

	<p>Equip Biblical Institute</p> <p>Church Planting * Team Leadership * Pastors Institute</p> <p>2100 Greenfield Drive, El Cajon, CA 92019</p>	
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Pastoral Ministry

Professor:

Training Center City:

Semester and Year:

Course Description

This course focuses on how to develop the crucial attitudes and ministry skills needed to effectively serve as a pastor. Topics include teaching to change lives; the expository preaching process; the heart of a great pastor; officiating at baptisms, weddings, funerals, communion, and other occasions; making sense of the ministry; the pastor as a man, student, preacher, and shepherd/leader; and principles of pastoral counseling. Students will create visual projects and applications for transformational discipleship and leadership.

Course Design

This 14-week course is designed to equip pastors, church planters, and next-generation leaders with Bible knowledge, Christian character, servant leadership, and disciple-making skills with the goal of life-change. It addresses the learning styles of adults through active discussion, charts, visuals, Internet resources, team-building, and presentations. To ensure transfer of credit, changes to this course syllabus must be approved by both Equip Biblical Institute and Southern California Seminary. Over 1,200 leaders have completed EBI courses. *Suggestions for improving course design are appreciated.*

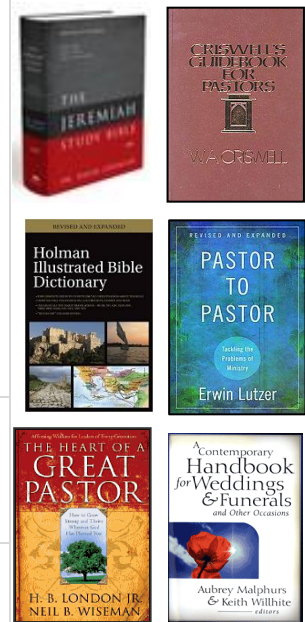
Required Textbooks

1. *Jeremiah Study Bible*. Annotated by Dr. David Jeremiah. Worthy Publishing, 2013. [CBD 9781936034895](#)
2. Dr. W. A. Criswell. *Criswell's Guidebook for Pastors*. Nashville, TN: B&H Pub Group, 2000. [CBD 9780805423600](#)
3. Dr. Erwin Lutzer. *Pastor to Pastor: Tackling the Problems of Ministry*. Grand Rapids, MI: Kregel Academic, 2008. [CBD 9780825429477](#)
4. Dr. H. B. London and Neil B. Wiseman. *The Heart of a Great Pastor: How to Grow Strong and Thrive Wherever God Has Planted You*. Ventura, CA: Regal, 2006. [CBD 9780830742813](#)
5. *Holman Illustrated Bible Dictionary*. Edited by Chad Brand. Nashville, TN: Holman Reference, 2015. [CBD](#) or [9780805499353](#)

Additional Books for Pastors, Leaders, and Advanced Students

6. Dr. Aubrey Malphurs. *A Contemporary Handbook for Weddings and Funerals*. Grand Rapids: Kregel Academic, 2003. [CBD 9780825431869](#)
7. Dr. O. S. Hawkins. *The Pastor's Primer*. Dallas, TX: GuideStone, 2006.

Internet Resources - [4truth.net](#) * [bible.org](#) * [blueletterbible.org](#) * [gotquestions.org](#) * [helpmewithbiblestudy.org](#) * [jeremiahstudybible.com](#) * [leestrobels.com](#) * [lifeway.com](#) * [ministrygrid.com](#) * [www.namb.net](#) * [nextgenleader.net](#) * [wayofthemasster.com/](#)



Professors – [Click here to receive the Notes by email](#). The intent of this course is to equip you with the Word of God, to strengthen your character and integrity, and to develop your relational and servant-leadership skills for the glory of God.

Learning Outcomes

- The student who successfully completes this course will be able to implement 2 Timothy 2:2:
1. Apply and equip others to recognize the importance of growth in pastoral ministry.
 2. Apply and equip others to apply the motivations for pastoral ministry.
 3. Apply and equip others to align one’s SHAPE and pastoral ministry.
 4. Apply and equip others to recognize the significance of staying close to God.
 5. Officiate and equip others to officiate at weddings.
 6. Officiate and equip others to officiate at funerals.
 7. Officiate at communion services, family dedications, baptisms, and ordination services.
 8. Apply the pastoral ministry principles in this course to life, family, and ministry.
 9. Participate in a group or individual presentation, mini-sermon, project, PowerPoint, mind-map, visuals, webpage, or YouTube video on a chapter in one of the textbooks.
 10. Type a 10- to 15-page term paper titled “Applications from Pastoral Ministry for Leadership and Character Development.”
 11. Coach leaders and pastors to develop Christian character through our identity in Christ, gratitude for the Gospel, the spiritual disciplines, personal revival, the fruit of the Spirit, the armor of God, the mind of Christ, and the seven virtues with the goal of transformational discipleship and leadership (Romans 12:1-2; 1 Peter 2:9-10; 2 Corinthians 9:24-27; Galatians 5:22-23; Ephesians 6:10-18; Philippians 2:5-11; 2 Peter 1:3-8).

