

UNDER GRADUATE

PROSPECTUS &

STUDENT HANDBOOK



BIBLE COLLEGE

CHRISTIAN FAMILY CHURCH INTERNATIONAL

PROSPECTUS STUDENT HANDBOOK_VERSION 025 RSA

manual developed by the Bible College of
Christian Family Church International.

All Scriptures taken from the Holy Bible

Published by:

South Africa Address:

**Christian Family Church International, Johannesburg
Cnr. Atlas and Silver Wings Boulevard
Bonaero Park Kempton Park
+27-11-230-9300
E-mail: info@cfcibiblecollege.org**

USA Address:

**Christian Family Church International Bible College
Christian Family Church, San Antonio
3607 N. Loop 1604 E., San Antonio, TX 78247
Office: (210) 490-2393 Fax (210) 404-1364
www.christianfamilychurchsa.com**

MESSAGE FROM APOSTLE THEO & DR. BEVERLEY WOLMARANS



Dear Student,

Pastor Bev, I, and the Pastors from Christian Family Church International are proud to present Christian Family Church International Bible College and School of Timothy's. This unique concept, in our Word based Biblical training, is a simple way to study and will only occupy one night per week for those studying on any one of our many International campuses.

The curriculum in years 1 and 2 has been especially designed to take a born-again believer from spiritual immaturity to maturity, fully assured in their walk with God.

Should you, as a student, believe that God has called you into the full time Ministry, then comprehensive training will be provided through the School of Timothy's. This third year of your training is the most exciting because, on completion, you will be awarded a degree in ministry and directed towards establishing your future ministry. The key focus of this Bible College is to equip "Timothy's" to plant churches, Bible Colleges and ministries throughout the world, applying the God given principles entrusted to Pastor Bev and myself.

May God's grace empower, direct and strengthen you on this journey as it has on ours. As the founding pastors, we know beyond a shadow of doubt that you will reach your full potential in Christ as you commit to discovering God's destiny for your life through Christian Family Church International Bible College and the School of Timothy.

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CHRISTIAN FAMILY CHURCH INTERNATIONAL BIBLE COLLEGE

Christian Family Church International Bible College (CFCI BC) is one of the most dynamic and rapidly growing Bible Colleges in the World today. It is currently accredited to Bachelors Level, and will include a comprehensive Post Graduate program from 2014/15. CFCI has run many different, informal training curriculums since 1985 and has now embarked on the three-year Bachelors training program, in order to facilitate the training of individuals for their ministry. The focus is to establish churches, Bible Colleges and new ministries all over the world to teach the Word as imparted by Doctors Theo and Beverley Wolmarans.

1. MISSION OF CFCI BIBLE COLLEGE

2 Tim 2:2 (NLT) *“You have heard me teach many things that have been confirmed by many reliable witnesses. Teach these great truths to trustworthy people who are able to pass them on to others.”*

CFCI BC affirms that all men are created in the image of God and are, therefore, to be afforded equal opportunity to education, in accordance with biblical standards. These policies are adhered to without regard to gender, color, national or ethnic origin, recognizing that all mankind is one human race.

2. APOSTOLIC VISION

Apostle Theo's vision and indeed the vision of this ministry is to establish churches and Bible Colleges around the world, focusing (initially) on Africa and the United States.

3. STATEMENT OF FAITH

This is the Statement of Faith of Christian Family Church International Bible College (CFCI BC)

1. We believe in the Scriptures of the Old and New Testaments, in their original writing, as fully inspired of God and accept them as the supreme and final authority for faith and life.
2. We believe in one God, eternally existing in three Persons – Father, Son and Holy Spirit.
3. We believe that Jesus Christ was begotten of the Father, conceived by the Holy Spirit, born of the Virgin Mary and is true God and true man.
4. We believe that God created man in His own image and that man sinned and thereby incurred the penalty of sin, which is death (physically and spiritually). Also that all human beings inherit a sinful nature, which progressed (in the case of those who reach moral responsibility) into actual transgression, involving personal guilt.
5. We believe that the Lord Jesus Christ died for our sins, a substitutionary sacrifice, according to the Scriptures and that all who believe in Him are justified on the grounds of His shed blood.
6. We believe in the (bodily) resurrection of the Lord Jesus, His ascension into Heaven and His present life as our High Priest and Advocate.
7. We believe in the personal return of the Lord Jesus Christ.
8. We believe that all who repent of their sin and receive the Lord Jesus Christ by faith are born-again of the Holy Spirit and thereby become children of God.
9. We believe in the baptism in the Holy Spirit, empowering and equipping believers for service, with the accompanying supernatural gifts of the Holy Spirit and in fellowship with the Holy Spirit. We believe in the divinely ordained ministries of the Apostle, Prophet, Teacher, Pastor and Evangelist.
10. With regard to submission to authority, we believe in the principle of having authority because you are under authority. As such, it is understood that CHRISTIAN FAMILY CHURCH INTERNATIONAL membership shall be subject to submission to authority in matters pertaining to church governance, doctrine and personal behavior.

11. We believe in the resurrection of both the just and the unjust, the eternal blessedness of the redeemed and the eternal banishment of those who have rejected the offer of salvation.
12. We believe that the one, true Church is the whole company of those who have been redeemed by Jesus Christ and regenerated by the Holy Spirit and that the local church on earth should form its character from this concept of the Church spiritually and therefore that the new birth and personal confession of Christ are essentials of church membership.
13. We believe that the Lord Jesus Christ appointed two ordinances – Baptism in water and the Lord's Supper, to be observed as acts of obedience and as perpetual witnesses to the cardinal facts of the Christian Faith, that Baptism is the immersion of the believer in water, as a confession of identification with Christ in burial and resurrection and that the Lord's Supper is the partaking of the emblems, symbolic of the Saviour's broken body and shed blood, in remembrance of His sacrificial death, until He comes.
14. We believe that divine healing was provided for in the Old and New Testament and is an integral part of the Gospel.
15. We believe that the Bible teaches that without holiness no man can see the Lord. We believe in the doctrine of sanctification as a definite, yet progressive work of grace, commencing at the time of the new birth and continuing until the consummation of salvation.
16. We believe in obeying the statement made by Jesus, found in Matthew 28 verse 19-20 which is, "Go therefore and make disciples of all the nations, baptising them in the Name of the Father, and of the Son and the Holy Spirit, teaching them to observe all things that I have commanded you, and lo, I am with you always, even to the end of the age." Amen
18. The fellowship is open to any further truth, which the Holy Spirit may illuminate from the Scriptures.

If I ever have a dispute with the church that cannot be resolved through its own internal procedures, I agree to resolve the dispute according to Biblical principles such as those set forth in Matt. 5:23-25, 18:15-20 and 1 Cor. 6:1-8 by submitting the matter to Christian Mediation and if necessary, to Christian Arbitration. Such mediators or arbitrators must be in agreement with the Statement of Faith of this church and its government. I understand that arbitration is a legally binding process and that judgment upon an arbitration award may be entered in any court, otherwise having jurisdiction.

4. ACCREDITATION

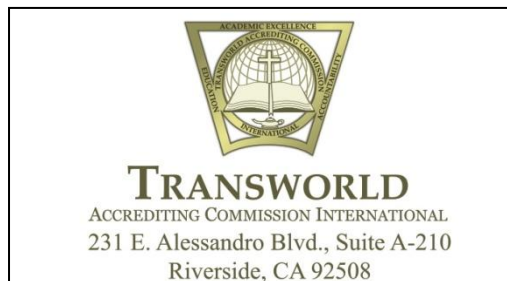
CFCI Bible College is a Bible College that has been in existence since 1983 and the majority of the subjects are the original teachings of Apostle Theo Wolmarans, founding Pastor and President of CFCI Bible College. All students successfully graduating from CFCI Bible College will receive a certificate, diploma and Bachelors of Ministry recognized worldwide.

The successful student will, in addition, receive accreditation from any churches affiliated with CFC International.

CFCI Bible College has been accredited by **Transworld Accrediting Commission International (TACI) in the United States of America**. TACI is organized to meet the growing need for accountability among evangelical institutions.

They are an International non-profit church educational organization with a mandate to establish minimal acceptable standards, criteria and shared Biblical doctrine for membership. TACI has accredited and assisted Biblical Theological Schools, Seminaries, Universities, Colleges and Institutes around the world, for the last 20 years.

Training preachers, teachers, and workers for the Master's harvest field, and providing assistance to others to achieve their goals, is their mission.



The IRS Federal Recognition number of TACI [72-1226053](https://www.irs.gov/efile/efile-1226053) - © Transworld Accrediting Commission International, Inc.

TACI is a non-governmental accrediting commission for evangelical educational institutions. For a listing of member institutions or a listing of commissioners, refer to the website: www.transworldaccrediting.com

5. OUTCOMES BASED EDUCATION

5.1 Desired Outcomes

All qualifications are now designed with suitable outcomes in mind. A student will have certain knowledge and understanding but most important of all, he or she will be able to practically apply themselves and do things, i.e. plan, communicate, speak, prophesy, work with people, proclaim the gospel, care for members of a congregation and prove to be a teacher, able to equip others for ministry.

5.2 Program structure – the main features of the program

The Ministry Curriculum has been carefully balanced around sound educational principles and therefore has the following characteristics:

5.2.1 Undergraduate

- 120 credits per undergraduate qualification level comprised of lecture hour credits, practical hour credits, assignment hours credits, and self-study hour credits.
- A graduation qualification exit point after each academic year.
- Subjects offered on Bible College are classified as; foundational, supportive and core curriculum.
- The program is divided into modules and manuals are issued for most modules.
- More advanced modules are taken in each subsequent year, and modules build on each other as students advance.
- Modules that relate to the theme of the year are grouped together and are taken in the same year so as to lead to a meaningful outcome

5.2.2 Post Graduate

- Postgraduate studies are earmarked for those in full time ministry, or about to launch into full time ministry and have a 3-prong approach – a theological academic component, a written/published component, and a practical life/ministry application component.
- The program is designed to provide a theological academic grounding, and then specialization into an area/stream of expertise.
- The programs are designed to build on each other, with progression evident in the areas of experience/ years in active full time ministry, age/maturity and theological knowledge.

5.3 Fundamental Principles of the Program

The CFCI BC courses are integrated with life skills, social skills and leadership management as required for the church and the community environment, and will be of great advantage in all spheres of life.

CFCI BC offers a standard that gives credibility and national and international acceptance of the outcomes outlined.

Easy access and enrollment on the educational institution is provided to both members of CFCI and non-members alike, with the aim of providing training to all prospective learners in such a way that they will be able to flourish, in their church environment.

CFCI BC courses have portable credits and students can transfer them from one learning institution to another, within the CFCI network, for eventual further studies.

We subscribe to the principle of Recognition of Prior Learning (RPL) under specific conditions. *See section on Recognition of Prior Learning.*

5.4 Benefits of the Bible College and School of Timothys Degree program

The program equips people on a personal spiritual growth level, or on a ministry development level. It has various options, and can be done over a period of 1, 2 or 3 years. It has great flexibility compared to many other programs, and is highly competitive in the fees charged, both in Africa and internationally.

The full program to third year has been developed to equip the student to work towards establishing themselves in ministry in future, whether to start a church, a Bible College or go out as an Evangelist or Missionary, and teach the Word of God to people all over the world.

5.5 Recognition: Affiliation and International Status

CFCI BC is affiliated to more than 400 churches in the world with like-vision and values that have also been starting Bible Colleges and planting churches. Your qualifications will be recognized by all these affiliated churches and organizations, as well as those also accredited by TACI.

