

# **Guido Bible College**

## **CATALOG 2019 – 2021**

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[www.guidobiblecollege.org](http://www.guidobiblecollege.org)

**Americans with Disabilities Act**

In compliance with the Americans with Disabilities Act (ADA), Guido Bible College will honor requests for reasonable accommodations made by individuals with disabilities. Students must self-disclose their disability to the counselor before academic accommodations can be implemented.

**Equal Opportunity Policy Statement**

Guido Bible College is an affirmative action, equal opportunity educational institution. Admissions, treatment, and employment at the college will not be influenced by race, sex, color, religion, national origin, age, veteran status, or handicap.

Guido Bible College meets the requirements set forth by the Nonpublic Postsecondary Educational Institution Act of 1990 of O.C.G.A. 20-3-250 to offer instruction in the programs listed on the Nonpublic Postsecondary Education Commission website, <https://gnpec.georgia.gov/>

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## PRESIDENT'S MESSAGE

“Being good enough” is the greatest enemy of “being the very best.” “Being good” implies living a life of compromise and complacency, giving in and giving up, being easily satisfied and seeking safety and security. “Being the very best” implies living a life of courage and commitment, growing up and growing in significance, being purposeful and intentional, taking risks and rising to the occasion, living a disciplined life and being devoted to a cause that makes a difference. After all is said and done, what matters most is, really, what matters most.

At Guido Bible College we focus on what matters most: our deep commitment to Jesus Christ, our Savior and Lord. We are committed to three words: Scripture, Studies and Service. They are the foundation and focus of all we do and what we want our students to do. They are the very fabric of our community and the glue that keeps us centered on Christ.

What matters at Guido Bible College? Scripture - the Word of God: inspired, infallible, inerrant and eternal. It contains the standards and measures for our Statement of Faith. Without compromise or question we accept the authority of Scripture as foundational for all we do and believe. It is our very source for strength and service, living and loving, being and doing. We are committed to train men and women for Christian ministry and service who worship God, know God's Word, love God's people and share God's message. “All Scripture is inspired of God and useful for teaching, rebuking, correcting and training in righteousness,” said the Apostle Paul. For this very reason the journey to Christian ministry and service begins with *discernment* - correctly understanding, interpreting and applying the *message and intended meaning* of the Word of God to *all* of the needs of *all* of God's creation.

What matters at Guido Bible College? Studies - that lead to growth and insight, knowledge and wisdom, understanding and application of the Word of God that lead to personal development and ministerial effectiveness. One may *discern* the truth correctly and apply it appropriately, but unless there is constant, personal, spiritual growth that enables one to *develop* into the likeness of Christ, learning becomes self-centered and self-focused and is an end in itself. Unless ministers constantly *develop* their gifts and talents, skills and abilities they will be content and satisfied with what is and not what can be through God's grace and guidance. “Do your best to present yourself to God as one approved, a worker who does not need to be ashamed and one who rightly handles the Word of truth” was the challenge of an elder saint to a young servant.

What matters at Guido Bible College? Service - our faculty and students are committed to serving the Lord through the local church. Many are full-time and bivocational pastors, associate pastors, youth leaders, and teachers as well as lay-leaders in the churches they represent. Our program of studies includes a mandatory Christian service ministry that requires all students to be involved in ministry, to keep a record of their service which becomes a part of their permanent transcript and is required for

graduation. Jesus said, "Go and make *disciples* of all nations...and surely I am with you *always*."

What matters most, however, at Guido Bible College? **Jesus Christ**. Jesus Christ is the clearest revelation of God's love, grace, mercy, salvation and hope for the world and especially for us, His servants. He is the object of our devotion and our only motivation for what we do: "So that in everything He might have the preeminence."

We invite you to become a part of us as we study to share His love, grace, mercy, salvation and hope with the world.

Sincerely,

Lawrence C. Guido, Th.M., Ph.D.  
*President Guido Bible College*

## **STATEMENT OF FAITH**

### **THE SCRIPTURES**

We believe that the Bible was written by men divinely inspired by God. It is inerrant, infallible and fully sufficient and therefore is the only rule of faith, practice and proclamation.

### **THE TRUE GOD**

We believe that there is one living and true God, eternally existing in three persons: the Father, the Son and the Holy Spirit: three persons yet one God.

### **THE PERSON AND WORK OF JESUS CHRIST**

We believe that Jesus Christ is the divine Son of God. He is Fully God and Fully Man. He was born of the Virgin Mary, lived a sinless life and died a sacrificial and vicarious death on the cross. He was buried and raised bodily from the dead and is now ascended to the right hand of God the Father. He will physically return to earth to judge the living and the dead.

### **THE FALL OF MAN**

We believe that God created humanity perfect and in His own image, but that man voluntarily chose to disobey God. The result of this choice is that all people are by nature guilty, sinful and wholly dependent on the regenerating power of the Spirit of God for salvation.

### **THE WORK OF SALVATION**

We believe that the salvation of sinners is wholly of grace. As the Spirit of God gives new life to the sinner, he repents of his sin and trusts in Jesus Christ for salvation. God then justifies the sinner, considering him righteous in His sight. God also begins to work in the heart of the converted to make him actually holy.

The entire work of salvation wrought by God before the foundation of the world is brought about according to the eternal purposes of God, who works all things according to the counsel of His will.

## **PERSEVERANCE OF THE SAINTS**

We believe that those who are truly regenerate will never fall away but will persevere in their salvation unto the end by the power of God.

## **THE CHURCH**

We believe that God uses individual believers to serve Him and do His will, but that God has chosen to use the local church uniquely as the means by which His kingdom is being established on earth. The church is not the Kingdom of God, but the Kingdom of God is manifest through the church which is both universal and local consisting of all the redeemed of all the ages. It is manifest in local bodies of believers in which the redeemed invest themselves in worship and work through which the witness of the Gospel is given to the world.

## **THE WORLD TO COME**

We believe that the end of the world is approaching; that at the last day Christ will descend from heaven and raise the dead bodily from the grave for final reckoning, the lost unto the resurrection of damnation and the saved unto life and eternal joy in the presence of God.

## OUR VISION

“Blessed are those who hear the word of God and put it into practice.” Luke 11:28

Guido Bible College exists to educate, equip, enable and empower individuals called to Christian ministry with knowledge, understanding, skills and a servant attitude to serve God in local and international communities. The journey to service begins with an emphasis on learning the original, intended message and meaning of Scripture when it was written and its practical application to "doing life today." Students are challenged to search for truth as revealed by God in His Word, His work in creation and in His World. However, for knowledge to have value, it must not become an end in itself: it must be translated into the actions and attitudes of the student who in turn will transmit the knowledge and understanding of the Gospel to others. In the final analysis it is one disciple making another disciple who, together, will follow the example of Jesus in "doing life" by serving and discipling others.

## CORE VALUES

We accept the Bible as the inspired, infallible, inerrant Word of God.

We pursue a culture of prayer, worship as foundational in who we are and what we do.

We entrust, educate, equip, enable, and empower Christians “to go and make disciples of all nations.”

We emphasize the importance of growing into the likeness of Jesus Christ, our Savior, and Lord.

We require students to serve the Lord faithfully in and through the local church.

We admit that we are totally dependent on God for all that we are and have and submit to Him alone.

## OUR MISSION

**The mission of Guido Bible College is to entrust, educate, equip, enable, and empower Christians to effectively present God's message of redemption and reconciliation through Word and deed.**

Ministry today is no longer limited to church services on Sunday or Wednesday evening. In fact, most ministries today are found outside of the local church. The major needs of individuals, families, and groups cannot be met inside of a building. The people with the greatest needs are found outside of the church - waiting and wanting, searching and seeking, looking and listening - for an outstretched hand of compassion and care. To meet the diverse needs of the lost, the lonely and "the least of these, my brothers and

sisters," Guido Bible College will prepare those who are willing, called and committed to minister inside and outside of the local church facility.

