

2021-2022

EASTERN'S SCHOOL OF CHRISTIAN MINISTRY
(ESCM)

THE DIPLOMA/CERTIFICATE PROGRAM
OF PALMER THEOLOGICAL SEMINARY

STUDENT HANDBOOK

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(ESCM)**

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STUDENT HANDBOOK**

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Introduction

What is ESCM?

Eastern's School of Christian Ministry (ESCM) is the Certificate and Diploma Program of Palmer Theological Seminary, which is itself a graduate theological school within Eastern University. ESCM is designed for men and women who seek a theological education in a seminary setting without the demands of a graduate theological degree. The primary purpose of ESCM is to equip lay leaders, non-professional or bi-vocational pastors, and other Christian leaders for effective ministry in their local churches and communities. ESCM is also open to those who wish to study the Bible, Christian theology and Christian history for their own spiritual and intellectual growth. We refer to this option as "Personal Enrichment" (PE). Enrollment in ESCM requires a high school diploma or its equivalency.

- Students will develop a hunger for lifelong spiritual formation and a commitment to fostering interdependent relationships.
- Students will develop the ability to engage in the reality and the theology of diverse communities;
- Students will develop a biblically informed and theologically grounded commitment to a Holistic Gospel Witness.
- Students will develop a commitment to service in the church and community to minister to changing times.

The student body of ESCM is highly diverse. Some students are pastors or studying to become pastors, but most are lay people with a burning desire to grow in their ability to serve the Lord. Most are adults with families and busy lives. Some have degrees (BA, Masters, PhD, MD, and DD) but most do not. There is almost an even mix of women and men and a variety of ethnicities and denominational affiliations. What unites this diverse group is the conviction that God has called them to serve His people and to proclaim His kingdom by word and deed, and a desire to do this with excellence. ESCM gives them a practical, affordable and accessible option to pursue these goals.

ESCM is not intended to replace the traditional seminary degree for people called to full-time professional ministry; it is primarily for lay church leaders and those called to bi-vocational pastoral leadership (those who continue to be employed in another capacity in addition to being a pastor). In addition to preparing men and women for bi-vocational pastoral ministry, ESCM provides theological education for those who believe God has called them to other forms of Christian ministry and leadership. Volunteer chaplains, Bible teachers, neighborhood evangelists, church administrators, deacons, trustees and elders can all benefit from the many options that ESCM offers.

Although ESCM is not a degree program, our academic standards and the quality of our faculty make it comparable to a college degree program, with far lower tuition. Eastern University will validate the learning of up to 40 ESCM courses toward an Eastern University undergraduate (Bachelors) degree for students attending the program in Pennsylvania.

ESCM's instructors are drawn from the faculty of Palmer Theological Seminary, Eastern University, community pastors and others, many of whose academic qualifications meet the standards required to teach as faculty members in Palmer Theological Seminary's graduate degree program. Our faculty members have a passion to teach and to equip God's people for service.

There are three academic options in ESCM: the diploma, the certificate and personal enrichment. Within these academic options a wide variety of specializations are offered.

In addition to our main campus at Palmer Theological Seminary in St. Davids, PA, ESCM classes are held at one other locations in Philadelphia as well as on the Internet. Classes are held in the evening and on Saturday, and are offered in six-week terms. Four regular terms are offered from September to May. There are two terms offered from June to July. Additional opportunities, such as intensive courses and special workshops, at times are offered throughout the year.

Students may enter the program at any point in the year at the start of a new term. They may take as many or as few classes as they wish. Class selection should be guided by the requirements for the particular track selected. Electives give an additional degree of freedom in selecting topics of personal interest.

The Mission of ESCM

ESCM was founded in 1982 at the initiative of Drs. Orlando Costas and Tom McDaniel, two members of Palmer Theological Seminary's faculty. Its mission was to provide a seminary-based education program for men and women who were engaged in pastoral ministry but were excluded from traditional seminary training because they lacked a baccalaureate degree or did not have adequate English language skills to flourish in a seminary environment. Classes were conducted in both English and Spanish on Saturdays, as most of the students were engaged in full-time occupations and could not attend school during the week. A strong emphasis on urban ministry was incorporated into the curriculum.

Over the years, ESCM has adapted to different needs and concerns but the philosophy remains the same. Our mission is to equip men and women for effective Christian leadership and service, through a non-credit, non-degree program that is academically sound, practical, theologically challenging and faith-affirming. Our goal is to help students develop practical skills and strategies for effective and faithful Christian leadership and ministry in their churches and communities.

Our vision is to equip ALL God's people for effective Christian ministry, pastors and laity alike. The healthy, growing churches of the 21st century will be those that have embraced the biblical concept of the body of Christ, with all its parts uniquely called and uniquely gifted for the work of the whole church. ESCM helps churches achieve their true potential by providing ministry education for the entire leadership team, who can then equip others in the congregation. Palmer Theological Seminary's motto is "The Whole Gospel for the Whole World through Whole Persons." This motto helps define the Seminary's mission and identity as a Christian institution, of which ESCM is an integral part.

The Whole Gospel...

ESCM seeks to offer a curriculum faithful to the whole gospel and enable persons to:

- Have a thorough knowledge of the content of the Bible
- Interpret and communicate the message of the Bible in a way that is faithful and addresses contemporary life.
- Commit to both the individual and social dimensions of the biblical message.

- Affirm the gospel's proclamation of the forgiveness of sin, the reconciliation of human beings to God and each other, and the gift of eternal life, through Jesus Christ.

For the Whole World...