We currently have thirty five (35) Bible College campuses around the world, including:

- three (2) in the USA,
- one (1) in Scotland,
- one (3) in Mauritius,
- one (1) in Swaziland,
- one (1) in New Zealand
- one (1) in United Kingdom
- one (1) in Uganda
- two (2) in Europe
- seventeen (17) in and around Southern Africa

Over 11000 students registered on our Bible College since 2007.

CFCI BC is also internationally recognized with Transworld Accrediting Commission International (TACI), based in the USA, providing the platform of opportunity for exchange student programs and further study abroad, at all affiliated churches with Bible Colleges.

CFCI Bible College also has an articulation agreement between various educational institutions worldwide that recognize the Curriculum of CFCI BC.

This allows other institutions to assess and award certificates, diplomas or degrees on the grounds of “Recognition of Prior Learning”, based on life experience, ministry experience, educational qualifications etc. These are subject to proposal by CFCI Head Office under specific conditions and requirements, in order to protect the sanctity and validity of any degree issued.

CFCI BC may, under specific conditions, grant exemptions for modules, through the evaluation of transfer credits from other accredited and non-accredited universities, or educational institutions, as well as on the grounds of life experience and/or recommendations that comply with the student’s course of study and implementation of core subjects.

Ministerial experience is divided into FIVE (5) major categories as follows:

- Pastoral/ Counseling
- Evangelism
- Classroom Teaching
- Church/ Ministry Administration
- Missions

Less than two years active, full time experience will not be acceptable in any category. Technical, vocational and secular professional training is not usually acceptable except where deemed applicable. Final assessment for advanced standing, whether transfer of credits, life experience or published works, rests solely with the International Registrar and the Principal of CFC Bible College (International).

5.6 Tuition method and steps

A CFCI Bible College follows a five-phase tuition method. Following this method, we can justify the 120 credits a student gets for studying the course in an academic year. The Student:

- Physically attends lectures, listens to the lecturer and participates in group discussion.
- Pre-reads course material, and revises the lecture material, notes and summaries.
- Studies from the module to internalize the material and takes the test
- Prepares summaries of the material during reading, researching, analyzing and studying the material.
- Does the ministry and/or practical tasks, group test or self-assessment requirements as specified.

5.6.1 Illustration: 5-phase method

1. LECTURE	Tuition and group work	120 hrs
2. RE-READING	Integration or pre-reading	345 hrs
3. TESTS	Facts, memory and academic	20 hrs
4. REPORTS	Read, research and written assignments	405 hrs
5. TASKS	Practical skills and practical assignments	
FOUNDATIONAL TRAINING	Per requirements	10 hrs
CHURCH ATTENDANCE*	Church attendance, Cell Group, Daily Prayer, Annual Convention	300 hrs
		1 200 hrs

If this method is followed, the student will have processed the material from more than 300 lectures, during (+-) 1200 hours of activity per academic year.

***Church Attendance** is vital and will be monitored to determine compliance for graduation. A student should attend a minimum of ONE (1) service per weekend unless on annual leave, or at least 40 services per annum. We consider every Bible College student to be studying to "show themselves approved" for active service in ministry. Bible College attendance is not in lieu of church attendance and we require all students to attend 80% of the available weekend church services per year.

5.7 Assessment

The Blooms model of cognitive thinking will be used and students will be assessed on the following levels:

- Attendance ratios to establish **base credit hours** of tuition
- Tests to establish **retained academic knowledge**
- Practical assignments and evaluations to assess **applied knowledge**
- Written case study or book reports to assess **analytical knowledge**
- The individual weighting means every area is equally important in contributing to the final mark to omit any one may result in a 'Fail' result.

6. UNDERGRADUATE PROGRAM

The courses have been categorized into different themes for each year, thus creating a flow that depicts what that year of study aims to achieve, and the desired outcomes.

Year 1	:	CERTIFICATE IN MINISTRY To cultivate intimacy with God through personal relationship
Year 2	:	DIPLOMA IN MINISTRY Fanning into flame the gifts given to you by God
Year 3	:	BACHELORS OF MINISTRY [B. Min] Impartation to Sons

6.1 Student Statistics since 2007

Since 2007, the CFCI BC Undergraduate program has enrolled almost **15000** students:

Comparison by year of study:

YEAR	Curriculum	Johannesburg Bible College	External Bible Colleges	TOTAL
2007	1st	496	NA	496
2008	1st	301	93	394
2009	1st	404	684	1088
2010	1st	411	671	1082
2011	1st	352	510	862
2012	1st	416	684	1100
2013	1st	503	710	1213
2014	1st	538	785	1323
2015	1st	544		
Total 1st Year:		3965	4137	8102

YEAR	Curriculum	Johannesburg Bible College	External Bible Colleges	TOTAL
2008	2nd	231	NA	231
2009	2nd	163	79	242
2010	2nd	221	390	611
2011	2nd	204	456	660
2012	2nd	193	320	513
2013	2nd	234	378	612
2014	2nd	263	512	775
2015	2nd	290		
Total 2nd Year:		1799	2135	3934

YEAR	Curriculum	Johannesburg Bible College	External Bible Colleges	TOTAL
2009	3rd	185	NA	185
2010	3rd	135	61	196
2011	3rd	126	71	197
2012	3rd	163	138	301
2013	3rd	132	220	352
2014	3rd	162	219	381
2015	3rd	162		
Total 3rd Year:		1065	709	1774

YEAR	Curriculum	Johannesburg Bible College	External Bible Colleges	TOTAL
Total Registered:		6829	6981	13810

Note: International schools (Scotland, Mauritius and USA schools do not yet have 2013 registration figures as registration takes place in July)

updated June 2013

6.2 Part-time Bible College: one day a week

Bible College lectures take place one day a week from 6.25 to 9.30pm, and on certain specified Saturday mornings for practical workshops and quarterly tests. E.g. (Check your roster per campus).

Contact relevant campus for a schedule of dates and times.

6.3 Evening program example

EVENT DESCRIPTION	TIME
Bible College counter opens :	6.00pm
Bible College counter closes :	6.15pm
SIGN/ CLOCK-IN for Session 1 :	6.00-6.25pm
Collect Manuals :	6.00-6.25pm
Verbal Announcements :	6.25-6.30pm
Lecture Session 1 :	6.30-7.30pm
Break 25-min & counter open :	7.20-7.40pm
SIGN/ CLOCK-IN for Session 2 :	7.40-7.45pm
Lecture Session 2 :	7.45-8.35pm
Break 5-min :	8.35-8.40pm
Lecture Session 3 :	8.40-9.30pm
SIGN/ CLOCK-OUT for Session 3 :	After 9.30pm

6.3.1 Lectures

CFCI BC students are required to be persons of excellence and character and as such are requested to be seated before commencement of lectures. This indicates a respect of the anointing on the lecturer, fellow student's time and minimizes disruption to proceedings. There are three lecture sessions per night. Students are required to attend all three, unless they have been granted an RPL by the Registrar, for one or more of the sessions, which they have previously attended and completed.

6.3.2 Announcements & Student Communications

The first five minutes are used to communicate important announcements from the Dean, the Registrar or the Assistant Dean of Students, as pertaining to exam feedback, new information, roster changes, policy changes etc. The 5 minute comfort break also an opportunity for the Class President (s) to communicate additional announcements to the students pertaining to the their fundraising activities.

6.4 Manual Collection

At the start of a term or on the night when a new module will begin, manuals will be issued to those students who have their fees paid up to date. No manuals will be issued to any student in arrears and should the student make payment on the night, a

delay of 7 days (1 week) will occur before the manual is issued. It is therefore in the student's best interest to insure all fees due are paid in full at least 1 week before the start of term or when a new course is about to start.

Students at larger campuses must please realize that multiple years and large amounts of students will all be endeavouring to collect manuals at the same time, so it is imperative to come early. For this reason the counter will always be open 45 minutes prior to class starting to serve as many students as is humanly possible. The faculty will also assist students again in the long break.

6.5 Breaks

In between the three 50 minute sessions per evening is a 20 minute break and a 5 minute break.

6.6 Application for Admission/ Registration Form

Enquire at relevant campus.

Visit the International Bible College website for more information and download the form: <http://www.cfcibiblecollege.org/>

6.7 YEAR 1 - Certificate in Ministry

THEME: To cultivate intimacy with God through personal relationship

SUBJECTS		SUBJECT CODE
1.	The Integrity of God's Word	IGW-100
1.1	Introduction To The Integrity Of God's Word	IGW-100-1
1.2	Biblical Prophecy Proves The Integrity Of Scriptures	IGW-100-2
1.3	Mathematical Probability Of Prophecy About Jesus Christ	IGW-100-3
1.4	Mathematical Pattern In Scripture Revealed Through Bible Numeric's	IGW-100-4
1.5	Archaeology And Science Confirm The Accuracy Of The Scriptures	IGW-100-5
1.6	The Force Of Revelation Knowledge	IGW-100-6
2.	Why we Study the Bible	HSB-105
2.1	How To Approach The Bible	HSB-105-1
2.2	Bible Disciplines That Are Essential For Spiritual Growth	HSB-105-2
2.3	Overview Of Keys And Tools To Help You Study The Bible	HSB-105-3
2.4	How To Begin Studying The Bible	HSB-105-4
3.	Power of Positive Words	FOF-110
3.1	The Importance Of Words	FOF-110-1
3.2	Using Our Faith	FOF-110-5
3.3	The Condition Of Our Heart	FOF-110-5
3.4	What God's Kingdom Looks Like	FOF-110-6
3.5	Reprogramming Our Hearts	FOF-110-7
3.6	Positive or Negative?	FOF-110-8
3.7	Guarding Our Hearts	FOF-110-9
3.8	Believing What We Speak	FOF-110-10
3.9	Standing On Our Confession Of Faith	FOF-110-11
3.10	Praying The Prayer Of Faith	FOF-110-12
3.11	The Joshua Principle	FOF-110-13
3.12	Applying The Power Of Positive Words	FOF-110-14
3.13	Deliberately Bringing God's Plans And Blessings Into Our World, By Speaking Positive Words	FOF-110-15
4.	Developing Spiritual Maturity	DSM-120
4.1	Growing Up Spiritually	DSM-120-1
4.2	The Natural Man	DSM-120-2
4.3	The Carnal Man	DSM-120-3
4.4	The Spiritual Man	DSM-120-4
4.5	How To Control Your Thoughts	DSM-120-5
4.6	Growing In The Grace Of God	DSM-120-6
4.7	The Spirit Of This World	DSM-120-7
4.8	How To Escape The Spirit Of This World	DSM-120-8

