Transformational Bible Institute

"Transforming Minds by the Word of God"

Transformational Bible Institute
Catalog and Student Handbook

Transformational Bible Institute

714 Richardson Street
Elizabeth City, NC 27909
(252) 599-3847

E-mail: contact.tbinstitute@gmail.com

tbinstitute.info

And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good and acceptable and perfect will of God. (Romans 12:2, NKJV)

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Transformational Bible Institute was awarded a certificate of full accreditation by the Transworld Accrediting Commission International, February 4, 2005. This accreditation is renewed annual.

Revised 05/29/2026

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TBI classes and activities are offered at select site facilities and via Zoom at designated times.

Please email us at contact.tbinstitute@gmail.com for more information.

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Transformational Bible Institute

TRANSFORMATIONAL BIBLE INSTITUTE STATEMENT OF FAITH

We believe that the Bible is the inspired Word of God. It is without error in the original writings, complete in its revelation and final in its content. It is the all-sufficient rule for faith and practice in the life of the believer.

We believe God is One God. He has revealed Himself in three persons, God the Father, God the Son, and God the Holy Spirit.

We believe that Jesus Christ is the Son of God. He was born of a virgin. The Word of God became flesh, lived on the earth, suffered and died on the cross for our salvation, rose from the dead, ascended back to heaven where He is seated at the right hand of the Father, and will come again to judge the living and the dead.

We believe all men have sinned and are completely and hopelessly lost without God's divine intervention. God has made the only provision for men to be saved and that is salvation made possible through the death and resurrection of Jesus Christ. No man can be saved outside of this provision, which is received by faith and relationship with Jesus.

We believe the Church is the body of Christ and that the ministry of Christ continues through His people by the power of the Holy Spirit. This power is made available to assist His people, to bring glory to the Name of Jesus and to draw others to that name.

We believe the supreme purpose of every believer is to glorify God and enjoy Him forever. This is done through knowing Him and making Him known. These are very real and personal processes, which result in our having an intimate relationship and daily fellowship with Him. This empowers us to witness to the world around us.

*Refer to the **Tenets of Faith and Doctrine** in the **Appendix** for additional information.*

TRANSFORMATIONAL BIBLE INSTITUTE PROGRAMS

Pastor Ronnie Riddick founded ***Transformational Bible Institute in Elizabeth City, NC in December 1998****. Classes convened in Elizabeth City, Ahoskie, and Kill Devil Hills, North Carolina beginning 1998.*

Classes are currently being taught in Elizabeth City, NC - site 308 and Ahoskie, NC- site 304.

TBI *is an interdenominational ministry dedicated to building the body of Christ through serving it. The institute makes a theological education accessible, affordable, and practical supplement to the teaching ministry of the local church. The mission and vision of TBI is to see lives changed through teaching and training believers, according to the Word of God. They will be renewed in their minds and will no longer be bound to think as the world thinks. They will be equipped to think and live according to God's perspective. As Romans 12:2 states, "Do not be conformed to this world, but be transformed by the renewing of your mind."*

Students are encouraged to discover, develop, and use their gifts. As a result, they will help their churches function as healthy bodies and make a greater impact on their communities, for the glory of God. Our focus is to help students understand that all Christians are called to ministry and to equip them to fulfill their callings. TBI teaches that ministry is about meeting people's needs.

The main ***TBI*** *curriculum is known by the acronym MOTMOT, which stands for "The Mobilization of Teachers Through the Multiplication of Teachings." These courses focus on discipleship and the materials are excellent teaching resources for students to use for ministry. MOTMOT materials are available in ten languages and are presently being used around the world.*

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TBI received full accreditation from **Transworld Accrediting Commission International (TAC), *to award the* ***Associate, Bachelor and Masters Degrees. TAC*** *is an accrediting agency for non-traditional Christian Schools, Bible Colleges, and Theological Seminaries.* *****Transworld Accrediting Commission International 1355 East Alessandro Boulevard Suite 201 Riverside, California 92508. office@transworldaccrediting.com - (951) 901-5586***

Transformational Bible Institute

Transformational Bible Institute *offers students a program leading to a certificate and/or an* ***Associate (60 credits)($50.00 per credit), Bachelor (120 credits) ($60.00 per credit) Masters (180 credits) ($70.00 per credit) and Doctor (240 credits) ($80.00 per credit) of Biblical Studies, Theology of Biblical Counseling and Christian Leadership/Pastoral Leadership Degrees. There is a $25.00 application fee for enrollment in the undergraduate program and a $35.00 application fee for the graduate program. These enrollment fees are nonrefundable. Technology Fee-$45.00 annually.***

Credits Needed for Certification Programs:
Biblical Studies - 30 Credits
Pastoral Ministry - 30 Credits
Christian Leadership - 30 Credits
Evangelism and Missions - 30 Credits
Biblical Counseling - 30 Credits

Credits Needed for Degree Programs:
Associate of Theology - 60 credits
Bachelor of Theology - 120 credits
Master of Theology - 180 credits
Doctor of Theology - 240 credits

Biblical Studies *(75%Biblical Studies curriculum/Electives/15% Christian Leadership/ Pastoral Leadership Curriculum10% Biblical Counseling Curriculum)*

Biblical Counseling *(50% Biblical Counseling Curriculum/50% Biblical Studies curriculum*

Christian Leadership *(50% Christian Leadership/Pastoral Leadership Curriculum/25% Biblical Studies curriculum/Electives/ 25% Biblical Counseling Curriculum)*

Pastoral Leadership *(50% Christian Leadership/Pastoral Leadership Curriculum/25% Biblical Studies curriculum/Electives/ 25% Biblical Counseling Curriculum)*

Transformational Bible Institute

Transformational Bible Institute *courses normally convene for five-week and eight-week periods, also, weekend seminars. However, students have the option of taking courses through* ***On-Line, Extended Learning*** *and* ***Distance Learning Courses.***

On-Line Courses *allow the students to take courses without coming to the physical location.* ***Extended Learning Studies*** *allow students to receive full credit for courses by attending the first and last class sessions and completing the course requirements.* ***Distance Learning*** *courses are available for students who cannot attend classes. These courses are completed during eight-week periods.* ***On-Line***, ***Extended Learning Studies*** *and* ***Distance Learning*** *course options are not suitable for all students. Many students are more successful in a traditional classroom setting and benefit from interaction with the faculty and students.* ***Transformational Bible Institute*** *does not have the authority to appoint students to positions or to award them titles in their local churches or church bodies.* ***TBI*** *does not guarantee that a person will be appointed to a position or awarded a title after receiving ministerial certificates or the degree. That is the jurisdiction of their pastor or church leaders.*

TBI *faculty members are dedicated to training individuals for God's service. All instructors hold appropriate academic credentials, have relevant training, or experience, and demonstrate the truths they teach through their lives and ministries.*

Notice of Non-Discriminatory Policy

Transformational Bible Institute *admits students of any race, color, gender, or national and ethnic origin to all the rights, privileges, programs, and activities within the parameters of the* ***TBI Christian Life; Scriptural Conduct,*** *outlined in the* ***TBI Tenets of Faith and Doctrine*** *(refer to the* ***Appendix****.) We do not discriminate on the basis of race, color, gender, national or ethnic origin in the administration of academic or admission policies, programs or activities.*

ADMISSION POLICY PROCESS

Your first steps to Transformational Bible Institute begin here.

Apply.

- Submit your application on the TBI Website before the beginning of the first class of the semester. You must have received a high school diploma or a GED.
- If you are a former Transformational Bible Institute student and have not attended TBI for one or more semesters, please resubmit an application

Send transcripts.

- Submit the request for your high school (and college, if applicable) transcripts to the registrar of your high school or college and have them to mail all official transcripts directly to:
  Transformational Bible Institute
  Attn: Admissions Office
  714 Richardson Street, Elizabeth City, NC 27909
- Home school students should submit official transcripts from any schools attended and a list of the home school curriculum along with their graduation requirements and proof that they have met these requirements.
- High School students who desire to take courses prior to graduation have the ability to earn a 'Spiritual Life Certificate' which will go towards an Associate Degree in Theology after High School graduation.

Send Life Credits.

- Send your life credits with the appropriate signature to

  Transformational Bible Institute, 714 Richardson Street, Elizabeth City, NC 27909.

Make financial arrangements.

- If you are seeking financial assistance, please see the Director of Finance for a scholarship form
- If you need to make payment arrangements, please see the Director of Finance to set up a payment schedule and your first month's payment.

Complete pre-registration.

- Complete the emergency form and mail it to Transformational Bible Institute.
- Have your financial plan completed, making it easier to manage your finances.
- A completed application for admission. Available on the TBI website and the application may be submitted as early as the end of the junior year of high school or equivalent.
- Graduation from high school, completion of a comparable home school curriculum, or GED.
- A minimum grade point average (GPA) of 2.00 on a 4-point scale.
- Transcripts of all high schools and colleges or universities attended. Official transcripts should be mailed directly from the registrar of the institution attended to the Transformational Bible Institute Admissions Office as part of the application. Official final high school transcripts with date of graduation and transcripts of all previous college coursework are required prior to enrollment.

- Home school students should submit official transcripts from any schools attended and/or a home school transcript along with an explanation of the home school curriculum with date of completion.
- Students whose native language is not English must furnish proof of current English proficiency.
- Any applicant who has successfully completed at least 24 semester hours or equivalent from an accredited institution with a minimum GPA of 2.00 is considered a transfer student withstanding as a sophomore or above.

For information about application, passports and visas, employment, English language proficiency, finances, and scholarships, please contact:
The Director of Admissions
Transformational Bible Institute
714 Richardson Street
Elizabeth City, NC 27909

English Proficiency for International Students
To be admitted as a regular student regardless of citizenship, applicants must meet the requirements outlined in the Admission Requirements section above.

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REFUND POLICY

Payment in full of tuition and fees must be received by the payment due date indicated on billing notification. An obligation to pay tuition and fees in full is incurred at the time the student enrolls in or adds a course(s). A student's obligation to pay tuition and fees may be adjusted according to the following schedule whenever credit hours are dropped.

Refund periods

- **First refund period:** 75% refund through the 1st class
- **Second refund period:** 50% refund through the 2nd class
- **No refund:** after 2nd day of class

EXCLUSIONS OR SPECIAL CIRCUMSTANCES:

In the event the student does not receive an expected refund or in the event the amount of the refund is different from what was expected, the student may have a conference with the Office of the Registrar.

For more information on Online and Distance Learning; please contact Online and Distance Learning at 252-599-3847.

CONTACT:
Office of the Registrar
Transformational Bible Institute
714 Richardson Street
Elizabeth City, NC 27909

Transformational Bible Institute

" Transforming Minds by the Word of God"

BIBLICAL STUDIES, BIBLICAL COUNSELING and LEADERSHIP PROGRAMS

Transformational Bible Institute *offers an* ***Associate through Doctorate Programs in Biblical Studies, Biblical Counseling and Christian Leadership/Pastoral Leadership.*** *The programs consist of required credits that can be completed upon meeting all requirements. The courses focus upon biblical doctrine, spiritual leadership, and how to "rightly divide the word of truth. Courses are taught on site at different locations, also correspond courses and distant education are also offered This schedule is designed for persons who can only attend classes on a part-time basis and persons who are involved in ministry. For more information, please call the office. (Classes are subject to change based upon enrollment).*

To enroll in the program a person

- *Must have completed the* ***necessary requirements.***
- *Must make a copy of his/her degree or transcript available to be kept on file.*

Students *will complete required credits for certificate and/or degree programs. Reference the certificate/degree programs for credits. (p. 9 - 13)*

The ***Accelerated Biblical Studies, Biblical Counseling and Christian Leadership/Pastoral Leadership Programs*** *are designed for students who have earned degrees to transfer into the* ***undergraduate and Graduate Programs.***

The Dean or Assistant Dean of Academic Services will assess the transcript of students who want to transfer credits from other institutions to determine if they are equivalent to the courses offered by ***TBI.***

Weekend Classrooms (At sites TBA) *will be offered throughout the year for in class interaction*. The student is not required to attend they can complete the entire program through our online, correspondence and distant education system.
* *Courses are subject to change*

Thank you for your interest in Transformational Bible Institute. The catalog will cover the essential features and policies of **TBI**, but if there are any other questions or concerns, please do not hesitate to call at any time (252) 599-3847.