To achieve this mission, Guido Bible College offers a Certificate in Biblical Studies, an Associate of Arts in Biblical Studies, and a Bachelor of Arts in Christian Ministry. We believe that it is essential for those in ministry to understand the message and meaning of Scripture, thoroughly and comprehensively, as they learn to minister to the spiritual, emotional and physical needs of individuals. Therefore, we offer *one* curriculum that begins by knowing and understanding the teachings of Scripture - Biblical Studies - and then advancing in ministry by learning the skills to apply those teachings.

Whether finding someone under a bridge who has no other shelter or providing food for someone who is hungry or giving clothes to one who cannot go out in public. It may be offering to give a ride to someone who has a job interview, teaching someone the basic skills of money management, or sharing the Gospel Message of salvation and hope. Guido Bible College prepares students to be as unlimited in their ministry as God is in His love. Our overarching goal is to educate, equip, enable and empower students to achieve a proficient level of competency in their respective ministries and to encourage and challenge them to maintain relevancy in their ministry - wherever God calls them - even to the ends of the world!

## **INSTITUTIONAL GOALS**

Guido Bible College's curriculum incorporates a comprehensive exposure of the revelation of God in Scripture and creation through a thorough exposition of His Word. Our constant focus is to engage students in a program of instruction that will instill in them a life-long quest to know God personally and serve Him faithfully. All instruction is presented within the historical evangelical framework that gives shape and substance for a life of Christian living and service that reflects concern, compassion and care for everyone, anywhere and everywhere.

Upon completion of the program of instruction, students will:

Accept the authority of Scripture as the inspired, and infallible Word of God as the only foundation for Christian faith, worship, and practice.

Present the message of the Great Commission in and through local churches, Christian organizations, and agencies to "make disciples who will make disciples."

Recognize, understand, and respect individual differences and cultural distinctions as an essential element in building the Kingdom of God and critical to the fulfillment of the Great Commission.

Demonstrate an attitude of acceptance of and the ability to work with evangelicals who have different theological perspectives, in the ministry of redemption, reconciliation, and restoration.

Develop a Christian worldview, and the ability to present and explain that view to others that will protect and defend the “faith once delivered.”

Minister the grace of God, in various contexts and situations, to individuals and groups who have physical, educational, mental, and social, as well as spiritual needs.

### **GOVERNANCE OF GUIDO BIBLE COLLEGE**

Guido Bible College is governed and empowered by the College’s Board of Trustees. It is the ultimate governing entity of the College, and is directly responsible to assure and maintain that all programs of the College are in compliance with and meet the standards and regulations of all commissions and associations that accredit and govern the College.

# **ACADEMIC POLICY AND PROCEDURES**

## **ADMISSION REQUIREMENTS**

Candidates for admission must provide the following:

1. Evidence of their acceptance of and surrender to Jesus Christ as their Savior and Lord. This must be in the form of a detailed written testimony describing the candidate's life before conversion, the conversion experience, and life since conversion.
2. Evidence of proven Christian character. Character references from candidate's pastor, Christian mentor(s), and friends will be considered.
3. Demonstrate the desire, willingness and commitment to serve Him as a minister either in the local church, on the mission field, or both. Candidate's current Christian service involvement and future life-plan will be considered.
4. Evidence of a lifestyle that is consistent with the standards of conduct that are expressed in the Bible and a daily walk with Christ that reflects a devotional life that produces compassion, discipline, spiritual and emotional maturity. A positive recommendation from a minister or designated leader in the church, as well as other character references, will serve as verification of this lifestyle.
5. Demonstrate the ability to develop strong interpersonal skills and friendships and be able to nourish and influence others positively.
6. References that show candidates to be active members in an evangelical protestant church and regular participants in worship and educational activities.

### **Admissions Policy for Traditional Students**

Traditional Students are defined, for the purpose of admission, as students who are recent high school graduates (or whose graduating class would have graduated within the past five years). Traditional Students wishing to attend Guido Bible College must meet the following requirements:

1. High School or General Education Diploma
2. Scholastic Aptitude Test (SAT) scores of 330 Verbal and 310 Math or American College Testing Program (ACT) scores of 12 English and 14 Math. Students who score at least a 450 in Verbal or Math with no CPC deficiencies in English or Math will not be required to take the placement test.

## **Admissions Policy for Nontraditional Students**

Nontraditional Students are those who have been out of school for five years or more (or for GED students whose graduating class would have graduated 5 or more years prior to the expected term of entrance). Nontraditional Students wishing to attend Guido Bible College must meet the following requirements:

1. High School or General Education Diploma
2. Nontraditional Students are required to take the placement test.

## **Admissions Policy for Auditing Students**

Students wishing to attend classes without earning credit or working toward a degree may choose to Audit a class. These students do NOT need to meet the requirements for Admissions, but must still pay all fees and are expected to fully comply with course requirements.

## **Credit Transfer Policy**

Credit may be transferred in to Guido Bible College from a previously attended college, university, or Bible school.

**Credit will only be given for courses that are comparable to those offered at Guido Bible College.**

## **PROCESS FOR ADMISSION**

Guido Bible College accepts all applicants who complete the following:

- Submission of a completed application with a \$50.00 application fee (nonrefundable).
- Written detailed description of conversion experience.
- Essay explaining reason for choosing to attend the Guido Bible College and how the education will be utilized.
- Two letters of reference from a pastor and Christian friend.
- High School transcripts or GED completion diploma.
- College transcripts from previous college if transferring to Guido Bible College.

## **STUDENT ASSESSMENT POLICIES**

**Entrance Exam Policy:** All new students will be required to take the appropriate entrance exam to determine the level of understanding in the areas of English and Math. Placement tests cannot be re-taken.

**Biblical Knowledge Assessment Policy:** All new students will be required to take the Bible knowledge test at the Student Orientation program or before the admissions process is considered complete. This test is given to all students at the completion of each academic year. This test is used for the assessment of institutional effectiveness in achieving educational objectives. This test does not become a part of the student's academic record or have any influence on the individual student's academic progress.

All students preparing to graduate will be required to take the same assessment of Biblical knowledge before the end of his/her final semester. This test is used for the assessment of institutional effectiveness in achieving educational objectives and will not have any bearing on a student's approval for graduation. This test will not become part of the student's academic record.

## **STUDENT ORIENTATION**

Before each academic year begins, all new students at GBC are required to attend an orientation session. Its purpose is to acquaint students with the campus, classrooms, materials, and library and staff members. The tour includes the Hamstra Auditorium, Guido Gardens, Chapel in the Gardens and Michael Guido Museum. Guests are encouraged to ask questions about the school itself, its academic program, as well as other questions of interest.

## **AUDITING COURSES**

Students who choose not to pursue a degree program may enroll in any unit of study they choose and will be identified as “auditors” on their transcript. However, students who audit the classes will be required to meet the requirements of the class as determined by the instructor and pay all fees of the College.

## **ACADEMIC REQUIREMENTS**

Students with a grade point average (GPA) below 2.0 at the end of each quarter will be placed on academic probation until the 2.0 GPA is achieved and maintained for two consecutive quarters. Remedial classes or tutoring will be offered to these students, but not required. Students with a 2.0 GPA will be required to re-enroll in the courses where their academics fell below this minimum requirement.

## **TUITION AND FEES**

- The cost for each semester of study is \$450.00 which includes all text and classroom materials, and grants ten (10) hours of academic credit. The ten (10) hours of credit includes three (3) three-hour credit classes and one (1) hour class. The one (1) hour credit class is required Christian Ministry Service and the Ministry Formation program which is incorporated into each class.
- Payment must be made at the time of course registration or other arrangements made with the Financial Counselor (Registrar’s Office).

## **WITHDRAWAL FROM ALL CLASSES PRIOR TO THE BEGINNING OF A TERM:**

To withdraw from all classes following registration and prior to the beginning of a term, students must submit a Letter of Withdrawal to the Records Coordinator. This may be sent via email, USPS or other organization that provides a similar service. A refund of all monies paid will be returned to the student and a notation of withdrawal will be entered into the student’s transcript.

## **WITHDRAWAL FROM CLASSES AFTER A TERM BEGINS:**

To withdraw from a class or classes after a term begins will require a student to submit a Letter of Withdrawal to the Records Coordinator providing a reason or reasons for withdrawing. This may be via email, USPS or other organization that provides a similar

service. A refund will be granted that is determined by the number of classes attended, the number of classes remaining in the term and the amount paid by the student.