Methods of Instruction

Instruction emphasizes active learning, problem-based learning, project-based learning, presentation-based learning, team-based learning, reflection, discussion, interactive lecture, collaboration, visuals, term papers, and exams, with the goal of long-term and real-world learning that results in life-change and leadership skills. The major pedagogical premise of this course is that students should be treated like the servant-leaders they are becoming.

Dr. Gary C. Woods has served as the Bible Department Chairman and Registrar at Southern California Seminary. Dr. Woods has taught for Liberty University, Luther Rice Seminary, San Diego Christian College, and Southern California Seminary. He has a Doctor of Education in Technology and Learning from Alliant International University, a Master of Divinity in Missions from Southwestern Baptist Theological Seminary, and a Bachelor of Science in Cross-Cultural and Pastoral Ministry from Liberty University. He has served as a pastor and church planter with the North American Mission Board, and as an elected governing board member of GUHSD with over 20,000 high school students.



Accelerated Adult Learning Strategies

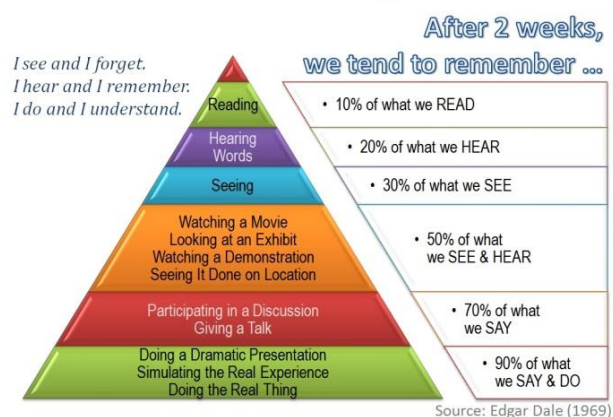
Authentic learning involves observation, interpretation, and application. The goal of *balanced instruction* is to address the learning strengths of adult learners, including verbal, visual, musical, logical, kinesthetic, reflective, interpersonal, natural, and spiritual. *Student-centered instruction* is most effective when it impacts the mind, will, and emotions.

TEAM-based Active Learning Principles

Students are encouraged to study in teams to develop application skills, leadership/relational skills, and presentations. Students are not to give answers to co-learners, but help them learn how to find the answers.

TEAM = Together Everyone Accomplishes More.

The Cone of Learning



p a s t o r a l m i n i s t r y

Student Requirements

First, answer the **questions** in the **portfolio** before class. This will assist student-leaders in focusing on core information and developing the time-on-task study skills and writing skills essential to effective learning and long-term memory. Each student must do his or her own work.

Second, maintain the **journal** in the portfolio. (1) What is God teaching you in this session? (2) How are you going to apply these concepts to your life, family, and ministry? (3) How can your church apply these concepts to making disciples and developing leaders? This will assist student-leaders in developing reflection, application, and decision-making skills essential to spiritual growth.

Third, participate in the **discussion** of the questions and applications in the portfolio during class. Through discussion students learn from one another and sharpen one another as iron sharpens iron. This will assist student-leaders in developing the relational, speaking, and creative/critical thinking skills essential to effective teaching and servant-leadership.

Fourth, complete the **midterm exam**. This will assist student-leaders in developing long-term memory through multiple reviews of the core material.