SUBJECTS		SUBJECT CODE
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5.2	Is It God's Will To Prosper Us Financially?	GIF-115-2
5.3	In Abraham All The Families Of The Earth Are Blessed	GIF-115-3
5.4	Seed Time And Harvest	GIF-115-4
5.5	We Are Stewards Of God's Affairs	GIF-115-5
5.6	Tithing Weighed In The Balance	GIF-115-6
5.7	God Wants To Prosper Us Financially	GIF-115-7
5.8	God's Presence Prospers You In Every Area Of Your Life	GIF-115-8
5.9	Additional Truths Confirming God Want Us To Prosper	GIF-115-9
5.10	Principles That Will Guarantee Your Success	GIF-115-10
6.	Righteousness	RIG-125
6.1	Introduction To Righteousness	RIG-125-1
6.2	The Law Of Righteousness	RIG-125-2
6.3	How Righteousness Became Available To All	RIG-125-3
6.4	The Curse Of The Law And The Benefits Of Righteousness	RIG-125-4
6.5	Through Righteousness, Access To The Presence Of God	RIG-125-5
6.6	Righteousness And Sin	RIG-125-6
7.	Principles of Healing	POH-130
7.1	Divine Healing – Part 1	POH-130-1
7.2	Divine Healing – Part 2	POH-130-1
7.3	Jesus Heals Today	POH-130-2
7.4	Miracles And The Supernatural	POH-130-3
7.5	How To Minister The Healing To Others	POH-130-4
8.	How to Recognise the Voice of God	RVG-135
8.1	My Calling	RVG-135-1
8.2	The Voice Of The Shepherd	RVG-135-2
8.3	If I Listen For God's Guidance, How Will I Recognize His Voice ?	RVG-135-3
8.4	The Enemies Of Peace	RVG-135-4
8.5	God Desires To Bless You	RVG-135-5
8.6	Do We Go To Heaven ?	RVG-135-6
8.7	Jesus Said, "My Sheep Hear My Voice, I Know Them And They Follow Me."	RVG-135-7
8.8	Following The Holy Spirit (His Peace) Will Cause You To Prosper	RVG-135-8
8.9	Following The Holy Spirit Will Bring Victory In All Areas Of Life	RVG-135-9
8.10	We Can Be Guided By God In The Last Days	RVG-135-10
8.11	God Has Led Me In Many Ways	RVG-135-10
8.12	We Can Depend On The Holy Spirit	RVG-135-11
8.13	How Important Is Repentance From Sin In Respect To Hearing God's Voice?	RVG-135-12
8.14	Give Me Back My Church	RVG-135-13
8.15	God Can Guide Us By Visions And Dreams	RVG-135-14

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9.2	Thanksgiving	PTW-140-2
9.3	Praise	PTW-140-3
9.4	Worship	PTW-140-4
9.5	How To Get Definite Results Through Worship	PTW-140-5
9.6	The Importance Of Sunday Praise And Worship	PTW-140-6
10.	Prayer 1	PRA-145
10.1	God Needs Me To Pray Before He Can Act	PRA-145-1
10.2	How To Pray: Types Of Prayer	PRA-145-2
10.3	How To Pray: Prayer Of Petition Or Faith	PRA-145-2
10.4	How To Pray: Prayer Of Agreement And Supplication	PRA-145-2
10.5	How To Pray: Prayer Of Intercession	PRA-145-2
10.6	How To Pray: Introduction To Praying In The Spirit	PRA-145-2
10.7	How To Pray: Praising And Worshipping In Prayer	PRA-145-2
10.8	How To Pray: Deliverance And Fervent Prayer	PRA-145-2
10.9	How To Pray: The Importance Of Praying For The Nation	PRA-145-2
10.10	God's Plan For Our Lives In Prayer	PRA-145-3
10.11	Ten Reasons For Praying In The Spirit – Part 1	PRA-145-4
10.12	Ten Reasons For Praying In The Spirit – Part 2	PRA-145-4
11.	Soul Winning	WIT-150
11.1	Understanding Basic Witnessing	WIT-150-1
11.2	Your Personal Testimony	WIT-150-2
11.3	Obtaining Commitment	WIT-150-3
11.4	Understanding Unbelievers	WIT-150-4
11.5	Being An Effective Witness	WIT-150-5
12.	The God of Love	GOL-155
12.1	Understanding Our Heavenly Father	GOL-155-1
12.2	Living On The Influence Of God's Love	GOL-155-2
12.3	Our God Of Love And Mercy	GOL-155-3
12.4	The Love Family	GOL-155-4
12.5	God's Love Changes Us From The Inside	GOL-155-5
12.6	The Royal Law Of Love: Old Historical Perspective	GOL-155-6
12.7	The Royal Law Of Love: Old Testament Fulfilled	GOL-155-6
12.8	The Royal Law Of Love: God Kind Of Love – NT Law	GOL-155-6
12.9	Love Covers A Multitude Of Sins	GOL-155-7
12.10	Forgiving Other As God Has Forgiven Us	GOL-155-8
12.11	Forgiving Yourself	GOL-155-9
12.12	God's Love Compels Us To Love Others	GOL-155-10

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13.1	The Fruits Of The Spirit	FOS-165-1
13.2	Love	FOS-165-2
13.3	Joy	FOS-165-3
13.4	Peace	FOS-165-4
13.5	Patience	FOS-165-5
13.6	Kindness	FOS-165-6
13.7	Goodness	FOS-165-7
13.8	Faithfulness	FOS-165-8
13.9	Humility	FOS-165-9
13.10	Self Control	FOS-165-10
14.	Leadership Principles	LPS-170
14.1	Discovering Your Part In God's Work	LPS-170-1
14.2	Motivational Gifts Test	LPS-170-2
14.3	DISC Behavior Survey – Discovering Yourself	LPS-170-3
14.4	Seven Godly Habits	LPS-170-4
15.	Developing the Leader WITHIN You	JCM-910
15.1	What Is A Leader? – Part 1 & Part 2	JCM-910-1
15.2	Leadership Is Influence – Part 1 & Part 2	JCM-910-2
15.3	How To Grow As A Leader – Part 1 & Part 2	JCM-910-3
15.4	Reflections Of A Leader – Part 1 & Part 2	JCM-910-4
16.	Practical Leadership 1	PL1-175
16.1	Moving Into Internship	PL1-175-1
16.2	The Heart Of A Leader	PL1-175-2
16.3	A New Outlook On Church Life	PL1-175-3
16.4	Building A Cell Group	PL1-175-4
16.5	Leading A Cell Group Meeting	PL1-175-5
16.6	Shepherds Course – Moving On From Internship	PL1-175-6
16.7	Understanding Cell Groups	PL1-175-7
16.8	The Cell Group Life Cycle	PL1-175-8
16.9	Developing The Members	PL1-175-9
16.10	Handling Special Situations	PL1-175-10
16.11	The Shepherd	PL1-175-11
17.	Aspects of Faith	FOF-110
17.1	The Foundation Of Faith	FOF-110-1
17.2	Part 1 : Doubt Will Rob You Of God's Blessings	FOF-110-2
17.3	Part 2 : Our Needs Are Met By Hearing God's Word	FOF-110-3
17.4	Part 3 : The Prayer Of Casting Our Care Upon The Lord	FOF-110-4
17.5	Part 4 : How To Pray The Prayer Of Faith	FOF-110-4
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17.7	Part 6 : Vision Of The Completed Project	FOF-110-5
SUBJECTS		SUBJECT CODE

SUBJECTS		SUBJECT CODE
18.	Be a People Person by John C Maxwell	HRT-180
18.1	What Draws Me To People?	HRT-180-1
18.2	What Draws Others To Me?	HRT-180-2
18.3	How To Be Confident With People?	HRT-180-3
18.4	Becoming A Person People Want To Follow	HRT-180-4
18.5	Motivating People For Their Benefit	HRT-180-5
18.6	How To Be Person People Respect	HRT-180-6
18.7	You Can Be An Encourager	HRT-180-7
18.8	Loving Difficult People	HRT-180-8
18.9	How To Be A Person Who Can Handle Criticism	HRT-180-9
18.10	Being A Person People Trust	HRT-180-10
18.11	Developing A Winning Team	HRT-180-11

6.8 YEAR 2 – Diploma in Ministry**THEME: Fanning into flame the gifts given to you by God**

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1.1	The Supervisor	PL2-200-1
1.2	Overseeing The Cell Group	PL2-200-2
1.3	Running A Prayer Group	PL2-200-3
1.4	Being The Supervisor	PL2-200-4
1.5	Elder/ Intern Pastor	PL2-200-5
1.6	Discipleship	PL2-200-6
1.7	Counseling	PL2-200-7
2.	Foundational Doctrines	FDD-210
2.1	Introduction To Foundational Doctrines	FDD-210-1
2.2	Repentance From Dead Works – Exposing Religion	FDD-210-2
2.3	Repentance From Dead Works – Sin, Forgiveness And Grace	FDD-210-2
2.4	Repentance From Dead Works – The Law Of Moses	FDD-210-2
2.5	Faith Towards God – The Law Of The New Testament	FDD-210-3
2.6	Faith Towards God – God’s Image Of You	FDD-210-3
2.7	Faith Towards God – The Family Of The Godhead	FDD-210-3
2.8	Doctrine Of Baptisms – Baptism In Power	FDD-210-4
2.9	Doctrine Of Laying On Of Hands	FDD-210-5
2.10	Doctrine Of The Resurrection Of The Dead	FDD-210-6
2.11	Resurrection Of The Dead – From The Cross To The Grave	FDD-210-7
2.12	Eschatology	FDD-210-8
2.13	Satan’s Defeat At Pentecost	FDD-210-9
2.14	Doctrine Of Eternal Judgment	FDD-210-10
2.15	Moving Onto Perfection	FDD-210-11
3.	The Ministry of Jesus	MOJ-160
3.1	Pre-Incarnate Christ Eternal – Part 1	MOJ-160-1
3.2	Pre-Incarnate Christ Eternal – Part 2	MOJ-160-1
3.3	Ministry Of Jesus On The Earth – Birth Of Jesus	MOJ-160-2
3.4	Ministry Of Jesus On The Earth – His Ministry	MOJ-160-2
3.5	Ministry Of Jesus On The Earth – His Death	MOJ-160-2
3.6	Resurrected Christ – His Resurrection	MOJ-160-3
3.7	Resurrected Christ – Christ Lives Through His Church Today	MOJ-160-3
3.8	Resurrected Christ – What Is Christ Doing Right Now?	MOJ-160-3

SUBJECTS		SUBJECT CODE
4.	Prayer 2	PRA-225
4.1	Praying Effectively	PRA-225-1
4.2	Our Pattern For Successful Intercession	PRA-225-2
4.3	Deeper Prayer In The Spirit	PRA-225-3
4.4	Intercession For Positive Change	PRA-225-4
4.5	Practical Intercession	PRA-225-5
5.	Angels and Demons	AAD-230
5.1	The Ministry Of Angels – Part 1	AAD-230-1
5.2	The Ministry Of Angels – Part 2	AAD-230-1
5.3	The Ministry Of Angels – Part 3	AAD-230-1
5.4	The Ministry Of Angels – Part 4	AAD-230-1
5.5	The Ministry Of Angels – Part 5	AAD-230-1
5.6	The Origin Of Demons	AAD-230-2
5.7	Understanding Demon Possession & Influence Of Demons	AAD-230-3
5.8	Spirits Of Bondage	AAD-230-4
5.9	Can A Christian Have A Demon?	AAD-230-5
5.10	Exercising Spiritual Authority	AAD-230-6
5.11	Supplementary Notes : Satan’s Kingdom In Operation	AAD-230-7
5.12	Supplementary Notes : False Religions And Cults	AAD-230-8
5.13	Supplementary Notes : Exposing Satan’s Kingdom	AAD-230-9
5.14	Supplementary Notes : Understanding And Overcoming Fear	AAD-230-10
6.	Amazing Grace	AMG-240
6.1	God’s Grace Us Sufficient For You – Part 1	AMG-240-1
6.2	God’s Grace Us Sufficient For You – Part 2	AMG-240-1
6.3	God’s Grace Us Sufficient For You – Part 3	AMG-240-1
6.4	God’s Grace Us Sufficient For You – Part 4	AMG-240-1
6.5	Trusting In The Grace Of God	AMG-240-2
6.5	Examples Of Grace	AMG-240-3
7.	Authority of the Believer	AOB-220
7.1	A Man Under Authority	AOB-220-1
7.2	Authority Of The Believer – Part 1	AOB-220-2
7.3	Authority Of The Believer – Part 2	AOB-220-2
7.4	Authority Of The Believer – Part 3	AOB-220-2
7.5	Authority Of The Believer – Part 4	AOB-220-2
7.6	Governing Authorities Have Been Instituted By God	AOB-220-3
7.7	Obedience To Authority In The Body Of Christ	AOB-220-4
7.8	Recognizing The Authority Of God	AOB-220-5
7.9	Respecting People In Authority	AOB-220-6
7.10	Authority In The Church	AOB-220-7
7.11	Authority In The Family	AOB-220-8
7.12	Man’s Authority To Use God’s Ability To Rule Over Satan	AOB-220-9
7.13	The Anointing – God’s Ability And Power In The Believer	AOB-220-10
7.14	The Christian Authority	AOB-220-13