### **WITHDRAWAL BECAUSE OF EXTENUATING CIRCUMSTANCES:**

Extenuating circumstances, in this instance, are described, but are not limited to medical reasons or personal hardships over which the student has no control. Failure to meet course requirements or academic standards as outlined in the syllabus or catalog will not be acceptable as an extenuating circumstance. Requests for Withdrawal for Extenuating Circumstances will be reviewed by the President of Academic Affairs, whose decision will be final, and a grade assigned as follows:

Withdrawal with no penalty against the student's academic record: W

Withdrawal although having a passing grade following the mid-term exam: WP

Withdrawal at a point in the term having failed to meet course requirements: WF

### **REFUND POLICY**

Guido Bible College ensures that refunds are applied equally to all students, regardless of why they are not completing the term.

It is the policy of Guido Bible College to be sensitive to the student's financial situations and make every effort to treat the students with dignity. However, there are circumstances that arise at which time a student requests a refund. The following criteria are applied by staff and evaluation committees as indicators of compliance for the standard.

1. The GBC specific refund policy will be submitted to GNPEC annually.
2. Guido Bible College ensures that deposits or payments are credited as tuition payments, unless clearly identified on receipt by the institution as application or other fees.
3. GBC charges an application fee of \$50.00 and is stated in the catalog.
4. It is charged only once.
5. If a fee is non-refundable, the fee is clearly identified in the catalog as such.
6. GBC tuition includes fees, books and supplies.
7. If a student misses 3 classes in a term, he or she is automatically dropped unless there are extenuating circumstances or appeal.

8. If the GBC refund policy is more favorable to the student than that of NPEC's, it will refund the student the greater amount.
9. Refunds will be made in full within 45 days of withdrawal; refunds are determined based on the percentage of the program completed.
10. Guido Bible College faculty, personnel and staff when aware of student difficulties and extenuating circumstances should inform the student's advisor. The president of the college and records coordinator/faculty assistant meet with the student to discuss financial issues. Their goal is a settlement that is fair and reasonable.
11. If GBC cancels or changes a program of study or course (time and location) in such a way that a student who has started the program or their program of study is unable to continue GBC makes arrangements in a timely manner to accommodate the needs of each student enrolled in the program.
12. GBC refunds all money paid by the student for the program of study or course if alternative arrangements determined by NPEC to be equitable to both the institution and the student.
13. If the college determines that a student should withdraw for disciplinary reasons, he or she may return when evidence of change is documented and a mentor is appointed.

The refund policy is reasonable and proper for refunding unused portions of tuition, withdrawals from or fails to begin a course or program of study. The refund policy is described in clear, concise language in the institutional catalog, student handbook, enrollment agreement and website.

### **SERVICE – STUDY SCHOLARSHIPS**

Guido Bible College has a limited amount of scholarship funds available to students. The basis for granting a scholarship is dependent on student needs and the availability of scholarship funds. Students who need financial assistance are required to complete a scholarship application form and submit it to the Scholarship Committee. When funds for a scholarship are granted to a student, the student is required to work on college-ministry related activities at a rate similar to the rate paid other college employees, for an amount equal to the amount of the scholarship.

# **STUDENT LIFE POLICIES**

## **Christian Ministry Service Requirement Policy**

All students who are enrolled in Guido Bible College as full-time students are required to be active in a ministry as follows:

1. Ministry should be consistent with student's calling and program of study.
2. Students will invest a minimum of 2-3 hours per week in ministry activity.
3. Ministry activities may include:
  - a. Preaching
  - b. Teaching
  - c. Personal witnessing
  - d. Mentoring/discipling others
  - e. Musical programs
  - f. Other church or mission related programs
4. Students are required to submit a service summary report the first Thursday of each month, detailing:
  - a. Activity performed
  - b. Location (church, town, organization)
  - c. Responsibilities
  - d. Supervisor (name of person who coordinated the activity – it may be the student himself/herself)
  - e. Hours worked (at least 2)
  - f. Written summary of activities (100-150 words)
  - g. Written summary of lessons learned through service (75-100 words)
5. Students are accountable to their Christian Service Supervisor. This mentoring relationship provides an ongoing opportunity for the student to practice what is being studied and benefit from the experience of their Christian Service Supervisor.

## **Student Responsibilities**

Guido Bible College expects all students accepted for admission to agree to the following conditions:

1. That all students, by the very fact that they have been accepted by Guido Bible College, will accept the standards of personal conduct that are consistent with Christian behavior and described in Biblical teachings;
2. That all students assume personal responsibility for the honor, dignity, integrity and mission of the College and agree to live in accordance with its principles;

3. That every student accepted into a Certificate or Degree Program at Guido Bible College will fulfill the requirements of the Internship in Christian Ministry before graduation (See the Guido Bible College Christian Service Manual);
4. That whenever students demonstrate, in the judgment of the administration and faculty or its properly authorized committees, that they are unwilling to maintain Guido Bible College academic standards or principles, or whenever students are not living lives that are consistent with the mission, goals or philosophy of the College, or when the College believes that it can do no more for the student, the privilege of remaining as a student may be terminated by the governing body and faculty;
5. That Guido Bible College reserves the right to require withdrawal of students whose scholarship is not satisfactory, and those who are not regularly attending classes for which they are registered or those who, for any other reason, are regarded as not conducting themselves in accord with the ideals and standards which the school seeks to maintain. (Students who withdraw in good standing may return the next session without formal readmission. Those who leave on probation are readmitted on probation. Those readmitted by action of the governing body and faculty re-enter on probation);
6. That students permitted to keep or operate vehicles on the campus are required to drive slowly and carefully, and operate the vehicle in accordance with state, county and city regulations.

### **Student Bill of Rights**

Students of Guido Bible College are entitled to certain expectations of quality educational services based on Christian principles and the rule of law. These include:

- An environment conducive to learning.
- Confidentiality regarding financial and academic records.
- Reasonable notice of standards and expectations.
- An environment free of discrimination or harassment.
- Reasonable access to facilities, programs, and information.

## **Struggling Student Policy**

Guido Bible College is committed to the success of students, as such, any student who is identified as a “struggling student” will be processed through the following steps until the student displays satisfactory improvement.

1. A “struggling student” is defined as a student who has:
  - a. Failed more than one course during an academic year or
  - b. Dropped below a 2.0 GPA or
  - c. Has received “Unsatisfactory” marks for internship in Christian Ministry or
  - d. Demonstrated behaviors or attitudes that may damage the reputation of the student or Guido Bible College
2. “Struggling students” will be given the opportunity to improve through use of:
  - a. Partnering in Prayer
  - b. Counseling
  - c. Tutoring
  - d. Academic Suspension (or leave of absence)
  - e. Peer Accountability
3. While participating in this process “struggling students” will be required to meet one (1) hour per week with a member of the faculty.
4. A “struggling student” will be released from the process when the following conditions have been met:
  - a. GPA is raised above a 2.0 for two consecutive semesters or
  - b. Has received “Satisfactory” marks for Internship in Christian Ministry for two consecutive semesters

## **STUDENT PLACEMENT PROGRAM**

Students who are enrolled in, or graduate from Guido Bible College are provided opportunities and recommendations for placement in local churches, religious organizations, and programs to fill such positions as pastor, assistant pastor, interim pastor, youth pastor, Sunday School teacher, mission program director, and lay-leaders. GBC has established close working relationships with many area churches and church-related organizations who call upon the College for paid and volunteer workers to assist in multiple programs. We consider it an honor and privilege to be a resource for a wide variety of religious and civic organizations.

Beginning with their first year of study, students become involved with churches and religious organizations to meet the requirements of the Christian Ministry Service requirement. This provides an opportunity for the College to follow the development of student skills and capabilities that are valuable for eventual student placement. Many of the faculty, who are active in local and area churches, are involved not only in mentoring

student ministry activities but assist in placing them in local churches. Additionally, staff and faculty are available to assist students in the preparation of resumes and letters of introduction.