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" Transforming Minds by the Word of God"

Biblical Studies Certificate/Degree Program (Associate, Bachelor, Masters, Doctorate)
(The certificate/degree will be finalized after all requirements are met. Please refer to page 3 to see other courses that are combined to receive appropriate certificate/degree.)

Knowing God I (2)
Knowing God II (2)
Foundations of the Great Commission (2)
Christian Character (2)
Old Testament, Part I (2)
Introduction to Bible Study (2)
Preaching and Teaching, Part III (2)
Bible Study Series, Part III (2)
Teachings of Jesus, Part II (2)
Praise and Worship (2)
Christian Leadership (2)
Dynamics of the Family (2)
Systematic Theology, Part I (2)
Systematic Theology, Part III (2)
Eschatology (2)
Luke (2)
Systematic Bible Study, Part 2 (2)
Genesis (2)
Kingdom of God, Part I (2)
Kingdom of God, Part III3 (2)
Homiletics, Part II (2)
Apologetics: Christian Worldview, Part I (2)
Hebrews (2)
Comparative Religion, Part I (2)
Spiritual Leadership, Part I (2)
Understanding the Deeper Life (3)
The Names of Jesus (3)
Redemption Accomplished and Applied (3)
Evangelism and Church Growth (3)
Rivers of Revival (3)
Anthropology: The Biblical Study of Man (3)
Hamartiology: The Biblical Study of Sin (3)
Biblical Meditation (3)
Jesus and the Non-violent Revolution (3)
The Normal Christian Life (3)
Administration in Churches and Christian Organizations I-II (4)
The Sermon on the Mount (2)
Prayer and Fasting (2)
Faith (2)
Proverbs (2)
Old Testament, Part II (2)
Preaching and Teaching, Part I (2)
Bible Study Series, Part I (2)
Bible Study Series, Part IV (2)
Teachings of Jesus, Part III (2)
Spiritual Warfare (2)
The Holy Spirit (2)
Gifts of the Spirit (2)
Redemption & Salvation (2)
Ministry to the Poor (2)
New Testament I-III (3)
Church Fellowship (2)
Old Testament, Part III (2)
Preaching and Teaching, Part II (2)
Bible Study Series, Part II (2)
Teachings of Jesus, Part I (2)
The Gospel & the Kingdom (2)
Marriage (2)
Theology of Ministry (2)
Praise and Worship (2
Systematic Theology, Part II (2)
John (2)
Dispensationalism (2)
Systematic Bible Study, Part I (2)
Hearing God (2)
Covenants (2)
Kingdom of God, Part 2 (2)
Homiletics, Part I (2)
Ephesians (2)
Apologetics: Christian Worldview, Part 2 (2)
Revelation (2)
Comparative Religion, Part II (2)
Spiritual Leadership, Part II (2)
Christology: The Biblical Study of Jesus Christ (3)
Minor Prophets (3)
Eternity and Time (3)
Angelology: The Biblical Study of Angels (3)
Man as God Intended (3)
Soteriology: The Biblical Study of Salvation (3)
Discipleship (3)
Sex, God, and Marriage (3)
Why Children Matter (3)
Salt and Light "Living the Sermon on the Mount" (3)

Courses and classes are subject to change.

Transformational Bible Institute

Electives

(Some courses can come from these electives if needed)

Ministry Development (2)
Islam (2)
Children's Ministry (2)
I Timothy, Part I (2)
I Timothy, Part III (2)
Ministry Revitalization (2)
Angels and Demons (2)
Lay Counseling (2)
Church Growth/Revival (2)
Christian Education (2)
Practical Missions (2)
Small Group Dynamics (2)
Church Government (2)
Christian (Pastoral) Counseling (2)
Church Planting (2)
Church Administration (2)
I Timothy, Part II (2)
I Timothy, Part IV (2)
Dealing with Difficult People (2)
Practical Evangelism (2)
Church Discipline (2)
Christian Ethics (2)
Christian Spirituality (2)
Practical Discipleship (2)
Fasting as a Means of Grace (2)

Courses and credits are subject to change. Courses can be altered with prior approval by the administration.

Courses are scheduled to accommodate students working toward their degrees. Course substitutions can be made with the approval of The Director of Academic Services.

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"Transforming Minds by the Word of God"

Biblical Counseling Certificate/Degree Program (Associate, Bachelor, Masters, Doctorate)
(The certificate/degree will be finalized after all requirements are met. Please refer to page 3 to see other courses that are combined to receive appropriate certificate/degree.)

Introduction to Biblical Counseling (2)
The Integrity of the Biblical Counselor (2)
Christian (Pastoral) Counseling (2)
Goal Setting and Planning (2)
Marriage (2)
Dynamics of the Family (2)
Blended Families (2)
Practical Steps to Overcoming Depression (2)
Practical Steps to Resolving Parent/Child Conflict (2)
Grief Recovery Counseling (2)
Talking with Sense (2)
Practical Steps to Controlling Anger (2)
Practical Steps to Overcoming Fear (2)
The Power of Suffering (2)
Practical Steps to Overcoming Anxiety (2)
Practical Steps to Managing Stress (2)
Practical Steps to Overcoming Lust (2)
Practical Steps to Giving and Receiving Forgiveness (2)
Practical Steps to Overcoming Midlife Crisis (2)
Counseling the Hard Cases (3)
Biblical Guide to Alternative Medicine (3)
Practical Steps to Handling Adversity (3)
Finding Power and Freedom in Forgiveness (3)
Practical Steps in Improving Relationships (3)
Caring for Souls Part 1: The Foundations of Spiritual Counsel (3)
Caring for Souls Part 2: The Practice of Spiritual Counsel (3)
Understanding the Principles of Encouragement (2)
The Discipline of Spiritual Discernment (2)
Discipleship Counseling, Part I (2)
The Mission of Evangelism/Evangelist (2)
Kingdom of God, Part II (2)

The Skills of the Biblical Christian Counselor (2)
Lay Counseling (2)
Practical Steps to Finding Purpose in Life (2)
Premarital Counseling (2)
Practical Steps to Resolve Marital Conflicts (2)
Dysfunctional Families (2)
Parenting (2)
Practical Steps to Overcoming Alcohol and Drug abuse (2)
Practical Steps to Suicide Prevention (2)
Proverbs (2)
Conflict Management (2)
Dealing with Difficult People (2)
Practical Steps to Overcoming Loneliness (2)
Hearing God's Voice (2)
Practical Steps to Overcome Fear (2)
Practical Steps to Overcoming Temptation (2)
Practical Steps to Overcoming Sexual Addiction (2)
Practical Steps to Overcoming Guilt (2)

Wounds that Heal (3)
Our Unmet Needs (3)
What the Bible Says About Parenting (3)

Biblical-Based Crisis Interventions (2)
Moving Beyond Regrets (2)
Discipleship Counseling, Part II (2)
Kingdom of God, Part I (2)

<u>Electives</u>
(Some courses can come from these electives if needed)

Ministry Development (2)
Islam (2)
Children's Ministry (2)
I Timothy, Part I (2)
I Timothy, Part III (2)
Ministry Revitalization (2)
Angels and Demons (2)

Christian (Pastoral) Counseling (2)
Church Planting (2)
Church Administration (2)
I Timothy, Part II (2)
I Timothy, Part IV (2)
Dealing with Difficult People (2)
Practical Evangelism (2)

***Courses and classes are subject to change.**

Transformational Bible Institute

"Transforming Minds by the Word of God"

Electives Continued

Lay Counseling (2)
Church Growth/Revival (2)
Christian Education (2)
Practical Missions (2)
Small Group Dynamics (2)
Church Discipline (2)
Christian Ethics (2)
Christian Spirituality (2)
Practical Discipleship (2)
Fasting as a Means of Grace (2)

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"Transforming Minds by the Word of God"

Christian Leadership/Pastoral Leader Certificate/Degree Program (Associate, Bachelor, Masters, Doctorate) (The degree will be finalized after all requirements are met. Please refer to page 3 to see other courses that are combined to receive appropriate certificate/degree.)

Facing the Human Factor (3)
Facing the Challenges of Pastoral Care (3)
Becoming Competent in Pastor Ministry (3)
Principle Preaching (3)
Christian Character the Competence Builder (3)
Learning to Be a Confident Pastor (3)
Restoring the Joy in the Leader's Prayer Life (3)
Principles to Lead Like Jesus (3)
Mastering Stewardship Over Church and Personal Finances (3)
Administration Essentials for Christian Ministries (Part I) (3)
Discovering and Appointing Faithful Elders and Deacons (3)
Understanding the Deeper Life (3)
The Names of Jesus (3)
Redemption Accomplished and Applied (3)
Evangelism and Church Growth (3)
Rivers of Revival (3)
Anthropology: The Biblical Study of Man (3)
Hamartiology: The Biblical Study of Sin (3)
Biblical Meditation (3)
Jesus and the Non-violent Revolution (3)
The Normal Christian Life (3)
Administration in Churches and Christian Organizations I-II (4)
Counseling the Hard Cases (3)
Biblical Guide to Alternative Medicine (3)
Practical Steps to Handling Adversity (3)
Finding Power and Freedom in Forgiveness (3)
Practical Steps in Improving Relationships (3)
Caring for Souls Part 1: The Foundations of Spiritual Counsel (3)
Caring for Souls Part 2: The Practice of Spiritual Counsel (3)
Preaching Under the Holy Spirit Leadership (3)
Learning Christian Leadership from Christian Leaders (2 Timothy 2:2 Principles (Part I) (3)
Learning Christian Leadership from Christian Leaders (2 Timothy 2:2 Principles (Part II) (3)
Learning to Lead with Intention, Purpose and Priorities (2)
The Balance of Reflecting God's Love and Authority in the Local Church (3)
Without People You Have No Church to Lead and with Them comes Difficulty (3)
Understanding What Season You are in, so You can get the Most Out of It (3)
Christian Leadership from the Inspired Book (3)
Building Unified, Intimate, and Effective Ministry Teams Through Leading from Your Strengths (3)
Five-Fold Leadership (3)
Engaging in the Art of Spiritual Discipline (3)
Biblical Leadership (3)
Practical Wisdom for Pastors (3)
The Strength to Stand and to Stay Course (3)
The Unity Component (3)
Principles to Lead Like Jesus (3)
Hope for Couples in Ministry (3)
Becoming a Person of Influence (3)
Serving Jesus with Passion (3)
Becoming Mature in Christ (3)
Christology: The Biblical Study of Jesus Christ (3)
Minor Prophets (3)
Eternity and Time (3)
Angelology: The Biblical Study of Angels (3)
Man as God Intended (3)
Soteriology: The Biblical Study of Salvation (3)
Discipleship (3)
Sex, God, and Marriage (3)
Why Children Matter (3)
Salt and Light "Living the Sermon on the Mount"(3)
Wounds that Heal (3)
Our Unmet Needs (3)
What the Bible Says About Parenting (3)

***Courses and classes are subject to change.**

Transformational Bible Institute

"Transforming Minds by the Word of God"

ACADEMIC GUIDELINES

Purpose of the Catalog and Student Handbook

*The **Transformational Bible Institute Catalog and Student Handbook** contain the programs, policies, and procedures of **TBI**. You are responsible for being familiar with all the information included. Therefore, you must read this Catalog/Handbook and the **TBI** brochure carefully. Ask staff members or instructors to clarify information that is not clear to you. Each student will be required to sign an affidavit stating that he/she has read, understands, and agrees to comply with and adhere to these guidelines and standards.*

TBI** allows students without a high school diploma to earn ministerial certificates for successful completion of credit courses. However, they must have earned a high school diploma or GED to qualify for **Certificate and Degree Programs.

Courses and Materials

Students will be given the opportunity to take refresher courses at no additional tuition cost. However, you will be assessed $15 for the replacement of the course materials if you cannot locate yours.

Students who want to convert audit courses to credits:

- *Have the option of taking the course again*
- *Must complete all course assignments*
- *Must pay the difference in the tuition rate*

Registration

*Registration begins 3 weeks prior to the period and will close 1 week prior to the beginning of each class. Late registration is permitted up to the second week of class with a **$20 late registration fee.** The student is considered registered for a course when payment is made in full, or payment arrangements have been made with the Office of Administrations. Full payment is required by the first day of each course. If not received in full, student will automatically default to payment plan status and will need to pay a **$20 late fee**. Until paid, the student will not be able to register for additional courses. After the second class period of the period, you cannot:*

a) *Add a course.*
b) *Drop a course.*
c) *Switch status (credit or audit); or*
d) *Receive a refund.*

Students are responsible for the payment of the course(s) if they have not notified the Office of Administrations that they are withdrawing from the course.

