credit Hours</b>		<b>18</b>

**\* Prefixes used in curriculum titles:**

BIC: Biblical Counseling  
BIS: Biblical Studies  
CED: Christian Education

CHM: Christian Ministry  
MPR: Ministerial Practicum  
PAM: Pastoral Ministry



# COURSE DESCRIPTIONS

## FIRST YEAR

### **CHM-101 Excellence in Character**

This course stresses the importance of building excellence in our character. The character is the foundation upon which all life is built. Without a strong, solid foundation of God's principles, everything else we try to build will soon crumble and fall. Our character is based on what God thinks about us. This course explores in depth what it takes to be a person of excellent character which will keep us on the road to our God-given destiny. It also teaches us that building an excellent character is something that cannot be done in isolation but must be done in front of those who are around us and are watching us.

### **CHM-102 Foundations of Faith**

This course teaches the basic doctrines of the Christian faith, which are based on the teachings of Jesus Christ as recorded in the Bible. The course also stresses the importance of having a proper spiritual foundation for life and ministry. We maintain this by focusing on the foundations of the Christian faith identified in Hebrews 6:1-3: repentance, faith, baptism, laying-on of hands, resurrection, and eternal judgment

### **CHM-103 Knowing God's Voice**

This course explains how God speaks to people today and how to find His general and specific plans for our lives. A Christian model for decision-making is presented, along with guidelines for overcoming wrong decisions, steps to take if you have missed the will of God, and methods for dealing with questionable practices.

### **CHM-104 Intercessory Prayer**

This course is an intercessory prayer guide that includes guidelines on how to pray, what to pray for, when not to pray, resources for prayer, international intercession, and factors that hinder prayer.

### **CHM-105 Ministry of the Holy Spirit**

This study focuses on the ministry of the Holy Spirit, spiritual fruit, and spiritual gifts. Students are guided in the discovery of their own spiritual gifts and position of ministry within the Body of Christ.



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**CHM-106 Authority of the Believer**

This course will cover what authority is, how the believer can break the power of the devil, and what weapons of warfare are at the believer's disposal. It will teach believers how to exercise the authority they have daily. This authority is the Name of Jesus.

**CHM-107 Spiritual Warfare: Spiritual Strategies**

This course teaches specific strategies for spiritual warfare. It moves students beyond the natural world into the realm of the spirit. Tactics of the enemy are analyzed, and the students are taught how to protect themselves by knowing their authority and power, as given to them by Jesus Christ. It stresses the importance of wearing the protective gear: the armor of God. It also declares that we are victorious over the principalities and powers of the spirit world: *The war is already won, and the enemy has already been judged and sentenced.*

**CHM-108 Old Testament Survey**

**CHM-109 New Testament Survey**

These courses present an overview of the entire Bible. They also present an introduction and an overview of the message, the authors, main ideas and central themes of the Old and New Testament books. Study outlines of each book of the Old and New Testament are provided for further development of students' Bible knowledge.

**CHM-110 Strategies for Spiritual Harvest**

This course uses the example of the parable of the natural harvest in the Bible to present the need of the believer to develop spiritual vision: to see the spiritual harvest and accept the challenge to become a harvester for the Kingdom of God. Developing spiritual vision is the process of recognizing the purpose for which we have been brought into the Kingdom of God, which is fulfilling Jesus' commission to preach the Gospel to the uttermost parts of the earth.

**CHM-111 Kingdom Living**

The "Gospel of the Kingdom" will be preached in all the world before the return of our Lord Jesus Christ. This course teaches that to enter this Kingdom, to maintain residency, and to fulfill the commission to preach its Gospel to the world, it is necessary to understand the principles and patterns of the Kingdom. It also stresses that the patterns and principles of Kingdom living are applicable both to ministry and personal life.









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**CHM-214                      Angels and Demons**

This course teaches the students the origin, activity, and sphere of influence of angels, Satan, and demons. This teaching will bring awareness to the student, so they can understand and use the power and authority given to them by Jesus Christ to overcome the power of the enemy.

**CHM-215                      Altar Counselor**

This course is intended to train students as altar counselors to properly minister to those that respond to the altar call made by the minister. The students are trained to work with the minister to "reap" the spiritual fruit of men, women, boys, and girls who will receive and act upon the Word of God.

**MPR- Ministry Practicum—MPR-100, 200**

The Ministry Practicum will give students CFBC credits for volunteer ministry in their local church. The practicum counts as one three-credit hour course. Students will be required to complete a total of 72 hours of supervised ministry. At least 50% of their practicum must be in the student's specific area of ministry.

A Practicum Form must be completed by the supervising minister and submitted to Central Florida Bible College. No grade will be awarded unless all requirements for the practicum are met as stated above.

**THIRD YEAR**

**CHM-301                      Ministerial Ethics**

This course is designed to help students in their spiritual formation. It intends to teach Christian ministry students the unique moral role of the minister and the ethical responsibilities of that vocation. This course sets a standard of excellence in ethical conduct and obligations in their personal and professional lives. It exposes common ethical problems faced by ministers and provides preventive strategies.

**CHM- 302                      Church Administration: Management by Objectives**

This course is a method for conducting Christian ministry in an orderly, effective manner. It analyzes Christ's objectives for ministry and teaches students to institute management by objectives in their own life and ministry. Students will learn how to set objectives, implement plans, delegate, manage their time, and evaluate results.



**CHM-303                      Submission and Authority**

This course teaches the power of being under God’s authority. It teaches how choosing to submit to both God’s divine authority and His delegated authority. It enables us to walk in the power and authority in which God desires for us to live. This course will make certain we don’t unknowingly negate God’s privilege by choosing to walk in the rebellion of this Kingdom Principal.

**CHM-304                      Principles of Leadership**

In this course, students will learn to recognize, develop, and refine the personal characteristics necessary to become an effective Christian leader. This course also teaches that leadership is not a list of “do’s and don’ts”, but a lifestyle that people of God desire and long to follow. Each one of us can tap into our God-given resources and develop the caliber of leadership qualities divinely placed in us.

**BIC-305                      People Skills: Appropriate ways to communicate and resolve conflicts.**

This course is designed to assist students to recognize, develop and refine the communication and interpersonal relationship skills necessary to be an effective minister and leader in local and national settings. It is also intended to provide students with techniques for implementing conflict-resolution through proper confrontation methods. This course provides necessary tools for restoring broken relationships and for personal growth.

**CHM-306                      Introduction to Biblical Praise and Worship**

This course is dedicated to equipping students with the practical knowledge to lead both musically and spiritually. The fundamentals of Praise and Worship encompasses all denominations; therefore, this is a vital resource for all leaders. Understanding the purpose and power in worship will ignite a deeper relationship with God. Students will find this to be a comprehensive guide to worship principles that will encourage a personal and corporate spiritual progression.

**BIC-307                      Introduction to Biblical Counseling I**

This course is designed to equip students with the necessary tools to conduct a preliminary information-gathering counseling session with Christian believers. Students will learn how to implement the pre-counseling questionnaire, how to complete proper notation and documentation, and how to properly give temperament personality profiles. The Class will provide a basic entry-level understanding of Temperament Theory and Therapy with an emphasis on Biblical Spiritual Counseling.







**CHM-410 Ministry of Helps**

The purpose of this course is to help the student to understand the value of serving in the Body of Christ and to help him/her find their place of service in the Kingdom of God.

**FOURTH YEAR: Second Part—Christian Education**

**CED-401 Introduction to Christian Education**

This course gives students an understanding of the philosophy of Christian Education. It emphasizes that the Church must teach to perpetuate and propagate the Gospel. Principles and practices are outlined for the beginning teacher to the most experienced. It introduces students to its foundation, patterns, and methods; and variations of teaching methods are revealed.

**CED-402 Ministry of the Teacher**

This course examines the character, ethics, and heart of the Christian teacher. Through this course the students should gain a clear understanding of how to teach, a deeper conviction for the teaching ministry, and the confidence that they possess the God-given gift and skills for successful teaching. The expectations and responsibilities of the Christian teacher will also be reviewed.

**CED-403 Educating Adults**

In this course, students will study the characteristics and needs of adults in the local congregation and how to educate them.

**CED-404 Classroom Management**

This course teaches students how to plan and evaluate the classroom structure for their pupils. Students will learn how to deal with multiple social issues and backgrounds, how to nurture pupils through the framework of Christian teaching tactics, and by providing them with the optimum opportunities for a quality environment that is conducive to an enriched learning experience.

**CED-405 Educational Psychology Principles**

This course provides students with a comprehensive study of the principles and guidelines of the teaching/learning process.



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**MPR- Ministry Practicum—MPR-300, 400 (Third and Fourth Year)**

This Ministry Practicum will give students CFBC credits for volunteer ministry in their local church. Practicum counts as one three-credit hour course. Students will be required to complete a total of 72 hours of supervised ministry. At least 50% of their practicum must be in the students' specific area of ministry.

A Practicum Form must be completed by the supervising minister and submitted to Central Florida Bible College. No grade will be awarded unless all requirements for the practicum are met as stated above.