Also, at regular intervals, the College sends letters to churches and religious organizations informing them of student availability to assist them in their church or community organizations.

GBC is frequently called upon by churches for short-term interim ministers and other positions to fill various roles while they are seeking someone to fill a full-time position. All requests from churches and organizations who have job openings for students are deiminated to the student body via email. Faculty and staff are available to assist students in the preparation of resumes and for interviews.

## **STUDENT COMPLAINT POLICY AND PROCEDURES**

### **Steps to Resolving a Complaint**

1. If/when appropriate, those involved in a grievance/complaint will attempt to resolve the issue(s) directly with all person(s) involved in the dispute within 10 days. To assure that all parties have clarity on the issue(s) under discussion all involved must record in writing their observations and differences of opinions and reasons for disagreement.
2. If a resolution has not been reached, a written grievance/complaint must be filed with the Dean of Students, Guido Bible College within 10 days following the initial meeting. A copy of the written differences of opinion and reason must be submitted with the grievance.
3. The grievance/complaint will be reviewed by the Dean of Students and the Grievance Committee within ten (10) days and their decision will be made in writing to those filing the grievance/complaint at that time.
4. If either party is not satisfied with the decision of the Grievance Committee, an appeal can be made to the President. The decision of the President may be challenged by appealing directly to the Georgia Nonpublic Postsecondary Education Commission (GA NPEC). Contact information for the GA NPEC is:

Nonpublic Postsecondary Education Commission  
Attention: Complaints Department  
2082 East Exchange Place, Suite 220  
Tucker, GA 30084-5305  
(770) 414-3300 <https://gnpec.georgia.gov/>

## **Filing a Written Grievance/Complaint**

A written grievance/complaint must include the following information and be enclosed in a sealed envelope and mailed to the Administrative Office, Attention: President, and if the student is not in agreement with the decision of the President, further appeal may be made to GA NPEC (address above).

Contents of the grievance/complaint must include:

- A detailed explanation of the issue and the person(s) involved.
- Any documented evidence that the student may have of misconduct or unethical treatment list of witnesses (if any) who have observed or been involved in the matter or issue.
- The desired response or resolution of the aggrieved person.

The complainant, the respondent(s), and members of the Grievance Committee will maintain the utmost confidentiality of the process and records of the grievance/complaint. Should disciplinary action be deemed necessary, the nature of the actions taken will remain part of the confidential student file and will not be made public, even to the complainant.

## **Issues That May Be Reviewed by the Grievance Committee**

The Grievance Committee will review complaints or grievances from students in regard to the following types of issues:

1. Academic Grievance/Complaint – If a student has evidence that an assigned grade is lower than his/her work indicates that it should be and the instructor refuses to adjust the official grade a grievance/complaint may be filed.
2. Christian Service – if a student has evidence that a Christian Service grade should be “satisfactory,” but is reported “unsatisfactory” and the Christian Service Coordinator refuses to adjust the official grade then it may be reported to the Grievance Committee.
3. Student life – if a student has evidence that his/her rights, as outlined in the Student Bill of Rights, have been violated by a member of the faculty or staff of Guido Bible College. This includes any action that would be considered harassment and/or discrimination.

## **Grievance Committee Composition**

The Grievance Committee shall be comprised of members of Guido Bible College faculty and staff, as well as one student representative. In addition to the student representative,

the Committee will consist of two of the following (as deemed appropriate and appointed by the president on a case by case basis)

Dean of Academic Affairs  
Chaplain  
Director of Spiritual Life Formation  
Registrar

Right of appeal of the final institution decision to:

Nonpublic Postsecondary Education Commission  
Attention: Complaints Department  
2082 East Exchange Place, Suite 220  
Tucker, GA 30084-5305  
(770)414-3300  
<https://gnpec.georgia.gov/>

## THE COHORT EDUCATIONAL PROGRAM

The greatly expanded options for multiple learning experiences in contemporary education is uniquely suited for individuals who have a desire or "calling" to minister in and through local churches or social organizations - including religious and governmental agencies. To utilize the various options available Guido Bible College has incorporated different educational delivery systems to challenge students to expand their learning styles and potential. Our primary purpose is to employ techniques in the student's learning experiences that are directly transferable to ministerial settings.

The roles of church leaders today are very diverse and vary from serving in "soup kitchens" and distributing clothing to individuals who are in need to delivering a Sunday morning sermon. Ministers, church and lay-leaders often find themselves facilitating small groups, teaching in a traditional classroom, utilizing social media opportunities, providing crises management, pastoral care and referral services to agencies that meet the needs of individuals that are consistent with needs of individuals who attend churches. Because of the different demands placed on religious leaders those preparing to serve in this area need exposure to and experience in these areas. To meet the challenges to fill many of the different roles of those in ministry Guido Bible College, by design, incorporates different learning modalities to prepare students to meet the individual needs of individuals.

For this reason Guido Bible College has implemented a Cohort Educational Program that integrates six different methods of learning in its presentation of course materials. These methods include traditional classroom instruction; guided class interaction; Christian ministry service projects; online research and sharing related to classroom topics; applied theology and student Christian ministry service; oral presentation of online research papers and spiritual formation and ministry groups.

**Classroom Instruction** follows the traditional process of the teacher presenting and following an outline of instruction prepared to meet specific learning objectives of the course. It includes the discussion and application of ministerial responsibilities to reading assignments, lectures on course syllabi topics and related materials, periods of time allocated for questions and answers posed by the teacher to student and student to teacher, student-teacher and student-student interaction related to the course objectives. Term papers, quizzes, oral and written tests of reading assignments, lectures, student, and media presentations are also part of the process.

**Guided Class Interaction** is a process utilized by the teacher in the role of a facilitator when an assigned topic is to be discussed by the class. The teacher/facilitator is responsible to develop a series of questions that focus on the topic to be discussed and then guides the interactive process of the class. The teacher/facilitator is responsible to lead the discussion of the assigned topic in a pre-determined, yet not coercive process that will reveal the students' understanding of the topic as well as its educational and personal value for daily living and its application in ministerial/leadership situations. Students are encouraged by the questions to explore their understanding and feelings about their values, opinions and positions of the topic being discussed and various contexts where the topic may be addressed in ministry. They will also address opportunities on how the information under discussion may be utilized in real-time, real-life situations without being defensive or offensive in their behavior.

**Christian Service Ministry** is required of all students enrolled in the College throughout their program. Each student will identify an area of Christian ministry that is in alignment with their perceived calling as well as their skill or talent level and personal interests and invest four (4) hours per week in that area of ministry. Christian service ministry is also to be recognized as the practical utilization of theology, i.e., "applied theology" when students actually "apply" classroom teaching(s) with faculty. There will be monthly meetings with a faculty member to review the student's ministry activities, integration of classroom instruction and its practical application. These sessions will include discussions on the plans, progress and problems of the student's ministry and identify multiple insights for various approaches to utilize classroom instruction. An integral part of this component is to evaluate the student's understanding and application of the learning objectives of the college to Christian ministry and validate individual ministerial effectiveness and personal growth.

**Online Research Assignments** are a teacher directed project which require students to research specific course-related topics and write a paper on the assigned topic, present their findings in class and online to the teacher and other students. Copies of the paper will be distributed to class members prior to the presentation and discussion of the topic.

**Spiritual Formation** is incorporated in the Christian Service Ministry group meetings and addresses major elements of ministerial life. Topics include Worship; Prayer; Meditation; Obedience; Praise; Fasting; Stewardship; Humility; Discipleship; Surrender; Wellness and Family. The topics incorporated in the sessions are areas of Christian living that those in ministry will recognize as important elements in the lives of those whom they will serve. Also, all of these topics are incorporated in the units of instruction that will be addressed by teachers throughout the term.

A Cohort Team will be limited to fifteen (15) students and may be formed at the beginning of a unit of instruction at any time during the year. The team will remain together until that particular unit of instruction or program of study is completed. The curriculum for a unit of instruction will grant ten (10) hours of credit during a four (4) month term of instruction. Units of instruction will begin in January, May and September.