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Tuition and Fees

All Certificate Programs are $50 per credit.

Associate of Biblical Studies or Biblical Counseling

New students are required to pay a $25 application fee. Credit courses are $50.00 per credit; audited courses are $45.00 per credit.

Bachelor of Biblical Studies or Biblical Counseling

New students are required to pay a $25 application fee. Credit courses are $60.00 per credit

Master of Theology in Biblical Studies or Biblical Counseling

New students are required to pay a $35 application fee. Credit courses are $70.00 per credit

Doctor of Theology in Biblical Studies or Biblical Counseling

New students are required to pay a $35 application fee. Credit courses are $80.00 per credit
Special rates are available for couples and senior citizens.

Graduation Fees:

Students will be assessed the following graduation fees:
Flat rate graduation fee of $45.00
A fee to cover the cap, gown and the degree
$15.00 for the first certificate and $5.00 for each additional one

Financial Policies

Students are expected to pay-in-full before the start of the second class of a period or set up a payment plan in consultation with the Administrative Assistant. You may pay by check or cash. However, if a check is returned for "insufficient funds", the cost is $25.00 per check plus the face value of the check. If a check is returned for "insufficient funds" again, you will be required to pay cash. At times it may be necessary for a student to request a payment extension. Requests for extensions must be made to the Administrative Assistant before the payment deadline.
Payment of all financial obligations must be current before a student is awarded a transcript, certificate, or degree, unless a special payment schedule has been arranged and is current.

Payments are accepted via money order, check, cash, Zelle, or PayPal invoice.

A Transcript Request Form must be completed for original transcripts with the address of the institution or employer to whom it should be sent. Transcripts, including copies requested by students, will be assessed a fee of $15 each. The fee must be submitted with the form.

Class Attendance

Attendance is recorded for each class and becomes part of the student's permanent record. For a class to count toward graduation, 60% of the classes must be attended (4 of 5 or 5 of 8 classes) each period. Three late arrivals or early departures equal one absence.
***Extended Learning and Distance Learning** courses are exempt from this attendance policy.*

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Grading

To earn credit for a course, a student has to earn at least 70% for the final grade. Percentage grades are converted according to the following scale:

A = 94 – 100 Excellent
B = 86 – 93 Above Average
C = 78 – 85 Average
D = 70 – 77 Passing

The final grade for the course will appear on the exam (along with the exam grade). Students will receive transcripts quarterly if your accounts are current.

Honors

The following grade scale will be used to award honors to graduates:

3.25-3.49	*Cum Laude*
3.50-3.99	*Magna Cum Laude*
4.0	*Summa Cum Laude*

Library Policies and Procedures

Transformational Bible Institute *provides a collection of books to support course assignments, for reference, and for pleasure reading. Each student pays a $15 annual library fee to utilize and add to this collection.*

Students can check out books reserved for courses for one week, until each student in the class has an opportunity to complete the reading assignment and book notes for the course. Therefore, students who keep a book beyond the due date will be charged $ .50 per day, until the book is returned. Outside of scheduled classes and meetings, books can be checked out by ***appointment only****.*

When a book is not returned within a reasonable time frame, lost, or damaged the student will be assessed the cost to replace it. Library privileges will be suspended until all assessments are paid in full by delinquent students.

TBI *has a collection of reference materials that can only be used in the library. Inspirational and informational materials are also available for students to check out for two weeks. Late and replacement charges apply to these materials also.*

Please handle library materials with the utmost care. Return them in good condition, with minor wear, so they can be made available to other students.
Distance Learning, Online *and* ***Extended Learning*** *students may be required to purchase their book(s).*

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Library Location and Hours

The Library is located at 714 Richardson Street, Elizabeth City, NC 27909. Library materials will be available when classes are in session.

The Administrative Office has a master list of the books in the collection.

EXPLANATION OF ASSIGNMENTS

Introduction

*Most **TBI** courses require standard assignments. Two-credit courses normally require students to take an exam, prepare reading notes, and prepare a teaching outline. Students should refer to the instructions or explanations below for details about these assignments. Assignments for courses are due on the last day of class.*
The instructor will discuss course assignments during the first class. Some courses require special projects.

Two-Credit Courses

A one-hour exam will be taken in class during the final session of the course. The exam grade will represent 50% of the final grade for the course.

Book notes will count for 25% of the grade and the teaching outline will be the other 25% of the grade.

Three-Credit Courses

A one-hour fifteen-minute exam will be taken in class during the final session of the course. The exam grade will represent 70% of the final grade for the course.

Book notes will count for15% of the grade and the teaching outline or paper will count for 15% of grade.

"Exams could change based on the instructor discretion."

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Book Notes

Students will read at least 70 pages of an assigned book. These pages do not have to be consecutive. However, you must indicate which pages were read on the coversheet of the book notes.

Although only ten book notes are required, it is suggested that you record extra book notes, to ensure that you have an adequate number of quality book notes.

Writing book notes is an exercise designed to help you gather insightful and inspirational information from the assigned book, that may be helpful for developing future sermons or teachings. Notes should be copied directly from the book. They should be paraphrased or quoted when used for ministry.

What are book notes? *Book notes are different from a book report. They are recorded insights, which are important to you. The assignment is not to be confused with a book report. Book reports give you an opportunity to judge the usefulness of the book, e.g., whether it was good or bad, helpful or not helpful.*

Instructions for Preparing Book Notes

Step 1: ***Read the book or assigned pages.*** *You will read no less than 70 pages from the assigned book. Then you will record at least ten insights, illustrations, points of information, quotes, etc. from the pages read. It is recommended that you use the book notes to develop a condensed collection of resource materials for future reference.*

Step 2: ***Prepare the book notes***. *The heading of the first page should include your name, course title, book title, author, publisher, and list of actual pages read.*

Example:
John L. Student
Christian Leadership
Ordering Your Private World
By Gordon MacDonald
Thomas Nelson Publisher
Pages read 13-85

Step 3: ***Search the book for new insights***. *Begin the exciting process of gleaning wisdom from the author or teacher. Do not offer a summary of the book, or give an outline of the book, just write out information from the book.*



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Some examples of categories of information or types of points are:

- *Profound or well-worded quotes from the book*
- *Effective illustrations or stories*
- *Illuminating insights into the Scripture*
- *Historical background; not common knowledge*
- *Lists of useful facts*
- *Interesting statistics*
- *A unique way of outlining a concept*
- *A new personal insight sparked from the text*
- *Answers to questions you have had*

***Step 4**: **Number notes**. Each note should be visually separated from other notes (example: Note #1, Note # 2, Note # 3, etc.) Include the page number(s) where you found the insight for each note. This will give you an easier and more reliable reference for future use.*

Example:
Note #1: Many of us feel like we live on the verge of a sinkhole, ready at any time to cave in. The problem isn't how we order or manage our public world, but what we do with our private world. (p. 13,14)

Note #2: We give more attention to our public world. More programs, more meetings, more learning experiences, more relationships, more busyness until it all becomes so heavy at the surface of life that the whole thing trembles on the verge of collapse. The reflected private world can no longer hold the weight. (p. 16)

***Step 5**: **Review your book notes**. Read each point to see if it is helpful to you. Ask yourself these questions:*

- *Is it written in a clear way?*
- *Does it read well?*
- *Is it necessary to document, to save on paper?*
- *Is the point documented for reference purposes?*
- *How will I use the insight in the future?*
  - *Evangelizing?*
  - *Teaching?*
  - *Preaching?*
  - *Writing?*
  - *Praying?*

See the Administrative Assistant for a sample book notes assignment.

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Teaching Outline

Students are also required to submit an outline for a 20-minute teaching for most two-credit courses. The teaching outline should include at least two points, but not more than four. Three points are recommended for adequate coverage.
The teaching outline should cover some aspect of the course materials to demonstrate the student's understanding of those materials. The grade for the teaching outline will represent 25% of the final grade for most two-credit courses.

How to Write Teaching Outlines

Many courses require students to develop a written outline that could be used for a 20-minute lesson. The lesson outline should reflect in-depth study of some part of the course. This assignment is designed to improve teaching skills through practice in the design and delivery of materials. Thus, the student is encouraged to organize an outline which he/she can use to teach others, e.g., Sunday school, Bible study with friends, nursing home ministry, etc. The goal is not only to complete an assignment, but also to multiply teaching opportunities. The written outline will be evaluated, not the actual teaching event. Whether or not you actually teach the lesson is up to you.

Teaching Outline Instructions

Step 1: Prepare the outline according to the following guidelines.

Each outline will include

- ✞ *A title*
- ✞ *A half page introduction (written out word-for-word)*
- ✞ *A body with two or three main points and sub-points*
- ✞ ✞ *A half page conclusion (written out word-for-word).*

See the Administrative Assistant for a sample outline.

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Title of Lesson

I. ***Introduction.*** *Include a creative attempt to promote interest in your message and a clear statement of what you will be speaking about, which includes the points you will cover. This section is called the "Tell Them What You Are Going to Tell Them" section.* 31

Ways to promote interest include:

- ✞ *Challenge the people*
- ✞ *Promise them information*
- ✞ *Explain how your topic is important and relative to their lives*
- ✞ *Propose a problem and promise a solution*
- ✞ *Use funny or relevant stories*
- ✞ *Use shocking statistics*

II. ***Body.*** *This section unfolds your thoughts. This section is called the "Tell Them" section. It gives the main information for your lesson.*
Each main point should have an explanation, illustration, and application.

A. Main Point #1 (use a short title, phrase, or sentence)
1. *Explanation*
2. *Illustration*
3. *Application*

B. Main Point #2 (use a short title, phrase, or sentence)
1. *Explanation*
2. *Illustration*
3. *Application*

III. ***Conclusion.*** *This section includes*

- ✞ *A clear summary of the main points of the message*
- ✞ *A practical and specific final challenge, or exhortation*
- ✞ *This section is called the "Tell Them What You Told Them" section. It should encourage the listeners and promote vision.*

Avoid turning your conclusion into another sermon.

"Transforming Minds by the Word of God"

Step 2: Submit the work for grading by the last day of class.
The teaching outline will be constructively evaluated. Grading will be based upon two basic criteria:

(1) Format: Did the student include all the required elements for the assignment?

(2) Content: Did the student present a logical progression of ideas and materials? Were the materials well organized and effective?

Exam Instructions/Explanation
Exam questions are found in the course materials. You are encouraged to use the questions as a study guide and to practice answering them. You will be responsible for all questions, whether the materials are covered in class or not.

The 20-point questions are to be answered in essay form. One of the three 20-point questions is given on the exam for one-credit courses; two of the six 20-point questions are given on the exam for two-credit courses; and three of the nine 20-point questions on the exam for the three-credit courses. Students should include as much information as possible from the course materials when answering essay questions. Complete sentences should be written. Each essay should include several paragraphs for a total of 175-200 words.

The 10-point questions should be answered in two or three sentences. Three of the six 10-point questions are given on exams for the one-credit courses; six of the twelve 10-point questions are given on exams for the two-credit courses. In answering these questions, you should use complete sentences unless you are asked to give a list. The answers must come directly from the course materials.

Exams are left up to the instructor's discretion.

Late Assignments and Testing Policy
Students, who do not turn in their assignment(s) or take their test(s) by the end of the following period, will have their grade recorded as an audit. Consequently, audit courses will not count toward ministerial certificates or the degree. Therefore, students working towards certificates or their degree are encouraged to complete assignments and tests, so they can finish their certificate(s) or degree without delays.

If students have extenuating circumstances, they should submit a written request for an extension to the Director of Academic Services, which includes documentation of the extenuating circumstances. An audit grade for courses approved for extenuating circumstances can be changed when all course requirements are met. However, an audit or incomplete grade cannot be changed six months or longer after the course is completed, unless the Transformational Bible Institute Board approves documentation for extenuating circumstances.

Transformational Bible Institute

TBI Student Complaint Policy and Procedure

Student complaints regarding alleged violations of university academic policy or course policy as stated in the syllabus should be submitted in writing and take the following appeal path if the complaint is unresolved. Each step of the appeal is described in detail below.