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8.	Developing Godly Character	DGC-245
8.1	Strength For Godly Character – Part 1	DGC-245-1
8.2	Strength For Godly Character – Part 2	DGC-245-1
8.3	Strength For Godly Character – Part 3	DGC-245-1
8.4	Strength For Godly Character – Part 4	DGC-245-1
8.5	Strength For Godly Character – Part 5	DGC-245-1
8.6	Understanding Pride And Humility	DGC-245-2
8.6	The Power Of Forgiveness	DGC-245-3
8.8	Understanding Tests, Trials And Persecutions	DGC-245-4
8.9	Dealing With Seduction	DGC-245-5
8.10	Dealing With The Devil	DGC-245-6
8.11	In The Heat Of The Battle	DGC-245-6
8.12	Deceitfulness Of Sin	DGC-245-8
8.13	Where Do Problems Come From?	DGC-245-9
8.14	The Importance Of Patience	DGC-245-10
8.15	Moving Onto Perfection	DGC-245-11
8.16	Delight Yourself In The Lord	DGC-245-13
8.18	Dedication And Determination To Spend Time With God	DGC-245-14
8.19	Your Personal Progress	DGC-245-15
9.	The Blood Covenant	TBC-260
9.1	Two Major Covenants	TBC-260-1
9.2	The Life Is In The Blood	TBC-260-2
9.3	Living A Victorious Life	TBC-260-3
9.4	The Shedding Of Blood	TBC-260-4
9.5	The Seed	TBC-260-5
9.6	Covenant Promises	TBC-260-6
9.7	Exchange Of Names	TBC-260-7
9.8	Circumcision	TBC-260-8
9.9	Passover	TBC-260-9
9.10	The Lamb	TBC-260-10
9.11	The Last Supper	TBC-260-11
9.12	The Ultimate Sacrifice	TBC-260-12
9.13	It Is Finished!	TBC-260-13
9.14	Jesus – The Sheaf Of First Fruits	TBC-260-14
9.15	The Law Of The New Covenant	TBC-260-15
9.16	Walking In The Spirit	TBC-260-16
9.17	Is Tithing A Covenant Practice – Or Is It Part Of The Law?	TBC-260-17
9.18	How To Activate Your Covenant	TBC-260-18
10.	Gifts of the Holy Spirit	GHS-250
10.1	Introduction	GHS-250-1
10.2	The Revelation Gifts	GHS-250-2
10.3	The Utterance Gifts	GHS-250-3
10.4	The Power Gifts	GHS-250-4

SUBJECTS		SUBJECT CODE
11.	EE Evangelism Explosion	FOM-260
	Section A : Share Your Faith	
11.1	1. Why Are We Here? Why It's So Hard To Share Our Faith With Others	FOM-260-1
11.2	2. Learning The Hand Presentation Of The Gospel	FOM-260-2
11.3	3. Overcoming The Fear Of Witnessing	FOM-260-3
11.4	4. Finding People Who Are Open	FOM-260-4
11.5	5. Sharing The Gospel With Others	FOM-260-5
11.6	6. Leading In Commitment	FOM-260-6
11.6	7. Developing A Love For The Lost	FOM-260-7
11.8	8. Developing An On-Going Ministry Of Evangelism And Discipleship	FOM-260-8
11.9	9. Together In His Harvest	FOM-260-9
11.10	10. Scripture Verses	FOM-260-10
11.11	11. Gospel Stories	FOM-260-11
11.12	12. Handling Objections	FOM-260-12
11.13	13. Share Your Faith Conversational Presentation	FOM-260-13
	Section B : Everyday Evangelism Student's Handbook	
11.14	1. Connecting And Caring	FOM-260-14
11.15	2. The Grace Of God	FOM-260-15
11.16	3. The Gospel : Grace	FOM-260-16
11.17	4. The Condition Of Man	FOM-260-17
11.18	5. The Gospel : Man	FOM-260-18
11.19	6. The Power Of Your Story	FOM-260-19
11.20	7. Sharing Your Story	FOM-260-20
11.21	8. God And Christ	FOM-260-21
11.22	9. The Gospel : God And Christ	FOM-260-22
11.23	10.Understanding Faith	FOM-260-23
11.24	11.The Gospel :Faith	FOM-260-24
11.25	12. Commitment	FOM-260-25
12.	Introduction To Ministry	MRC-280
12.1	Introduction To Ministry	MRC-280-1
12.2	Entering Into Full-Time Ministry	MRC-280-2
12.3	Answering The Calling	MRC-280-3
12.4	Unless The Lord Build The House	MRC-280-4
12.5	Principles That Build A Life Or A Ministry	MRC-280-5
13.	Developing The Leader AROUND You	DLA-295
13.1	Why Leaders Need To Reproduce Leaders	DLA-295-1
13.2	The Leadership Challenge	DLA-295-2
13.3	Five Levels Of Leadership	DLA-295-3
13.4	Five Step Process For Turning Producers Into Reproducers	DLA-295-4

SUBJECTS		SUBJECT CODE
14.	The Five-Fold Ministry	FFM-310
14.1	Introduction	FFM-310-1
14.2	The Ministry Of The Apostle – Part 1	FFM-310-2
14.3	The Ministry Of The Apostle – Part 2	FFM-310-3
14.4	Why Christian Family Church Went To San Antonio	FFM-310-4
14.5	A Dream Is Birthed	FFM-310-5
14.6	The Purpose Of CFCI (Christian Family Church International)	FFM-310-6
14.6	Our Part	FFM-310-6
14.8	The Ministry Of The Prophet – Part 1	FFM-310-8
14.9	The Ministry Of The Prophet – Part 2	FFM-310-9
14.10	Appointing Leaders	FFM-310-10
14.11	Ministry Of The Pastor	FFM-310-11
14.12	God's Structure In The Church	FFM-310-12

6.9 YEAR 3 – Bachelors in Ministry – School of Timothy's

THEME: Impartation to Sons

SUBJECTS		SUBJECT CODE
1.	Biblical Principles of Marriage	CMF-300
1.1	Introduction And Foundation	CMF-300-1
1.2	Dealing With Baggage, Generational Curses & Soul Ties	CMF-300-2
1.3	Divorce	CMF-300-3
1.4	Understanding That Marriage Is A Covenant	CMF-300-4
1.5	Loyalty	CMF-300-5
1.6	Leaving And Cleaving	CMF-300-6
1.6	In-Laws	CMF-300-7
1.8	Role And Responsibility Of The Wife	CMF-300-8
1.9	Role And Responsibility Of The Husband	CMF-300-9
1.10	Parent-Child Relationships	CMF-300-10
1.11	Finance	CMF-300-11
1.12	Communication	CMF-300-12
1.13	Romance	CMF-300-13
1.14	Intimacy In Marriage: Sex	CMF-300-14
2.	Deliverance	DEL-290
2.1	Introduction To Deliverance	DEL-290-1
2.2	Man As Spirit, Soul And Body	DEL-290-2
2.3	Where Did Satan And Demons Originate?	DEL-290-3
2.4	The Authority Of The Believer	DEL-290-4
2.5	Why And How Do Demons Enter People?	DEL-290-5
2.6	The Personality Of Demons And How Do They Behave?	DEL-290-6
2.6	Important Aspects Of Deliverance	DEL-290-6
2.8	How Must We Cast Out Demons?	DEL-290-8
2.9	Haunted Houses And Ghosts	DEL-290-9
2.10	Religions And Other Practices That Open The Door To Demons	DEL-290-10
2.11	Addendum 1: What Are The Devil's Names?	DEL-290-11
2.12	Addendum 2: Kinds Of Demons Mentioned In The Bible	DEL-290-12
2.13	Addendum 3: Demonic Entry Points	DEL-290-13
2.14	Addendum 4: Scriptures To Use During Deliverance	DEL-290-14
2.15	Addendum 5: Prayers For People Involved In Freemasonry	DEL-290-15
3.	Welfare	WEL-380
3.1	Introduction To Welfare	WEL-380-1
3.2	Setting Up A Welfare Department	WEL-380-2

SUBJECTS		SUBJECT CODE
4.	Role of the Founding Pastor	RFP-320
4.1	Introduction	RFP-320-1
4.2	The Role Of The Senior Pastor	RFP-320-2
4.3	Jesus: The Best Example Of What A Senior Pastor Should Do	RFP-320-3
4.4	How This Works Out In The Practical World	RFP-320-4
4.5	The Key Virtues Of Transformational Leaders	RFP-320-5
4.6	The Staffing Issues	RFP-320-6
4.6	Rapid Church Growth Through Micro-Management	RFP-320-7
4.8	Survey Results	RFP-320-8
4.	Church Practices	CFP-330
4.1	Church Order Of Service – A Typical Weekend	CFP-330-1
4.2	First Timers	CFP-330-2
4.3	Altar Call And Basic Home Visitation	CFP-330-3
4.4	Salvation Visit And Follow Up	CFP-330-4
4.5	Deacon's PRD, Training Plan & Evaluation	CFP-330-5
4.8	Deacon's Training Plan: Evaluation	CFP-330-6
4.9	Baby Dedication	CFP-330-7
4.10	Baptisms	CFP-330-8
4.11	Weddings	CFP-330-9
4.12	Funerals	CFP-330-10
5.	The Anointing	ANT-340
5.1	Introduction To The Holy Spirit	ANT-340-1
5.2	The Person Of The Holy Spirit	ANT-340-2
5.3	The Holy Spirit : Friend Or Formula	ANT-340-3
5.4	Getting To Know The Holy Spirit	ANT-340-4
5.5	The Holy Spirit, Our Helper	ANT-340-5
5.6	How We Work With The Holy Spirit?	ANT-340-6
5.6	Fellowship With The Holy Spirit	ANT-340-7
5.8	The Ministry Of The Holy Spirit	ANT-340-8
5.9	The Holy Spirit Is On The Earth Today	ANT-340-9
5.10	The Devil Is In Control Of This World	ANT-340-10
5.11	The Holy Spirit Does Speak To Men	ANT-340-11
5.12	God Is For Us, With Us And In Us	ANT-340-12
5.13	The Function Of The Holy Spirit	ANT-340-13
5.14	The Anointing	ANT-340-14
6.	Missions	MIS-365
6.1	Understanding The Difference Between "Mission" And "Missions"	MIS-365-1
6.2	A Biblical Understanding Of Missions	MIS-365-2
6.3	A Modern Era Of Missions	MIS-365-3
6.4	Current Status On World Evangelism	MIS-365-4
6.5	Personal Preparation For Missions	MIS-365-5
6.6	Practical Implementation Of Missions	MIS-365-6