Students with prior college level studies may be admitted to the Cohort Program in Biblical Studies and/or Christian Ministry programs of instruction if he/she has completed studies or has earned an associate degree from an accredited institution and provide evidence of Biblical and theological knowledge that is compatible with those of this institution. Other students will be required to undergo testing to ascertain their level of Biblical and theological knowledge prior to admittance into the program(s).

Students may audit a unit of instruction with the permission of the teacher. However, they must meet the general requirements of the course or make special arrangements with the teacher prior to the first day of the unit of instruction.

## **ACADEMIC INTEGRITY POLICY**

As a Christian community of faith and scholarship, we at Guido Bible College are committed to the principles of truth and honesty in the academic endeavor (2 Timothy 3:16). As faculty and students in this Christian community, we are called to present our academic work as an honest reflection of our abilities; we do not need to defraud members of the community by presenting others' work as our own (Mark 10:17-22). Therefore, academic dishonesty is handled with serious consequences for two fundamental reasons: it is stealing – taking something that is not ours; it is also lying – pretending to be something it is not. In a Christian community, such pretense is not only unnecessary it is also harmful to the individual and community as a whole. Cheating should have no place at a campus where all labors are informed by our faith because God desires us to be truthful with each other concerning our academic abilities. Only with a truthful presentation of our knowledge can there be an honest evaluation of our abilities. To such integrity, we as a Christian academic community are called.

The following acts are those which we consider to be dishonest:

### **PLAGIARISM**

Plagiarism is presenting as your own work the ideas, opinions, theories or thoughts of another which are not common knowledge. Students who present others' words or ideas as their own without fair attribution (documentation) are guilty of plagiarizing. Unfair attribution includes, but is not limited to, a direct quotation of all or part of another's words without appropriately identifying the source. It is also unfair attribution to have included a source within a citation page without having carefully cited the source within the text of the document.

Plagiarism also includes but is not limited to the following acts when performed without fair attribution: directly quoting all or part of another person's words without quotation marks, as appropriate to the discipline; paraphrasing all or part of another person's words without documentation; stating an idea, theory or formula as your own when it actually originated with another person; and purchasing (or receiving in any other manner) a term paper or other assignment which is the work of another person and submitting that work as if it were one's own.

### **INAPPROPRIATE ASSISTANCE**

Giving or receiving assistance that has not been authorized by a faculty member in connection with any exam or academic work is academically dishonest. Students should assume that any assistance on exams, quizzes, lab work, etc. is unauthorized unless the faculty member involved in the exercise has approved it. Examples of prohibited actions include but are not limited to the following: copying or allowing others to copy answers to an exam; transmitting, receiving or in some form obtaining information during an exam which would offer answers within the framework of the material being tested; giving or receiving answers to an exam scheduled for a later time; and completing for others or allowing others to complete for oneself all or part of an assignment; submitting as a group assignment work which was prepared by less than all of the members of that group. It is

the responsibility of the student to inform an instructor of the last of participation of one member of a group.

## **POLICY REGARDING STUDENT HONESTY**

In line with the policies of the Guido Bible College as explained in the Code of Ethics and Conduct and the Student Responsibilities, students are expected to conduct themselves with integrity and honor. Students are required to do their own work and to turn in assignments that reflect their own opinions, research, ideas, and conclusions.

- Students are not permitted to copy from another student during tests or in-class assignments
- Students are not permitted to plagiarize the work of another. Plagiarism includes:

Copying the words of another without including those words in quotation marks and providing a reference to the original source,

Representing someone else's thoughts, ideas, and conclusions as one's own without the proper reference and notation,

Paraphrasing or making slight alterations and modifications to the work of another and presenting it as one's own original work.

## **PROGRAMS OF STUDY AND COURSE DESCRIPTIONS**

**CERTIFICATE IN BIBLICAL STUDIES**

**ASSOCIATE OF ARTS IN BIBLICAL STUDIES**

**BACHELOR OF ARTS IN BIBLICAL STUDIES**

## **CERTIFICATE IN BIBLICAL STUDIES**

The Certificate of Biblical Studies program is designed to provide students with a basic, yet comprehensive, overview of both the Old and New Testaments as well as an introduction to the basic tenants of the Christian Faith and world view. The courses included in the Certificate program examine the meaning and message of Scripture as it was intended to be understood by its original audience. Students will be guided to understand the relevance and practical application of Scripture to their lives and ministry and its worth to the individuals they serve through the local church and religious organizations.

### **PROGRAM EDUCATIONAL OBJECTIVES**

Objective: Explain the reason for and the importance of accepting and believing in the authority of Scripture as the foundation and rationale for the Christian faith.

Classes: Understanding the Bible, Revelation and God, Old Testament Survey, New Testament Survey, Introduction to Theology, The Gospels

Objective: Describe the central themes of the Old and New Testaments and their culmination in the Gospel Message.

Classes: Understanding the Bible, Revelation and God, Old Testament Survey, New Testament Survey, The Pentateuch, Introduction to Theology, The Gospels

Objective: Present in writing and orally, a personal statement of faith that incorporates the major tenants of evangelical theology.

Classes: Basic English Grammar, Oral Communication, Revelation and God, Understanding the Bible, Introduction to Theology

Objective: Participate in a program of Spiritual Formation and Christian Ministry

Spiritual Formation Topics: Worship, Prayer, Meditation  
Christian Ministry: Students Choosing

### **Requirements for the Certificate in Biblical Studies**

1. Completion of all courses with a GPA of 2.00.
2. Completion of all entrance requirements, personal statement of faith supported by applicable verses from Scripture.
3. Completion of all Christian service requirements as presented in the Guido Bible College Student Christian Service Manual.
4. Payment of all tuition expenses, student fees and graduation fees.

## Certificate of Biblical Studies Courses

Year One

Fall Semester

### Discovering God at Work

Course Number	Course Name	Hours
ENG 101	Basic English Grammar	3
BI 101	Understanding the Bible	3
TH111	Revelation and God	3
SF 101	Spiritual Formation and Ministry Seminar: Worship	1

#### **ENG 101 Basic English Grammar**

This course is a study of written communication that will equip students with the skills and abilities to express God's message clearly and effectively by teaching the basic skills of writing. Class members will learn how to prepare sermons, announcements, and Bible studies. They will also learn how to write Bible studies, articles, and news releases that are clear and easy to understand.

#### **BI 101 Understanding the Bible**

This course briefly surveys the history of Biblical interpretation and focuses on the methods, procedures, resources, tools, and personal skills that are necessary for individual interpretation of the Bible. A review of Bible dictionaries, concordances, reference works, and a comparison of various translations and study Bibles is included.

#### **TH 111 Revelation And God**

This course is a comprehensive study of the methods God uses to communicate to individuals who are seeking to understand and know His will for their lives. It includes the idea that study of Scripture, prayer, worship and fellowship with other Christians are methods God uses to speak to us.

#### **SF 101 Spiritual Formation and Ministry Seminar: Worship**

The seminars on Spiritual Formation are designed to encourage each student to become personally responsible to and involved in "discovering and following God at work in their lives." Whether engaged as a teacher or enrolled as a student, both are expected to expand and enhance their relationship with God, by design, to grow into the likeness of Christ - whom we are called to serve. The ultimate foundation for all of Christian service is worship, and therefore will be emphasized continually in the classroom as well as in or at special events, activities and programs. The intentional goal of each seminar, whether viewed individually or collectively, is to provide a time for prayer, accountability, encouragement and sharing.

Year One

Winter Semester

Old and New Together

Course Number	Course Name	Hours
BI 102	Old Testament Survey	3
BI 103	New Testament Survey	3
BI 107	The Pentateuch	3
SF 102	Spiritual Formation and Ministry Seminar: Prayer	1

**BI 102 Old Testament Survey**

This course will engage in a historical and theological survey of the Old Testament. Emphasis is placed on the canonical formation, historical background, theological themes, redemptive history, and key interpretive issues.

**BI 103 New Testament Survey**

A study of the New Testament focusing on its over-arching vision of God's mission in the world and how human beings are called to respond. Each book will be placed in its cultural and historical setting as we focus on its distinctive contribution to the New Testament. Along the way students will be introduced to critical methods for studying the New Testament and will reflect on how we can integrate scholarly perspectives with a conviction that the New Testament is the Word of God.