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## CENTRAL FLORIDA BIBLE COLLEGE FACULTY AND ADMINISTRATION

*DR. FRED PUENTES—Founder and President*

*DR. LINDA HUNT—Vice President and Proctor*

*MINISTER TOÑITA HERRING—Academic Dean and Administrator*

*DEBBIE CUMMINGS—Administrative Assistant*

*JAN MATALA—Bookkeeper*

*DEBRA TOOKES—Teachers' Assistant*

*NOREEN RHOADES—Teacher's Assistant*

*JESSICA PEACH—Ministry of Helps*

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## CFBC INSTRUCTORS

*Dr. Fred Puentes*

*Dr. Linda Hunt*

*Apostle Darryl Kelly*

*Apostle Karen Kelly*

*Pastor Iris Kelly*

*Pastor Ruben Justiniano*

*Pastor Victoria Justiniano*

*Minister Debbie Cummings*

*Minister David L. Herring*

*Minister Toñita Herring*

*Minister Jessica Peach*

*Minister Jan Matala*

*Minister Gail Robinson*

*Minister Debra Tookes*

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## CFBC BOARD OF REGENTS

*CHAIR—Dr. Fred Puentes*

*VICE CHAIR—Minister Toñita Herring*

*SECRETARY—Minister Jan Matala*

*TREASURER—Minister Debbie Cummings*

*BOARD MEMBER—Dr. Linda Hunt*

*BOARD MEMBER—Apostle Darryl Kelly*

*BOARD MEMBER—Pastor Ruben Justiniano*



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*You are the light of the world. A city that is set on an hill  
cannot be hid (Mat 5: 14).*



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# *Appendix A*



# *Application Package*



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*And ye shall know the truth, and the truth shall make you free  
(John 8:32).*



## ADMISSIONS AND APPLICATION PROCEDURE

### **Admissions:**

Applications are welcome from students who have an academic background that indicates a potential for a successful college experience and who can contribute to the Christian ideals of the College. While the potential for academic success is a primary consideration, applicants' goals, the recommendations they submit, and the College's ability to serve the applicant are considered as well. Applications are accepted from any student without regard to race, color, national origin, creed, sex, age or handicap.

### **Application Procedures:**

Application: Each applicant must complete an Application for Admission.

References: Included in each application packet are two reference forms: Pastor's and Friend's References. Applicants are to complete the top portion of each form and submit to the person completing the form. The Pastor's Reference form must be completed by an ordained minister, preferable by the Pastor of the church where the applicant attends. The person who completes the form should mail it directly to CFBC. The address is at the bottom of the referral form.

Photo: A wallet or passport size photograph is required for all applicants for identification purposes. This photograph must be included with the application.

Non-refundable Application Processing Fee: The student must submit the completed application with the enrollment fee to the Academic Dean. A non-refundable processing fee of \$50.00 made out to Central Florida Bible College (or CFBC) to cover the application and evaluation process.

### Basic Requirements:

1. All applicants are required to submit a copy of their High School Diploma, G.E.D., Certificate of Completion or its equivalent.
2. If the applicant has completed High School but does not have a copy of the diploma, G.E.D., Certificate of Completion or its equivalent, he/she must submit an affidavit or notarized letter stating where and when he/she completed his/her High School education to the office of the Academic Dean/Administrator.
3. Students transferring credits to CFBC from another Institution of higher learning must have an official, sealed transcript sent directly from the Institution to CFBC. The student is responsible to follow up with the Academic Dean to determine whether all transcripts have been received.
4. If a student is interested in attending CFBC but has not a diploma, G.E.D., Certificate of Completion or its equivalent, he/she could audit the courses and will receive a Certificate of Completion after completion of each one of CFBC programs. The student must follow the admission and application procedures stated above. To change the course status from audit to credit, the student is encouraged to complete his/her High School education and upon completion to submit a copy of the diploma, G.E.D., Certificate of Completion or its equivalent to the office of the Academic Dean/Administrator and pay all applicable fees.



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### **Fees and Schedules:**

- Tuition for a three-credit hour course is \$50.00
- Audit fee (non-credit) is \$50.00 per course.
- Class Schedule: Classes for all CFBC programs are available on-campus and online. On-campus classes are held on Mondays from 7:00-9: 30 pm for 1<sup>st</sup>/2<sup>nd</sup> and 3<sup>rd</sup>-year students, and on Tuesdays from 7:00-9: 30 pm for 4<sup>th</sup>-year students.
- On-Campus Classes are located at CFBC 9735 US Hwy. 301 S., Dade City, Florida 33525

### **Books:**

Each student is responsible to buy their own books. A list of books is found on the back of the Academic Calendar with information as to how to obtain the books for each course.

### **Ministerial Practicum Program:**

Each student is to complete a Ministerial Practicum with a minimum of 72 hours under the supervision of the local Pastor or other assigned Ministry. The purpose is to give the student a hands-on training experience and to help the student to identify his/her areas of strength and weaknesses. For any questions refer to the phone number, email, and website listed on page 10.



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CENTRAL FLORIDA BIBLE COLLEGE  
APPLICATION FOR ADMISSION

INSTRUCTIONS: *Make sure to answer all questions, do not leave blank spaces. Write N/A if it "does not apply" to you. If you need more space, you can add a separate sheet with the information. Please attach a wallet size picture to your application.*

**PERSONAL INFORMATION:**

Name:					
Address:					
Home/Cell Phone:			Work Phone:		
Email address:					
Date of Birth:			Place of Birth:		
Age:	Sex: Male___	Female___	Nationality:	Foreign Student: Yes___ No___	
Country of Citizenship:		Type of Visa:		Passport #:	
Marital Status:	Single:___	Married:___	Divorced:___	Separated:___	Widowed:___
Employer:			Occupation:		
Spouse's Name:			Spouse's Occupation:		
Number of Children:___		Ages:		How many live at home?___	
Are your parents born-again Christians? Yes___ No___			Do they approve of your Christian Commitment? Yes___ No___		
Native Language:		Any other language(s) that you speak:			
How well?	Proficient___	Moderate___	Limited___		
Do you use any form of Tobacco? Yes___ No___		Alcoholic Beverages? Yes___ No___			
Have you ever used illegal drugs? Yes___ No___		If Yes, state when and give a brief explanation.			

**EDUCATIONAL INFORMATION:**

High School Student: Yes___ No___		High School Graduate: Yes___ No___	
If not High School Graduate, highest grade completed:___		Last Date of High School Attendance: ___/___/___	
Have you ever applied for admission to this college? Yes___ No___ If yes, were you accepted? Yes___ No___ Date: ___/___/___ Under what name?			
Higher Education: List and provide information about any colleges that you have attended.			
College Name:	City/State:	Dates Attended:	Degree(s) Earned:
List any honors or special awards attained in school and/or college.			
List any special skill, talents, abilities that you have (i.e., musical talent, singing, public speaking, etc.).			
Have you ever been denied admission, expelled, or suspended from a college or school? Yes___ No___ If yes, state when and give an explanation:			



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<b>EDUCATIONAL OBJECTIVES: Program of study Requested. (Choose one)</b>	
First Year: Diploma in Practical Biblical Studies____	Associate of Arts Degree: Diploma in Christian Ministry Studies____
Third Year: Advance Diploma in Christian Ministry Studies____	Bachelor's Degree: Two major courses of study Pastoral Ministry____ or Christian Education____
Are you interested in Full-time____ or Part-time____ ministry? Area of ministry interested in:	
Why do you want to attend Central Florida Bible College?	
How did you learn about Central Florida Bible College?	
<b>CHRISTIAN LIFE INFORMATION:</b>	
When did you become a Christian?	Baptized in water by immersion? Yes___ No___
Baptized in the Holy Spirit according to Acts 2:4? Yes___ No___	If not, do you earnestly desire it? Yes___ No___
Member of a church? Yes___ No___ Name:	Denomination:
Address:	
Church phone: (____) ____-____	Senior Pastor's Name:
Indicate any ministerial experience (work) you have participated in.	
Do you believe God has called you to Christian Ministry? Yes___ No___ If yes, briefly explain: What leads you to believe this?	
Briefly tell us how and when you became a Christian.	
Briefly describe your current personal growth and walk in Christ ( <i>i.e. faith growth, quiet times, and/or spiritual influences in your life</i> ):	
<b>REFERENCE INFORMATION: In this space provide the information of the persons that you are using as references. A separate form must be completed by the Pastor and friend and submitted directly to Central Florida Bible College.</b>	
Pastor's Reference Form submitted to:	
Pastor's Name:	Position:
Name of Church:	Church Phone: (____) ____-____
Address:	Date Submitted: __/__/__
Friend's Reference Form Submitted to:	
Friend's Name:	Friend Phone: (____) ____-____
Address:	Date Submitted: __/__/__



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**Statement of Application and Code of Conduct:**

I certify that the information provided on this application for admission is complete and correct. If admitted, I agree to abide by the rules, regulations, and expectations of CFBC. I will commit myself to the highest standards of Christian character and behavior that are expected of all students while on campus or while involved in off-campus activities.