Fifth, participate in an individual or **group presentation** on one of the chapters in the textbooks. The ability to make engaging presentations will multiply your influence, leadership, teaching, and preaching. Discuss applications found in that book. This presentation can be a PowerPoint, drama, role-play, charts, or drawings. This will assist student-leaders in developing the creative/critical thinking and teamwork skills essential to effective teaching and servant-leadership. Week 13

Sixth, type a 10- to 15-page **term paper** titled "Applications from Pastoral Ministry for Leadership and Character Development." The ability to write well will multiply your influence, leadership, teaching, and preaching. Footnote all the ideas, paraphrases, and direct quotes in your paper, whether from books or the Internet. Font should be Times New Roman 12. Include illustrations and charts. This will assist student-leaders in developing the creative/critical thinking and writing skills essential to effective biblical teaching, preaching, and servant-leadership. Week 13

Seventh, complete the **final exam** in the portfolio. This will assist student-leaders in developing long-term memory through multiple reviews of the core material and in focusing on transformational leadership and teaching skills. Week 14

Course Objective Is Life Change

Our mission is to bring glory to God by assisting local churches to equip believers to live and minister biblically based on the inerrant Word of God. This equipping includes Bible knowledge, Christian character, and ministry skills. The objective is to take student-leaders from where they are and move them to where they need to be. Students will learn how (1) to read with their brains; (2) to remember what they have read; (3) to sharpen their thoughts through journaling; (4) to speak effectively before others; (5) to work as learning teams of leaders; and (6) to biblically apply what they are learning to life, family, and ministry.

Accelerated Adult Learning Techniques

Adults learn in unique ways and so this course incorporates multiple learning styles. According to the **Cone of Learning**, writing, discussing, and applying concepts are the keys to accelerated adult learning. The portfolio is foundational to learning because students remember more of what they write, discuss, and apply. By applying these principles of champion learners, students will experience transformational growth. Welcome to the accelerated disciple-making process!

Session	Date	Professor Responsibilities	Student Responsibilities
1		<p>The Place of the Pastor The Pastor in the Pulpit The Pastor in His Study Go over this syllabus and the portfolio. Preview the study guides for the exams. Discuss the appendix. Discuss portfolio questions and journal applications. Demonstrate how to get the most out of the <i>Jeremiah Study Bible</i>, the <i>Holman Illustrated Bible Dictionary</i>, and the textbooks. Ask students to share an article related to this course from the <i>Holman Illustrated Bible Dictionary</i> or the <i>Jeremiah Study Bible</i>. Group activity: Create a visual summary or mind-map of one of these chapters. Review in class: YouTube videos by the authors of the textbooks. Review in class one of the resources for leaders and pastors at: http://blog.lifeway.com/ https://ericgeiger.com/blog/ https://newchurches.com/blog/ http://thomrainer.com/blog/ www.blogos.org/blog-columns.html www.christianity.com/blogs/ www.crosscards.com/blog/ www.crosswalk.com/blogs/ www.malphursgroup.com/blog/, Assist students in improving their term papers and Christian character through coaching, feedback, and rubrics. These are crucial learning and leadership skills. Review the Transformational Discipleship Covenant</p>	<ul style="list-style-type: none"> ❑ Print 229 Pastoral Ministry portfolio and notes. ❑ Pay the honorarium to the director. ❑ Skim the textbooks and be prepared to discuss how these books are unique as learning tools. ❑ Study chapters 1-3 in <i>Criswell's Guidebook for Pastors</i>. ❑ Study chapter 1 in <i>The Heart of a Great Pastor</i>. ❑ Skim pages 1-26 in <i>Handbook for Weddings and Funerals</i>. ❑ Explore the resources in the Topical Index of the <i>Jeremiah Study Bible</i> or at www.jeremiahstudybible.com. ❑ Explore for 15 minutes the blogs on this topic at: http://blog.lifeway.com/ https://ericgeiger.com/blog/ https://newchurches.com/blog/ http://thomrainer.com/blog/ www.blogos.org/blog-columns.html www.christianity.com/blogs/ www.crosscards.com/blog/ www.crosswalk.com/blogs/ www.malphursgroup.com/blog/, ❑ Type the answers to the portfolio questions and journal applications in preparation for the discussion and group activity. ❑ Begin writing the term paper. ❑ Review the study guide. ❑ Read the <i>Baptist Faith and Message</i> in Resources at www.sbc.net. ❑ Disciple-making: share what you are learning with young leaders and apprentice disciples and invite them to class.
2		<p>The Pastor in His Sermon Preparation The Pastor and His Staff The Organization of a New Church Welcome guests and encourage students to share what they have learned so far. Discuss portfolio questions, applications, and resolutions.</p>	<ul style="list-style-type: none"> ❑ Study chapters 4-6 in <i>Criswell's Guidebook for Pastors</i>. ❑ Study chapter 2 in <i>The Heart of a Great Pastor</i>. ❑ Skim pages 27-58 in <i>Handbook for Weddings and Funerals</i>. ❑ Explore Internet resources on this topic to share with the class. ❑ Type the answers to the portfolio.