**BI 107 The Pentateuch**

The overall design of this class is to carefully trace the original narrative strategy of the Pentateuch. This course will examine the literary and historical claim that the Pentateuch was originally composed of a single book. Students will survey the broad stretches of narrative, spanning the time from Creation, to the Covenant at Sinai, to the Conquest of Canaan as recorded in the "books" of Genesis, Exodus, Leviticus, Numbers and Deuteronomy. The evidence of authorship and historical dating of these writings will be detailed.

**SF 102 Spiritual Formation and Ministry Seminar: Prayer**

Prayer is approaching, communicating and addressing God through Jesus Christ our Savior and Lord, under the direction of the Holy Spirit. This seminar delves into the significance and awe we receive through a personal encounter with God as we first ask for His forgiveness, then recognize, with thanksgiving, His blessings in our lives and ultimately plead for the humility and ability to accept and glorify Him with the opportunities, gifts and challenges He brings into our lives each day.

**Proclaiming the Word**

Course Number	Course Name	Hours
TH 204	Introduction to Theology	3
ENG 102	Oral Communications	3
BI 105	The Gospels	3
SF 103	Spiritual Formation and Ministry Seminar: Meditation	1

**TH 204 Introduction To Theology**

This course is an in-depth consideration of the significant theological topics and themes in the Bible. Included is a study and interpretation of the Christian faith, and experience of God based on God's divine self-revelation. It will also apply these truths to the full meaning of the Christian life.

**ENG 102 Oral Communications**

This course is a comprehensive presentation of the components of the content and process of speaking to an audience. It will identify and explain the essential elements of the communication process, the elements of preparing and delivering an effective speech and methods of evaluating the effectiveness of personal communication.

**BI 105 The Gospels**

This course is a comparative and expository study of the gospels of Matthew, Mark and Luke. Particular attention is given to the synoptic problem and the source of each of the synoptic Gospels. Students will also learn the similarities and differences between the messages of the synoptic writers.

**SF 103 Spiritual Formation and Ministry Seminar: Meditation**

Meditation is one of the most essential components of spiritual growth and development. Christians engage in meditation during a time of isolation and insulation from the noise of the world to soberly and honestly seek and listen to the voice of God as He reveals Himself to the Christian through reading the Word, intercessory prayer and waiting to hear God's voice.

## **ASSOCIATE OF ARTS IN BIBLICAL STUDIES**

Students, who have completed the Certificate in Biblical Studies, or its equivalent, may be admitted to the Associate of Arts in Biblical studies program if they can, or have demonstrated, a call to Christian Ministry. This course provides students with a fundamental knowledge of theology, ethics, apologetics, evangelism and discipleship. It is designed to equip students with the basic skills of Christian ministry as well as an opportunity to apply those skills in various areas of service in and through the local church.

### **PROGRAM EDUCATIONAL OBJECTIVES**

Objective: Describe the development of Christian ethics from the teachings of the Old and New Testaments and their relevance in today's culture.

Classes: The Life and Teachings of Jesus, The Prophets, Ethics, Pauline Epistles

Objective: Contrast the message and methods of evangelism and discipleship utilized in the early church to the methods utilized in churches today.

Classes: Acts of the Apostles, Pauline Epistles, Evangelism and Discipleship, Introduction to Psychology

Objective: Develop a program of evangelism and discipleship that is church-centered, community-oriented, and trans-denominational.

Classes: Life and Teachings of Jesus, Ethics, Acts of the Apostles, Pauline Epistles, Evangelism and Discipleship

Objective: Participate in a program of Spiritual Formation and Christian Ministry

Spiritual Formation Topics: Obedience, Praise, Fasting  
Christian Ministry: Students choosing

### **Requirements for the Associate of Arts in Biblical Studies**

1. Completion of all courses, or their equivalent, in the Certificate in Biblical Studies with a GPA of 2.00.
2. Completion of Christian Service requirements as presented in the Guido Bible College Christian Service Manual.
3. Payment of all tuition expenses, student fees and graduation fees.

## Associate of Arts in Biblical Studies Courses

Year Two

Fall Semester

### Jesus, the Prophets and Morality

Course Number	Course Name	Hours
BI 209	Life and Teachings of Jesus	3
ETH 201	Ethics	3
BI 204	The Prophets	3
SF 201	Spiritual Formation and Ministry Seminar: Obedience	1

#### **BI 209 Life and Teachings of Jesus**

This course is an intensive study of the historical and religious nature of Jesus of Nazareth. It will largely focus on significant aspects of His life and ministry as these are related in the Gospel literature of the New Testament. The major incidents and teachings contained in the Jesus tradition will be studied, with particular attention given to the historical and theological issues involved. A discussion of the current scholarly debate on the reliability of the Synoptic Gospel accounts of Jesus' life and teachings are included.

#### **ETH 201 Ethics**

This course deals with what is the proper course of action for man. It answers the question: "What do I do if, when, now..." It is the study of right and wrong in human interactions and endeavors. It can be described as a means to categorize our values and pursue them, our pursuit of our wants, needs and desires and the impact they have on others who have their own wants, needs and desires and at what point do we sacrifice our own goals for the goals of others. It investigates the source of values whether in the Bible, man, nature or none of the foregoing.

#### **BI 204 The Prophets**

This course will introduce students to the study of the Major Prophets comprised of Isaiah, Jeremiah, Lamentations, Ezekiel, and Daniel. Emphasis is given to these Biblical texts, their interpretations, theological themes, and the various critical issues involved in their interpretation.

#### **SF 201 Spiritual Formation and Ministry Seminar: Obedience**

Obedience, for the Christian, is freely submitting to the authority of God's teachings as revealed in Scripture. Obedience becomes possible to the believer who lives in Christ and willingly surrenders all of life to the will and ways of God and becomes His servant through the power of the Holy Spirit.

**The Reason for the Church**

Course Number	Course Name	Hours
BI 205	Acts of the Apostles	3
PSY 101	Introduction to Psychology	3
BI 206	The Pauline Epistles	3
SF 202	Spiritual Formation and Ministry Seminar: Praise	1

**BI 205 Acts of the Apostles**

This course is a study of the Book of Acts and its historical and biblical relevance for the ministry, function and purpose of the church when it was initially established and its function and mission today. The nature and mission of the early church is compared and contrasted to the nature and mission of the church today in its contemporary setting and its present theological positions and sociological emphasis.

**PSY 101 Introduction To Psychology**

An introduction to the general field of psychology, emphasizing concepts helpful for understanding contemporary psychology and those basic to further study.

**BI 206 The Pauline Epistles**

This course is a survey of the life and ministry of the apostle Paul, with a focus on his missionary and evangelistic labors. Attention is also given to Pauline theology. Studying these aspects of Paul's life and ministry will provide instruction and encouragement for ministry in the present day.

**SF 202 Spiritual Formation and Ministry Seminar: Praise**

We praise God by actively expressing our appreciation of and our anticipation to God for His generous gifts of love, grace, mercy, salvation, eternal life and our daily needs and personal well-being. We also praise God for the pain, mental anguish, grief, sickness and uncomfortable situations in life as well for they bring meaning, worth, purpose, closeness and dependency on our Lord as well as our need to recognize His sovereignty. This seminary will provide the foundation for a life of praise.

**Our Witness to the World**

Course Number	Course Name	Hours
MIN 201	Evangelism and Discipleship	3
MATH 201	Basic Mathematics	3
ECOL 201	Ecology	3
SF 203	Spiritual Formation and Ministry Seminar: Fasting	1

**MIN 201 Evangelism and Discipleship**

This course is an introduction to personal and corporate evangelism and discipleship ministry in the ministry of local churches. Particular attention will be given to the process of equipping believers in local churches to effectively evangelize the lost and disciple the saved. Attention will also be focused on big event discipleship that enhances the evangelistic efforts of the local church.

**MATH 201 Basic Mathematics**

This course provides an understanding of basic mathematics to help create and manage ministry budgets. Topics include solving equations, inequalities and systems of equations, exponents, radicals, polynomial, inverse, and rational functions and their graphs.