7.	Introduction to Management	MRP-350
7.1	Introduction To Management Principles	MRP-350-1
7.2	Definition And Purpose Of Management	MRP-350-2
7.3	Management Environment	MRP-350-3
7.4	Organizations/ Groups/ Culture	MRP-350-4
7.5	Principle 1: Planning	MRP-350-5
7.6	Principle 2: Organising	MRP-350-6
7.6	Principle 3: Leading And Leadership	MRP-350-7
7.8	Principle 4: Control	MRP-350-8
7.9	Marketing	MRP-350-9
7.10	Business Plan Template	MRP-350-10
8.	Church Management	CMA-355
8.1	Introduction To Church Management	CMA-355-1
8.2	Historical Perspective	CMA-355-2
8.3	Management Function Of A Church	CMA-355-3
8.4	What Role Does God Play In Managing A Church ?	CMA-355-4
8.5	Developing A Vision For The Church	CMA-355-5
8.6	Organisation	CMA-355-6
8.6	Management Structure	CMA-355-7
8.8	PRD – Job Descriptions Summarised	CMA-355-8
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9.	Church Administration	CAD-360
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9.2	Corporate Entities	CAD-360-2
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9.6	Missions, Welfare, Outreach, Community Projects & Church Planting	CAD-360-6
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10.2	Financial Accounting Principles And Concepts	FMA-365-2
10.3	Budgeting	FMA-365-3
10.4	Financial Control	FMA-365-4
10.5	Financial Policies And Procedures	FMA-365-5
10.6	Financial Analysis Techniques	FMA-365-6
10.7	Capital Investment Analysis	FMA-365-7
10.8	Taxation	FMA-365-8
11.	Pastoral Counseling	PCO-360
11.1	The Christian Counselor	PCO-360-1
11.2	Reasons For Unsuccessful Counseling	PCO-360-2
11.3	The Ultimate Goal Of Counseling	PCO-360-3
11.4	Talking: Is It Therapeutic?	PCO-360-4
11.5	Change: A Two-Fold Process	PCO-360-5
11.6	Listening Techniques	PCO-360-6
11.6	Ministering To The Total Person: Spirit, Soul & Body	PCO-360-7
11.8	Planning To Get To The Root Of The Problem	PCO-360-8
11.9	Practical Interview Guidelines	PCO-360-9
11.10	Procedure During First And Second Visits	PCO-360-10
11.11	Homework: Assignments	PCO-360-11
11.12	Wrong Ideas Regarding Counseling	PCO-360-12
11.13	Different Approach To Problems	PCO-360-13
11.14	The Root Cause Of Most Problems: Rejection	PCO-360-14
11.15	The Solution: Forgiveness	PCO-360-15
12.	Hermeneutics 101	HSB-205
12.1	Know The Author	HSB-205-1
12.2	How We Know The Bible Is The Word Of God	HSB-205-2
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7. BIBLE COLLEGE CHARTER

The Christian Family Church International Bible College (CFCI BC) is fully incorporated into Christian Family Church International.

To ensure complete objectivity and adherence to all statutes, by-laws and regulations as specified herein, and all other procedural documents, as well as any additional specifications of Trans-World Accreditation Commission (TACI), a Management Council is elected annually by quorum vote and appointment.

7.1 Composition: The Members of The Council consists of:

- The President of CFCIBC
- The Vice President of CFCIBC
- The Principal of CFCIBC
- The International Registrar CFCIBC
- The Chief Operating Officer of CFCI
- The Strategic Manager – Bible College Plants
- The Curriculum Development Manager

The functions of the Council are to be informed, take decisions on and approve the award of certificates, diplomas, degrees and postgraduate degrees as stipulated in the Charter Statutes, to prospective graduating students.

The day to day management of any CFCI BC as holding its head office in San Antonio and operation in JHB, S.A, is the responsibility of the Dean and his/her management team consisting of a Registrar, Assistant Dean (s), the Administrator & Finance Managers.

7.2 Charter Accreditation Hours

Within the Charter, the required amount of hours is specified for a student to qualify to graduate on each year of study.

Briefly, these credit hours are made up of different elements, which are broken down as follows:

- Physical lecture hours
- Pre-reading and self-study
- Practical assessment hours
- Foundational/ Endorsement Courses
- Church attendance (at least one (1) service to be attended on a weekend if available)
- Life Group attendance (if available)
- Annual conference

Students who are not members of a church running a Bible College must endeavour to comply with the above elements, whether in their own church, or within the Bible College church or risk not being eligible for graduation. Any inquiries on this matter can be addressed to the Registrar.

8. CODE OF DISCIPLINE

8.1 Bible College undertaking

Christian Family Church International Bible College, incorporating the School of Timothys (SOFT), undertakes to provide the following to all students:

- A Bible College that teaches the uncompromised Word of God
- A study environment conducive to studying the Word of God
- An environment to establish and cultivate the gifts for ministry
- Impartation to effectively step into your ministry
- Practical ministry opportunities
- Encouragement and support

The Bible College will at all times protect the rights of the student, and keep all student information confidential this includes personal particulars, financial records and counseling information, unless express permission is given by the student to divulge said information. Information may be released to a student's pastor if required for pastoral counseling.

8.2 Student undertaking

All students of Christian Family Church International Bible College hereby covenant as follows and are in full agreement with these rules and regulations as described in the section CODE OF DISCIPLINE.

The Bible College is a ministry of excellence, which aims to establish Christian standards. As such, we ask students to flow in or with the same standards of excellence.

The student therefore must agree to the following:

- Verify they understand the purpose of the School of Timothys and are prepared to engage in serious study and application of GOD'S WORD in their life
- Verify they understand all the tuition and credit hour requirements and their responsibilities involved in complying with them
- Verify they have read the Prospectus and understand and will adhere to the policies and rules therein

- Verify their commitment to the CFCI BC Program and agree to abide by the rules and regulations, especially those contained herein
- Verify they will/do possess and display good Christian character and conduct at all times
- Verify they understand that studying through CFCI BC is a privilege and that the Registrar has the right to request the suspension and/or withdrawal of a student at any time, to safeguard the ideals of discipleship or the moral atmosphere

8.3 Code of discipline and student requirements

The Dean and/or the Pastor of the local church will, in a Scriptural manner, handle any severe disciplinary problems that may arise. Any student found to be acting in a manner contrary to the standards outlined below, will be called in and disciplined accordingly, even to the extent of being expelled.

8.3.1 Academic Honesty

All students must be honest and forthright in their academic studies. To falsify the results of one's research, to cheat on an assignment, or to allow or assist another to commit these acts, corrupts the educational process.

Students are expected to do their own work and neither give nor receive unauthorized assistance. Any student found breaching this clause would be subject to possible expulsion.

8.3.2 Plagiarism

Plagiarism is the inclusion of someone else's words, ideas, or data as one's own, whether from another literature source or from the internet.

When a student submits academic work that includes another's words, ideas or data, whether published or unpublished, the source of that information must be acknowledged with complete and accurate references. Any student found guilty of plagiarism will be stripped of the mark for the assignment, with no possibility of re submission.

8.3.3 Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information that has not been mastered. A student found guilty will be subject to possible expulsion.

8.3.4 Academic Misconduct

Academic misconduct is any other act that undermines or disrupts the educational process, and will result in the student being referred to the Registrar for assessment and/or counselling.

8.3.5 Student Organizations

No student organization that hosts, organizes, conducts or participates in an on-campus function or event sponsored or sanctioned by CFCI BC shall serve or permit the consumption of alcohol.

8.3.6 Disruptive Conduct

A student shall not impair, interfere with, or obstruct the orderly conduct, process, or function of CFCI BC or any of its students, faculty members, officials or guests, and will result in the student being referred to the Registrar for assessment and/or counselling.

8.3.7 Drug Policy

The CFCI BC prohibits the possession, use, consumption, manufacture, sale or distribution of any addictive or banned substance i.e. alcohol, drugs and/or drug paraphernalia etc. Any violations of this drug policy may be reported to the appropriate law enforcement authorities, and the student will be subject to possible expulsion.

8.3.8 False Information

A student shall not provide false or misleading information, or be subject to possible expulsion.

8.3.9 Misuse of CFCI BC Materials, Services or Property

A student shall not misuse any CFCI BC material, service or property. No duplication or distribution may be made of any written or audio material whatsoever.

8.3.10 Theft

Theft is defined as taking or possessing the property of another without right or permission. Students shall respect the property of the CFCI BC, its guests and all members of the CFCI BC community, and if found guilty of theft be subject to possible expulsion.

8.3.11 Mobile Phones

Mobile phones MUST be switched off during the lessons and not simply put onto silent mode. No mobile phones will be permitted in any exam venue during exams, and cell phones will be confiscated until after the exam if found or used on any person.

8.3.12 Dress Code

Modesty and good taste are the guiding principles. Students are required to always be neatly dressed, and ladies are requested to insure no clothing is skin tight, or exposes cleavage etc.

8.3.13 Chewing gum, eating and drinking

The above is **NOT** permitted within any of the “lecture venues”. Please help us protect the chairs and the floor from any possible damage that may occur. Only unflavored bottled water is permitted.

9. VISITORS

Those who are not official Bible College student with a student card cannot sit in or attend ANY of the classes on Bible College under ANY circumstance.

Apart from the Dean, Registrar or the Assistant Dean of Students, no other staff member, student nor congregant may authorize any person or visitor to sit in or attend any classes.

Any person not permitted in the lecture will be asked to please leave by a faculty staff member or the class president(s).

10. NO CHILD MINDING

There is **NO** child minding provided for lecture nights or exams or practical / Saturday sessions

10.1 Children

Children may not accompany their parents into lecture halls under any circumstances.

Children will NOT be allowed to wander around unaccompanied, whether in the mall, at the restaurants, the Children's Ministry or any other areas on the church property. These children will be collected and returned to their parents, who will then have to make alternate arrangements or excuse themselves from the activity, and will be marked "absent".

11. PRE-REQUISITES FOR ENROLLING IN BIBLE COLLEGE

Persons under the age of 18 (eighteen) years of age, must be enrolled and attending Year 13 and must turn 18 before the end of Year 1. Discuss this with the Registrar if you need clarification.

11.1 Membership Status Review

We reserve the right to review a student's status and fees at any time during the year to ensure compliance. Student's having made a false declaration will be referred to the Code of Discipline specified herein.

11.2 Pre-requisite for internal students

An internal student is a person who; has regularly attended Victory Christian Centre i.e. a minimum of four (4) months prior to registration; has attended the Introduction to Victory presentation and has completed the VCC membership form. VCC members will qualify for the VCC member rate

11.3 Pre-requisite for external students

An external student is a person who is currently a member of another non-VCC church and therefore does not attend VCC weekend services regularly therefore paying the "external student" rate/ non-member rate.

Should an external student complete Victory Christian Centre membership requirements in 11.2 above, then the external student rate/ non-member rate will apply for that year until the following registration intake.

11.4 Pre-requisite to enroll on 3rd Year

Students should have completed **ALL** of the Foundational Training Courses as specified.

Students should have completed and successfully graduated both 1st Year and 2nd Year Bible College.