Session	Date	Professor Responsibilities	Student Responsibilities
		<p>Coach students on how to improve their term papers and transformational pastoral ministry skills in class.</p> <p>Group activity: Create a visual summary or mind-map of one of these chapters.</p> <p>Discuss with students the implications, responsibilities, and applications of our identity in Christ as co-laborers with Christ, shepherds of God's flock, the people of God, the family of God, the and priesthood of believers.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Work on the term paper and bring to class for coaching. <input type="checkbox"/> Review the study guide. <input type="checkbox"/> Community service: as a royal priest and as an ambassador of Christ, update your "Reach List" of every person you know who needs Christ or is unchurched so that you can pray for them by name. <input type="checkbox"/> Disciple-making: share what you are learning with young leaders and apprentice disciples and invite them to class. <input type="checkbox"/> Disciple-making: go on an evangelistic visit with your pastor, deacon, church leader, Sunday school worker, or friend during this course. <input type="checkbox"/> Character development: reflect on your current character and the implications, responsibilities, and applications of your identity in Christ.
3		<p>The Pastor Structures the Church Financing the Church The Pastor and the Construction</p> <p>Discuss portfolio questions, applications, and resolutions.</p> <p>Coach students on how to improve their term papers and transformational pastoral ministry skills in class.</p> <p>Group activity: Create a visual summary or mind-map of one of these chapters.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Study chapters 7-9 in <i>Criswell's Guidebook for Pastors</i>. <input type="checkbox"/> Study chapter 3 in <i>The Heart of a Great Pastor</i>. <input type="checkbox"/> Skim pages 59-840 in <i>Handbook for Weddings and Funerals</i>. <input type="checkbox"/> Type the answers to the portfolio. <input type="checkbox"/> Work on the term paper and bring to class for coaching. <input type="checkbox"/> Review the study guide. <input type="checkbox"/> Pray for those on your reach list. <input type="checkbox"/> Share what you are learning with your apprentice disciples.
4		<p>The Many Ministries of the Church Administering the Ordinances The Ordination of the Pastor and Deacons</p> <p>Discuss portfolio questions, applications, and resolutions.</p> <p>Coach students on how to improve their term papers and transformational pastoral ministry skills in class.</p> <p>Group activity: Create a visual summary or mind-map of one of these chapters.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Study chapters 10-12 in <i>Criswell's Guidebook for Pastors</i>. <input type="checkbox"/> Study chapter 4 in <i>The Heart of a Great Pastor</i>. <input type="checkbox"/> Skim pages 85-112 in <i>Handbook for Weddings and Funerals</i>. <input type="checkbox"/> Type the answers to the portfolio. <input type="checkbox"/> Work on the term paper and bring to class for coaching. <input type="checkbox"/> Review the study guide. <input type="checkbox"/> Pray for those on your reach list. <input type="checkbox"/> Share what you are learning with your apprentice disciples.