Faculty Member -> Department Chair -> President

1. Write a statement detailing your complaint

The student shall submit his or her complaint in a written statement that details the circumstances of the complaint, providing his or her perspective by fully explaining the situation, clearly enumerating his or her points, including which academic policy or course policy was violated, and suggesting an ideal resolution. The student should use the questions on the Student Complaint Form as a guide for the statement.

2. Meet with the faculty or staff member

a. The student shall provide a copy of the statement to the faculty or staff member (hereafter "faculty member") and attempt to discuss and resolve the matter with the faculty member. If the student feels uncomfortable discussing the matter with the faculty member alone, the student should contact the department chair and request a meeting of the student, faculty member and the chair.

b. The faculty member must respond in writing to the complaint within 3 working days of the meeting to discuss the student's written complaint. If the chair was involved in the meeting he or she should also respond in writing.

c. If the complaint is not resolved to the satisfaction of the student, he or she shall have the right to appeal in writing within 3 working days.

d. If the chair was involved with the initial conversation between the faculty member and the student regarding the complaint (skip step 3) the student shall have the right to appeal in writing directly to the President of the institute.

3. Submit an appeal in writing to the chair within 3 working days of receiving the faculty member's written response

a. If the complaint is not resolved to the satisfaction of the student, he or she shall have the right to appeal in writing the matter to the chair of the department.

b. The chair must be provided a copy of the written complaint and the faculty member's written response.

c. The department chair must respond in writing to the complaint within 3 working days of receiving the student's written complaint and the faculty member's response.

d. If the complaint is not resolved to the satisfaction of the student, he or she shall have the right to appeal in writing within 3 working days of receiving the decision.

e. If the unresolved complaint is against the chair or if the school is not organized into departments, the student shall have the right to appeal in writing to the President

f. After review of a copy of the written complaint, the President may affirm or amend the chair's decision.

All student complaints must first be addressed internally. If the internal resources have been exhausted and the complaint is not satisfactorily resolved, the student may file a complaint with the institution's accrediting agency. The State Authorization Unit of the University of North Carolina System Office serves as the official state entity to receive complaints concerning post-secondary institutions that are authorized to operate in North Carolina. If students are unable to resolve a complaint through the institution's grievance procedures, they can review the Student Complaint Policy (PDF) and submit their complaint using the online complaint form at Student Complaints Site.

For more information contact:

North Carolina Post-Secondary Education Complaints
223 S. West Street, Suite 1800
Raleigh, NC 27603
(919) 962-4550

To file a complaint with the Consumer Protection Division of the North Carolina Department of Justice, please visit The State Attorney General's web page at: NCDOJ site. North Carolina residents may call (877) 566-7226. Outside of North Carolina, please call (919) 716-6000. En Espanol (919) 716-0058. If you choose to mail a complaint, please use the following address:

Consumer Protection Division
Attorney General's Office
Mail Service Center 9001
Raleigh, NC 27699-9001

Transworld Accrediting Commission International
1355 East Alessandro Boulevard
Suite 201
Riverside, California 92508

Transformational Bible Institute

Transformational Bible Institute Ministerial Fellowship

Transformational Bible Institute Ministerial Fellowship (TBIMF) was born out of the desire of individuals that has attended TBI and others that desire to have fellowship and accountability from a ministry that is sound in biblical doctrine and theology. A person that has not attended the
Transformation Bible Institute (TBI) will have to have a least 15 credits from the Ministerial/Pastoral certificate program offered by (TBI) before they can be licensed or ordained as a perquisite unless otherwise deemed by the credentialing committee.
This ministry of TBI will provide licensing and ordination for individuals and church affiliation that the credentialing committee so approves after application(s) and all other requirements are met.
There are several ways to join Transformational Bible Institute Ministerial Fellowship, and the method you choose depends on what God has called you to do. At the present there are four categories:

Christian Worker - This is for persons actively involved in some aspect of ministry, usually under the supervision of a pastor.

Licensed Minister - Licensing is for persons actively involved in ministry who demonstrate clear evidence of a Divine Call on their life and who are purposed to devote their time to preaching the Gospel.

Ordained Minister --Desired Qualities for Ordination are outlined in the New Testament Scriptures (I Timothy 3:1-7; Titus 1:7-9). In addition, the applicant shall give evidence of maturity in character. The applicant must have met all the requirements in making application and in completing the prescribed application form of Transformational Bible Institute Ministerial Fellowship. No person will be ordained to the Ministry until he/she has held a License to Preach and has been engaged in active work as a pastor, evangelist or some other recognized and proven Ministry for a period of time that is sufficient to indicate full proof of his/her ministry.

Church Affiliation - The church willingly desires to be identified in fellowship and accountable to TBIMF. The church if it so desires can be listed on the website of TBI, the church will receive a certificate and letter of "Good Standing" from the president annually.

Those desiring ministerial recognition and affiliation should write to the Credentials Committee for an application at TBIMF 714 Richardson Street, Elizabeth City, NC 27909.

Transformational Bible Institute

Transformational Bible Institute Ministerial Fellowship Credentialing Committee
The committee shall have the authority to issue Ordination certificates to approved Ministers, License to Preach certificates to approved Ministers, and Christian Workers certificates to approved applicants. Renewal of credentials will be on an annual basis with a letter of "Good Standing" sent by the president of TBIMF.

Transformational Bible Institute Ministerial Fellowship does not provide an umbrella for federal income tax exemption for the local Church as a religious organization. We are a fellowship of sovereign, autonomous local bodies for the purpose of fellowship. In order to acquire tax-exempt status, you would need to organize your local church under the laws of your respective state and make application to the federal government.
The minister or church will agree to uphold the tenets of faith and doctrine of the Transformational Bible Institute.

Please review the Tenets of Faith and Doctrine in the Appendix Section of this Handbook on pages 45-48

TBIMF Committee
Ronnie Riddick, Th.D., CC
Pastor Stanford Jones, MBS
Pastor Rick Carson
Pastor Howard Parker, MCL

APPENDIX

BIBLICAL STUDIES CURRICULUM

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Advanced Preaching and Teaching (2 credits) *focuses on the expository preaching or teaching of a specific biblical passage. Students will present a full sermon for review and critique.*

Angels and Demons (2 credits) *is a study of the identity and activity of angels and demons.*

Authority, Allegiance, and the Scriptures (2 credits) *is a study of the types of authority and allegiances that stand in competition to the Scriptures, preventing many people from a balanced Christian life.*

The Bible and Money (2 credits) *is a thorough study of the biblical view of money. It focuses on giving and stewardship.*

Bible Study I: Philippians 1:1-2:18 (2 credits) *is a study of these passages of Philippians. It teaches students to use the principles of inductive Bible study to observe, interpret, and apply the Scriptures.*

Bible Study II: Philippians 2:19-4:23 (2 credits) *is a course which continues to practice the principles of Bible study for these passages of Philippians.*

Bible Study III: Malachi 1:1-2:16 (2 credits) *is an advanced practice of inductive Bible study with a focus on preparing an expository message.*

Bible Study IV: Malachi 2:17-4:6 (2 credits) *is the completion of inductive study with a focus on preparing and presenting an expository message.*

Children's Ministry (2 credits) *is designed to equip Youth Ministers, Youth Workers, Sunday School Teachers, Children's Church Workers, Vacation Bible School Workers, and others to effectively minister to youth from the cradle through high school.*

Christian Character (2 credits) *is a study of service, humility, and leadership as seen in the lives of Moses, Nehemiah, and others.*

Christian (Pastoral) Counseling (2 credits) *This is the study of the theory and practice of counseling from a pastoral/Christian perspective.*

Christian Education (2 credits) *is a course designed to help systematize and facilitate spiritual growth experiences in the life of the congregation.*

Christian Ethics (2 credits) *is a study of the Christian's response to current contemporary issues.*

Christian Leadership (2 credits) *is a biblical study of principles of leadership, which focus on the "what", "why", and "how" of leadership.*

Christian (Pastoral) Counseling (2 credits) *is the study of the theory and practice of counseling from a pastoral/Christian perspective.*

Christian Spirituality (2 credits) *is a study of spirituality with emphasis upon the process of developing and maintaining spirituality.*

Church Administration (2 credits) *is an in-depth study of the areas of church administration with emphasis on personnel and financial administration.*

Church and Sacraments (2 credits) *is a study of the biblical descriptions of the Church, as well as the Lord's Supper and Baptism.*

Church Discipline (2 credits) *is a New Testament study of the motivations and methods of discipline in the Church.*

Church Fellowship (2 credits) *is a study of the necessity, nature, and neglect of fellowship, along with a modern-day application.*

Church Government: Body Life (2 credit) *is Biblical research concerning the structure, organization, and government of the Church, which focuses on plurality of leadership and the Body of Christ.*

Church Planting (2 credits) *is a practical study of how to plant a church with some theoretical considerations.*

Church Growth and Revival (2 credits) *is a basic study of church growth principles as well as a biblical view of revival.*

Conflict Management (2 credits) *is a course, which examines the causes of conflict, the difficult people in one's life, and processes of resolution.*

Dealing with Difficult People (2 credits) *is a study of strategies for effectively ministering to difficult people.*

Dynamics of the Family (2 credits) *is a course that studies biblical guidelines for the structure of the Christian family, including roles and responsibilities of family members.*

Faith (2 credits) *is a general biblical study that focuses on what faith is and is not, and how to use your faith.*

Fasting As A Means of Grace (2 credits) *is a course that focuses on the Christian discipline of fasting as a means of grace, those biblical actions that facilitate God's activity in a person's life.*

I Timothy - Part 1: Pure Doctrine (2 credits) *is a study of the pastoral responsibilities to maintain a doctrinally wholesome church. Special emphasis is on the role of teaching and preaching.*

I Timothy - Part 2: Church Order (2 credits) *is a study of the pastoral responsibilities to maintain order and focus in the church. The roles of confrontation and conflict management are emphasized.*

Foundations of the Great Commission (2 credits) *is a theological, biblical, and historical study that forms the foundation for understanding both the importance and nature of the Great Commission.*

Gifts of the Spirit (2 credits) *is a thorough study of the nature and use of spiritual gifts as they are listed in Rom. 12, I Cor. 12, and Eph. 4.*

Grief Recovery Counseling (2 credits) *This course is about helping individuals live with their loss along with the help and comfort that God provides through His Spirit, His Word and His Body (church).*

The Gospel and the Kingdom (2 credits) *is a study of the Incarnation, life, death, resurrection, and ascension of Christ, as well as an in-depth study of God's Kingdom.*

The Holy Spirit (2 credits) *is a study of the Person and work of the Holy Spirit.*

Intermediate Preaching and Teaching (2 credits) *takes a look at the dynamics of the message, the messenger, and the audience in preaching and teaching. This course includes student presentations.*

Introduction to Inductive Bible Study (2 credits) *is an introduction to the series of courses on inductive Bible study, which explain what it is and how to do it.*

Islam (2 credits) *provides information about Muslims, who they are and what they believe, with suggestions about how to witness to them.*

Knowing God I: Theology (2 credits) *is a study of the doctrine of the knowledge of*

God, with the development of a practical systematic theology.