11.5 Foundational Training courses

Bible College students are required to complete basic Foundational Training courses BEFORE enrolling for Year 3.

Foundational Training courses:

- Introducing VICTORY – Morning with the Pastors
- School of the Word 1 “Solid Foundations”
- School of the Word 2 “Ministry of Helps”

Or equivalent if non VCC church.

Enquire at relevant campus for available courses.

12. REGISTERING FOR BIBLE COLLEGE

Registration takes place once per annum. Prospective students that do not register on the registration dates advertised will only be able to register the following year.

12.1 Registration – how to and what to expect

- complete the Application for Admission/ Registration form
- thoroughly read and sign acknowledging compliance
- have registration fee in hand whether cash, cheque, copy electronic Transfer (with receipt) or EFTPOS.
- Copy of VCC membership (if available)
- Copy of RPL (Recognition of Prior Learning) letter received from CFCI BC Registrar if applicable
- External Students/ non-members to complete the section titled “Non-Church Member”
- External Students/ non-members to attach a letter from their pastor confirming approval/ recommendation for Bible College attendance and outlining any courses the person may have done at their church

12.2 Registration – what you receive

Student card and bag with Student Notes folder containing the following:

- Bible College Roster
- Test Dates & Assignment Instructions
- Dr Theo's Recommended Audio Teachings
- Guidelines for Report Writing
- Prospectus & Student Handbook

13. FEES

Please note that fees are subject to change without prior notification and subject to currency fluctuations. All fees, apart from the registration fees, must be paid prior to commencement of any studies, unless specific arrangements have been made with the Administration office for a payment plan, and monthly installments.

13.1 Annual Fees

The Annual Fees include the following:

- Registration Fee
- Module Fee
- Student card,
- Student bag with Student Notes folder
- All manuals (handed out when the module is taught)
- Transcript at year end
- Certificate/ Diploma/ Degree at year end (whichever is applicable)

Annual and registration fees are subject to change without prior notification.

13.2 Annual fees exclude the following

The annual fees exclude the following resources:

- Thompson Chain Reference Study Method Bible
- Strong's Concordance
- Other literature required for book reviews

Annual Fees exclude :	SA Campuses	Wellington Campus
Student Card replacement	R25.00	\$5.00
"Forgot" tag penalty	R10.00	\$2.00
Manual replacement	R100.00	\$15.00
CD's with MP3 recording of Bible College evening	R20.00	\$5.00
Test Re-sit fee	R50.00	\$10.00
Test re-mark fee	R50.00	\$8.00
Camp fees (if applicable)	per cost posted each year	NA
Year End function (if applicable)	per cost posted each year	TBC
Mission trips	per cost posted each year	NA
Six-Steps at year end (if applicable)	R100.00	NA
Transcript replacement	R25.00	\$5.00
Certificate/Diploma/Degree replacement or reprint	R50.00	\$8.00
<p><i>Provided that delivery of item is at Bible College's next print run. Alternatively the delivery charge will be for student account.</i></p>		

13.3 RPL Student Fees

Students who have stopped attending for any reason in a year of study, and have applied for RPL (in writing) by end January of the following year (to the Registrar) must please note that RPL does not denote a reduction in fees when studies are resumed. Bible College fees are annual and full fees are applicable unless advised otherwise by the Registrar in writing.

13.4 Financial Support

Where applicable at your campus, students active in leadership and members of CFC may enquire in Nov/Dec for financial aid by completing the relevant application form and returning it by no later than 10 January of the following year.

13.5 Fee Structure

Please enquire at relevant campus for the applicable current fees.

13.6 Arrears

Students are advised that, according to **Numbers 30:2** “If a man vows a vow to the Lord, or swears an oath to bind himself by some agreement, he shall not break his word; he shall do according to all that proceeds out of his mouth.”

The student is responsible to pay all monthly installments on time and any student paying arrears or after the due date each month, will have a seven (7) day waiting period before any books are issued (if applicable).

Any student in arrears by 30-days will not receive manuals but will be contacted by telephone, and receive a letter of warning after 60-days. Unfortunately, if the student has not resolved the matter within 90-days, the Bible College will have to ask the student to resign to prevent any further debt accumulation.

No manuals will be issued to any student whose fees due are not settled in full when manuals are issued. There is a 7 day delay in issuing books when late payment is made.

13.7 Cancellations and Refunds

Registration fees are non-refundable under any circumstances.

13.8 Resignations

13.8.1 Voluntary resignation

If a student is contemplating leaving Bible College before graduation, it is very important to find someone to talk to about it. Please make an appointment with the Registrar! Even though the situation may seem hopeless in your eyes, it is remarkable how God can enlighten things when we seek His help. It is important for the Registrar to know if such a situation has arisen. Speak to the Bible College team!

Any student that desires to resign for whatever reason must provide advice of such in writing to the Registrar. The Registrar will counsel with the student and then advise the Financial Manager and Assistant Dean of Students of the resignation. Fees will be calculated up to and including installments for the month of resignation. The minimum amount will always be the value of the annual registration fee.

The Bible College needs to know exactly when studies have ended as fees are calculated **until** date of resignation. Any student who stops attending but does not advise in writing will **NOT** be deemed as having resigned, and will remain liable for fees and installments until such time as the student does present a written letter of resignation.

The student will be advised in writing by the Financial Manager of any fees outstanding, or be refunded any fees paid in advance. The student remains liable for all fees outstanding until full settlement is received, and may be handed over for legal action if not settled in time.

13.8.2 Forced Resignation

A student may be asked to resign if fees are in arrears exceeding 3-months, to avoid any embarrassment and to protect the student from further debt accumulation. The student will be given a letter requesting them to resign unless the fees are settled in full with immediate effect.

A student may also be asked to resign if their conduct or behavior is deemed destructive to the ministry or other church running a Bible College, in any way, or constitutes harm to any other person or Bible College student, and/or as defined in the Code of Conduct.

13.8.3 Suspensions

Should a student be suspended for any reason, NO fees will be reimbursed and any fees owing by the student will remain the student's responsibility.

14. ROSTER

Students are required to attend all class and workshops as scheduled on the roster. **Example:**

BIBLE COLLEGE

005 - 2015 HOBC 1st Year Roster_Version 10 FINAL

1st Year Roster 2015

To cultivate intimacy with God
through a personal relationship

DATE		ASSIGNMENT/ EVENT		SEMESTER 1							
DATE		ASSIGNMENT/ EVENT		DATE	SESSION 1 - 18h30 - 19h20	#	SESSION 2 - 19h45 - 20h35	#	SESSION 3 - 20h40 - 21h30	#	WK
JAN: 17; 24; 31		Registration Dates		5-Feb-2015	The Integrity of God's Word	1	Recognise Voice of God - DVD 1	1	Dean's Hour	1	1
JAN: 29		Lecturer & Student Orientation		12-Feb-2015	The Integrity of God's Word	2	Recognise Voice of God - DVD 2	2	Why We Study the Bible	1	2
FEB: 5		START: "Read Thru the Bible" assignment		19-Feb-2015	The Integrity of God's Word	3	Recognise Voice of God - DVD 3	3	Why We Study the Bible	2	3
FEB: 18		Graduation Ceremony		26-Feb-2015	The Integrity of God's Word	4	Recognise Voice of God - DVD 4	4	Why We Study the Bible	3	4
				5-Mar-2015	The Integrity of God's Word	5	Recognise Voice of God - DVD 5	5	Why We Study the Bible	4	5
				12-Mar-2015	The Integrity of God's Word	6	Recognise Voice of God - DVD 6	6	God's Int in yr Financial Success	1	6
				19-Mar-2015	Recognise Voice of God - DVD 7	7	Recognise Voice of God - DVD 8	8	God's Int in yr Financial Success	2	7
MAR: 28		Study Skills Training		26-Mar-2015	Recognise Voice of God - DVD 9	9	Recognise Voice of God - DVD 10	10	God's Int in yr Financial Success	3	8
				2-Apr-2015	Recognise Voice of God - DVD 11	11	God's Int in yr Financial Success	4	God's Int in yr Financial Success	5	9
APR: 11; 18		TEST Semester 1		9-Apr-2015	Recognise Voice of God - DVD 12	12	God's Int in yr Financial Success	6	God's Int in yr Fin Success - Plan	7	10
DATE		ASSIGNMENT/ EVENT		SEMESTER 2							
DATE		ASSIGNMENT/ EVENT		DATE	SESSION 1 - 18h30 - 19h20	#	SESSION 2 - 19h45 - 20h35	#	SESSION 3 - 20h40 - 21h30	#	WK
				16-Apr-2015	Dean's Hour	2	Practical Leadership 1	1	Practical Leadership 1	2	1
APR: 23		SUBMIT: The Holy Spirit Leading		23-Apr-2015	Prayer 1	1	Practical Leadership 1	3	Practical Leadership 1	4	2
				30-Apr-2015	Prayer 1	2	Developing Spiritual Maturity	1	Practical Leadership 1	5	3
MAY: 9		SUBMIT: Leadership Principles		7-May-2015	Prayer 1	3	Developing Spiritual Maturity	2	Practical Leadership 1	6	4
				14-May-2015	Prayer 1	4	Developing Spiritual Maturity	3	Practical Leadership 1	7	5
				21-May-2015	Prayer 1	5	Developing Spiritual Maturity	4	Practical Leadership 1	8	6
MAY: 28		SUBMIT: Prayer 1		28-May-2015	Prayer 1	6	Developing Spiritual Maturity	5	Practical Leadership 1	9	7
				4-Jun-2015	Prayer 1	7	Developing Spiritual Maturity	6	Practical Leadership 1	10	
				11-Jun-2015	Prayer 1	8	Developing Spiritual Maturity	7	The God of Love	1	9
JUN: 18		SUBMIT: Practical Leadership		18-Jun-2015	Prayer 1	9	The God of Love - DVD	2	The God of Love	3	10
JUN: 25		SUBMIT: Church Attendance - Log Rpt A		25-Jun-2015	Prayer 1	10	The God of Love	4	The God of Love	5	11

15. STUDENT COMMUNICATION

Students that ensure the Bible College has their up-to-date email addresses and mobile numbers will receive regular communications and reminders during the year.

15.1 Dean's Hour

Roughly, one session per semester is set aside for the Dean's Hour and attendance is compulsory. The purpose of this Dean's Hour is to communicate progress status regarding absenteeism, assignments or how to achieve certain milestones, etc. Students are given an opportunity to ask questions and have them answered by the faculty or by that semester's lecturer. The Dean's Hour is recorded for the benefit of those students that are absent.

15.2 Class Presidents

One or two students may be designated as class presidents to represent the student body during the year.

Should students have a grievance against a faculty member, another student, etc they are to take this up with either male or female Class Presidents.

Class Presidents will arrange and communicate fund-raising events as well as book, arrange and co-ordinate the combined annual Student Year End Function.

16. CLASS ATTENDANCE

Commitment to the training program is essential. Jesus Christ commissioned the church to make disciples. Students who are part of the training courses are certainly included in this calling.

Lectures will start at scheduled times and students are required to be seated promptly, ready for lectures, showing consideration to the lecturer teaching and fellow students.

16.1 Monitoring/ recording class attendance

FULL attendance is expected in all classes. An overall minimum attendance is expected for students to maximize the benefit of the class lectures and therefore be able to qualify to pass.