Session	Date	Professor Responsibilities	Student Responsibilities
5		<p>The Pastor as Evangelist The Pastor and Children The Pastor as Counselor</p> <p>Discuss portfolio questions, applications, and resolutions.</p> <p>Coach students on how to improve their term papers and transformational pastoral ministry skills in class.</p> <p>Group activity: Create a visual summary or mind-map of one of these chapters.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Study chapters 13-15 in <i>Criswell's Guidebook for Pastors</i>. <input type="checkbox"/> Study chapter 5 in <i>The Heart of a Great Pastor</i>. <input type="checkbox"/> Skim pages 113-145 in <i>Handbook for Weddings and Funerals</i>. <input type="checkbox"/> Type the answers to the portfolio. <input type="checkbox"/> Work on the term paper and bring to class for coaching. <input type="checkbox"/> Review the study guide. <input type="checkbox"/> Pray for those on your reach list. <input type="checkbox"/> Share what you are learning with your apprentice disciples.
6		<p>The Wedding Ceremony The Funeral Service The Pastor and Discouragement</p> <p>Discuss portfolio questions, applications, and resolutions.</p> <p>Coach students on how to improve their term papers and transformational pastoral ministry skills in class.</p> <p>Group activity: Create a visual summary or mind-map of one of these chapters.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Study chapters 16-18 in <i>Criswell's Guidebook for Pastors</i>. <input type="checkbox"/> Study chapter 6 in <i>The Heart of a Great Pastor</i>. <input type="checkbox"/> Skim pages 146-181 in <i>Handbook for Weddings and Funerals</i>. <input type="checkbox"/> Type the answers to the portfolio. <input type="checkbox"/> Work on the term paper and bring to class for coaching. <input type="checkbox"/> Review the study guide. <input type="checkbox"/> Pray for those on your reach list. <input type="checkbox"/> Share what you are learning with your apprentice disciples.
7		<p>The Pastor in His Personal Life Do's and Don'ts for the Pastor The Reward of a Work Well Done</p> <p>Discuss portfolio questions, applications, and resolutions.</p> <p>Coach students on how to improve their term papers and transformational pastoral ministry skills in class.</p> <p>Group activity: Create a visual summary or mind-map of one of these chapters.</p> <p>Review for the midterm exam.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Study chapters 19-21 in <i>Criswell's Guidebook for Pastors</i>. <input type="checkbox"/> Study chapter 7 in <i>The Heart of a Great Pastor</i>. <input type="checkbox"/> Skim pages 182-216 in <i>Handbook for Weddings and Funerals</i>. <input type="checkbox"/> Type the answers to the portfolio. <input type="checkbox"/> Work on the term paper and bring to class for coaching. <input type="checkbox"/> Review the study guide. <input type="checkbox"/> Pray with people on your reach list. <input type="checkbox"/> Share what you are learning with your apprentice disciples.
8		<p>Midterm Exam</p> <p>Give the midterm exam.</p> <p>Preview the second half of the course.</p> <p>Coach students on how to improve their term papers.</p> <p>Make corrections to the term paper in class.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review the study guide in the notes to prepare for the midterm exam. Four hours of study are recommended. <input type="checkbox"/> Work on the term paper and bring to class for coaching. <input type="checkbox"/> Next-generation leadership: As a

Session	Date	Professor Responsibilities	Student Responsibilities
		<p>Discuss who would benefit from the EBI leadership development. Order textbooks for next semester. Request next semester portfolios and notes by email.</p>	<p>disciple-maker update your list of next-generation leaders you can pray for, share with, and encourage or disciple.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Disciple-making: as a believer-priest get involved in the small group and/or Sunday school ministry of your church. <input type="checkbox"/> Pay for textbooks for the next courses.
9		<p>The Call to the Ministry A Congregation's Expectations Surviving a Skirmish Working with Problem People Improving Preaching</p> <p>Welcome guests and encourage students to share what they have learned.</p> <p>Discuss portfolio questions, applications, and resolutions.</p> <p>Coach students on how to improve their term papers and transformational pastoral ministry skills in class.</p> <p>Group activity: Create a visual summary or mind-map of one of these chapters.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Study chapters 1-5 in <i>Pastor to Pastor</i>. <input type="checkbox"/> Study chapter 8 in <i>The Heart of a Great Pastor</i>. <input type="checkbox"/> Skim pages 217-252 in <i>Handbook for Weddings and Funerals</i>. <input type="checkbox"/> Type the answers to the portfolio. <input type="checkbox"/> Work on the term paper and bring to class for coaching. <input type="checkbox"/> Review the study guide. <input type="checkbox"/> Community service: as Christ's ambassador let your light shine by doing acts of kindness for people on your list. <input type="checkbox"/> Disciple-making: share what you are learning with young leaders and apprentice disciples.
10		<p>Christian Loafers Church Splits Politics Overcoming Envy Curing Burnout</p> <p>Discuss portfolio questions, applications, and resolutions.</p> <p>Coach students on how to improve their term papers and transformational pastoral ministry skills in class.</p> <p>Group activity: Create a visual summary or mind-map of one of these chapters.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Study chapters 6-10 in <i>Pastor to Pastor</i>. <input type="checkbox"/> Study chapter 9 in <i>The Heart of a Great Pastor</i>. <input type="checkbox"/> Skim pages 253-289 in <i>Handbook for Weddings and Funerals</i>. <input type="checkbox"/> Type the answers to the portfolio. <input type="checkbox"/> Work on the term paper and bring to class for coaching. <input type="checkbox"/> Review the study guide. <input type="checkbox"/> Community service: as Christ's ambassador let your light shine by doing acts of kindness for people on your list. <input type="checkbox"/> Disciple-making: share what you are learning with young leaders and apprentice disciples.
11		<p>The Church and the World Counseling and Spiritual Failure The Essence of Worship</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Study chapters 11-15 in <i>Pastor to Pastor</i>. <input type="checkbox"/> Study chapter 10 in <i>The Heart of a</i>

