

PENDLETON



INSTITUTE OF BIBLICAL STUDIES

**Student Handbook
March 2022**

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MISSION STATEMENT

The mission of the Pendleton Institute of Biblical Studies is to provide a bible-based education for those seeking a greater understanding of biblical principles and practices as well as equipping those preparing for works of ministry and service.

STATEMENT OF FAITH

THE SCRIPTURES. We believe the Scriptures (Old and New Testaments) in their entirety, to be the verbally inspired Word of God and the final authority in faith and life. (John 17:17; 2 Timothy 3:16-17; Psalms 12:6)

THE GODHEAD. We believe in one God eternally existing in three persons - Father, Son, and Holy Spirit, eternal in being, identical in nature & equal in power and glory, having the same attributes and perfections. (1 John 5:7)

JESUS CHRIST. We believe that the Lord Jesus Christ is fully God and fully man. He was eternally begotten of the Father, conceived by the Holy Spirit, and born of the Virgin Mary, died for the sins of the whole world, was crucified, buried and raised from the dead, and that He ascended into heaven and sits on the right hand of the Father as our High Priest, Advocate, and Mediator. (Philippians 2:6-11; Luke 1:35; John 1:14; 1 Corinthians 15: 3-4; Colossians 1:15-17; 2:9; Hebrews 2:2; 4:15; 1 Timothy 2:5)

THE HOLY SPIRIT. Holy Spirit is the third person of the Godhead that convict people of sin, righteousness, and judgment; glorifies Christ; guide believers in truth; regenerate and dwells in all believers; baptize them into the Body of Christ; seals them unto the day of redemption; empowers them for sanctification and service; and gives spiritual gifts to all believers for the building up of the body of Christ. (John 3:5-8; 14: 16-17; 16:7-15; I Corinthians 12:4-11, 13; Ephesians 4:30; Titus 3:5; 1 Peter 1:2)

HUMANITY. (Male and female) are God's creation, made in his image. Through the sin of the first human, Adam, all humans, with

the exception of Christ Jesus, are born with a fallen nature, are accountable for their sin, and need to be born again. God has established and revealed in Scripture a divine order to regulate humanity. Human institutions reflecting that order are marriage of a man and a woman, family, and human government. (Genesis 1:27; Psalm 51:5; John 3:3; 1 John 1:8-10; Romans 5: 12, 18-20; Genesis 2:23-24; Colossians 3:18-21; Romans 13:1-7; Romans 1:21-32.)

SALVATION. We believe that salvation is the gift of God brought to man by grace and received by faith in the Lord, Jesus Christ whose blood was shed on the cross for the forgiveness of sins. (Ephesians 2:8-9; Titus 3:5; Romans 4:5)

SANCTIFICATION. We believe as children of God, our lives should honor the Lord as living examples of His holiness as we strive to live in a manner pleasing unto Him. (1 Peter 1:16; Ephesians 5:27)

THE CHURCH. We believe the Church consists of all those who believe on the Lord Jesus Christ. Christ is the Head of the Church, called His Body. The local church is a body of believers in Christ who are joined together under scriptural leadership for the worship of God, for edification through the Word of God, for prayer, for fellowship, for the proclamation of the Gospel, and for observance of the ordinances of baptism and the Lord's Supper. (Matthew 16:16-18; Romans 12:5; Ephesians 1:22; Philippians 1:1; 1 Corinthians 12:13; 1 Timothy 3:15).

THE FUTURE. We believe in the resurrection of the just upon Christ's return to reclaim His people. (1 Thessalonians 4:13-18)

PROGRAM OVERVIEW

The Pendleton Institute of Biblical Studies was developed to provide those serving in ministry the tools and resources needed to effectively share the gospel of Jesus Christ and to teach and mentor disciples. It provides students with a strong Biblical foundation on which to build.

The institute offers two programs of study: Ministry Introduction and Training (M.I.T.) and Biblical Studies.

Biblical Studies Program

Biblical Studies is a certificate program developed for those who desire to know more about God and His Word. In this program you will be taught how to read and understand your bible with confidence. You will dive into a deeper level of understanding and exposure through classes on the Synoptic Gospels, the Holy Spirit, the Old and New Testaments, Ecclesiology, Introduction to Theology and other.

Ministry Introduction and Training (M.I.T) Program

M.I.T. (Ministry Introduction and Training) is a three-year certificate program. It is developed for those currently operating in ministry looking to enhance and cultivate their call and capacity of service as well as for those answering the call to ministry. This program serves as a requirement for those seeking to become ordained within the United Churches Fellowship (UCF). In this program we will train and prepare you for full operation within the church with focus on procedures in Baptism, Communion, Marriages and Funerals as well as Hermeneutics, Homiletics, Voice and Diction, Leadership and Administration and more.