Students must sign the attendance register at the Information Desk, for **each** of the three evening lectures:

- Sign/ clock-in for Lecture 1 between 6.00-6.25pm
- Sign/ clock-in for session 2 between 7.40-7.45pm
- Sign/ clock-out for session 3 after 9.30pm

16.2 Late comers

Any student that arrives later than 5-minutes after the commencement of the lecture will need to sit “on the allocated seating area” in other words as directed by the student representatives in order to avoid disrupting the whole class. After the break, students are welcome to join the other students in the general student seating blocks.

16.3 Student Card and Access Tag

It is compulsory for students to carry their student card (where applicable their access tag as well) to all classes, tests, camps and workshops in order to sign/ clock-in and be marked “present” as well as to avoid being denied access.

Students are not allowed to “sign/ clock-in” on behalf of any other student, nor be in possession of another student’s card (where applicable access tag).

16.3.1 Forgot or Lost Student Card/ Access Tag

A fee will be charged to replace lost student cards.

17. ABSENTEEISM

In order to graduate a student needs to comply with approximately 90% attendance of class sessions. Students are entitled to the following absentee allowances:

17.1 Graduation Remainder Allowance (90%) = 12 sessions

This means that students will need to measure and manage individual sessions missed and not just full nights. Students may give letters for a whole night or part night (single sessions), but ultimately NO MORE THAN 12 SESSIONS MAY REMAIN ON THE STUDENT'S RECORD AT THE END OF THE YEAR TO GRADUATE... plus...

17.2 Approved Extra Allowance (75%) = 7 sessions per term

A min of 75 % of total sessions per year must be attended on worse case absentee defaulters. This means that from January 2012, the maximum approved extra allowance is being reduced to 28 additional sessions that may be taken off with permissible explained reasons/letters. This is divided by 4 terms = 7 sessions per term be allowed for approved extra absenteeism.

Absenteeism Management as from 2012	
Graduation Remainder Allowance	90% expressed as 12 sessions (individual sessions recorded/ penalized)
Plus	
Approved Extra Allowance	7 sessions per term (approval letter required) and single sessions recorded/penalized

17.2.1 Approved Extra Allowances (i.e. absent with permission)

Is applicable under the following conditions:

- only 7 sessions per term/semester may be taken off and will be granted as “absent with permission”
- any additional sessions will be declined and revert to the student’s graduation remainder/own account
- students must advise the Registrar in WRITING, within 30 days, specifying the reason for non attendance
- Valid reasons accepted by the Registrar are:
 - Medical/illness substantiated with a doctor’s sick note
 - Work commitments corroborated by a letter from employer
 - Secular studies corroborated with a exam roster attachment
 - Family commitments involving death, marriage of an immediate family member and/or a pressing obligation with own children, within reason
 - Ministry related obligation or travel, within reason
 - Maternity/paternity leave (see below)

17.2.2 Maternity/ paternity Leave

The 7 sessions allowed for approved extra allowance will be extended to 18 continuous sessions (or 6 weeks) for the mother. The mother-to-be is advised to plan this time in conjunction with the Registrar or Assistant Dean.


The 7 sessions allowed for approved extra allowance will be extended to 13 continuous sessions (or 2 weeks) for the father, to assist with the care of the newborn.

17.3 A student will be marked absent when:

- They do not attend any session on any class night
- They do not sign/ clock-in and out as required on each class night
- The student fails to use the correct allocated access tag received at registration for the current year of study, or any new tag issued if lost
- The student's reason is not valid according to the specifications above e.g. Forgetting class does not constitute a valid reason
- The student exceeds the permitted 7 sessions per semester, regardless of validity of reason. The request will be "declined" and the session(s) missed put to the students own account
(Graduation Remainder balance)

All students deemed to be in danger of not graduating due to excessive absenteeism will be called in by the Registrar or Assistant Dean, and counselled regarding the possibility of not graduating. However, it is the student's responsibility to manage and track their absenteeism, and present letters requesting permission to be absent, in good time

17.4 An example of an absenteeism letter

 <div style="display: inline-block; vertical-align: middle; text-align: center;"> CFCI BIBLE COLLEGE <small>CHRISTIAN FAMILY CHURCH INTERNATIONAL BIBLE COLLEGE</small> </div>		
<h1 style="margin: 0;">ABSENTEEISM FORM</h1>		
<small>Please print clearly</small>		
Name		
Surname		
Student Nr		
Year		
Date absent		
	d	d
	m	m
<small>Tick (✓) appropriate block</small>		
Session missed	1	
Session missed	2	
Session missed	3	
Absenteeism Category	Valid Reason	
<small>Tick (✓) appropriate block</small> <input type="checkbox"/> Medical/ Illness <input type="checkbox"/> Work Commitment <input type="checkbox"/> Secular studies <input type="checkbox"/> Family Commitment <input type="checkbox"/> Ministry obligation <input type="checkbox"/> Maternity <input type="checkbox"/> Paternity		
Student signature		
FOR OFFICE USE ONLY		
Date Received	Date Processed	Date Captured

17.5 Purchasing CD's of evening sessions

Students are encouraged to purchase the CD of the evening that they missed. Although this will not mark them present at Bible College, it will assist them in getting the Word in their spirit and in preparation for the Semester Test.

An order form is available from the Bible College counter and CD's are only processed for Bible College students. This is a service to enable absent students to catch up missed classes but does not count or replace absent sessions.

Further distribution is illegal and a copyright infringement.

18. ASSIGNMENTS

The nature of Christian Family Church Bible College is to teach students the Word and gain practical experience of teaching it. Therefore, students must be willing to perform various practical tasks as decided by the Dean of the Bible College. All tasks will align with current courses and application will be relevant at all times.

All assignments are of a practical nature – including written work, practical experience and accomplishment.

Students should discipline themselves regarding the punctuality of completing assignments (workbooks, reports and tasks) in order to enjoy the full benefit of the course.

Assignments in the actual books are optional and for those students that would like the added experience or exposure, however only the assignments received in the student file at Registration are compulsory for successfully completing the academic year.









Please note the plagiarism comment under section “Code of Discipline.”

18.1 Defining Plagiarism: The Plagiarism Spectrum

The Plagiarism Spectrum is a guide to help educators, students, academics, and writers recognize the various forms of plagiarism. This spectrum moves plagiarism beyond the black-and-white definition of “literary theft” to one that captures the nuances of how plagiarism can take form.

As part of this study, Turnitin surveyed both higher and secondary education instructors to make a measure of how prevalent and problematic these instances of plagiarism are among their students. The Plagiarism Spectrum ranks the types of plagiarism by intent and then provides data on the prevalence and problematic nature of type based on the feedback from 879 survey respondents.

18.2 TEN (10) TYPES OF PLAGIARISM ORDERED FROM MOST TO LEAST SEVERE

	CLONE: An act of submitting another's work, word-for-word, as one's own
	CTRL-C: A written piece that contains significant portions of text from a single source without alterations
	FIND-REPLACE: The act of changing key words and phrases but retaining the essential content of the source in a paper
	REMIX: An act of paraphrasing from other sources and making the content fit together seamlessly
	RECYCLE: The act of borrowing generously from one's own previous work without citation; to self plagiarize
	HYBRID: The act of combining perfectly cited sources with copied passages – without citation – in one paper
	MASHUP: A paper that represents a mix of copied material from several different sources without proper citation.
	404 ERROR: A written piece that includes citations to non-existent or inaccurate information about sources

PLAGIARISM DECLARATION

1. I know that plagiarism is:
 - Taking and using the ideas, writings, works or inventions of another as if they were one's own.
 - Not only includes verbatim copying, but also the extensive use of another person's ideas without proper acknowledgement (which includes the proper use of quotation marks).
 - Also this sort of use of material found in textual sources and from the Internet.
2. I acknowledge and understand that plagiarism is wrong.
3. I understand that my research must be accurately referenced. I have followed the rules and conventions concerning referencing, citation and the use of quotations as set out in the Departmental Guide as posted on Google Ed platform.
4. I acknowledge that copying someone else's assignment, or part of it, is wrong, and that submitting identical work to others constitutes a form of plagiarism. I declare that this assignment is my own work and my own unique assignment.
5. I have not allowed, nor will I in the future allow, anyone to copy my work with the intention of passing it off as their own work.

Name.....

Student #.....

Signed Date

18.3 Assignment rules

An assignment:

- is to comply with the **Guidelines for Report Writing** (refer student file) unless otherwise specified
- needs to clearly state the student first name, last name and full student number
- is to be typed, as **no handwritten assignments** will be accepted
- is to be date stamped when submitted at the Bible College counter by its owner: the student
- may not be retracted or retrieved once submitted
- original assignment submitted will be marked and captured ANY duplicate; resubmitted copies or additional copies whether emailed or handed in will be discarded/ destroyed and not even considered
- will not be returned to the student once graded as it is filed in the individual student file for audit purposes
- ALL assignments are to be submitted by midnight of the due date stipulated (unless otherwise communicated by the Assistant Dean)
- Only ONE attempt at an assignment is permitted, and no assignment may be re-written or resubmitted.
- Individual feedback can unfortunately not be provided, but group feedback to the class will be given.
- An assignment remark for moderation can be requested, within 30-days of the grade being posted at a cost per remark. Should a student request a re-mark/ moderation by the Moderator, Dean or Registrar, they must request this in writing and pay a re-mark/ moderation fee up front. The final moderated mark will be captured as the final mark, whether higher or lower than the initial mark.
- LATE assignments will be penalized as follows:
 - Late by up to seven days = minus 10%
 - Late eight days or more = ZERO i.e. will not be marked but filed in the student file.

19. TESTS

There are only FOUR (4) tests written during the year. Our aim is not to trick the student but to assess the student's module knowledge.

Due to a paneled marking schedule and prescribed marking answer sheet, **NO** tests will be discussed with anyone nor returned to any student, and marks are not subject to negotiation, in order to maintain objectivity of all the markers.

19.1 Earn the right to "REWRITE"

Qualify to a rewrite if the **first test mark** is equal to or between:

- 1st Year students: 50 % to 59%
- 2nd Year students: 40 % to 49%
- 3rd Year students: 40 % to 49%

19.2 TWO test dates per semester

TWO test dates have been scheduled for each Semester 1, Semester 2 and Semester 3.

ONLY ONE test date has been scheduled for Semester 4.

SEMESTER	DAY	TIME	VENUE
First Test Date	Saturday	10.00am-12.00 noon	auditorium
Second Test Date	Saturday	10.00am-12.00 noon	auditorium
DOORS CLOSE PROMPTLY AT 10.15 am!			

19.3 Students MUST write the Test on one of these dates or NOT WRITE AT ALL

19.3.1 First Test Date (official test day)

ALL students are required to write on the FIRST test date.

Students that choose to write on the Second Test date will then forfeit their right to a Re-sit if they fail.

19.3.2 Second Test Date (rewrite test day)

The purpose of the Second Test Date is to give students an opportunity to Re-sit the test if they have failed the one previously written.

The other reason is that should a student need to attend a function or be unable to attend, they will be allowed to write on the Second Test day, but forfeit the right to a Re-sit if they fail.

19.3.3 Conditional Test Day

Students that work on a Saturday are to submit a letter to the Registrar on a company letterhead detailing that they will be writing all four semester tests on the Conditional test day. Enquire at relevant campus.

These students will be scheduled and invited to write on the Sunday after the first test date. In order to ensure that an invigilator/ proctor is present, students need to be scheduled by the Assistant Dean of Students or the faculty member on duty.