**A NON-REFUNDABLE APPLICATION FEE OF \$50.00 MUST BE SUBMITTED WITH THE APPLICATION.**

Signature of Applicant: \_\_\_\_\_

Date: \_\_/\_\_/\_\_



## CENTRAL FLORIDA BIBLE COLLEGE PASTOR'S REFERENCE

*(This portion completed by applicant)*

Name of Applicant \_\_\_\_\_ Telephone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*(This portion completed by an ordained minister)*

The above-named individual is applying for admission. The College desires to admit persons of Christian character, thus we depend upon the Pastor's Reference as an important aspect of our admissions process. Your assistance in completing this form will be greatly appreciated. All information provided on this form will be held in confidence. Thank you for your help.

Please check the following as appropriate concerning this applicant:

	SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	INFERIOR
<i>Mental ability</i>					
<i>Emotional stability</i>					
<i>Initiative</i>					
<i>Copes with stress</i>					
<i>Concern for others</i>					
<i>Leadership</i>					
<i>Accepts criticism</i>					
<i>Social adaptability</i>					
<i>Personal appearance</i>					
<i>Consistent Christian life</i>					
<i>Cooperation</i>					
<i>Integrity</i>					
<i>Health</i>					
<i>Energy</i>					
<i>Temperament</i>					
<i>Resistance to depression</i>					
<i>Reaction to new situations</i>					
<i>Dependability</i>					
<i>Attractiveness of character</i>					
<i>Consideration of others</i>					
<i>Friendliness</i>					
<i>Tact</i>					
<i>Family relations</i>					
<i>Ability to complete tasks</i>					
<i>Self-discipline</i>					
<i>Outlook on life</i>					
<i>Clarity of speech</i>					
<i>Teachableness</i>					
<i>Respect for authority</i>					
<i>Sense of responsibility</i>					
<i>Resourcefulness</i>					
<i>Spiritual maturity</i>					
<i>Faithfulness to church</i>					
<i>Financial integrity</i>					



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(Please type or print)

1. How long have you known the applicant? \_\_\_\_\_
2. How well do you know the applicant?  
 Only by name and sight  
 Casually, have had a few personal contacts  
 Well, have had many personal contacts  
 Very well, have had a close pastoral relationship
3. To the best of your knowledge has the applicant made a personal commitment to Jesus Christ?  
Yes \_\_\_ No \_\_\_ I don't know \_\_\_
4. To what extent is the applicant engaged in the activities of your church?  
 Irregular attendance—shows little interest.  
 Attends regularly—seldom participates in activities.  
 Attends regularly—is cooperative and willing to help.  
 Attends regularly—enthusiastically engages in activities.
5. How would you rate the applicant's spiritual influence on other people?  
Outstanding \_\_\_ Above average \_\_\_ Superior \_\_\_ Average \_\_\_ Below average \_\_\_
6. What type of ministry or Christian service has the applicant been engaged in?  
\_\_\_\_\_  
\_\_\_\_\_
7. Has applicant's entire record been such that you would place full confidence in his/her integrity?  
Yes \_\_\_ No \_\_\_ If no, please explain:  
\_\_\_\_\_  
\_\_\_\_\_
8. To your knowledge, does the applicant use any of the following?  
Smoke or use Tobacco \_\_\_ Drugs \_\_\_ Alcoholic Beverages \_\_\_
9. Are there personality traits that would hinder this applicant's relationship with others?  
Yes \_\_\_ No \_\_\_. If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_
10. Describe any home factors which might affect the applicant's success. Please state both positive and negative factors.  
\_\_\_\_\_  
\_\_\_\_\_
11. Would you consider the applicant emotionally qualified for full-time Christian service or ministry?  
Please explain:  
\_\_\_\_\_  
\_\_\_\_\_
12. If the applicant is married, please comment on both positive and negative factors that might affect the Applicant's success  
\_\_\_\_\_  
\_\_\_\_\_
13. Is there any other information we should know that would better enable us to evaluate this person?  
\_\_\_\_\_  
\_\_\_\_\_



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14. I recommend this applicant \_\_\_\_ I do not recommend this applicant \_\_\_\_  
If negative, please explain:

---

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Pastor's name \_\_\_\_\_ Position \_\_\_\_\_  
Name of Church \_\_\_\_\_ Denomination \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return the completed form directly to:**

**CENTRAL FLORIDA BIBLE COLLEGE**  
**9735 US Hwy 301 S.**  
**Dade City, FL 33525**  
**Telephone: 352-583-7674**



## CENTRAL FLORIDA BIBLE COLLEGE CHRISTIAN FRIEND'S REFERENCE

*(This portion completed by applicant)*

Name of Applicant \_\_\_\_\_ Telephone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*(This portion completed by Christian friend)*

The above-named individual is applying for admission. Your assistance in completing this form will be greatly appreciated. All information provided on this form will be held in confidence. Thank you for your help.

Please check the following as appropriate concerning this applicant:

	<b>ABOVE</b>		<b>BELOW</b>		
	<b>SUPERIOR</b>	<b>AVERAGE</b>	<b>AVERAGE</b>	<b>AVERAGE</b>	<b>INFERIOR</b>
<i>Mental ability</i>					
<i>Emotional stability</i>					
<i>Initiative</i>					
<i>Copes with stress</i>					
<i>Concern for others</i>					
<i>Leadership</i>					
<i>Accepts criticism</i>					
<i>Social adaptability</i>					
<i>Personal appearance</i>					
<i>Consistent Christian life</i>					
<i>Cooperation</i>					
<i>Integrity</i>					
<i>Health</i>					
<i>Energy</i>					
<i>Temperament</i>					
<i>Resistance to depression</i>					
<i>Reaction to new situations</i>					
<i>Dependability</i>					
<i>Attractiveness of character</i>					
<i>Consideration of others</i>					
<i>Friendliness</i>					
<i>Tact</i>					
<i>Family relations</i>					
<i>Ability to complete tasks</i>					
<i>Self-discipline</i>					
<i>Outlook on life</i>					
<i>Clarity of speech</i>					
<i>Teachableness</i>					
<i>Respect for authority</i>					
<i>Sense of responsibility</i>					
<i>Resourcefulness</i>					
<i>Spiritual maturity</i>					
<i>Faithfulness to church</i>					
<i>Financial integrity</i>					



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(Please type or print)

1. How long have you known the applicant?

---

2. How well do you know the applicant?

- Only by name and sight  
 Casually, have had a few personal contacts  
 Well, have had many personal contacts  
 Very well, have had a close relationship

3. To the best of your knowledge has the applicant made a personal commitment to Jesus Christ?

Yes  No  I don't know

4. What evidence of commitment have you seen in the applicant's daily life?

---

---

5. In what form of Christian service have you had opportunity to observe the applicant?

---

---

6. How would you rate the applicant's spiritual influence on other people?

Outstanding  Above average  Superior  Average  Below average

7. Has applicant's entire record been such that you would place full confidence in his/her integrity?

Yes  No

Please explain: 

---

8. To your knowledge, does the applicant use any of the following?

Smoke or use Tobacco  Drugs  Alcoholic Beverages

9. Are there personality traits that would hinder this applicant's relationship with others?

Yes  No . If yes, please explain:

---

---

10. Describe any home factors which might affect the applicant's success. Please state both positive and negative factors. Comment on the family and the social background of the applicant:

---

---

11. Would you consider the applicant emotionally qualified for full-time Christian service or ministry?

Please explain:

---

---

12. If applicant is married, please comment on both positive and negative factors that might affect the Applicant's success.

---

---

13. Is there any other information we should know that would better enable us to evaluate this person?

---

---

14. To your knowledge is the applicant prompt in paying debts? Yes  No  I don't know

---



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15. Have you ever had reason to question the applicant's morals? Yes \_\_\_ No \_\_\_

If yes, please explain:

---

16. I recommend this applicant \_\_\_ I do not recommend this applicant \_\_\_

If negative, please explain:

---

Friend's name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return the completed form directly to:**

**CENTRAL FLORIDA BIBLE COLLEGE**

**9735 US Hwy 301 S.**

**Dade City, FL 33525**

**Telephone: 352-583-7674**



*Then said Jesus to those Jews which believed on him, If ye  
continue in my word, then are ye my disciples indeed;  
(John 8:31).*



# *Appendix B*



## *Ministerial Practicum Forms*



*Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth (2 Timothy 2: 15).*



## SUPERVISOR MINISTERIAL PRACTICUM REPORT

<b>Student Name:</b>		
<b>Area of Ministry:</b>	<b>Start date:</b>	<b>End date:</b>
<b>Place of Ministry</b>	<b>Supervisor name:</b>	

**INSTRUCTIONS:** This form has been developed to monitor the performance of each practicum student not only for grading purposes but also to aid in their hands-on-training, provide support and help them identify their areas of strengths and weaknesses. As a Supervisor, you have a key role in training the future minister of the Kingdom of God. This form is to be completed by the Supervisor and given to Student to turn into the Academic Dean by March of the student academic year. The student is to complete a minimum (but not limited to) of 72 hours.