Knowing God II: Practice (2 credits) *is a study of the practice of God designed to challenge and motivate the student. This course can be taken without taking* ***Knowing God I.***

Lay Counseling (2 credits) *is a course to familiarize lay workers with basic counseling techniques for ministry. Special emphasis is given to learning how to offer comfort, encouragement, and referrals, when appropriate, to qualified helping professionals.*

Marriage (2 credits) *is a biblical study of the institution of marriage, which focuses on the marriage roles of the husband and wife.*

Ministry Development (2 credits) *is an introduction to how to conceive and organize a ministry.*

Ministry Revitalization (2 credits) *is a study of how to work toward ministry revitalization from an organizational and theological perspective.*

Ministry to the Poor (2 credits) *is a study of the biblical mandate to help the poor and a practical look at how to do it.*

Ministry Vision and Planning (2 credits) *is a study of the development and implementation of a vision, as well as the practical treatment of planning methods within ministry.*

New Testament I: The Gospels (2 credits) *is a general survey course that covers the portion of the N.T. known as the Gospels.*

New Testament II: Birth of the Church (2 credits) *is a general survey course that covers the portion of the N.T. written during the earliest years of the Church.*

New Testament III: Advance of the Church (2 credits) *is a general survey course that covers the portion of the N.T. written in the later years of the early church.*

Old Testament I: The Pentateuch (2 credits) *is a general survey course that covers the portion of the O.T. known as the Law or the Pentateuch.*

Old Testament II: The Prophets (2 credits) *is a general survey course that covers the portion of the O.T. known as the Prophets.*

Old Testament III: The Writings (2 credits) *is a survey of that portion of the Old Testament known as the Writings.*

Practical Discipleship (2 credits) *is a practical study about how to disciple someone that includes a 30-point program of basic discipleship topics and studies.*

Practical Evangelism (2 credits) *is a basic study of the Message, Messenger, and Methods of Evangelism, including helpful strategies and tools.*

Practical Missions (2 credits) *is a study of the nature of the Great Commission, which involves New Testament principles and strategies for fulfilling it through missionary work.*

Praise and Worship (2 credits) *is a study of the various types of praise and worship and principles for operating a music ministry.*

Prayer and Fasting (2 credits) *is a foundational study of prayer that focuses on how to pray, as well as principles of fasting.*

Preaching and Teaching (2 credits) *is a basic study about how to preach and teach and how to develop sermons and teachings. The course is designed for students to develop and present sermons and teachings.*

Premarital Counseling (2 credits) *This course is designed to help give the couple practical godly advice and insight to help in the planning and preparation for the scared union of marriage.*

Proverbs (2 credits) *is a study of what the book of Proverbs teaches about speech and relationships.*

Redemption and Salvation (2 credits) *is a study of God's plan to redeem and save.*

The Sermon on the Mount (2 credits) *is a study designed to introduce the key issues and teachings of the Sermon.*

Small Group Dynamics (2 credits) *is a practical study of ideas and principles for leading and participating in small groups.*

Spiritual Warfare (2 credits) *is a biblical study of the weapons and armor of Christian soldiers and how to use them.*

Talking with Sense (2 credits) *This course teaches that we all communicate which is not the issues but the how, which will determine if we encourage or discourage, help or hurt others in our communicating.*

Teachings of Jesus I: God (2 credits) *is a systematic study of the foundational principles found in the gospels, which focuses on the area of study designated as "God".*

Teachings of Jesus II: The World (2 credits) *is the continuation of the Systematic Theology series on the area of study designated as "The World".*

Teachings of Jesus III: Salvation (2 credits) *is the third course of the series that focuses on the area of study designated as "Salvation".*

Theology of Ministry (2 credits) *is a course that provides the theological basis for ministry. It looks at the role of ministry leadership in preparing others for ministry.*

World Missions I: Theology (2 credits) *is a study of the theology and history of missions.*

World Missions II: Strategy (2 credits) *is a study of mission strategies, evangelism, church planting, and working with other groups to fulfill the Great Commission.*

World Missions III: Culture (2 credits) *is a study of cross-cultural communication, anthropology, sociology, and language learning*

Administration in Churches and Christian Organizations I-II (4 credits) *– These courses explore the implementation of management, leadership, and administrative principles in Christian organizations from biblical and practical perspectives.*

Apologetics: Christian Worldview I-II (4 credits) *– These courses examine the major worldviews that compete with Christianity for the hearts and minds of modern men and women. These worldviews play an important role in shaping the world.*

Communication with God (2 credits) *– This course emphasizes two-way communication with God. It focuses upon recognizing various ways that God speaks to mankind today.*

Comparative Religion I-II (4 credits) *– These courses are designed to help expose the philosophies and worldviews that are the foundation of eastern religions, pseudo Christian groups in the United States, occult systems/religions, new religions, and cults. The information covered will prepare students to share the Gospel with persons involved with these groups.*

Covenants (2 credits) *– This course focuses upon the old and new covenants. It looks at their significance in the Christian experience and explores their provisions in detail.*

Dispensationalism (2 credits) *– This course explores diverse perspectives about God's dealings with man throughout the ages. It explains God's evolving plan for mankind.*

Eschatology (2 credits) *- This course presents a variety of end-time views. It explores the advantages and disadvantages of each view and how closely it holds to scripture.*

Hermeneutics: Life Change Series (16 credits) *– The Life Change Series is designed to guide students through inductive study of various books of the Bible. Students will study Genesis, Luke, John, Acts, Romans, Ephesians, Hebrews, and Revelation in detail. These studies will emphasize the application of biblical principles.*

Hermeneutics: Systematic Bible Study I-II *(4 credits) – These courses are designed to teach and reinforce the steps of inductive Bible study method. They take a step-by-step approach to the observation, interpretation, and application of scripture through practical exercises.*

Homiletics I-II (4 credits) *– These courses focus upon expository preaching and teaching. They teach the four steps of exposition to effectively unfold the meaning of God's Word.*

Kingdom of God I-III (6 credits) *– These courses focus upon the concepts and principles concerning the Kingdom of God.*

Spiritual Leadership I-II (4 credits) *– These courses focus upon biblically-based principles for Christian leadership. Their emphasis is to move God's people on to His agenda.*

Systematic Theology I-III (6 credits) *– These courses cover Bible doctrines that are essential to the Christian faith.*

Understanding the Deeper Life (3 credits)
(3credits) *This course is offered to describe and analyze various systems by which Christians have attempted to enjoy a deeper experience of God.*

Christology: The Biblical Study of Jesus Christ (3 credits)
The purpose of this study is to examine and explain the major biblical themes contained in scripture regarding our Savior, His unique Person and His work of salvation on our behalf.

The Names of Jesus (3 credits) *This course is offered to help you get to know Jesus Christ more fully by studying several of His key names and titles.*

Minor Prophets (3 credits) *This is a study of the Minor Prophets, numbering twelve and their importance to God's people and His Kingdom, past, present and future.*

Redemption Accomplished and Applied (3 credits)
This study is a about the accomplishment of redemption through the atonement and the application of it in the life of the believer.

Eternity and Time (3 credits) *This course is offered for the student to study time and eternity as it relates the scripture and to encourage the student to not think that such study has no validity to it but helps to dispel the deception of Satan in such areas.*

Rivers of Revival (3 credits) *In this study the student will learn what the authors see as to what it will take to open the floodgates of imminent revival. The student will study nine different streams that represent what could be the first refreshing waters of revival.*

Angelology: The Biblical Study of Angels (3 credits)
The purpose of this study is to give an essential overview of what God would have us to know about angels based upon what is actually contained in His Word.

Anthropology: The Biblical Study of Man (3 credits)
This is a study on the creation of man by God and man's purpose in creative plan and Satan's opposition to it.

Transformational Bible Institute

Man as God Intended (3 credits) *This is a theological study from an anthropological perspective, How God made man, What happened in the fall of man, How Christ redeemed man's fallen position and God's intended purpose for man*

Hamartiology: The Biblical Study of Sin (3 credits)
This is a biblical study on sin and its impact on mankind.

Soteriology: The Biblical Study of Salvation (3 credits)
This is an in-depth study of the saving work of Jesus Christ.

Evangelism and Church Growth (3 credits)
This is a practical study that offers many strategies to reach different age groups, populations and other areas to equip all that is interested in helping in the Great Commission.

Biblical Meditation (3credits) *This is study about Christian meditation which is different from the non-Christian meditations. It defines a Christian meditation is about God and the Bible and what it does in the relationship between God and the Christian.* 47

Salt and Light "Living the Sermon on the Mount" (3 credits) *This study is about bringing the Sermon on the Mount to life in the Christians in today's world.*

Discipleship (3 credits) *This study is about discipleship which focuses on following Christ humbly, obediently, and with an open heart.*

Jesus and the Non-violent Revolution (3 credits)
This is a study on how Christians can follow the teachings of Jesus and bring help to a hurting and destructive world through the Gospel of His Kingdom.

Sex, God and Marriage (3 credits) *This is a Biblical study on teachings of God and Jesus about sex and marriage.*

Why Children Matter (3 credits) *This is a study on the family as God created it and the hopes of bringing the family back to a God given order found in the Bible as it relates to children and why they matter.*

The Normal Christian Life (3 credits) *This is a study that teaches Biblical insights to help the Christian live life everyday with spiritual strength and vitality so that Christ can be seen and glorified.*

Counseling the Hard Cases (3 Credits)
This course will help to equip the Biblical Counselor to release the Word of God to bring help, hope, and healing into the lives of those who struggle with some of the most difficult psychiatric and mental illnesses.

Wounds that Heal (3 Credits) *This course helps the Biblical Counselor to share with the hurting that God has not abandoned us. God is not far from us unconcerned but through the ministry of Jesus, God enters our painful situations to bring healing, hope and redemption.*

Biblical Guide to Alternative Medicine (3 Credits)
This course gives you a biblical grid for evaluating medical treatments and systems and alternative therapies.

Our Unmet Needs (3 Credits) *This course teaches how our unmet needs are fulfilled when we begin to understand and walk in the purpose in which God created us.*

Practical Steps to Handling Adversity (3 Credits)
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BIBLICAL COUNSELING CURRICULUM

Introduction to Biblical Counseling (2 credits)
This is a course designed to distinguish the uniqueness of Biblical counseling from any other counseling because the word of God and His Spirit are the main ingredients in the counselor's office to bring about change.

The Skills of the Biblical Christian Counselor (2 credits)
The Christian counselor must develop a variety of skills if he/she is to be of service to his/her counselees. In this course we will identify a number of these skills and tools.

The Integrity of the Biblical Counselor (2 Credits)
This course teaches of all the qualities that a counselor can demonstrate the one that is up most important in the life of the counselor is integrity.

Lay Counseling (2 credits) *This course designed to familiarize lay workers with basic counseling techniques for ministry. Special emphasis is given to learning how to offer comfort, encouragement, and referrals, when appropriate, to qualified helping professionals.*

Christian (Pastoral) Counseling (2 credits)
This is the study of the theory and practice of counseling from a pastoral/Christian perspective.

Practical Steps to Finding Purpose in Life (2 credits)
In this course the true purpose of life is defined biblically, the false things that we think can bring us fulfillment are exposed and challenged to be put in their proper places.

Goal Setting and Planning (2 Credits) *Effective Biblical Counseling begins with the help of the Holy Spirit to identify what the counselee's struggles are and then with God's word set goals, use appropriate interventions and assigning home work to bring about godly change in the person's life so he or she may bring glory to God in their everyday living. This is done through effective planning. This study will discuss skills and tools to come up with a personal development plan that is designed by God's word.*

Premarital Counseling (2 credits) *This course is designed to help give the couple practical godly advice and insight to help in the planning and preparation for the scared union of marriage.*

Marriage (2 credits)
This is a biblical study of the institution of marriage, which focuses on the marriage roles of the husband and wife.

Practical Steps to Resolve Marital Conflicts (2 credits)
This lesson is design to help the counselees to identify their needs, the stressors that they are dealing with in their lives, learning each other's love language and defining the biblical view of love and the application of it on day to day bases to reflect Christ's relationship with His Church.

Dynamics of the Family (2 credits) *This is a course that studies biblical guidelines for the structure of the Christian family, including roles and responsibilities of family members.*

Dysfunctional Families (2 credits) *This course will help you understand and recognize family dysfunction and its effects, provide some strategies to help overcome these effects, and teach you how to help others overcome things in their past so they can have the future that God intends them to have.*

Blended Families (2 credits) *This course discusses how members of a blended family are subjected to the trials and struggles that come along with new living conditions, differing personalities and the work that is needed to come together as a connected family unit using God's Word as a tool to bring glory to Him.*

Parenting (2 credits)
This course helps to define the roles of a father and mother, discuss the potential problems that can come from different parenting styles, setting appropriate boundaries and the do's and don'ts' for discipline, it also discusses God's hope for the parent that is struggling and hurting.

Practical Steps to Resolving Parent/Child Conflict (2 credits)
This study is about understanding the parent and child's stressors concerning the relationship and application of biblical truths with appropriate interaction with the parent and child.

Practical Steps to Overcoming Depression (2 credits)
This lesson defines depression and teaches you how to help the counselee rely on the promises of God and walk in the truth of His word. It gives practical actions to help the person learn to enjoy life again.

Practical Steps to Overcoming Alcohol and Drug abuse (2 credits) *This lesson helps the counselor and the counselee to understand why the person can stay trapped in the addiction and why the struggle is so intense. It teaches that the recovery is about personal choices that the person must be willing to make daily and doing whatever that is needed to break the addictive behavior by turning to God, application of the truth in His word and in a community of believers for accountability.*

Practical Steps to Suicide Prevention (2 credits)
This study defines why people contemplate and sometimes commit suicide; it discusses symptoms, goals, interventions with God's word showing His love and desire that the destitute would turn to Him to find life in its fullest.