CFCI BC has permission from CFCI to allow these students to write during the second church service as long as they have attended the first Sunday Service

Students are required to be on time to get the full benefit of the two hours allocated:

19.4 Test Writing Information

These rules will be read aloud on the actual test days:

- No child minding is available and no children are allowed in the exam venue or left unattended on the property
- Each student **MUST** present their Student Card (where applicable their Access Tag) in order to be ISSUED a Test Paper
- SIGN/ CLOCK-IN to receive a Test Paper
- Students have a maximum of two hours to write the Test
- Students that arrive late after 10.15 am will not be allowed into the testing venue
- Students are only allowed a pen and test paper and a clipboard with not writing on it
- No cell phones are permitted in the exam venue, and any cell phone found to be on or used by a student will be confiscated until after the exam, and the student may then be flagged for moderation for possible cheating
- No extra sheets of paper are allowed
- Name, last name & **FULL student number** is required on test paper
- Any student caught cheating will be expelled by the Registrar
- No Bibles to be used (unless required by the module taught)
- Write neatly – a paper we cannot read is a paper we cannot mark
- SIGN/ CLOCK-OUT when you hand in your completed test paper
- Invigilators/ proctors are not there to answer questions but to monitor test proceedings
- No tests will be returned nor discussed under ANY circumstances to preserve the integrity of the questions

19.5 Test Marks

Test marks will be emailed within two weeks of the test, or given to the student at the next Bible College evening. Marks will not be given out over the telephone unless prior arrangements have been made with the Registrar.

19.5.1 Test Re-sits

Students that qualify for a test Re-sit will be charged a penalty fee. Enquire at relevant campus.

Their Re-sit test mark will only be released if this payment has been made.

The student will be awarded the higher of the two marks whether it is the first test or the Re-sit test mark. 1st and 2nd year students may only Re-sit if they have failed (not bettering an existing pass mark), and 3rd year students may only Re-sit if they have qualified to do so by getting between 40% and 49%.

Due to the exam paper being revisited on a Re-sit maximum of 25% growth on original grade is permitted, and student grades will be capped accordingly.

19.5.2 Test Re-mark

Should a student request a re-mark/ moderation by the Moderator, Dean or Registrar, they must request this in writing and pay a re-mark/ moderation fee up front.

Enquire at relevant campus.

The final moderated mark will be captured as the final mark, whether higher or lower than the initial mark.

20. EXTRA CREDITS

A student opportunity to earn Extra Credits toward their absenteeism or grades by serving at a church special event or conference.

20.1 Extra Credits has a two-fold purpose namely:

Introducing or exposing students to a potential “area of service” or “on the job training” i.e. they could be the future leaders or Child Minders and discover this passion by serving.

Obtaining extra credits for absenteeism up to a maximum of 12 sessions.

It is the student’s responsibility to collect the Extra Credits form, complete details, obtain required signatures and submit the completed form by the stipulated deadline date to the Bible College counter.

NOTE:

Extra Credits may vary from campus to campus, and church to church, please enquire at relevant campus for specific qualification.

A sample is provided.

21. GRADUATION

All students studying on Bible College should have as their motivation to enroll the desire to *“study to show themselves approved”*, in order to serve actively in the ministry.

Bible College class attendance is never to be in lieu of weekend church attendance where service in the church is recommended and attention to the Word being delivered and other aspects of services are vital.

For this reason, church attendance is now mandatory for a Bible Scholar to graduate, over and above academic performance and classroom attendance. Regardless of whether the scholar is a member of CFC or not, they should all belong to an active church holding at least ONE (1) service per weekend, which constitutes 52 weekend services available for the scholar to attend.

However, we recognize that most students are also employed or have their own business or other commitments, permission will be granted to be absent from church for certain reasons such as travel, family vacations, illness or work related aspects as long as a student achieves an 80% church attendance statistic at the end of the year.

We also recognize that the student’s final grades and consideration for graduation takes place in the 2nd last week of the academic year, so TWO (2) weekends need to be excluded for measurement per annum.

To achieve an 80% church attendance based on these premises a student must attend any 40 weekend services per year of a 50 week measured calendar year (excludes the 2 weeks after graduation results are calculated)

Summary of Graduation Criteria:

21.1 Academic Percentage/ Pass Mark per year

60%	-	First Year
50%	-	Second Year
50%	-	Third Year

Students are advised to pay particular attention to the requirements pertaining to **full accreditation hours**, with regards to class lectures, church attendance, required self-study hours, Cell/PDM attendance and practical assessments.

Specifically, a 90% class attendance record must be maintained to graduate and the church attendance assignment must be completed to graduate. All these contribute to the final accreditation hours being achieved, and any student deemed as not having suitably achieved these accreditation hours may possibly not graduate.

Any student who has not achieved the attendance accreditation requirements, despite having possibly attained an academic pass mark, is NOT eligible to graduate. This student will have to re-register the following year, pay Registration fees only, and then complete a special roster that will accommodate the completion of all missed sessions/modules. Thereafter, they will be eligible to graduate at the next graduation ceremony in 12 months time.

No student may enrol for the next year of study if the current one is not fully graduated and all required aspects completed.

21.2 Foundational Courses & additional Hours completed

All Foundational Courses MUST be completed to graduate 3rd year.

It is strongly recommended that all students complete Foundational courses by the end of 2nd year, but it is not a graduation requirement for 1st and 2nd year.

21.3 Classroom credit attendance

Refer to Section 18 of Student Prospectus & Handbook.

90% of classes attended:

- SEVEN (7) sessions off per term with valid reason
- Annual remainder not more than an additional TWELVE (12) sessions

Students are required to attend all three (3) sessions per night

21.4 Fees Settled

No student may be listed on the graduation roll unless their fees are settled for the year in full.

No student may attend graduation formalities unless fees settled in full

No student may enrol in the next year of study unless fees settled in full.

22. RULES FOR CHURCH ATTENDANCE

Church attendance will be reviewed quarterly and students advised of possible concerns about attendance. A minimum of TEN (10) church attendances per quarter must be accounted for.

Any person in active leadership in the church will be monitored by their pastor on a monthly basis and matters of attendance discussed.

Attendance of a church event like a Conference or Production will only be counted if the clipboard or alternate method of recording is completed and ONE (1) day of an event, e.g. Conference equates to ONE (1) service (not multiple)

22.1 Note to External Students

External students will be required to present a quarterly letter from their pastor, confirming their church attendance at their church. A minimum of TEN (10) church attendances per quarter must be accounted for.

External students who do not have enough services available to attend at their own church, may attend as visitors at a CFC church, as long as they note this on the clipboard and advise Bible College in writing of their intent to do so and the date attended.

23. RECOGNITION FOR PRIOR LEARNING (RPL)

Recognition of Prior Learning (RPL) assures that students do not lose credits for completed courses.

RPL is only awarded in the following two areas:

- Foundational/ Endorsement Courses completed within the last FIVE years at CFCI or CFCI Affiliates
- Incomplete Bible College Year attended 12-months prior

23.1 RPL for Foundational/ Endorsement Courses

Students that have completed Foundational/ Endorsement courses prior to registering on Bible College will simply need to complete and sign the “Declaration of Recognition of Prior Learning” on the Application for Admission.

23.2 RPL for Incomplete Bible College Year

Should a student not have completed a full year on Bible College, including all requirements specified for the term/ year, and have had to resign for any reason, the student may **apply for RPL** in writing by addressing a letter or email to the Registrar by no later than end of January every year.

Fully completed term/ semester constitutes the following:

- The full term attendance must have been completed i.e. 90% of classes actively attended
- All tests/ assignments and prescribed practical work for that term needs to have been submitted, assessed and the prescribed term pass of 60% obtained. (1st year) or 50% (2nd + 3rd year)
- A student will not receive part RPL or pro-rata RPL if a full term/ semester is not completed as per the definition above.
- The RPL will be evaluated and awarded in writing by the Registrar.

A student will then be able to register the following year, with full fees as prescribed for the year applicable, and be able to continue from the term for which RPL was not awarded, i.e. if the student received RPL for term 1 and 2, then they may continue in term 3 complying to the communication as issued by the Registrar and Assistant Dean of Students.

A copy of the RPL letter received from the Registrar is to be attached to the Application for Admission form upon Registration in order to receive a “special/customized and tailor-made” roster.

23.3 Recognition of Life Experience and Bridged Degrees

Under very specific conditions specified in the Charter under paragraph 12 and 13, persons:

- already holding a diploma from CFCIBC or higher qualification in ministry from another recognized tertiary education institution, and
- have sufficient long term life experience in full time ministry, either as a pastor of a church or Dean of a Bible College, may apply to the Registrar for assessment to determine if they qualify to bridge their degree, due to recognition of prior learning and life experience.

The application form, criteria and Charter specifications can be obtained from the International Registrar. Applications are received by August of every year, and successful candidates will graduate once a year at the next graduation.

24. TRANSFER TO ANOTHER CFCI BIBLE COLLEGE CAMPUS

Students who are relocating to another city may apply for credit transfer and a letter of recommendation, accompanied by a transcript advising of completed modules, from the Registrar.

25. FREQUENTLY ASKED QUESTIONS (FAQ'S)

25.1 Will there be discount for employees or a large family discount of 4 (four) or more students?

ANSWER: Limited financial assistance may be available contact the Registrar to find out more information.

25.2 Who will be teaching on Bible College?

ANSWER: Lecturers that are approved by the Trans-world Accrediting Commission International (TACI) Guidelines, and meet the requirements of the Bible College Charter, and as approved by the Principal.

25.3 What age do I have to be to enroll on FIRST Year Bible College?

ANSWER: 18 years and over. If you are under 18 you must be enrolled and attending Year 13.

25.4 What is “accreditation” and why is it important?

ANSWER: All students successfully completing all requirements and graduating from each year of CFCI BC will receive either a certificate, diploma and/or ministry degree, recognized at any CFCI worldwide. The successful student will, in addition, receive accreditation from any churches affiliated with Christian Family Church International. The Trans-World Accreditation Commission International (TACI) has accredited institutions around the world. For more information, visit the TACI website.

25.5 What type of bachelors/ degree will I have when I finish the three years of Bible College?

ANSWER: You will be able to graduate with a B. Min degree in other words a Bachelors in Ministry Degree

25.6 What type of work will I be able to do once I have my degree?

ANSWER: You will be well equipped to fulfill your own ministry, possessing and in depth base of Biblical knowledge, more extensive ministry exposure and experience, leadership principles, church management, church administration and church financial management. The Bible College is designed to equip people for ministry and raise sons.

25.7 Is there financial aid, scholarships or a student bursary available?

ANSWER: Enquire at relevant campus.

CFCI Johannesburg campus is subsidizing the cost of operations for the Bible College, without this generous subsidy the Bible College would be forced to charge much higher student annual fees. However, limited financial assistance may be available, please contact your campus for more information, or apply in writing to the Registrar, before the 15th of January of every year of study.

Non-CFC members are to contact their local pastor for assistance.

25.8 How is the student number generated?

ANSWER: The student number is a combination of the calendar year, class year and unique student number. – eg NZ 2016 1 322, NZ 2016 1 323.

26. CAMPUS CONTACT DETAILS

Students are welcome to contact the Bible College during office hours or visit the Wellington Campus Bible College website www.victorychristiancentre.co.nz.

For enquiries please contact, in the first instance -

The Registrar

Dianna Snethlage by email on registrar@victory.net.nz

Or

The Assistant Dean

Vanessa Schlogl by email on vanessa@victory.net.nz

27. NOTES

[illegible]

28. NOTES CONTINUED...

[illegible]