Session	Date	Professor Responsibilities	Student Responsibilities
		<p>Public Invitations God's Judgment Discuss portfolio questions, applications, and resolutions. Coach students on how to improve their term papers and transformational pastoral ministry skills in class. Group activity: Create a visual summary or mind-map of one of these chapters.</p>	<p><i>Great Pastor.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Skim pages 291-330 in <i>Handbook for Weddings and Funerals.</i> <input type="checkbox"/> Type the answers to the portfolio. <input type="checkbox"/> Work on the term paper and bring to class for coaching. <input type="checkbox"/> Review the study guide. <input type="checkbox"/> Community service: as Christ's ambassador let your light shine by doing acts of kindness for people on your list. <input type="checkbox"/> Disciple-making: share what you are learning with young leaders and apprentice disciples.
12		<p>A Kinder Theology Priorities Learning from Failure Restoring the Fallen Discuss portfolio questions, applications, and resolutions. Coach students on how to improve their term papers and transformational pastoral ministry skills in class. Group activity: Prepare for next week's student presentations.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Study chapters 16-20 in <i>Pastor to Pastor.</i> <input type="checkbox"/> Study the Epilog in <i>The Heart of a Great Pastor.</i> <input type="checkbox"/> Skim pages 331-377 in <i>Handbook for Weddings and Funerals.</i> <input type="checkbox"/> Type the answers to the portfolio. <input type="checkbox"/> Work on the term paper and bring to class for coaching. <input type="checkbox"/> Review the study guide. <input type="checkbox"/> Community service: invite someone on your list to come with you to small group or church. <input type="checkbox"/> Disciple-making: share what you are learning with young leaders and apprentice disciples.
13		<p>Student Presentations and Term Papers Welcome guests and disciples. Livestream student presentations on the church Facebook page. Post cell phone videos of student presentations on the church and association webpages to increase their impact. Coach students on how to improve their presentations. Coach students on how to improve their term papers. Group activity: Peer-review and make corrections to the term paper in class. Review for the final exam.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare to participate in a group or individual presentations on a chapter in the books. <input type="checkbox"/> Revise the term paper and bring to class for peer-review and corrections. <input type="checkbox"/> Review the study guide. <input type="checkbox"/> Community service: invite someone on your list to come with you to small group or church. <input type="checkbox"/> Disciple-making: invite your friends and apprentice disciples to watch student presentations.

Session	Date	Professor Responsibilities	Student Responsibilities
14		<p>Final Exam and Course Evaluation Give final exam. Collect completed portfolio for review. Collect revised term paper for review. Students will debrief by sharing how they are using and sharing what they have learned. Discuss how to recruit students who would benefit from the EBI leadership development. Distribute the textbooks, syllabi, portfolios, notes, and promotional materials for the next course. Time of fellowship.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Review the study guide for the final exam. <input type="checkbox"/> Complete the portfolio. <input type="checkbox"/> Revise the term paper. <input type="checkbox"/> Community service: as a disciple-maker share and/or email your revised term paper to pastors, deacons, small-group leaders, apprentice disciples, and friends to multiply your ministry in obedience to 2 Timothy 2:2-3. <input type="checkbox"/> Discipleship is teaching others about what you are learning. Pass on the baton of discipleship by sharing what you are learning each week. To be a disciple you need to be making disciples (Matthew 28:18-20).

EBI holds to [The Baptist Faith and Message](#). The inclusion of articles, books, or external links in this course does not imply that the opinions expressed represent the official position of EBI.

Holman Bibliography

Apologetics Study Bible. Annotated by Ted Cabal, Chuck Colson, and Norm Geisler. Nashville, TN: Holman Bible, 2007. 9781586400248

HCSB Study Bible. Annotated. Nashville, TN: Holman Bible.

Holman Book of Biblical Charts, Maps, and Reconstructions. Edited by Marsha A. Ellis Smith. Nashville, TN: Holman Reference, 1993. 9781558193598

Holman Concise Bible Commentary. Edited by David S. Dockery. Nashville, TN: Holman Reference, 2011. 9780805495461

Holman Guide to Interpreting the Bible. Edited by David S. Dockery and George Guthrie. Nashville, TN: Holman Reference, 2004. 9780805428582

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Holman QuickSource Guide to Christian Apologetics. Edited by Doug Powell. Nashville, TN: Holman Reference, 2006. 9780805494600

Holman QuickSource Guide to Understanding Creation. Edited by Mark Whorton and Hill Roberts. Nashville, TN: Holman Reference, 2008. 9780805494860

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Many of these books can be requested from or ordered by local public libraries through the inter-library

loan process. Ask your local librarian how to do this.