**ECOL 201 Ecology**

Basic Ecology presents the fundamental concepts of ecology that are required to understand and preserve the delicate balance and relationship between plants and animals on the planet. Topics include the interactions among individuals of a population, biology, climate and animal species. Also discussed are growth, regulation, diversity, and stability of populations, and the interactions among populations at the community and ecosystems level.

**SF 203 Spiritual Formation and Ministry Seminar: Fasting**

This seminar explains the importance of fasting from all food, or certain foods, for a specified period of time to reflect on the significance of discipline or submission to God while seeking His will, insight, direction or favor in relation to a specific issue. It will explain and explore the necessity of fasting and how it contributes to spiritual insight and fulfillment if seeking God and Him alone.

## **BACHELOR OF ARTS IN CHRISTIAN MINISTRY**

Students who have earned the Associate of Arts in Biblical Studies, or its equivalent, and have a desire to expand their knowledge of Scripture and its application to Christian ministry may elect to enter the Bachelor of Arts in Christian Ministry. This program of instruction has been designed to integrate, investigate and study the major themes of Scripture, biblical events, history, philosophy and world religions. Students will learn to combine the knowledge and skills presented in these classes to their individual ministries as leaders and lay-leaders, teachers, pastors, assistant/associate pastors, youth and children's ministers, managers and administrators of Christian organizations.

### **PROGRAM EDUCATIONAL OBJECTIVES**

Objective: List the needs of, the reason for, and methods used in age-related ministries in churches and other religious organizations.

Classes: Ministering to Children, Ministering to Youth, Ministering to Adults, Church Outreach and Church Planting, Pastoral Care and Counseling, Church Administration, Christian Worldview, Sociology, Contemporary Issues in Family Life, Ministering in Crises Situation, Church Conflict: Issues and Resolution

Objective: Describe the influence of the Christian faith in art, history, literature, and world cultures.

Classes: Sociology, World History, History of the World's Religions, Christian Worldview

Objective: Develop a plan to train and involve Christians to respond to natural disasters and crises.

Classes: Pastoral Care and Counseling, Ministering in Crisis Situations, Christian Worldview.

Objective: Explain the differences between the Christian faith and other major religious faiths.

Classes: Christian Worldview, World History, Literature, History of the World's Religions

Objective: Explain the foundational teachings of the Bible for marriage and family living and relationships.

Classes: Sociology, Contemporary Issues in Family Life, Christian Worldview, Ministry in Crisis Situations

Objective: Describe the process of planting a church, to include research, staffing, training of church leaders, underwriting the financial requirements, and denominational relationships.

Classes: Church Outreach and Church Planting, Evangelism and Discipleship, Church Conflict, Ministry in Crisis Situations

Objective: Explain the use of statistics in church outreach and planting.

Classes: Statistics, Church Outreach and Church Planting, Christian Worldview

Objective: Participate in a program of Spiritual Formation and Christian Ministry

Spiritual Formation Topics: Stewardship, Humility, Discipleship, Surrender, Wellness, Family

Christian Ministry: Students choosing

### **Requirements for the Bachelor of Arts in Biblical Studies and Christian Ministry**

1. Completion of all courses in the Bachelor of Arts in Christian Ministry program or their equivalents with a GPA of 2.00.
2. Completion of Christian service requirements as outlined in the Guido Bible College Student Christian Service Manual.
3. Payment of all tuition expenses, student fees and graduation fees.

## Bachelor of Arts in Christian Ministry Courses

Year Three

Fall Semester

### Applying God's Word

Course Number	Course Name	Hours
BI 301	The Writings	3
CM 301	Ministering to Children	3
BI 302	The General Epistles	3
SF 301	Spiritual Formation and Ministry Seminar: Stewardship	1

#### **BI 301 The Writings**

This course is an introductory study of the wisdom and poetry books of the Old Testament. Particular attention is given to the thematic and historical structure of each book. This course is an in-depth consideration of the significant contribution of Job, Psalms, Proverbs, Ecclesiastes, and Song of Solomon. Included is a study and interpretation of the Christian faith and experience of God based on God's divine Inspiration through wisdom and poetry. It will also apply these truths to the full meaning of the Christian life.

#### **CM 302 Ministering to Children**

This course presents a broad overview of the needs of children from birth through the eighth grade. It explains the needs and states of development of children, the opportunities and obligations for caregivers, teachers, parents and others who interact during this phase of the child's life. Ways to minister to children silently as well as teaching and leading the child are addressed. The introduction, role and impact on social media is also addressed.

#### **BI 302 The General Epistles**

The epistles covered in this course have been somewhat neglected in the history of interpretation. The purpose of this course is to introduce to the student the context of these letters, their themes and their relationship to the rest of the New Testament. In this class various issues that are often perplexing and always interesting will be examined.

#### **SF 301 Spiritual Formation and Ministry Seminar: Stewardship**

Stewardship is being aware of, recognizing and accepting the fact that Christians are responsible to God to develop the spiritual, physical, mental, emotional, intellectual and financial gifts that He has entrusted to them. This seminar provides Biblical insights on ways to grow and develop each gift Christ gives His followers and then share them with others to bring honor, glory, and praise to His name for all of His benefits.

**God at Work in His World**

Course Number	Course Name	Hours
CM 102	Ministering to Youth	3
ART 301	History of Art	3
PC 301	Pastoral Care and Counseling	2
SF 302	Spiritual Formation and Ministry Seminar: Humility	1

**CM 102 Ministering to Youth**

The process of socialization and adolescent development and the impact of culture on the critical years from eighth through twelfth grade is explained and examined. The needs that adolescents face in searching for their identity, establishing boundaries in relationships, and the importance and resources to develop a lifestyle that contributes to adulthood wellbeing and personal significance and service is a major topic in this course. The impact of social medial on adolescence is also examined.

**ART 301 History of Art**

This course is a survey of the great works and styles of art, including a discussion of visual art concepts, such as color theory and design, as well as aesthetics and art theory. Particular attention will be given to the influence of Christian thought in the great works of art.

**PC 301 Pastoral Care and Counseling**

This course describes the role of the pastors in the care and nourishment of Christians as well as non-Christians. It identifies the opportunities that are available to pastors to meet people at their “point” of need and provides principals for servant leaders to be effective in dealing with sensitive situations.

**SF 302 Spiritual Formation and Ministry Seminar: Humility**

This seminar investigates the nature and meaning of humility as presented in Scripture and the necessity of Christ’s disciples to organize their lives around this God-honoring behavior. It examines the Biblical meaning and message of meekness and modesty, submission and surrender, gentleness and gratitude in all areas of life, recognizing God as the source and substance of all that we are, all that we have or ever will have because of His grace and mercy.

The Church at Work

Course Number	Course Name	Hours
MATH 301	Statistics	3
CH 103	Ministering to Adults	3
ADM 301	Church Administration	3
SF 303	Spiritual Formation and Ministry Seminar: Discipleship	1

**MATH 301 Statistics**

This course investigates the math and science of data collection, analysis, visualization, and interpretation. It also includes the various methods of data collection and the ethical issues and reliability factors utilized in the study. Of particular importance are the interpretation of the data and its perceived effect on religion and society in the areas of politics, economics, national and international conflict, health and welfare of individuals and groups and their impact on religious communities.

**CH 103 Ministering to Adults**

Entering into and progressing through the stages of adulthood, including career choices and education, marriage and family matters as well as maturing in the Christian faith are included in this course. The importance of developing work-life balance, roles of wives and husbands, raising children, service and community activities as well as service in and through the church are explored and addressed. Critical events in the life-cycle are explained with the essential choices that individuals must make as they mature and age.

**ADM 301 Church Administration**

This course is a study of contemporary models and specific business administration practices in the local church. Particular attention is given to the development of competent leadership skills with respect to the economic and functional areas of church life.

**SF 303 Spiritual Formation and Ministry Workshop: Discipleship**

Discipleship, for the Christian, is a life long journey that begins with a spiritual transformation as a result of the "new birth through Christ." This seminar explores how spiritual transformation results in a life lived under the Lordship of Christ. It is evidenced in a personal walk with Him and a ministry to others that is rooted and grounded in obedience to the Word of God.