Grief Recovery Counseling (2 credits) *This course is about helping individuals live with their loss along with the help and comfort that God provides through His Spirit, His Word and His Body (church).*

Proverbs (2 credits)
This is a study of what the book of Proverbs teaches about speech and relationships.

Talking with Sense (2 credits) *This course teaches that we all communicate which is not the issues but the how, which will determine if we encourage or discourage, help or hurt others in our communicating.*

Conflict Management (2 credits) *This is a course, which examines the causes of conflict, the difficult people in one's life, and processes of resolution.*

Practical Steps to Controlling Anger (2 credits)
This course is designed to help the counselee to understand anger, what causes or triggers their anger and biblical applications so he or she can learn to keep their anger under control.

Dealing with Difficult People (2 credits) *This is a study of strategies for effectively ministering to difficult people.*

Practical Steps to Overcoming Fear (2 credits)
Move from fear and fright to a deeper understanding in the word of God that presents the perfect love of Christ that has the power to remove all fear and panic.

Practical Steps to Overcoming Loneliness (2 credits)
This course defines loneliness and teaches practical steps to overcoming loneliness with its foundation in the word of God.

The Power of Suffering (2 credits) *This course takes an in-depth, honest look at the reality of pain and hurt in the life of a believer. Filled with rich Biblical truths and fresh insights, this study explores how God ultimately uses suffering for good in the lives of His children and offers encouragement and hope for the heavy heart.*

Hearing God's Voice (2 credits) *This course teaches how to listen to and discern the voice of God, to identify ways He speaks, and to respond to His revelations of His will.*

Practical Steps to Overcoming Anxiety (2 credits)
This course of study goes beyond modern day pop psychology's temporary cures by returning us to the one true source of comfort and victory which is the unchanging truth of God's word.

Practical Steps to Overcome Fear (2 credits)
This course defines what fear is generated from and gives practical steps in God's word to overcoming fear by turning to Him for strengthen during every fearful situation.

Practical Steps to Managing Stress (2 credits)
In the world that we now live the word stress is a frequent buzzword from children to adults, this study defines the things that causes stress and offers biblical solutions to take control of life and the demands it bring on a daily bases.

Practical Steps to Overcoming Temptation (2 credits)
This course presents principles in God's word to resist and overcome temptation. Satan may tempt us but God can sustain us.

Understanding Today's Youth Culture, Part 1, (2 credits)
This course helps parents to become aware of the many misunderstandings, the blindness, and unconcern toward the rapidly changing culture of today's youth. This course helps parents to reverse this trend by encouraging communication, putting Christian values into action, and working to understand the world as adolescents see it.

Understanding Today's Youth Culture, Part 2 (2 credits)
This course includes descriptions of the changes that adolescents experience, discussions of peer pressure, and an examination of musical categories, television, internet, drugs, alcohol, sex, and suicide that are so prevalent among o our youth.

Practical Steps to Overcoming Lust (2 credits)
This course teaches one how to guard one's heart by guarding one's mind and eyes.

Practical Steps to Overcoming Sexual Addiction (2 credits)
This study defines sexual addiction, the stages of the addiction and practical steps in God's word for overcoming the addiction and display sexual integrity.

Practical Steps to Giving and Receiving Forgiveness (2 credits)
Learn biblical solutions to help give and receive forgiveness from recent irritations or long-held to finding forgiveness for oneself and offering it grudges, of minor offenses or festering hurts that keep you up at night. Learn how to say, "I forgive you," and not live in bitterness but peace.

Our Unmet Needs (3 Credits) *This course teaches how our unmet needs are fulfilled when we begin to understand and walk in the purpose in which God created us.*

Practical Steps to Overcoming Guilt (2 credits) *This course will teach how to identify false guilt that comes from the enemy and how to allow the Holy Spirit and the word of God to produce self- forgiveness.*

What the Bible Says About Parenting (3 Credits)
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Biblical-based Crisis Interventions (2 Credits)
Biblical-based Crisis Interventions helps the person to development where the Bible, God's Word, is related individually to a person that is in a crisis or even anticipating a crisis. Helping the person to define if the crisis or struggle is from personal sin or the difficulties that could occur from a natural disaster. The Bible does speak and can help a person to not only survive a crisis but thrive bring much due glory to God as they learn to offer the same help received to those that are in need.

Moving Beyond Regret (2 Credits)
Satan would love for us to replay our mistakes and sins over and over in our minds hoping to keep us in bondage to them. Our regrets do not need to keep us from the joy God has for our lives. With principles learned and practiced from the Word of God we can live beyond regrets and allow God to use them to grow us and to help in counseling others.

The Mission of Evangelism/Evangelist (2 Credits)
The this course intended to discuss and meet the opportunities and challenges faced by Christian Believers and equip all that desire to carry out the mandate of Jesus Christ to tell the Gospel story and to urge people to trust Him as their Lord and Savior. This ministry is so vital to the church in the 21st Century and is the only hope for a lost dying world.

Kingdom of God Part 1 (2 Credits)
The Believer lives in this world but is ruled by a higher government. A government that has lasted well beyond our physical world and government. Understanding the Kingdom of God and knowing the Governor of the Kingdom of God will add peace and joy to your life that is out of this world.

Kingdom of God Part 2 (2 Credits) Continuation……*The Believer lives in this world but is ruled by a higher government. A government that has lasted well beyond our physical world and government. Understanding the Kingdom of God and knowing the Governor of the Kingdom of God will add peace and joy to your life that is out of this world.*

Understanding the Principles of Encouragement (2 Credits)
Along life's journey we can all get low on fuel in this life. We need someone to speak into our lives to give us fuel to keep going. Once a person has been set free, he or she needs fellowship and encouragement to keep on keeping on. Even we that are in the helping ministry needs to be encouraged. This course will help you understand the principles of encouragement and give you practical steps to take in improving yourself as well as helping others break free from the paralyzing powers of weariness and discouragement.

The Discipline of Spiritual Discernment (2 Credits)
Decisions according to God's will is an essential, day-to-day activity that allows Christians to separate the truth of God from error and to distinguish right from wrong in different settings and situations. Discernment is a spiritual gift and a skill someone can learn, develop and improve. Learning practical steps to Spiritual Discernment can help you approach situations with light from God instead of walking in darkness.

Discipleship Counseling Part One (2 Credits)
Discipleship Counseling is designed to help those in life to be more efficient in encouraging, counseling and discipling others to overcome life's problem by following teachings and principles that Jesus taught and practiced. It is helping others to learn, dwell on, change their thinking and ultimately change their life. This course is for anyone that wants to encourage others on to victory in Christ Jesus over spiritual battles and emotional turmoil.

Discipleship Counseling Part 2 (2 Credits) Continuation……..*Discipleship Counseling is designed to help those in life to be more efficient in encouraging, counseling and discipling others to overcome life's problem by following teachings and principles that Jesus taught and practiced. It is helping others to learn, dwell on, change their thinking and ultimately change their life. This course is for anyone that wants to encourage others on to victory in Christ Jesus over spiritual battles and emotional turmoil.*

Christian Leadership/Pastoral Leadership Curriculum

Facing the Human Factor (3 credits).
This course will teach the practical wisdom found in the Scriptures that speaks to the daily tensions that all Christian Leaders and Christians face. Living holy and upright before the Lord is a challenge for all Christians but people have a higher expectation for their Christian leaders. This is where leaders can try to put on their superman or superwoman cape and pretend that they don't face the problems that others face but in reality, leaders are human and need the same help that others need. You will learn from this course how live as a human with human problems, overcome them, be transparent and honest before your family, others and the congregation. (Being Holy Being Human: Dealing With the Incredible Expectations and Pressures of Ministry Paperback – June 1, 1994 by Jay Kesler (Author)

Five-Fold Leadership (3 Credits)
The church is a body concept therefore God never intended for the leading and the care of His Church to be done by one person. Ephesians 4:11-17 teaches that Jesus gave gifts to the church with a purpose. For this purpose, to be accomplished it needed Five-fold Leadership. No one person alone can represent all that Christ is. They key to any effective church or organization is to learn the principle of "Unity in the Midst of Diversity". In this course you will learn the role of the five-fold ministry and how to complement each other to be effective in representing Christ to the world. (Understanding The Fivefold Ministry: How do these five leadership gifts work together Kindle Edition by Matthew D Green)

Facing the Challenges of Pastoral Care (3 Credits)
Pastoring is challenging because it is leading God's people, and it is unlike any other assignment in the world. Because it is God's people it requires God Himself to help and the Holy Spirit. Just going to seminary will not merely train for the task at hand. In this course one will learn about several challenges specific to the church that make pastoring unlike anything else job, assignment, task, or mission. The good news is that God, His Word, and the Holy Spirit are there to help one face the challenges that comes with Pastoral Care. (Called into Crisis: The Nine Greatest Challenges of Pastoral Care (SWINDOLL LEADERSHIP LIBRARY) Hardcover – May 1, 1989)

Engaging in the Art of Spiritual Discipline (3 Credits)
This course teaches one to come to a place of honesty with oneself in their relationship with God and see their need for the spiritual disciplines that gives spiritual direction to one's life as they work in ministry unto the Lord. (*The Contemplative Pastor: Returning to the Art of Spiritual Direction Paperback – October 22, 1993by Eugene H. Peterson)*

Becoming Competent in Pastor Ministry (3 Credits)
Mastering Ministry is a wonderful course of survival for today's pastor addressing relevant topics such as worship, preaching, controversies, evangelism, church management, pastoral care, fundraising, and personal growth. These are the essentials for today's pastor to thrive in Pastoral Ministry in serving the Body of Christ. (Mastering Ministry: Mastering Pastoral Counseling Paperback – June 14, 2010 by Archibald Hart (Author), Jim Smith)

Biblical Leadership (3 Credits)
Biblical Leadership teaches biblical leaders how to be followers of Christ that lead with integrity and humility. Biblical leaders are willing to be and live differently than those that lead in non-focused Christ endeavors. (Biblical Leadership: Becoming a Different Kind of Leader Paperback – April 1, 2004
by Ken Collier (Author), Matt Williams (Author)

Principle Preaching (3 Credits)
In Principle Preaching one learns how to take biblical principles and turn them in to life applications by instilling those principles into the sermons preached that changes lives.
(Principle Preaching: How to Create and Deliver Purpose Driven Sermons for Life Applications Paperback – Bargain Price, June 1, 2002
by John R. Bisagno (Author)

Practical Wisdom for Pastors (3 Credits)
A pastor or Christian leaders' job is filled with blessings and accomplishments, as well as difficult challenges and pitfalls. In this course one will learn from studying the lives of pastors and Christian leaders that has served in the Body of Christ for decades. (Practical Wisdom for Pastors: Words of Encouragement and Counsel for a Lifetime of Ministry Paperback – April 3, 2001 by Curtis C. Thomas (Author), John MacArthur (Foreword)

Christian Character the Competence Builder (3 Credits)
This course teaches that consistent Godly character in the lives of Pastors and Church Leaders come from giving attention to the inner life. It teaches principles that calls a pastor or Christian leaders to examine their own character as well as the character of those with whom they live and lead knowing one must give an account to God. (Leading With Integrity: Competence With Christian Character (PASTORS SOUL) Hardcover – March 1, 1999 by Fred Smith (Author), David L. Goetz (Author, Editor)

The Strength to Stand and to Stay Course (3 Credits)
In this ever-changing world in which we live, Pastors and Christian Leaders will need dedication, determination, commitment maturity to accomplish all that God wants them to accomplish. This course will help the Christian Leader to stand the ground they need to handle the sometimes-daily pressures that come with the office, the call. (Pastoral Grit: The Strength to Stand and to Stay (The Pastor's Soul Series) Hardcover – April 24, 1998 by Craig Brian Larson (Author), David L. Goetz (Editor)

Learning to Be a Confident Pastor (3 Credits)
It is the Lord that enables pastors to teach, pray and lead His flock during the multitude of diversities that can present themselves. Without Him we can be consider the blind leading the blind, but God has not left us alone in this this great task that He has given us. He has given us passion which is the fuel to keep going in the midst of difficult times even as He did for Moses.