Transfer of Credits to Southern California Seminary

Attendance Policy

Attending class on time is important to receive the most out of the course. Entering class late disrupts the learning process of all students. Students are permitted three absences for a 14-week semester course. For the semester (28 classroom hours plus 68 homework hours) courses, more than 10 minutes late is a *tardy*; more than 20 minutes late is an *absence*. Two tardies count as one absence. **College credit cannot be transferred to Southern California Seminary when a student misses four or more class sessions.** A grade of AU (Audit) will be recorded when a student is auditing the course, misses four sessions, does not complete coursework on time, or earns less than 700 points.

Class Time and Homework Policy

To transfer [Carnegie](#) credits to Southern California Seminary, **each 2-unit course must include at least 28 hours of class time discussion and 68 hours of portfolio homework during the 14-week semester.** Courses with less than 28 hours of class time do not meet EBI requirements. Since “time plus focus equals learning,” increased classroom time and active learning result in increased learning—and learning is the key to leadership and service. Courses start the first week of January, May, and September. For maximum learning, **it is recommended that working students take 2 courses per semester** or 6 courses per year. Students who plan to transfer must keep copies of portfolios and term papers to present to Equip Biblical Institute and Southern California Seminary upon request

Late Work Policy


Completing work on time is an important habit for leaders to develop. Homework should be completed weekly before the class discussion and application. The grade for work that is between 1 and 7 days late is lowered by 20%. **Work that is over 7 days late will not be accepted.** Professors are to send to the EBI offices the grade sheet within 15 days of the end of each course so that transcripts can be updated each semester.

Portfolio and Term Paper Policy for Transferring Students

To graduate or transfer credits from Equip Biblical Institute to Southern California Seminary, **students must submit their portfolio and term papers at the end of each course to the Registrar for formative assessment.** Upon successful completion of the Associate of Biblical Studies, students may transfer **60 units** into the Bachelor of Arts in Biblical Studies degree. If the portfolio or term papers are missing, the credits may not be transferable. Portfolios must be completed individually—not as couples.

Answers to portfolio questions are individual and subjective, so each student must do his or her own portfolio and term paper. As part of the EBI-SCS Articulation Agreement and to facilitate transfer of degrees to other schools, professors must submit the portfolios and term papers of transferring students to the EBI Registrar at gwoods@socalsem.edu at the end of each course. The goal is to assist students in being successful in their studies and in their ministries.

Grade Scale			
Grade		Percent	Points
A	=	95-100%	950-1,000
A-	=	90-94%	900-949
B+	=	87-89%	870-899
B	=	84-86%	840-869
B-	=	80-83%	800-839
C+	=	77-79%	770-799
C	=	74-76%	740-769
C-	=	70-73%	700-739
AU	=	Below 70%	0-699



Student Evaluation		Percent	Points
Portfolio/Group Activities		55%	550
Midterm Exam		10%	100
Student Presentations		10%	100
Term Paper		15%	150
Final Exam		10%	100
Total		100%	1,000

Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Midterm 7	Session 8	Session 9	Session 10	Session 11	Session 12	Presentation 13	Term Paper 13	Final Exam 14	Points	Grade
50	50	50	50	50	50	100	50	50	50	50	50	100	150	100	1,000	ABC

Course Grading Rubric		
Grade	Requirements	✓
A	Exams, portfolio, presentation, and the 12- to 15-page term paper with zero errors.	
A-	Exams, portfolio, presentation, and the 10- to 11-page term paper with less than 2 errors.	
B+	Exams, portfolio, presentation, and the 9-page term paper with less than 4 errors.	
B	Exams, portfolio, presentation, and the 8-page term paper with less than 6 errors.	
B-	Exams, portfolio, presentation, and the 7-page term paper with less than 8 errors.	
C+	Exams, portfolio, presentation, and a 6-page essay are completed with less than 10 errors.	
C	Exams, portfolio, presentation, and a 5-page essay are completed but need corrections.	
C-	Exams, portfolio, presentation, and a 4-page essay and/or tutoring or peer coaching.	
AU	Audit. Students who are auditing for personal spiritual enrichment or earned less than 700 points or missed more than 3 sessions. EBI has levels for all students/churches.	