**1. Evaluate the student in the following areas based on your observations.**

	Doesn't Meet Expectations	Meets Expectations	Exceeds Expectations	N/A	Comments
<b>PERSONAL:</b> appearance, stability, attitude, etc.					
<b>SPIRITUAL:</b> reading & study of Scriptures; prayer & fasting; growth & spiritual maturity.					
<b>RELATIONSHIPS:</b> compassion, adaptability, social skills, ability to gain & maintain confidence & trust. Teamwork & cooperation.					
<b>FAITHFULNESS:</b> Participation in all aspects of the area of Ministry					
<b>MINISTERIAL DEVELOPMENT:</b> Has the student developed & gained an understanding of their specific area of Ministry?					
<b>PROBABILITY OF SUCCESS:</b> How probable is the student to succeed in their area of ministry?					
<b>APTITUDE &amp; ABILITY TO LEARN:</b> How quickly does he/she learn?					
<b>RESPONSIBILITY:</b> Attendance, promptness, acceptance, and fulfillment of ministerial assignments, leadership and intelligent decision making.					
<b>2. What are the student areas of strengths and weaknesses?</b>			<b>Recommendations, or other observations or remarks:</b>		
• Areas of strengths	• Areas of weakness				

**SUPERVISOR SIGNATURE:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ACADEMIC DEAN SIGNATURE:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## STUDENT MINISTERIAL PRACTICUM REPORT

<b>Student Name:</b>	
Area of Ministry:	Start date:                      End date:
Place of Ministry:	Supervisor name:

**INSTRUCTIONS:** This form is to be completed by the student and turned in to the Academic Dean by March of the student academic year. The student is to complete a minimum of 72 hours Ministerial Practicum. The purpose of the Practicum is to give the student a hands-on-training experience and to help the student to identify their areas of strengths and weaknesses.

<p>1. BRIEFLY DESCRIBE THE DUTIES AND RESPONSIBILITIES OF YOUR AREA OF MINISTRY</p>	<p>2. DID YOUR SUPERVISOR CLEARLY EXPLAIN YOUR DUTIES AND RESPONSIBILITIES? WAS HE/SHE ACCESSIBLE TO ASSIST YOU? YES ___ NO ___ EXPLAIN</p>
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3. HOW MANY HOURS A WEEK HAVE YOU DEDICATED TO PREPARE TO MINISTER? (PRAYER, FASTING, BIBLE READING/STUDY, ETC.) \_\_\_\_\_

4. GIVE A SUMMARY OF YOUR PERSONAL AND SPIRITUAL GROWTH DURING YOU MINISTERIAL PRACTICUM.

<ul style="list-style-type: none"> <li>WHAT ARE YOUR AREAS OF STRENGTHS AND WEAKNESS? (AREA IN NEED OF GROWTH)</li> </ul>	<ul style="list-style-type: none"> <li>WHAT HAVE YOU DONE TO OVERCOME THE AREAS OF WEAKNESS?</li> </ul>
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<p>5. HAS THE MINISTERIAL PRACTICUM HELPED YOU TO DETERMINE YOUR SPECIFIC AREA OF MINISTRY? Yes ___ No ___ Explain</p>	<ul style="list-style-type: none"> <li>WHAT HAS BEEN YOUR MAJOR ACHIEVEMENT?</li> </ul>
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6. HOW MANY HOURS DID YOU COMPLETE DURING YOUR MINISTERIAL PRACTICUM? (Minimum of 72 hrs. required) \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

ACADEMIC DEAN SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_





*All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness: (2 Timothy 3:16).*



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# *Appendix C*



## *Licensing Agreement Documents*



*Hold fast the form of sound words, which thou hast heard of me,  
in faith and love which is in Christ Jesus  
(2 Timothy 1:13).*



## Central Florida Bible College (CFBC) Licensing Agreement (Student)

The primary purpose of this document is to help establish an agreement between all licensed and ordained CFBC graduates, at every level of training and degree and between CFBC, its educators and board of directors of the acceptable ministerial code of ethics, conduct and moral behavior expected and agreed upon by all graduates of CFBC.

In so doing, this document will state the primary (not all) of the code of ethics, conduct and moral behavior that students have been taught and instructed to be practiced and obeyed by a licensee to continue in the fellowship as a CFBC licensed minister. By breaking or doing anything contrary to the ministerial code of ethics or any action deemed scripturally inappropriate, as stated in the Christian Bible, the Licensee renounces his/her right to be part of the fellowship immediately, and upon doing so, will lose the support and license of the CFBC fellowship.

The second purpose of this document is to help ensure that those presently in positions of ministry and leadership in the Church of Jesus Christ who are considering employing, assign and delegate authority or responsibility at any given level of ministry to one of CFBC's licensed ministers is well informed in printed form a summary of CFBC's acceptable ministerial code of ethics, conduct, moral standards, and training of all licensed ministry candidates.

The third purpose of this document is to serve as a legally binding agreement between any-and-all actively licensed ministers of CFBC and the parent organization of Anchor of Our Souls Ministries Inc. The license holder acknowledges that they alone are fully responsible for their actions, moral values and conduct in-and-out of all ministry settings. The licensee takes full responsibility for their conduct as a license holder. CFBC, the Fellowship, Anchor of Our Souls Ministries Inc. or its board of directors will not be held responsible for the conduct or decision of any licensee. Any and all legal matters, fines, penalties or lawsuits that may result due to choices, actions or conduct, appropriate or otherwise, is fully the responsibility of the license holder. All financial responsibility of any such action charged to a student, shall also fully be the responsibility of the license holder and at no time shall CFBC/Anchor of Our Souls Ministries Inc. become part of any legal matter instigated by a third party or licensee. At no time shall CFBC or Anchor of Our Souls Ministries Inc. provide financial or legal assistance for fines, lawsuits or legal matters that may be a result from the choices, actions or conduct of a license holder.

It is understood by all parties that the ministerial license provided by CFBC is strictly for the purpose of assisting in a ministry capacity under the leadership of elders and leaders of the local body where the licensee is a member. These elders and leaders will further instruct and hold each licensee accountable for the positions they assist. The license does not authorize any holder as a pastor, counselor or any administrative ministerial position identified in Scripture, and should never be used as evidence of ordination. The license is solely in the capacity of assisting (helps) other ordained leaders and those

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servicing in offices of scriptural administration in the church. The license is supportive of evidence that all graduates have been instructed and prepared to serve and assist those presently in ministry, by providing a foundation of Biblical doctrines, ethical codes and moral expectations as Scripture deems necessary for practicing service with/to/upon the Body of Christ as a repertory measure to further serve in a God-ordained ministry.

**Authority:**

1. God is the primary authority over the believer. He communicates His will through His Spirit.
2. The Holy Bible is the written Word of God; it represents His heart, mind, and will and carries the same authority over the believer's life.
3. God has called and anointed human representatives that have His authority to lead people and help them be all that they can be in Christ (Ephesians 4:11).
4. All men and women must first submit to authority and be proven faithful before given authority by those who recognize and affirm their faithfulness (2 Timothy 2:2).
5. Men and women of God need accountability from other men and women of God and should be part of a fellowship that will support a Godly lifestyle (1 Corinthians 16:16).
6. Licensees are to always respect authority, but more-so in the public setting, continually displaying unity and order in the Church of Jesus Christ.
7. If there is ever an issue or action of disagreement with authority, a time in private should be scheduled to meet with that leader to share any concerns a licensee could potentially have.
8. Licensees are encouraged to learn how to hear the heart of those in authority, and not to be critical but supportive. Always reminded that what one sows they shall reap.
9. In matters where disagreement may exist, the licensee should agree to disagree with the leader, but be supportive publicly. The only exception would be if the matter is unscriptural or anti-Christ in nature, otherwise, licensees should keep single-mindedness in purpose and vision with the leadership.
10. At no time should a licensee ever express their disapproval of leadership with others in the congregation in casual conversation or otherwise. It should not occur privately or publicly; doing so may result in division and disunity in the ministry.
11. All licensees are encouraged to obey the command to make it a joy for those who watch over their souls (Hebrews 13:17).

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**Ethical Conduct:**

1. Licensees should never make promises that they can't keep about confidentiality. Pastors have a right to know the condition of their people. Licensees must always remember that they play a supportive role in the ministry team, leadership and staff. Typically, ministers stay very busy and aren't always able to tend personally to the needs of every person in the congregation; although, if they could, they would. Licensees are being provided the privilege of being able to help solve some of these challenges in the ministry they serve. Being part of the solution and not the problem is the goal of a licensee. It is, however, important to remember that to be part of the solution doesn't mean that knowing the condition of the sheep should stop with the licensee. It needs to be passed on to the Shepard. Licensees will have a chance to hear many different perspectives and issues occurring among the people. It is important that you share information that is crucial to maintaining a morally and spiritually healthy congregation. Please do not commit to keeping crucial information from the leadership that could hurt the ministry as a whole.

2. Licensees must encourage God's people to interact with the leadership when concerns and disappointments arise and not share concerns with those who cannot resolve the matters. Leadership should be perceived as trustworthy. Some people have a problem with trusting authority. In some cases, a lack of trust is understood, due to personal past experiences. It is crucial that licensees encourage trust of the leadership and those in authority. It is important to support openness and honesty when frustrations and disappointments happen with the direction a ministry is heading.

3. Licensees are encouraged to bridge this gap of communication between the congregation and the leadership by helping to break down the walls of unrealistic suspicion and unapproachability sometimes placed there by the enemy. In our society, today the media supports and promotes suspicion of those in authority. The news is not primarily about what good leaders do, but about their failures. Leaders can't do a thing about issues that they are kept in dark about. Help them to get the information needed to keep the Body of Christ healthy. Remember, to "do unto others as you would have them do unto you" (Luke 6:31).