LICENSING & ORDINATION

Licensing, ordination, consecration, or installation to an office or calling is a matter of significant importance. With it comes numerous responsibilities and opportunities of considerable magnitude. Therefore, your sincere commitment and devotion is essential.

Elevation to an office should never be the reason for one's service. Each person endeavoring to do the work of the cross should count up the cost first.

Luke 14: 27-29

"And whoever does not carry their cross and follow me cannot be my disciple. Suppose one of you wants to build a tower. Won't you first sit down and estimate the cost to see if you have enough money to complete it? For if you lay the foundation and are not able to finish it, everyone who sees it will ridicule you,... "

1 Peter 4:11 AMP

"Whoever speaks, [let him do it as one who utters] oracles of God; whoever renders service, [let him do it] as with the strength which God furnishes abundantly, so that in all things God may be glorified through Jesus Christ (the Messiah). To Him be the glory and dominion forever and ever (through endless ages). Amen (so be it)."

LICENSE & ORDINATION REQUIREMENTS

The following requirements are necessary to be recommended as a candidate:

License:

- Complete a minimum of 50 documented teaching hours

- Successful completion of the 1st year of M.I.T Program
- Regular attending member of UCF church
- Serve in 1 or more church ministries
- Pastoral letter of recommendation

Ordination:

- Be a licensed minister
- Complete a minimum of 100 documented teaching hours (total)
- Successful completion of entire M.I.T Program
- Regular attending member of UCF church
- Serve in 1 or more church ministries
- Submit Doctrinal Thesis
- Pastoral letter of recommendation

Certificate of Completion will be given to all candidates. License and Ordination candidates will be expected to purchase their own civic attire upon course completion.

Ordination candidates who successfully complete the M.I.T. Program and have fulfilled all other requirements, will be granted a Council meeting for review and presentation of their doctrinal thesis.

Subject to the review and decision of the Council, candidates may be approved for ordination.

NOTE: Successful completion of the M.I.T. program alone does not constitute ordination.

CODE OF CONDUCT

God places authorities over all of us. We should recognize authority as such and willingly submit to the authorities in our lives whether it is the government, a parent, a pastor, or an institution. While you are a student at PIBS, the Institute faculty and staff are responsible for leadership and oversight. If a situation should arise requiring discipline, it will always be done out of love for the individual and a desire to see them reach their full potential in Christ (Proverbs 3:11-12).

Biblical discipline is redemptive in that it seeks to warn, instruct, and correct the member of the community in a way that offers forgiveness and ushers the individual back into a restored relationship with the community. While forgiveness does not mean an absence of consequences, it does mean that the relationship is mended and restored.

Our process involves the following guidelines which are set in Matthew 18:15-17. This passage prescribes that the "concerned person" speaks with the "offender" on an individual level. If the person fails to respond, the "concerned person" then takes another with him or her to speak with the "offender" about the matter. Finally, if there is still no change in the "offender's" actions or attitudes, the "concerned person" hands the situation over to the appropriate authority. It is our prayer that individual confrontation be the level at which matters are resolved. The goal in this is always restoration and it should never be about bringing shame or punishment upon a brother or sister in Christ.

Consequences may include probation, dismissal, accountability groups, counseling, or whatever else is deemed necessary by the President, Vice-President, Dean and Associate Dean of Academic and Student Affairs.

Weapons

As a community that values the worth of human life, we do not allow students to possess any kind of weapon, weapon replica or recreational device that presents a risk of injury or property damage, including, but not limited to pellet guns, firearms, archery equipment, knives, swords, martial arts weaponry or improvised tools capable of inflicting similar injuries. Any weapons found on campus are subject to confiscation. Students found to be in possession of them will be subject to disciplinary action and local law enforcement.

ACADEMIC POLICY

Attendance

Regular attendance is crucial to your success in the Pendleton Institute of Biblical Studies. When you miss class, you miss out on hearing and discussing critical information first-hand. We encourage you not to miss any classes, but if you must, we allow a maximum of 3 class absences in each semester. If you miss more than 3 classes you will receive a grade of incomplete, resulting in no credit for the course and you will be required to take the class again, at cost, to receive credit.

Grading System

A student's work for any semester in each subject is evaluated by the faculty member according to the following letter grades:

A	Excellent	outstanding accomplishment in mastering the subject
B	Very Good	better-than-average accomplishment in mastering the subject
C	Satisfactory	fulfills the requirements and has made acceptable progress towards mastering the subject
F	Failed	falls below the minimum standards of accomplishment and must be repeated to obtain credit

Grade Points

To provide a basis for averaging letter grades, the following grade point system is used (per credit):

A	4.00	C+	2.30
A-	3.70	C	2.00
B+	3.30	C-	1.70
B	3.00	F	0.00
B-	2.70		

Scholastic Honors

Honors at graduation are based on a student's cumulative GPA and evidence of Christian character. Honors are not automatically granted to graduates. Honors are granted by the faculty and may be withheld or modified, based on the processing of final grades. The following guidelines are used to determine scholastic honors:

Summa Cum Laude	3.90–4.00
Magna Cum Laude	3.80–3.89
Cum Laude	3.70–3.79

Dean's list is a GPA of 3.7 or better

Transcripts

The first transcript request for all students is free of charge. A \$5.00 fee is required for each request thereafter. Students will not receive a copy of their requested transcript if they hold a balance on their account.