Writing clarifies one's thoughts and is a key skill for an effective leader. Initially students may have difficulties in developing writing skills, but they will improve and gain confidence with each course they complete. It is important that professors help students improve their writing skills to maximize their thinking and leadership skills. Students should use the term paper rubric, sample term paper, and [type-](#)

[over template](#) to write their term papers. Since students have different abilities, goals, responsibilities, and schedules, students can choose the grade for which they are aiming. It is possible to earn a “C” by writing an essay rather than a term paper, but it is necessary to write a term paper to earn an “A” or “B”.

Writing and journaling two of the most important skills that a leader can develop. As part of the academic agreement with Southern California Seminary, to earn an “A” students are required to email or mail a copy of their academic work to the EBI registrar. The first goal is to affirm students who are doing all the work. The second goal is help students do even better by analyzing the term papers and to preparing next-generation leaders for university level education and ministry by helping them improve their writing skills, thinking skills, and leadership skills.

The mission of Equip Biblical Institute is to bring glory to God by assisting local churches to equip believers of various cultures and languages to live and minister biblically based on the inerrant Word of God. This equipping includes building biblical knowledge, Christian character, and ministry skills. The goal is to provide leadership and teaching resources, intentional leadership development, disciple-making materials, Skype courses, YouTube videos, charts, notes, and visuals to pastors and churches around the world. EBI is equipping the next generation of pastors and leaders to multiply their influence by training leaders, creating videos, and writing books.

EBI is a religious exempt school and not accredited by the U. S. Department of Education; however, EBI Associate degrees are transferable to Southern California Seminary and other schools based on the EBI-SCS articulation agreement based on [Carnegie](#) Units, portfolios, and term papers.

One of the benefits of advanced training is that trained pastors do better and last longer in ministry than pastors with little or no training. Skills learned include administration, apologetics, attitude, belonging, biblical worldview, Bible interpretation, character development, church planting, college learning, communication, community development, counseling, creative thinking, critical thinking, disciple-making, encouragement, enrichment, equipping, ethical development, evangelism, faith-based, family-based disciple-making, financial intelligence, interaction, leadership, mentoring, ministry, motivational, online learning, organizational, parenting, pastoral ministry, people, project-based learning, preaching, relational, resilience, self-awareness, servant leadership, spiritual disciplines, spiritual gifts, spiritual growth, spiritual warfare, student success, strategic planning, teaching, technology, transformational learning, writing, and youth leadership skills. Every course assignment has a whole-brain learning rationale with the goal of life transformation. The goal is the effective ministry described in 2 Peter 1:2-8.

As students take each course, their brains will develop a multitude of new physical and chemical neural connections, increasing their ability to read with comprehension; make practical applications from what they are learning; and improve their communication, leadership, and writing skills.

EBI incorporates seminary success skills and transformational teaching, including [Adult](#) Learner Model, the Affective Neuroscience Learning Model, Bloom’s Taxonomy of Learning Domains, the [Carnegie Unit and Student Hour](#) Rubric, the Cognitive [Neuroscience](#) Learning Model, the Seven Laws of Learning Model, the Learning Styles Model, Knowles’s [Adult](#) Learner Model, the [Maslow](#) Pyramid of Needs, the [Multiple Intelligences](#) Model, the Professional Development Rubric, the [Quality Matters](#) Rubric, the Seven Principles of Good Practice in Undergraduate Education Model, the Teaching to Change Lives Model, the [Visual Learning](#) Model, and the [Working Memory](#) Model.

EBI utilizes the power of [Formative Assessment](#) rather than summative assessment. Formative assessment promotes students’ learning by providing feedback on how to study better, develop integrity and leadership skills, and write better term papers. Summative assessment gives only a final grade or evaluation of proficiency (A, B, C, D, F).

Academic research indicates that when formative assessment is provided the amount of student learning is often double that of summative assessment. Formative assessment involves briefly reviewing portfolios each week to make sure students are not getting behind and assisting all students to improve their writing skills each week based on rubrics and samples of term papers.

Effective teachers enlist stronger students to help struggling students to improve. Rubrics help students gauge the quality of their work and see what else is needed to improve their writing and leadership skills.

Samples of term papers demonstrate what is expected and required for leadership and character development.

Effective teachers have students compare and peer-review one another's papers in class during specified times. Formative assessment is about providing students with feedback or tips aimed at improving their writing and critical thinking skills—not just giving them a letter grade. Feedback is most effective when it explicitly communicates to students about some specific aspects of their performance relative to specific target criteria, and when it provides information that helps students progress toward meeting that criterion.

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