4. When people share their dissatisfaction. Be careful as a licensee not to get caught up in being the sounding board for persons displeased with the leadership. It will pollute your spirit and begin to promote the internal savior complex. There is only one Savior, according to Scripture. The fact that people are interested in sharing their perspective and opinion may initiate the feeling of leadership euphoria, that is, being needed and recognized as trustworthy and influential by a group of people with a cause. Unfortunately, this type of scenario is often not to create unity but disunity. This is just one of many traps the enemy will bait to get licensees at odds with the others in authority. Some of the most damaging situations that occur in ministry, come from within the leadership by disgruntled leaders. Taking up a cause for the disgruntled will ultimately lead to some type of division.

5. Being alone with someone of the opposite sex. Licensees should avoid at all cost, situations that could make them vulnerable to an accusation of misconduct. While nowadays it is no longer limited to

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a person of the opposite sex, it is still important to keep in mind that there are people out there that specialize in creating vulnerable situations for ministers. Not to mention that the enemy of our souls is always looking for an opportunity to destroy the credibility of God's people. Implement fail-safes, to protect yourself and the ministry you represent. Do not drop your guard and become another statistic.

6. Licensees should never conger-up answers to questions or subjects they do not know or have the answer to. If you do not have the knowledge or answer, tell the truth and inform the person that you will research the topic and help them to get an answer.

7. Licensees should never be misleading of having the authority that they have not been given. Pride can quickly pop its head up anywhere and in any scenario. Guard your heart!

8. Psychological counseling should only be done by those that hold the proper credentials, such as, psychiatrists, psychologists, licensed pastoral counselors, etc.

9. Licensees trained in Biblical counseling, must always clearly specify to the counselees the type of counseling they perform and the credentials they have earned to do so. At no time should any licensee pass themselves off as something they are not.

10. Licensees should never attempt deliverance without the approval, training, and backing of a senior minister. No attempt to cast out demons or unclean spirits without first consulting with a senior minister should ever be done. This is not a spiritual authority issue. We are aware that the Lord Jesus gave the church power in general over the enemy to cast these ungodly entities out of those possessed by them. It is about fully understanding the elements that are launched into motion and the commitment being made by those being delivered and those conducting the deliverance. When deliverance is initiated a person cannot be left alone until they are completely set free or the state of that person may be worse than before. This can take hours, in some cases days, and require the support of intercessors. We are not saying that this is the case all the time, but it is important to be aware of what could potentially happen.

### **Legal Protocol:**

1. When dealing with child abuse of a minor, anyone holding a ministerial license is a mandatory reporter and should consult with those in leadership, starting from the top of the chain of command down as to how such cases are dealt with in the ministry. The leadership will help licensees follow the necessary protocol for reporting such incidents established by the ministry.

2. Never promise confidentiality to minors, especially if the parents/caregivers are unaware of an abuse presently happening or that has happened to their child. **THIS IS ILLEGAL.** Unless you are a licensed professional with the consent of the parents/caregivers to keep confidentiality of their child's affairs, you should never do so. By the time someone seeking Biblical counseling comes to you for abuse issues the parents/caregivers of the victim should have already gone through the proper

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channels of reporting. If the parents/caregivers of an abused child have not gone through the proper channels of reporting, you should encourage them to do so right away. If the parents/caregivers refuse, as a licensed minister you must immediately consult with the senior staff member as to how to proceed. An immediate effort to contact the proper authorities **MUST BE MADE**.

3. If a licensee or senior staff member chooses not to report child abuse, they are taking a chance with the well-being and potentially the life of a child. If the authorities find out about the failure to report, it could result in major litigation and possibly incarceration.

4. If a minor reveals that a parent/caregiver is abusing them, the child should immediately be placed with Children's Services until an investigation can be conducted. At once inform a senior staff member and let them initiate the proper steps to protect the child. If a senior staff member is not available, the authorities should be contacted to protect the child. Do not contact the parents/caregivers. Let the authorities explain the accusation of the child against them. Do not attempt to figure out if the accusation is true or not, this is where most people make mistakes because the accusation may not seem believable about what seems to be a credible parent/caregiver.

5. At no time should a licensee discuss an accusation of child abuse with anyone, including their spouse unless, by not doing so, could directly affect the safety of their own children. There have been cases where minors have falsified information about abuse to taint the image of parents/caregivers and other authority figures in retaliation. If the accusation is classified incorrectly, before the investigation is completed, it could result in some irreversible damage to the character and life of the accused. Character defamation lawsuits have been filed against ministries and won because the information was released prematurely and incorrectly. In some cases, jobs were lost and whole communities turned against individuals who were announced innocent at the end of the investigation, but by that time the damage had been done.

6. If an adult informs you of an abusive situation perpetrated against them, encourage them to follow the proper channels of reporting. If the abuse is physical and potentially life-threatening, follow the procedures established by the ministry you represent and inform a senior staff member immediately. Review the proper protocol required by your state. Become familiar with emergency abuse center locations and phone numbers. Get to know their rules and requirements for emergency housing and protection. Have telephone numbers and addresses handy.

7. Domestic disputes should be handled with extreme caution. If a licensee finds themselves refereeing a domestic dispute, and if it is escalating and looks like it is about to become violent, contact the authorities immediately before it potentially gets out of control. Let the authorities help usher in order and restrain those considering physical aggression. Many ministers, male and female alike, have been seriously hurt trying to stop physical violence between couples and family members. Worst yet is when the licensee hurts someone in self-defense.

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8. At no time should licensees take matters into their own hands or attempt to return physical violence to protect themselves. Avoid at all cost putting yourself in a situation that may require you to become personally physical. It is riskier to put yourself in the middle of a situation that has been violent in the past. It becomes easier for people to get physical once it has started. Call the authorities to accompany you, before attempting to get involved in a situation that has previously been violent and appears to be heading in the same direction.

9. If a victim does not want to stay at the residence where the form of abuse occurred but needs to go back to pick up personal items, contact the authorities and let law enforcement handle the situation. In many cases, they can help plow the way for a peaceful entry and exit. Domestic disputes are some of the most dangerous and violent calls law enforcement officers must deal with daily in our country.

10. Suicide threats should be dealt with immediately. Contact a senior minister or staff member and let them know the information you have obtained. Follow the proper protocol established by the ministry and the state you reside in for such cases. A licensee should never try to diagnose if a person threatening suicide will follow through with the threat or not. Most ministries and states require that the Baker Act is implemented on those that threaten suicide. It is crucial to leave the diagnosis to the professionals. Liability for not reporting suicide could potentially mean the life of a person is at stake. Liability is sure to follow if the protocol requirements are not met by a licensee.

11. Suicide threats of third parties. Licensees who receive phone calls or get a visit about a third party threatening suicide should at once have the person who witnessed the statement, call the authorities about the third party's threats of suicide. A licensee should not attempt to call the authorities if the statement was not personally witnessed by them. Most states have law enforcement officers that are taught to evaluate people threatening to take their own lives. After the evaluation, if the officers feel that there is a possibility the person may follow through with the threat, they have the authority to Baker Act the person for evaluation.

12. The Baker Act is basically when a person's rights are violated in order to protect the person from hurting themselves or others because they are not in the right state of mind. They are held in a safe environment often a hospital for a mandatory psychological evaluation and observation.

**Personal Finances:**

1. God blesses His people with the ability to prosper and gain wealth.
2. The gain is in-part to be used for the establishment of God's Kingdom on earth.
3. Licensees have been taught and trained to tithe on their wealth.
4. The tithe is not an Old or New Testament concept, it is about His "Lordship" in the believer's life.
5. The tithe is not to be dispersed as one sees fit but belongs to God as a Kingdom tax on the citizens of the Kingdom for the expansion of the Gospel.

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6. The tithe goes into the storehouse where the licensee is fellowshipping.
7. Love offerings, gifts, and alms are encouraged but not to be considered or confused as part of the tithe, but above and beyond the tithe.
8. It is important for licensees to pay their personal bills and take care of their financial commitments. We are aware that hard times can happen to anyone. We encourage that all licensees live within their financial means. Try not to get into credit card or any other type of credit debt. It can in some cases hurt your credibility as a minister.

**Ministry Finances:**

1. At no time should any licensee discuss privileged financial information about other congregational members.
2. Licensees should encourage others in the congregation to tithe and give to the cause of Christ by teaching the principles of tithing and giving to others, as approved by leadership.
3. At no time should any licensee receive monies for public speaking or other ministry related work without filing the proper tax paperwork with the hosting ministry.
4. All ministry monies should go through the ministry office, books, and bank account, before being given as salaries, to pay bills, given to guest speakers or contractors of any kind.
5. When licensees are asked to speak or conduct ministry services for an honorarium, monies contributed by well-meaning congregational members given directly to the licensee should be put in an envelope and given to the hosting ministry to run through the ministries office. Licensees may suggest to the person who wants them to have it, to put it as a love offering for the speaker, etc. It will ultimately be up to the hosting ministry staff whether it will be given to the licensee or not.
6. Licensees asked to speak or conduct ministry services for a love offering, should not solicit the love offering from the congregation, unless authorized to do so by the hosting ministry. It should be left up to the hosting ministry to decide when and how they will ask for the love offering. The offering should again, be given to the hosting ministry to run through their office and books unless they specify differently to the licensee. At which time, the licensee should fill out the proper tax paperwork or pay the taxes due for the income received when filing their personal taxes.
7. When licensees are granted forms of tax exemption by any ministry, it should never be used for personal purchases. Always separate personal purchases and ministry purchases, no matter how long the line at the register may be. Using the exemption for personal purchases may result in the loss of the tax exemption for the ministry that has entrusted the licensee with it and possible fines and in some cases of major abuse, jail time.