Cheating

Cheating is any act (whether successful or attempted) in which a student is dishonest or seeks to gain an unfair advantage on an assignment, quiz, paper, examination, class, etc. Some common forms of cheating include, but are not necessarily limited to:

- Using unauthorized material during an examination or other assignments.
- Submitting an assignment in one or more classes completed by another student current or former.
- Lying to an instructor in order to obtain an excused absence, extension on an assignment, makeup examination, admission to a class or program, etc.
- Assisting others in academic misconduct.

Plagiarism

Plagiarism is taking the ideas or words of another person and presenting them as one's own whether intentional or unintentional. Intentional plagiarism is unethical and constitutes a serious infraction of academic policy. When the words or ideas of others are used, proper credit must be given either in a footnote or in the text.

Academic integrity requires students to be responsible and honest in the fulfillment of all of their academic work. Assignments, examinations, and other educational requirements are intended to foster student learning. Students are expected to submit original work and to use appropriate citation giving credit to the ideas or words of another person as well as refrain from cheating of any kind.

Penalties for Academic Misconduct

First Offense: Automatic failure of any and all assignments, quizzes, examinations, or class requirements in which academic misconduct occurred. The instructor of the course will notify the Academic Dean with explanation of the situation. Discretion is given to the Executive Committee to impose more strenuous penalties. The violation will remain on record and information concerning the incident will be communicated to all instructors.

Second Offense: Automatic failure of any and all assignments, quizzes, examinations, or class requirements in which academic misconduct occurred. The instructor of the course will notify the Academic Dean with explanation of the situation. Discretion is given to the Executive Committee to impose a more appropriate penalty with a minimum penalty of failure of a course and a maximum penalty of suspension or dismissal. A record of the violation goes into the student's file. The Academic Dean will notify faculty of the results of this process.

Student Grievance Policy

It is the policy of the Pendleton Institute of Biblical Studies to provide an equitable system for the speedy and amicable resolution of problems between students and Institute faculty, staff, and administrators. If, during the course of study at the Pendleton Institute of Biblical Studies, a student encounters problems that require mediation for resolution, the following procedures have been instituted.

**Offenses against one another should be corrected with the individuals involved, as prescribed in Matt. 18:15-17 and Gal. 6:1-5.*

For course-related issues, the individual should speak to the course instructor. If the problem is still unresolved, the student may petition the Assistant Dean of the Institute in writing. If an issue still exists after the Assistant Dean of the Institute addresses the matter, the student may submit a written petition to the President and Vice President of the Institute.

*For issues which are not course related, the student should first speak to the individual(s) involved. If resolution is not achieved at that level, appeals must be made, in writing, through the following channels:

- First, to the Assistant Dean of Academic and Student Affairs
- Second, to the President and Vice President of the Institute

At each level, evidence will be required of sincere attempts to seek resolution, following the steps outlined above. Decisions of the President and Vice President will be considered final.

FINANCIAL POLICY

Tuition

Tuition cost is \$300 per semester and does not include textbooks, workbooks, or other reference reading materials. Students are required to pay their bills, in full, by the first day of classes each semester. Each semester must be paid in full prior to the end of the semester. New semesters cannot be started if the student has a balance from the previous semester. Payment plans are available upon request. Unpaid balances will also prevent you from graduating, receiving your grades and copies of your transcript.

Application Fee

There is a non-refundable \$50 fee due at time of application. This is a one-time fee per program of enrollment.

Refund

If it is necessary for a student to withdraw from school prior to the end of a semester, a student must notify Assistant Dean of Academic and Student Affairs as well as the Enrollment Manager immediately. If a student withdraws before classes begin, all payments made against tuition will be credited to the student. Students who withdraw after first class until week 3, will be eligible for a 50% tuition refund paid. **After the 3rd week of classes, all Tuition is non-refundable.** Students on a payment plan with an outstanding balance who withdraw after the third week of classes will remain responsible for that balance.

INCLEMENT WEATHER AND SCHOOL CLOSING

The policy of the Pendleton Institute of Biblical Studies regarding snowy conditions is safety first. If the weather is less than favorable and scheduled classes are to be cancelled, the Institute will promptly send a "one-call" to the student's contact number you provided us.