In this course you will learn principles on how to enhance your life in praying, teaching, preaching, leadership and multiplication to effectively. Learning these principles will give you the confidence needed to lead in the 21st Century. (Pastoral Leadership is...: How to Shepherd God's People with Passion and Confidence Paperback – August 1, 2012
by Dave Earley (Author)

The Unity Component (3 Credits)
Jesus declares in Matthew chapter 12 that any house divided will not stand. The enemy knows this, and he is at work hard to keep the church divided. When there is division the power of God is not there the way that God desires. Conflict is going to be there sometimes when there is a diversity of people. This is not the issue, but the real issue is how we handle it that we might maintain unity and bring glory to God and move His church forward for the world to see that they too might glorify Him.

In this course you will study and learn form different topics that can be sparked to cause disunity in board and auxiliary meetings and also how to handle them from a biblical prospect. (*The Unity Factor Kindle Edition by Larry Osborne (Author)*

Building Unified, Intimate, and Effective Ministry Teams Through Leading from Your Strengths (3 Credits)
None of us are a one man show when it comes to the Body Christ. We have all been given strengths and gifts to do what God has called us to. The thing is to define and develop your strength and help others do the same on the team. When we are working in our strength zone, we are helping the church or ministry move forward in accomplishing the mission that she has been assigned by God. When we lead out of our strengths, we help to build a team that is unified, intimate, and effective. This course will teach principles to help you understand your strength and how to appreciate the gifts of others to build teams that will glorify God. (Leading from Your Strengths: Building Close-Knit Ministry Teams Hardcover – January 1, 2004
by Eric Tooker (Author), John Trent (Author), Rodney Cox (Author)

Restoring the Joy in the Leader's Prayer Life (3 Credits)
The power source of ministry is spending time with God in prayer. Without this we find ourselves

doing ministry within our own power. We can get frustrated and even burned out without the fuel and fire that comes from God in prayer. This is so important, and we must guard against the many distractions that comes along with ministry, as in preaching, teaching, counseling, mentoring and administration, etc. These are all good but as in Martha's story she was busy and bothered by many things but neglected the best part, spending time with Jesus (Luke 10:38ff).

Business is not where our power comes from. This we must remember and set our priorities in order to do the necessary things and find joy in the presence of God (Psalm 16:11). This course will teach principles in how to revive the leader's prayer life. (Prayer: Key to Revival Paperback – July 4, 2019 by Yonggi Cho (Author), Wayde Goodall (Author)

Principles to Lead Like Jesus (3 Credits)

We have all been given gifts by the Holy Spirit and these gifts were given to glorify God and to help the church grow up in unity in Christ Jesus. This is the heart of Christ. Jesus said He was a servant; He came to serve. Christian leadership is about servantship. In this course principles will be taught from the life and ministry of Jesus that will help you develop the heart of Christ in leading and serving which defines leadership at its greatest. (Learning to Lead Like Jesus: 11 Principles to Help You Serve, Inspire, and Equip Others 1st Edition, Kindle Edition by Boyd Bailey (Author)

Hope for Couples in Ministry (3 Credits)

Marriage is an institution created by God Himself and He honors as a covenant made between a man and a woman for life. Ministry can bring its own challenges in the marriage not counting the challenges of one's own unique personality blending in one's spouse who has their own and growing individual but also together. Our building block for ministry is the home, the family. There is a saying that goes, "As the families go so goes society. Our marriage is to be an example of Christ and the church (Ephesians 5:24ff). With God we know that all things are possible. In this course you will learn principles to apply that will give hope to your marriage and the togetherness that will help you move forward in ministry that will encourage those that you lead that there is hope in the midst of martial conflict for the believer. (Love Must Be Tough: New Hope for Marriages in Crisis Kindle Edition by James C. Dobson (Author)

Mastering Stewardship Over Church and Personal Finances (3 Credits)

Sometimes in life we want more ministry, and we pass over how God shows us if we are ready to manage and oversee more. I believe in the eyes of God we are owners of nothing and stewards of everything. We are to manage money like everything else that God has placed in our trust. The Bible teaches that managing money has a lot to do with your spiritual grow the spiritual gifts and responsibilities that God will release in your life (Luke 16:1ff). This course will teach principles on how to be trustworthy steward over your personal and church finances.
Mastering Church Finances (Mastering Ministry Series) Hardcover – June 1, 1992
Total Stewardship: A Step-By-Step Guide to Mastering Personal and Church Finances Kindle Edition

Administration Essentials for Christian Ministries Part I (3 Credits)

God is not the author of confusion, and He is a God of order. Some people do not understand order is of God without it this world that He designed would be in utter chaos. The Bible teaches order (1 Corinthians 14:40) and is against confusion. It says God is not of confusion (1 Corinthians 14:33) and where confusion is there is also evil (James 3:16). This course will teach administration principles to lead the church and other para-church organizations with order and peace which is consistent with the Kingdom of God. (Management Essentials for Christian Ministries Hardcover – Illustrated, March 1, 2005 by Michael Anthony (Editor), James R. Estep (Editor)

Administration Essentials for Christian Ministries Part II(3 Credits)

God is not the author of confusion, and He is a God of order. Some people do not understand order is of God without it this world that He designed would be in utter chaos. The Bible teaches order (1 Corinthians 14:40) and is against confusion. It says God is not of confusion (1 Corinthians 14:33) and where confusion is there is also evil (James 3:16). This course will teach administration principles to lead the church and other para-church organizations with order and peace which is consistent with the Kingdom of God. (Management Essentials for Christian

Ministries Hardcover – Illustrated, March 1, 2005 by Michael Anthony (Editor), James R. Estep (Editor)

Becoming a Person of Influence (3 Credits)
We must learn lead from where we live and work. It has been said that leadership is influence and nothing else. People are watching us even when we think they are not. People I believe for the most part want to live and lead a better life but where and to whom do they look to imitate? In this course you learn principles that will teach you how to be a person of influence and how to use it to help the many people that are looking to live a better life right in your workplace and the community in which you live. These studies will be from the lives of people that have paid the price to lead at the top of their organizations.
The Inspired Leader: 101 Biblical Reflections for Becoming a Person of Influence Paperback – August 1, 2015
by Dr. Richard Blackaby (Author)

Serving Jesus with Passion (3 Credits)
The Bible teaches that we are to serve the Lord with gladness (Psalm 100:2). Serving the Lord is our spiritual act of worship (Romans 12:1 NASB). This course will teach principles to equip you to serve the Lord with passion and enthusiasm. This is the kind of service that will bring glory to Jesus and draw others into the Kingdom with a desire to be a part of a life changing ministry because of the joy that comes from a servant that is glorifying their Lord.
Ministry Is . . .: How to Serve Jesus with Passion and Confidence Paperback – August 1, 2010 by Dave Earley (Author), Ben Gutiérrez (Author)

Discovering and Appointing Faithful Elders and Deacons (3 Credits)
The Bible teaches about leadership in the church concerning Elders and Deacons in 1 Timothy 3 and in Titus 1. Every church is only going to be as effective as the leadership as they follow Christ. Finding people to fit the qualifications of the elder and the deacon that is going to faithful serve this office can be difficult at times. This course will teach principles and show how to identify and reproduce legitimate leaders and willing servants throughout the ranks of the local church.
Finding Faithful Elders and Deacons (9Marks) Paperback – January 31, 2012
by Thabiti M. Anyabwile (Author)

Preaching Under the Holy Spirit Leadership (3 Credits)
Jesus was led by the into the wilderness to defeat the devil before He started His public ministry (Matthew 4; Luke). We also know that when given the scroll of Isaiah He found the passage that said the Spirit of the Lord was upon Him and had anointed Him to preach. Try and preach without the Holp Spirit and His anointing would be to just give a public speech. In this course the student will learn the important relationship between Word and Holy Spirit as they depend on each other to bring about teachings and sermons for spiritual transformation in the lives in the local church, Sunday School, and other venues where the Gospel is shared.
Spirit-Led Preaching: The Holy Spirit's Role in Sermon Preparation and Delivery Paperback – July 1, 2018, by Greg Heisler

Becoming Mature in Christ (3 Credits)
This course equips the students to the essential things to grow in Christ Jesus as in feeding upon the Scriptures, dependence on God through the difficult times in life, power that comes through obedience, pray and dependence on the Holy Spirit. When we are mature in Christ from spending time with Him, we are more open to take our focus off us and use our God given gifts and help others.
Growing Your Faith: How to Mature in Christ Paperback – February 11, 2004
by Jerry Bridges

Learning Christian Leadership from Christian Leaders (The 2 Timothy 2:2 Principles) Part I (3 Credits)
Paul was adamant 2 Timothy 2:2 about passing what we have learned about Christ to others and have them do the same. The Living Bible says it this way, For you must teach others those things you and many others have heard me speak about. Teach these great truths to trustworthy men who will, in turn, pass them on to others. Many sometimes try to lead the church the way the world does but they leave out key elements that are essential to the church. In this course you will learn from season Christians leaders on leadership that gives wisdom, advice and

encourage on how to successfully lead God's people God's way by His Chose Ones.
Leaders on Leadership (The Leading Edge Series): Wisdom, Advice and Encouragement on the Art of Leading God's People Kindle Edition
by George Barna (Author, Editor)

Learning Christian Leadership from Christian Leaders (The 2 Timothy 2:2 Principles) (Part Two 3 Credits)
Paul was adamant 2 Timothy 2:2 about passing what we have learned about Christ to others and have them do the same. The Living Bible says it this way, For you must teach others those things you and many others have heard me speak about. Teach these great truths to trustworthy men who will, in turn, pass them on to others. Many sometimes try to lead the church the way the world does but they leave out key elements that are essential to the church. In this course you will learn from season Christians leaders on leadership that gives wisdom, advice and encourage on how to successfully lead God's people God's way by His Chose Ones.
Leaders on Leadership (The Leading Edge Series): Wisdom, Advice and Encouragement on the Art of Leading God's People Kindle Edition
by George Barna (Author, Editor)

Learning to Lead with Intention, Purpose and Priorities (2 Credits)
We all need to take a look back at the reason, the why we are doing what we are doing and give some thought to it and come back with fresh insight from the why, with intention and knowing our priorities in leadership. This course equips one to do so to successful do this and lead from priorities and purpose.
The Power of Purpose and Priorities: Leading the Way Paperback – January 22, 2016 by Leon Drennan (Author)

The Balance of Reflecting God's Love and Authority in the Local Church (3 Credits)
Many times, if we are not careful, we will love people to the point that we skip over the authority of God in His church and the Words that He guides her by. In this course the student will learn the balance of God's love and authority to help the church continue to be salt and light in the 21st century as the world looks on. This is the desire and heart of the Founder of the church, Jesus Christ our Lord.
The Rule of Love: How the Local Church Should Reflect God's Love and Authority (9Marks) Paperback – October 31, 2018 by Jonathan Leeman (Author)

Without People You Have No Church to Lead and with They Comes Difficulty (3 Credits)
This course will teach the leader how to transform people from being what we might call a headache to an asset in ministry. When people have authority, and no responsibility can cause problems and when they have responsibility and no authority to carry it out can cause problems. Learning to give them both and is the key not either or. Helping them to identify, develop and use their gifts in ministry will help them receive what we all want to know and feel, this is the feeling of being needed and making a difference.
People: Your Greatest Asset or Biggest Headache? Paperback – August 21, 2015
by Leon Drennan (Author)

Understanding What Season, you are in so You Can get the most Out of It (3 Credits)
There is a time and a season for everything under the sun the great wise King Solomon said. This course will teach you how to identify what season you are in as a leader and know how to get the most out of it. When we learn to work with the Great Gardener Who has a plan for our lives we will blossom and flourish that will help us to be a light for others to follow as we follow our Lord Jesus Christ. Learn to enjoy whatever season you might be in at the present time of your life.
Seasons of the Soul: Which One Are You In? Paperback – June 1, 2015
by Leon Drennan (Author)

Christian Leadership from the Inspired Book (3 Credits)
The Holy Scriptures is full of Biblical leaders, show the leaders good or bad behaviors so that we might learn to do and follow the good and stay away from the bad. These insightful stories as study will add value to the 21st Century leaders as they lead God' flock into a closer relationship with the true Shepherd of the sheep.
The Good Book on Leadership: Case Studies from the Bible Paperback – March 1, 2005 by John Borek (Author), Danny Lovett (Author), Elmer L. Towns (Author)

***Courses and classes are subject to change**

Transformational Bible Institute

TENETS OF FAITH AND DOCTRINE
ARTICLE I
OFFICES

The principal office of the Transformational Bible Institute is in Elizabeth City, NC, hereinafter referred to as the "Ministry", shall be located at the address set forth in the Articles of Incorporation. The Ministry may have such other offices, either within or without the State of Incorporation, as the Board of Directors may determine from time to time.