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8. Licensees should keep accurate books and clearly define ministry related expenses from personal ones if they plan to file for deductions of ministry related expenses. This is an area that I.R.S. is extremely vigilant about, and unfortunately, the area where most ministers falter, primarily for poor record keeping.

9. At no time shall any licensee use ministry money for personal use. Many ministers have made this mistake and paid dearly for it.

### **Character:**

1. The character is what an individual does when no one else is around or watching. As believers, we're aware of the fact that we really are never alone. There is always someone watching. Please make sure that our conduct is as close to that of our Savior as possible. He exemplified perfect character. Let's be true to ourselves and those that we give account to.

2. When licensees fall short of the mark, they should immediately repent and do as the Scriptures say to do. Acknowledge the weakness and find a scriptural way of getting the victory in the weakness.

3. If a licensee is struggling with some kind of sin, they are to go to someone in a position of authority, to whom they can confess the matter, and who will help them stay on course. There are some areas of weakness that cannot be as easily overcome as others without the right support and accountability structure. Pride can do more damage in the life of a minister than almost any other sin.

4. Transparency with a mature leadership is one of the best ways to grow in character. Transparency will also help licensees stay victorious over old character flaws.

5. Licensees and potential ungodly soul ties. There are relationships that can turn into unhealthy and sometimes perverted relationships. These relationships can lead to ungodly soul ties and ultimately to sin. While some ungodly soul ties don't always end up in sexual misconduct, they are still perverted in nature. Most people know when a relationship is starting to head in this direction because character compromises are initiated almost immediately to protect and continue in the relationship. Licensees should regularly evaluate relationships. If they find themselves acting out of Christ-like character, they should immediately get help and become accountable to someone in leadership.

### **Leaving a Ministry:**

1. If the time comes for a licensee to leave a ministry regardless of the reasons for leaving, the correct way is whatever the senior minister and leaders have set as the protocol for exiting.

2. As much as a person may be missed by a congregation and vice-a-versa it should be the goal of every licensee to minimally affect a congregation as the transition takes place.

3. Do not break the chain of command. Sit with the senior minister and make them aware and explain the reasons for the decision, long before sharing your decision with others.

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4. The senior minister may or may not support the move. Either way, exiting protocol from the ministry should be followed.
5. Some senior ministers may ask a licensee to work with them until the position or function they hold can be filled by another person. In some cases, a send-off or blessing is publicly done. In other cases, the minister may ask it to be done quietly and slowly or quickly.
6. Be open to what the senior minister and leaders want to do. **“Do not take it personally”**, people, in general, do not like change. The senior minister may know something about the congregation that others do not. All moves should be made in the right spirit.
7. **Do not** speak bad about the ministry or the ministers, simply move on and tell the others that it was time for the change to happen. People are naturally suspicious and untrusting of leadership, many will think that there is something wrong with the ministry or leadership. The less ripple caused, the better in the long run for everyone. Remember, life goes on after people leave a ministry. We should want the best for any ministry we have been a part of even if we didn't agree with everything or the way things were done.

### **Altar/Prayer/Helps Ministry in General:**

1. If a licensee is being used in the altar/prayer/help ministries in general, they must follow the protocol set in place by the senior minister and leadership. Altar/prayer/helps ministry are some of the most important positions in the Body of Christ. These positions bring a licensee in direct contact with the needs of the congregation.
2. When a licensee prays for important specific needs that could be life-threatening, after praying, ask the person if it is okay to share the information with the senior minister. Explain that it may be possible for the senior minister to help with the issue. Physical needs may include shelter, clothes, electric, food, etc. The same applies to major mental, emotional needs: suicide attempts, alcohol, and drug addiction issues should not be taken lightly. Spiritual needs may include demonic harassment, spiritual oppression, faithlessness, ungodly soul ties, etc.
3. **“NEVER, UNDER ANY CIRCUMSTANCE”** should a licensee tell or suggest that someone stop taking prescribed medication, even if a healing is evident and has occurred. Encourage the person to have the doctor confirm the healing and let the prescribers take them off the prescriptions. It will be a testimony and witness to the medical professionals. There is a proper way to ween a person off medication. Telling someone to stop the use of medications prescribed by a doctor is illegal and irresponsible. These laws are in place to protect everyone. The liability could fall on the ministry and personally on the licensee if the person begins to experience complications. Please let it be understood, CFBC will not support anyone who is not a medical or psychological professional telling anyone to stop the use of medication. This ministry fully believes in the power of prayer and a God who heals. We have seen many miracles, signs, and wonders. But remember, we are encouraged in scripture to follow the laws of God and man.

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4. "At no time" should any of the information a minister prays for/about be discussed with anyone outside of the people who have the authority to know private information of a congregational member. Usually, this type of sensitive information is limited to the senior minister or leader in charge of the ministry. This person will have the authority and right to further discuss an issue if they so desire. Hopefully, to get the person to the right source of help.

**Watching the video and document's signature**

By signing this document, you also agree to watch the video covering this licensing agreement. The video will review the agreement and you will be given credit for doing so.

Each student is free to choose to be or not to be part of the CFBC Ministerial Fellowship. It is not mandatory to be a student at CFBC. Licensees are to read and initial each page at the bottom right corner. Please have your Pastor/Leader sign the space provided for them. This must be signed by the leader you are working with unless you are an ordained minister working in your own ministry or for a denomination.

By signing this document, you acknowledge that you have read and understood its content in full. You also agree to follow through and practice what it states. You also agree that you understand the possible consequences of choosing not to.

**Pastors and Senior Ministers.** All licensed CFBC ministers have been taught the information written in this document. We ask that you please discuss any of these teachings a little further with the licensee if you feel that it would be a benefit to them. If you happen to know that the licensee is not practicing a teaching, please take a minute to discuss the teachings importance/significance from your personal or denominational perspective.

Seal not necessary for pastor signature.

Pastor/Sr. Minister \_\_\_\_\_ Date \_\_\_\_\_

Please sign and have notarized.

Licensee \_\_\_\_\_ Date \_\_\_\_\_

This person is known to me \_\_\_\_\_ Seal:

Notary signature \_\_\_\_\_

My commission expires \_\_\_\_\_

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# *Appendix D*



## *Student Course Completion Affidavit*



*And this gospel of the kingdom shall be preached in all the world  
for a witness unto all nations; and then shall the end come  
(Matthew 24: 14 ).*



**CENTRAL FLORIDA BIBLE COLLEGE  
STUDENT COURSE COMPLETION AFFIDAVIT**

Student Name: \_\_\_\_\_

Course Title: \_\_\_\_\_

Instructor: \_\_\_\_\_

By signing this affidavit you are declaring that you have completed all course requirements as listed below:

1. I have read all the course required reading(s).
2. I have viewed all online classes (online students).
3. I have turned in any assignments or homework assigned by the Instructor.
4. I have taken the test at classmarker.com

Coursework and affidavit are to be completed within **one week** of the last class date or a grade of "Incomplete" will be assigned to the student. A grade of "Incomplete" becomes an "F" three weeks after the last class date.

Note: Turning in this affidavit is part of the course requirements for all CFBC programs.

Refer to your Student Handbook for **LATE WORK POLICY**.

Student Signature: \_\_\_\_\_



*Behold, I give unto you power to tread on serpents and scorpions, and over all the power of the enemy: and nothing shall by any means hurt you (Luke 10:19).*



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# *Appendix E*



# *Grading System*



*Ye are of God, little children, and have overcome them:  
because greater is he that is in you, than he that is in the world  
(1 John 4:4).*



## GRADING SYSTEM

GRADE	PERCENTAGES	GRADE POINTS
A	94-100	4.0
A-	90-93	3.67
B+	87-89	3.33
B	84-86	3.0
B-	80-83	2.67
C+	77-79	2.33
C	74-76	2.0
C-	70-73	1.67
D+	67-69	1.33
D	64-66	1.0
D-	59-63	.67
F	0-58	0.0
W*		0.0
I		0.0

\*Any student that wants to withdraw from CFBC should submit a letter and speak with the College Administrator to formally withdraw. Unless the student formally withdraws, he/she will not be eligible for re-admission without a formal interview with the Administrator or President of the College. If the student just stops attending class, he/she will receive an “F” for any course with unsatisfied requirements. A “W” does not count against a student’s GPA.