**Our Witness to the World**

Course Number	Course Name	Hours
CMS 401	Church Outreach and Planting	3
SOC 401	Sociology	3
TH 401	Christian World View	3
SF 401	Spiritual Formation and Ministry Seminar: Surrender	1

**CMS 410 Church Outreach And Church Planting**

This course examines the processes and procedures to revitalize and grow an established church as well as the methods used to evaluate the need to establish a new church in a new location with members from a local church. In the church growth section of the course methods to reach inactive members and those who do not attend a church or have no church preference are studied. Students will prepare and present a plan to either plant a church or revitalize a church.

**SOC 401 Sociology**

This class is designed to provide students with an understanding of the meaning and importance of culture in society. Students will develop skills that will enable them to engage individuals inside and outside of the church to recognize the forces and factors that shape their thinking and behavior. An understanding of partnering with God in “culture-making” to transform the world will be a central theme.

**TH 401 Christian Worldview**

This course studies the concept of *worldview* in general and then the content of the *Christian* worldview in particular, with a focus on the major biblical themes of creation, fall, redemption, and consummation and their implications for all of life.

**SF 401 Spiritual Formation and Ministry Seminar: Surrender**

The journey to surrender begins by acknowledging that the Christian is obligated to submit all of one’s life to the dominance of the Lordship of Jesus Christ through the power of the Holy Spirit. This seminar provides a thorough review of the meaning of surrender in both the Old and New Testaments and the importance of seeking God guidance in His Word, in prayer and meditation and by seeking the council of elders in the church.

**Impact of Religion in the World**

Course Number	Course Name	Hours
HIS 401	World History	3
LIT 401	Literature	3
HIS 403	History of The World's Religions	3
SF 402	Spiritual Formation and Ministry Seminar: Wellness	1

**HIS 401 World History**

The purpose of this course is to enable students to understand their connection to the development of civilizations, cultures and events of the past as they have been recorded by various individuals, tribes and nations. Students will gain knowledge and understanding pertaining to geography, politics, religion, economics, ethics, education and family roles and rites.

**LIT 401 Literature**

This course is an examination and review of the historical foundations and development of literature through the ages. Students are provided with criteria for assessing both text and illustrations of classic and contemporary works written for diverse audiences with a strong emphasis on terminology and genres. The influence of the church on literature and literature on the church will be included in the course.

**HIS 403 History of The World's Religions**

In this course, we explore this over-arching question in the context of the world's religions, the countries visited on the voyage, and the processes of globalization. Central to the course is the recognition that religious traditions are not static; they have changed through the centuries, often in contact with other traditions. The modern understanding and use of religion often deviates from the core teachings of the traditions. The numerous ways in which this has occurred will be compared.

**SF 402 Spiritual Formation and Ministry Seminar: Wellness**

Becoming a whole and effective Christian is both a process of stewarding the gift of life and continually developing one's God-given potential, including knowledge, skills, abilities, talents and other personal resources to achieve the life calling and purpose of each disciple. Wellness, for the Christian, incorporates a life-long pursuit of nutrition, exercise, emotionally nourishing relationships, stress management, formation of healthy habits and self-discipline, rest, recreation and renewal of all of life as encoded in a Christian world view.

The Word at Work

Course Number	Course Name	Hours
CMS 406	Ministering in Crisis Situations	3
SOC 401	Contemporary Issues in Family Life	3
CHS 408	Church Conflict	3
SF 403	Spiritual Formation and Ministry Seminar: Family	1

**CMS 406 Ministering In Crisis Situations**

This course is to assist churches prepare for disaster by developing a strategy to minister to their communities during crisis through preparing their facilities, training their members, securing supplies, and developing protocols that will activate their disaster response plan.

**SOC 401 Contemporary Issues in Family Life**

This course is an introduction to family roles, structures and interactive patterns, communication dynamics, assessment, engagement and termination using family systems theory, developmental and life cycle issues in marriage and family.

**CMS 408 Church Conflict**

This course is a study of contemporary models and Biblical conflict management strategies with respect to analyzing sources and resolving conflicts that arise in the local church while leading it toward its specific mission. Detailed attention is given to staff/staff, staff/member, and member/member relations.

**SF 403 Spiritual Formation and Ministry Seminar: Family**

God has defined the family as the foundational unit of human society as persons related to one another by marriage, blood or adoption. It is initiated by uniting one man and one woman united and committed by covenant for a lifetime. This seminar reviews the teachings of Scripture on family life and living and the roles, relationships and responsibilities of husbands, wives and children to each other, to God, to the church and the community.

**Guido Bible College  
2019-2020 Academic Calendar**

Facilities Open: 8:00 a.m. to 5:00 p.m. Monday through Friday  
Classes: Thursdays, 6:00-9:00 p.m.

Summer 2019 Graduation – August 18, 2019 at 4:00 p.m.

Fall 2019 Semester – (15 weeks)

August 29 - October 10 (7 weeks)

October 24 - December 12 (7 weeks)

Thanksgiving Holiday – November 28, 2018

Christmas Holidays – December 13, 2019 to January 1, 2020

Winter 2020 Semester – (15 weeks)

January 2 - February 13 (7 weeks)

February 27 - April 9 (7 weeks)

Winter Break – April 10 – April 29, 2019

Spring/Summer 2020 Term – (15 weeks)

April 30 - June 11 (7 weeks)

June 25 - August 6 (7 weeks)

Summer Graduation – To Be Announced

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# GUIDO BIBLE COLLEGE

## STAFF

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Carmine Pagliarullo, M.Div.	Dean of Spiritual Formation
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## FACULTY

Terry Cliett B.A., Mercer University M. Div., New Orleans Baptist Theological Seminary	Christian Ministry
Cyd Pagliarullo B.A., Mercer University M.Div., Beeson Divinity School of Samford University	Biblical Studies

## ADJUNCT FACULTY

Matt C. Braddy B.A., Antioch Bible College M.A.M., M.Div., D.Min., Luther Rice Seminary & University	Biblical Studies
Bradley S. Butler B.A., Shorter College M.Div., New Orleans Baptist Theological Seminary D.Min., The Southern Baptist Theological Seminary	Oral Communications
Richard Cumming Ph.D., Philosophy, M.Th., New Orleans Baptist Theological Seminary Ph.D., Chem, University of Southern Mississippi M.Div., Th.M., New Orleans Baptist Theological Seminary B. Chem., William Carey University	Biblical Studies
Victor A. Fordham B.S.Ed., Brewton Parker College B.A., Brewton Parker College M.A., M.Div., Luther Rice College and Seminary M.A., Liberty University	Social Studies/History
Peter J. (Bo) Fulginiti A.B., Georgia Southern University A., Guido Bible Institute A.B., M.Div., Southeastern Baptist Theological Seminary	Christian Ministry

Lawrence Guido A.B., Bob Jones University M.R.E., Southwestern Baptist Theological Seminary B.D., Th.M., Golden Gate Baptist Theological Seminary Ph.D., United States International University	Sociology
Carmine A. Pagliarullo B.A., Mercer University M.Div., Beeson Divinity School of Samford University	Christian Ministry
Nathalie Starling B.A., University of North Florida M.S.Ed., Georgia Southern University Ed.D., Georgia Southern University	Psychology
Chris Vinson A.B., University of Mobile M.Div., Ph.D., The Southern Baptist Theological Seminary	Ethics
Gail Ward B.F.A., Valdosta State University M.Ed., Georgia Southern University	Art
Brandon Williams B.A., Georgia Southern University M.A.T., South University	Christian Ministry
Dannie Williams A.B., Criswell College Th.M., Dallas Theological Seminary	Christian Ministry
G. Albert Wright B.A., Augusta State University M.Div., Ph.D., Southern Baptist Theological Seminary Th.M., Southeastern Baptist Theological Seminary	Biblical Studies
Michael Yawn B.A., Georgia Southern University M.A., Georgia Southern University Ed.S., Argosy University, Sarasota	Mathematics