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ARTICLE II

The Ministry accepts the Scriptures as the revealed Will of God, the all sufficient rule of faith and practice, and for the purpose of maintaining general unity, adopts these Statements of Fundamental Truths and Doctrine.

Section 1. The Scriptures Inspired. The Bible is the inspired

Word of God, a revelation from God to man, the infallible rule of faith and conduct, and is superior to conscience and reason, but not contrary to reason. (2 Tim. 3:15-17; I Peter 1:23-25; Heb. 4:12)

Section 2. The One True Godhead. The triune Godhead is comprised of three (3) separate and distinct personalities, The Father, The Son, and The Holy Spirit, who are eternally self-existent, self-revealed and function as one entity. Jesus Christ, who is God manifested in the flesh, is the second member of the Godhead, co-equal and coeternal with The Father and The Holy Spirit.

Section 3. Man, His Fall and Redemption. Man was created good and upright, for God said, "Let us make man in Our image, after Our likeness". But, man, by voluntary transgression, fell and his only hope of redemption is in Jesus Christ the

Son of God (Gen. 1:25-31, 3:1-7;Rms. 5:1221).

Section 4. The Salvation of Man.

(a) **Man's only hope of redemption is through the shed bleed of Jesus Christ.** On the cross Jesus Christ became sin and sickness providing both salvation and divine healing for all mankind (Ps. 103:3), being justified freely by His Grace through the redemption that is in Christ Jesus. For by grace we are saved through faith. "The word is near you, in your mouth and in your heart—that is, the word of faith which we are preaching, that if you confess with your mouth Jesus as Lord, and believe in your heart that God raised Him from the dead, you shall be saved; for with the heart man believes, resulting in righteousness, and with the mouth he confesses, resulting in salvation" (Rms. 3:24; Eph. 2:8; Rms. 10:810).

(b) **The evidence of Salvation.** The inward evidence to the believer of his salvation, is the direct witness of the Spirit (Rms. 8:16). The outward evidence to all men is a life of righteousness and true holiness. "And this is His commandment, that we believe in the name of His Son Jesus Christ, and love one another, just as He commanded us" (I Jn. 3:23).

(c) **Faith and Works.** Salvation is by faith in Jesus Christ and not by human works; however, our works will determine the rewards in eternity (Rms. 10:9-10; II Cor. 5:10).

Section 5. Baptism in Water. The ordinance of baptism by a burial with Christ should be observed as commanded in the Scriptures by all who have really repented and in their hearts have truly believed on Christ as Savior and Lord. In so doing, they declare to the world that they have died with Jesus and that they have also been raised with Him to walk in

newness of life. (Matt. 28:19; Acts 10:47-48; Rms. 6:4). **Section 7. The Promise of the Father.** All believers are entitled to, and should ardently expect and earnestly seek, the promise of the Father, the Baptism in the Holy Ghost and Fire, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian church. With it comes the endowment of power for life and service, the bestowment of the gifts and their uses in the work of the ministry. (Lk. 24:29; Acts 1:4-8; I Cor. 12:1-31). This wonderful experience is distinct from and subsequent to the experience of the new birth (Acts 2:38;, 10:44-46; 11:14-16; 15:7-9).

Section 8. The Evidence of the Baptism in the Holy Spirit. The full consummation of the Baptism of believers in the Holy Spirit is evidenced by the initial physical sign of speaking with other tongues as the Spirit gives utterance, and by the subsequent manifestation of spiritual power in public testimony and service (Acts 2:4; 10:4446;19:2, 6; 1:8).

Section 9. The Ministry. The Ministry is the body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer, born of the Sprit, is an integral part of the general assembly and church of the firstborn, which are written in Heaven (Eph. 1:22, 2:19-22; Heb. 12:23).

Section 10. Total Prosperity.

(a) **Spiritual.** Jn. 3:3, 11; II Cor. 5:17-21; Rms. 10:9-10

(b) **Mental**. II Tim. 1:7; Rms. 12:2; Is. 26:3.

(c) **Physical**. Is. 53:4-5; Matt. 8:17; I Peter 2:24.

(d) **Financial.** III Jn. 1:2; Mal. 3:10-11; Lk. 6:38; II Cor. 9:6-10; Deut. 28:1-14.

(e) **Social**. Prov. 3:4

Section 11. Blessed Hope. Jesus is coming again to gather all His Saints to Heaven (I. Cor. 15:51-52; I Thess. 4:16-17; II Thess. 2:1).

Section 12. The Lake of Fire. Those who have not accepted the redemptive work of Jesus Christ will suffer eternal separation from the Godhead. The devil and his angels, the beast and the false prophet, and anyone whose name was not found written in the book of life, shall be consigned to everlasting punishment in the lake of fire which burns with brimstone. This is the second death, the lake of fire (Rev. 19:20, 20:10-15). **Section 13. The Millennial Reign of Jesus.** The return of our Lord Jesus Christ with His Saints from Heaven to rule and reign for one thousand years on earth as the Scriptures promised (Rms. 11:25, 27; II Thess. 1:7; Rev. 19:11-16; 20:1-17). **Section 14. Christian Life; Scriptural Conduct.** (a) **Personal Ethics.** "I can do anything I want to if Christ has not said no, but some of these things aren't good for me. Even if I am allowed to do them, I'll refuse to if I think they might get such a grip on me that I can't easily stop when I want to" (I Cor. 6:12 *(LB)*).

"We can always "prove" that we are right, but is the Lord convinced?" (Prov. 16:2 *(LB)*) "And we beseech you, brethren, to know them which labor among you, and are over you in the Lord, and admonish you" (I Thess. 5:12).

(b) **Obedience to Law.** "Obey the government, for God is the one who has put it there. There is no government anywhere that God has not placed in power. So those who refuse to obey the laws of the land are refusing to obey God, and punishment will follow" (Rms. 13:1-2 *)LB)*). "Obey the laws, then, for two reasons: first, to keep from being punished, and second, just because you know you should. Pay your taxes too, for these same two reasons. For, government workers need to be paid so that they can keep on doing God's work, serving you. Pay everyone whatever he ought to have; pay your taxes and import duties gladly, obey those over you, and give honor and respect to all those to whom it is due. Pay all your debts except the debt of love for others – never finish paying that! For if you love them, you will be obeying all of God's laws, fulfilling all His requirements. Another reason for right living is this: you

know how late it is; time is running out. Wake up, for the coming of the Lord is nearer now than when we first believed" (Rms. 13:5-8, 11 *(LB)*). (c) **Family; Household.** "Honor your father and mother, that you may have a long, good life in the land the Lord your God will give you" (Ex. 20:12). "For if a man knows not how to rule his own house, how shall he take care of the church of God?" (I Tim. 3:5) "Their wives must be thoughtful, not heavy drinkers, not gossipers, but faithful in everything they do" (I Tim. 3:11 *(LB)*). "The men you choose must be well thought of for their good lives; they must have only one wife and their children must love the Lord and hot have a reputation for being wild or disobedient to their parents. These elders must be men of blameless lives because they are God's ministers. They must not be proud or impatient; they must not be drunkards or fighters or greedy for money" (Titus 1:6-7 *(LB)*). "That the aged men be sober, grave, temperate, sound in faith, in charity, in patience. That they may teach the young women to be sober to love their husbands, to love their children" (Titus 2:24). "You wives must submit to your husbands' leadership in the same way you submit to the Lord. For a husband is in charge of his wife in the same way Christ is in charge of His body the Church. (He gave His very life to take care of it and be its Savior!) So, you wives must willingly obey your husbands in everything, just as the Church obeys Christ. And you husbands, show the same kind of love to your wives as Christ showed to the Church when He died for her, to make her holy and clean, washed by baptism and God's Word: so that He could give her to Himself as a glorious Church without a single fault. That is how husbands should treat their wives, loving them as parts of themselves. For sine a man and his wife are now one, a man is really doing himself a favor and loving himself when he loves his wife. No one hates his own body but lovingly cares for it, just as Christ cares for His body the Church, of which we are parts. (That the husband and wife are one body is proved by the Scripture which says, "A Man must leave his father and mother when he marries, so the two shall be one.") So again, I say, a man must love his wife as a part of himself: and the wife must see to it that she deeply respects her husband – obeying, praising, and honoring him. Children obey your parents; this is the right thing to do because God has placed them in authority over you. Honor your father and mother. This is the first of God's
Ten Commandments that ends with a promise. And this is the promise: life, full of blessing. And now a word to you parents. Don't keep on scolding and nagging your children, making them angry and resentful. Rather bring them up with the Loving discipline the Lord Himself approves, with suggestions and Godly advice" (Eph. 5:2231, 33:6:4 *(LB)*).

(d) **Control.** "…For a man is a slave to whatever controls him" (II Peter 2:19 *(LB)*). Even if we believe that it makes no difference to the Lord whether we do these things, still we cannot just go ahead and do them to please ourselves; for we must bear the burden of being considerate of the doubts and fears of others – of those who feel these things are wrong. Let us please the other fellow, not ourselves, and do what is for his good and thus build him up in the Lord" (Rms. 15:2-3 *(LB)*).

(e) **Adultery; Immorality.** "Thou shalt not commit adultery" (Ex. 20:14). "…try hard to live without sinning; and be at peace with everyone so that He will be pleased with you when He returns" (II Peter 2:14 *(LB)*). "You shall not commit adultery. But I say: Anyone who even looks at a woman with lust in his eye has already committed adultery with her in his heart" (Matt. 5:2728 *(LB)*). "…Don't fool yourselves. Those who live immoral lives, who are idol worshippers, adulterers or homosexuals, will **have** no share in His Kingdom….." (I Cor. 6:9 *(LB)*). "But now I have written unto you not to keep company, if any man that is called a brother be a fornicator, or covetous, or an idolater, or a reviler, or a drunkard, or an extortioner; with

such an one no not to eat" (I Cor. 5:11 *(LB)*). (f) **Drunkenness; Drugs.** "This son of ours is stubborn and rebellious and won't obey; he is a worthless drunkard. Then the men of the city shall stone him to death. In this way you shall put away this evil from among you, and all the young men will hear about what happened and will be afraid" (Deut. 21:20-21 *(LB)*). "…envy, murder, drunkenness, wild parties, and all that sort of thing. Let me tell you again as I have before, that anyone living that sort of life will not inherit the Kingdom of God" (Gal. 5:21 *(LB)*). "Nor thieves, nor covetous, nor drunkards, nor revilers, nor extortioners, shall inherit the kingdom of God" (I Cor. 6:10 *(LB)*). "Don't drink too much wine, for many evils lie along that path; be filled instead with the Holy Spirit, and controlled by Him" (Eph. 5:18 *(LB)*). "For the drunkard and the glutton shall come to poverty; and drowsiness shall clothe a man with rags" (Prov. 23:21). (g) **Smoking.** "Know ye not that ye are the temple of God, and that the Spirit of God dwelleth in you? If any man defiles the temple of God, him shall God destroy, for the temple of God is holy, which temple are ye" (I Cor. 3:16-17). "Haven't you yet learned that your body is the home of the Holy Spirit God gave you, and that He lives within you? Your body does not belong to you. For God has bought you with a great price. So use every part of your body to give glory back to God, because He owns it" (I Cor. 6:19). (h) **Homosexuality.** "You shall not lie with a man as with a woman; it is an abomination" (Lev. 18:22). "…God let go of them and let them do all these evil things, so that even their women turned against God's natural plan for them and indulged in sex sin with each other. And the men, instead of having a normal sex relationship with women, burned with lust for each other, men doing shameful things with other men and, as a result, getting paid within their own souls with the penalty they so richly deserved. So it was that when they have God up and would not even acknowledge Him, God gave them up to doing everything their evil minds could think of. Their lives became full of every kind of wickedness and sin …." (Rms. 1:2629). "Don't you know that those doing such things have no share in the Kingdom of God? Do not fool yourselves. Those who live immoral lives, who are idol worshippers, adulterers or homosexuals will have no share in His Kingdom…" (I Cor. 6:910).

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