*And Jesus came and spake unto them, saying, All power is  
given unto me in heaven and in earth  
(Matthew 28:18).*



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# *Appendix F*



## *Academic Calendars*

### *2018-19*



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*Finally, my brethren, be strong in the Lord, and in the power  
of his might (Ephesians 6:10).*



## CENTRAL FLORIDA BIBLE COLLEGE ACADEMIC CALENDAR 2018-19

Academic Year 2018-19

Program 1 courses: 1<sup>st</sup> and 2<sup>nd</sup> Year

DADE CITY CAMPUS/ONLINE Monday, 7-9:30 pm	COURSE NAME		INSTRUCTOR
2018—August 6		Orientation—Dade City Campus	Administration/Faculty
Aug. 13, 20, 27, Sept. 3* Test: Sept. 4 through 11	CHM-101	Excellence in Character	Dr. Linda Hunt
Sept. 10, 17, 24, Oct. 1, Test: Oct. 2 through 9	CHM-103	Knowing God's Voice	Dr. Linda Hunt
Oct. 8, 15, 22, 29, Test: Oct. 30 through Nov. 6	CHM-102	Foundations of Faith	Minister Toñita Herring
Nov. 5, 12, 19, 26 Test: Nov. 27 through Dec. 4 Christmas Vacation	CHM-104	Intercessory Prayer	Apostle Karen Kelly
2019—Jan. 7, 14, 21, 28 Test: Jan. 29 through Feb. 5	CHM-105	Ministry of the Holy Spirit	Minister Debra Tookes
Feb. 4, 11, 18, 25, Test: Feb. 26 through March 5	CHM-106	Authority of the Believer: Book of Ephesians	Minister Jessica Peach
March 4, 11, 18, 25, Test: March 26 through April 2	CHM-108	Old Testament Survey	Minister Debbie Cummings
April 1, 8, 15, 22, Test: April 23 through 30	CHM-109	New Testament Survey	Minister Gail Robinson
April 29, May 6, 13, 20 Test: May 21 through 28	CHM-107	Spiritual Warfare: Spiritual Strategies	Minister Toñita Herring
Ministerial Practicum—1 <sup>st</sup> and 2nd Year Dateline: March 31 <sup>st</sup>	MPR-100	Turn in Practicum forms completed and signed	Apostle Fred Puentes Dr. Linda Hunt Minister Toñita Herring
<b>EXPECTED GRADUATION DATE: June 8, 2019. Graduation Rehearsal: June 3, Dade City Campus</b>			

\*No Class on September 3--Major Holiday. Watch the video, session 4, for Sept. 3 class online.

### INSTRUCTIONS:

1. All tuition must be paid on the first day of each class. A \$10.00 late fee will be added if payment is not received on time for said class.
2. The test will be online. You will receive an email from classmarker.com with the login information. Tests will be available on Tuesdays after last class meeting until the following Tuesday at 11:55 pm. No test will be administered if tuition has not been paid unless other arrangements have been previously made with the Bookkeeper or the Academic Dean.
  - a. If a student is not able to take the test online, he/she must arrive 30 minutes before the next class starts to take the test. Previous arrangements must be made with the Teacher or Academic Dean.
3. All Practicum requirements must be met before a final grade is awarded.
4. All Students must turn in a Student Course Completion Affidavit signed and dated for each course. All students must read the Textbook and indicate so in the Student Course Completion Affidavit.
5. All make-up tests must be completed by the last day of class: May 20, 2019.
6. No diploma and/or license will be awarded to any student that has not completed all tests, turned in all practicum forms, submitted the notarized Ministerial License Agreement, and/or has not paid the tuition in full, by the last day of class on May 20, 2019.



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**CENTRAL FLORIDA BIBLE COLLEGE  
TEXTBOOKS FOR CALENDAR YEAR 2018-19**

Most of the textbooks are from Harvestime International Network. They can be downloaded free of charge from their website: <http://www.harvestime.org/english-curriculum>. If you want a hardcopy you can order them directly from their website also. The prices for the hardcopies vary.

Below is the list of textbooks from Harvestime International:

COURSE NAME	TEXTBOOKS
Foundations of Faith	Foundations of Faith
Knowing God's Voice	Knowing God's Voice
Intercessory Prayer	Intercessory Prayer
Ministry of the Holy Spirit	Ministry of the Holy Spirit
Spiritual Warfare: Spiritual Strategies	Spiritual Strategies (Warfare)
Old Testament Survey	Basic Bible Survey: Old Testament
New Testament Survey	Basic Bible Survey: New Testament

There are two courses that will require you to order the books from their publishing house or [www.amazon.com/books](http://www.amazon.com/books). The prices vary but they are affordable.

COURSE NAME	TEXTBOOKS
Excellence in Character	Excellence in Character ISBN 1-889723-45-2 Copyright 2004 by Robb Thompson Family Harvest Church 18500 92 <sup>nd</sup> Ave. Tinley Park, Illinois 60477
Authority of the Believer: Book of Ephesians	Or <a href="http://www.amazon.com/books">www.amazon.com/books</a> .  The Believer's Authority by Kenneth E. Hagin, Second Edition ISBN 0-89276-406-6 Kenneth Hagin Ministries P.O. Box 50126 Tulsa, OK 74150-0126 <a href="http://www.rhema.org">www.rhema.org</a> or <a href="http://www.amazon.com/books">www.amazon.com/books</a> .

**CENTRAL FLORIDA BIBLE COLLEGE**



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ACADEMIC CALENDAR 2018-19

Academic Year 2018-19

Program 3 courses: 3<sup>rd</sup> Year

DADE CITY CAMPUS/ONLINE Monday, 7-9:30pm	COURSE NAME		INSTRUCTOR
<u>2018</u> –August 6		Orientation—Dade City Campus	Administration/Faculty
Aug. 13, 20, 27, Sept. 3*, 10 Test: Sept. 11 through 18	CHM-301	Ministerial Ethics	Apostle Fred Puentes
Sept. 17, 24, Oct. 1, 8, Test: Oct. 9 through 16	CHM-302	Church Administration: Management by Objectives	Minister Jan Matala
Oct. 15, 22, 29, Nov. 5 Test: Nov. 6 through 13	CHM-303	Submission and Authority	Apostle D. Kelly
Nov. 12, 19, 26, Dec. 3, Test: Dec. 4 through 11	CHM-304	Principles of Leadership	Minister Tonita Herring
<u>2019</u> –Jan. 7, 14, 21, 28 Test: Jan. 29 through Feb. 5	BIC-305	People Skills: Appropriate Ways of Communication and Conflict Resolution	Minister Tonita Herring
Feb. 4, 11, 18, 25 Test: Feb. 26 through March 5	CHM-306	Introduction to Biblical Praise and Worship	Minister Iris Kelly
March. 4, 11, 18, 25 Test: March 26 through April 2	BIC-307	Introduction to Biblical Counseling I	Apostle Fred Puentes
April. 1, 8, 15, 22 Test: April 23 through 30	BIC-308	Biblical Counseling II	Apostle Fred Puentes
April 29, May 6, 13, 20 Test- May 21 through 28	BIS-309	Book of Hebrews: Harmony Between Old and New Testaments	Apostle D. Kelly
Ministerial Practicum- 3 <sup>RD</sup> Year Dateline: March 31 <sup>st</sup>	MPR-300	Turn in Practicum forms completed and signed	Apostle Fred Puentes Minister Tonita Herring
EXPECTED GRADUATION DATE: <u>June 8, 2019</u> . Graduation Rehearsal: <u>June 3, Dade City Campus</u>			

\*No Class on September 3--Major Holiday. Watch the video, session 4, for Sept. 3 class online.

**INSTRUCTIONS:**

1. All tuition must be paid on the first day of each course. A \$10.00 late fee will be added if payment is not received on time for said class.
2. The test will be online. You will receive an email from classmarker.com with the login information. Tests will be available on Tuesday after last class meeting until the following Tuesday at 11:55 pm. No test will be administered if tuition has not been paid unless other arrangements have been previously made with the Bookkeeper or the Academic Dean.
  - a. If a student is not able to take the test online, he/she must arrive 30 minutes before the next class starts to take the test. Previous arrangements must be made with the Teacher or Academic Dean.
3. All Practicum requirements must be met before a final grade is awarded.
4. All Students must turn in a Student Course Completion Affidavit signed and dated for each course. All students must read the Textbook, and/or the Reference book and/or chapters assigned by the Instructor and indicate so in the Student Course Completion Affidavit.
5. All make-up tests must be completed by the last day of class: May 20, 2019.
6. No diploma and/or license will be awarded to any student that has not completed all tests, turned in all practicum forms, submitted the notarized Ministerial License Agreement, and/or has not paid the tuition in full by the last day of class on May 20, 2019.



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**TEXTBOOKS FOR CALENDAR YEAR 2018-19**

COURS NAME	TEXTBOOKS
CHM-301 Ministerial Ethics	Ministerial Ethics, © 2004 by Joe. E. Trull and James E. Carter, ISBN: 978-0-8010-2755-0
CHM-302 Church Administration: Management by Objectives	Management by Objectives by Harvestime International. Download a free copy from <a href="http://www.harvestime.org/english-curriculum">http://www.harvestime.org/english-curriculum</a> . A hard copy can be ordered directly from their website.
CHM-303 Submission and Authority	Undercover © 2001 by John Bevere, ISBN: 0-7852-6991-6
CHM-304 Principles of Leadership	The 21 Irrefutable Laws of Leadership © 1998 and 2007 by John C. Maxwell, ISBN: 978-0-7852-8837-4 AND The Spirit of Leadership © 2005 by Myles Munroe, ISBN-10: 0-88368-983-9
BIC-305 People Skills: Appropriate Ways of Communication and Conflicts Resolution	People Skills: How to Assert Yourself, Listen to Others and Resolve Conflicts © 1979 by Robert Bolton, Ph. D., ISBN: 0-671-62248-X AND Confronting Without Offending: Positive and Practical Steps to Resolving Conflict © 2009 by Deborah Smith Pegues, ISBN: 978-0-7369-2149-7
CHM-306 Introduction to Biblical Praise and Worship	Exploring Worship © 1987, 2001 by Bob Sorge, ISBN: 0-9621185-1-6
BIC-307 Introduction to Biblical Counseling I	Why You Act the Way You Do © 1984 by Tim LaHaye ISBN-10: 0-8423-8212-7 or ISBN-13: 978-0-8423-8212-0 <u>Reference Book:</u> How to Be a People Helper: You Can Help the Others in Your Life by Dr. Gary Collins
BIC-308 Biblical Counseling II	Spirit Controlled Temperaments by Tim LaHaye, new updated and expanded-1993 edition, ISBN: 0-8423-6220-7 <u>Reference Books:</u> 1. Common Care Counseling Handbook by Terry D. Edwards & William R. Kimball, 2. Christian Counseling: A Comprehensive Guide by Gary R. Collins, PH. D
BIS-309 Hebrews: Harmony Between the Old and New Testaments	The Holiest of All by Andrew Murray, updated edition-2004, ISBN: 0-88368-523-X

**INSTRUCTIONS:**

It is the student's ultimate responsibility to get their own textbooks. The students also have the option to order their own books at any bookstore of their choosing or at [www.amazon.com/books](http://www.amazon.com/books). The prices at amazon.com may vary but most of them are affordable. Those books under suggested reading are not required, but a recommendation from the Instructor.



## CENTRAL FLORIDA BIBLE COLLEGE ACADEMIC CALENDAR 2018-19

Academic Year 2018-19

Program4 courses: 4<sup>th</sup> Year

DADE CITY CAMPUS/ONLINE Tuesday, 7-9:30 pm	COURSE NAME		INSTRUCTOR
2018—August 6		Orientation—Dade City Campus	Administration/Faculty
Aug. 14, 21, 28, Sept. 4, 11 Test: Sept. 12 through 19	CHM-401	Apologetics: A Defense of the Christian Faith	Apostle Fred Puentes
Sept. 18, 25, Oct. 2, 9, Test: Oct. 10 through 17	CHM-410	Ministry of Helps	Dr. Linda Hunt
Oct. 16, 23, 30, Nov. 6, 13 Test: Nov. 14 through 21	BIC-403	Biblical Principles of Child & Adolescence Counseling	Apostle Fred Puentes
Nov. 20, 27, Dec. 4, 11 Test: Dec. 12 through 19 Christmas Vacation	CHM-402	History of the Christian Church	Minister David L. Herring
<b>COURSE OF STUDY: PASTORAL MINISTRY</b>			
2019 Jan. 8, 15, 22, 29, Test: Jan. 30 through Feb. 6	PAM-405	Pastoral Counseling: Counseling with Scriptures	Apostle Fred Puentes
Feb. 5, 12, 19, 26 Test: Feb. 27 through March 6	PAM-406	Pastoral Theology	Pastor Victoria Justiniano
March 5, 12, 19, 26 Test: March 27 through April 3	BIS-409	Pastoral Epistles	Pastor Ruben Justiniano
April 2, 9, 16, 23, 30 Test: May 1 through 8	PAM-408	Bibliology	Dr. Linda Hunt
May 7, 14, 21, 28 Test: May 29 through June 4	PAM-407	Biblical Homiletics: Expository Preaching & Teaching the Bible	Dr. Linda Hunt
Ministerial Practicum-4 <sup>th</sup> year Dateline: March 31 <sup>st</sup>	MPR-400	Turn in Practicum forms completed and signed	Apostle Fred Puentes Minister Toñita Herring
<b>EXPECTED GRADUATION DATE: June 8, 2019. Graduation Rehearsal: June 3, Dade City Campus</b>			

**INSTRUCTIONS:**

1. All tuition must be received at Central Florida Bible College by the first day of each course. A \$10.00 late fee will be added if payment is not received on time for said class.
2. The test will be online. You will receive an email from classmarker.com on the date of the test with the login information. Tests will be available on Wednesday after the last class session until the following Wednesday at 11:55 pm. No test will be administered if tuition has not been paid unless other arrangements have been previously made with the Bookkeeper or the Academic Dean.
  - a. If a student is not able to take the test online, he/she must arrive 30 minutes before the next class starts to take the test. Previous arrangements must be made with the Teacher or Academic Dean.
3. All Practicum requirements must be met before a final grade is awarded.
4. All Students must submit a Student Course Completion Affidavit signed and dated for each course.
5. All students are required to read the Textbook and the Reference book and/or chapters assigned by the Instructor and indicate so in the Student Course Completion Affidavit.
6. All make-up tests must be completed by the last day of class: May 28, 2019. No diploma and/or license will be awarded to any student that has not completed all tests, submitted all practicum forms, submitted the notarized Ministerial License Agreement, and/or has not paid the tuition in full, no later than May 28, 2019.



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**TEXTBOOKS FOR CALENDAR YEAR 2018-19**

COURSE NAME	TEXTBOOKS
CHM-401 Apologetics: A Defense of the Christian Faith	Textbook: So What's the Difference? 2001 edition by Fritz Ridenour ISBN: 0-7394-2415-7 <u>Reference Book</u> : Larson's Book of World Religions and Alternative Spirituality 2004 edition by Bob Larson ISBN-10: 0-8423-6417-X or ISBN 13: 978-0-8423-6417-1
CHM-402 History of the Christian Church	Textbook: The Story of the Christian Church by Jesse Lyman Hurlbut, © 1970 by Zondervan Publishing House, ISBN: 0-301-26510-X <u>Reference Book</u> : Church History in Plain Language by Bruce L. Shelley, © 1995 by Word Publishing, ISBN: 0-8499-3861-9
BIC-403 Biblical Principles of Child and Adolescence Counseling	Textbook: Counseling Children and Adolescents by Ann Vernon, © 2004 by Love Publishing Company, ISBN: 0-89108-304-9 <u>Reference Book</u> : Counseling Teenagers by Dr. G. Keith Olson, © 1984 by Thom Schultz Publications, Inc., ISBN: 0-931529-67-0
CHM-410 Ministry of Helps	Textbook: The Ministry of Helps Handbook Revised and Updated by Rev. Buddy Bell. 2009 edition by Harrison House, ISBN-10: 1606830074 or ISBN-13: 9781606830079 and God's Armor Bearer Volumes 1 & 2 © 1990 by Terry Nance. ISBN: 0-89274-723-4 or 0-97191-932-1
PAM-405 Pastoral Counseling: Counseling with Scriptures	Textbook: Strategic Pastoral Counseling: A Short-Term Structured Model, 2 <sup>nd</sup> Edition, © 2003 by David G. Benner, ISBN: 0-8010-2631-8 <u>Reference Book</u> : The Quick-Reference Guide to Biblical Counseling © 2009 by Dr. Tim Clinton and Dr. Ron Hawkins, Publisher Baker Books, ISBN: 978-0-8010-7225-3
PAM-406 Pastoral Theology	Textbook: The Work of the Pastor by Victor D. Lehman, © 2004 by Judson Press, ISBN: 0-8170-1473-X <u>Reference Book</u> : Nelson's Minister's Manual: King James Version © by Thomas Nelson Publishers, ISBN 10: 0785250905 ISBN 13: 9780785250906
PAM-407 Biblical Homiletics: Expository Preaching and Teaching the Bible	Textbook: How to Prepare Bible Messages © 2005 by James Braga, 35 <sup>th</sup> Anniversary Edition, ISBN: 978-1-59052-451-0 <u>Reference Book</u> : Design for Preaching by Henry Grady Davis, © 1958 by Fortress Press, ISBN: 0-8006-0806-2
PAM-408 Bibliology	Textbook: An Introduction to Bibliology (Revised Edition) © 2016 by Dr. Jeffrey D. Breshears, ISBN: 978-1-5007156-7-0 <u>Reference Book</u> : An Introduction to Bibliology—Study Guide © 2014 by Jeffrey D. Breshears and Eric A. Smith, ISBN: 978-1-5023790-5-4
BIS-409 Pastoral Epistles	Paul The Pastoral Letters for Everyone: 1 & 2 Timothy & Titus © 2004 by Nicholas Thomas. Wright, ISBN: 0-664-22794-5

**INSTRUCTIONS:**

1. All students are required to read the textbooks and the reference books or chapters assigned by the Instructor. They must submit a signed and dated Student Course Completion Affidavit. It is the student's ultimate responsibility to get their own textbooks. You can order your books at any bookstore of your choosing or order them through [www.amazon.com/books](http://www.amazon.com/books). The prices at amazon.com may vary but most of them are very affordable.



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**NOTES...**