ESCM seeks to prepare persons to:

- Lead individuals to faith in Jesus Christ
- Have a passion for a ministry concerned with the spiritual, emotional, intellectual and physical needs of people
- Be articulate and empowered expositors of biblical truth in relation to all areas of human life
- Be skilled in assisting God's people toward a loving, serving and transforming presence in the world

- Be sensitive to the various cultural situations in which people live, and are able to relate the gospel's saving and freeing power to the needs of persons and institutions in those settings
- Be equipped to lead the Church through preaching and teaching, caring and counseling, evangelizing and serving, dynamic growth and mission.

Through Whole Persons...

ESCM seeks to equip persons for Christian ministry who view ministry as a divine vocation, know themselves to be called by God, and are committed to grow toward wholeness in their relationship with God, self, others and their world. ESCM is committed to assist persons toward:

- An awareness of their own brokenness and dependence upon God
- The development of a spirit of openness toward others in the global body of Christ, beginning with an appreciation of that body's expression in Palmer Theological Seminary's diverse Christian community
- A disciplined devotional life, bearing fruit in a vital, growing, contagious faith
- Regular participation in worship and fellowship that supports faith, expands vision, furthers intimacy in relation with God and others, and increases awareness of the presence and power of the Holy Spirit.

The Doctrinal Basis of Palmer Theological Seminary and ESCM

We believe that the Bible, composed of Old and New Testaments, is inspired by God and serves as the rule of faith and practice, being the authoritative witness to the truth of God embodied in Jesus Christ.

We believe in one God eternally existing as Three Persons.

We believe in God the Creator, author of all life and our salvation.

We believe that God created human beings, male and female, in the image of God as an expression of God's eternal love, to live in God's perfect will. As such, human beings are called to be faithful stewards of God's creation and to live in relations with God, each other, and the created world.

We believe in God the Spirit, Lord and giver of life, who reveals Jesus Christ to human beings to transform them through conversion and sanctification to full humanity as willed by the Creator.

We believe that Jesus Christ was conceived through the power of the Holy Spirit, born of the Virgin Mary, and is truly God and truly human.

We believe that he lived a fully human life as Jesus of Nazareth, who walked with us, ministered to us, and proclaimed the Reign of God.

Because human beings sinned and suffered the penalty of death, we further believe in the life and death of the Lord for our sins, in the resurrection of his body, in his ascension to heaven, and in his personal and visible future return to the earth.

We believe that our salvation is received through faith by grace through Jesus Christ, the only and sufficient mediator between God and humanity.

We believe that the Lord's Supper is a commemoration of the Lord's death until he returns.

We believe that Jesus Christ commanded us to be baptized and to partake of the Supper in his name.

We believe that baptism is the immersion of a believer in water in the name of God the Father, God the Son, and God the Holy Spirit, signifying redemption through the death and resurrection of Jesus Christ together with the believer's death to sin and resurrection to newness of life.

We believe that the Church is Jesus Christ's body on earth, called to witness and proclaim the good news of God's Reign and salvation to the world. The Church consists of believers, called by Jesus Christ to worship God, serve one another in a spirit of love and truth, and to proclaim God's Reign; not only through word, but also through deeds of love and justice. As a witness to the Reign of God, the Church embodies God's will to be one in diversity, to care for the least of these, and to proclaim hope. Therefore, the Church is a light unto the world at all times and in all places.

Every member of the Board of Trustees, every administrative officer of the Institution, professor, teacher, and instructor shall annually subscribe over his or her signature to the Doctrinal Statement, excepting only that a non-Baptist individual occupying any of the foregoing positions shall not be required to subscribe to that part of the Doctrinal Statement regarding the mode of water baptism.

General Information

ESCM Sites

In addition to the Main Campus in Saint Davids, PA, and the Internet ESCM has sites in the following locations:

ENON TABERNACLE BAPTIST CHURCH

2800 Cheltenham Avenue
Philadelphia, PA 19150
Office:(215) 843-4140
Fax:(215) 843-9138

Site Coordinators

A Site Coordinator is the local representative of ESCM at each extension site. He or she is usually an ESCM student who has already completed a significant portion of the program and who has volunteered to be an ESCM representative at a particular site, or may be a member of the staff of a host church who has agreed to carry out these duties. His or her responsibilities include assisting the instructors, ensuring that the classroom is ready for use, unlocking and locking doors and making sure that students are properly registered. Site coordinators are there to help students and instructors with questions and to solve on-site problems. They also act as the “snow closing” contact person.

ESCM Partners

ESCM is a partner with the following organizations:

- ENON Tabernacle Baptist Church
- NEST International

Student Services

In addition to offering academic courses, Palmer Seminary offers student support services to facilitate completion of academic programs. Among these services are the following:

Registrar’s Office

The Registrar's Office is located in Mall Cottage. Office hours are Monday through Friday, 9:00 am to 5:00 pm.

Information pertaining to class registration, extensions, waivers, inactive status, leave of absence, withdrawal, independent study, change of program, academic calendar, class schedule, and transcripts can be obtained from this office. Most forms related to the above are also available online at the registrar’s website, <https://www.palmerseminary.edu/student-life/office-registrar>.

The Registrar's Office is responsible for all student records, registration, class scheduling and grades, course waivers, extensions, cross-registration, and academic transcripts.

Transcripts. A transcript is issued upon receipt from a student of a signed, completed transcript request form or a signed letter containing the necessary information, if all financial obligations to the Seminary have been met. Transcript request forms can be obtained from the Registrar's Office or online at the Office’s website. An official transcript bearing the seal of Eastern University and the University Registrar's signature will be issued in a sealed envelope to protect the authenticity of the record. Unofficial transcripts do not bear the University's seal or University Registrar's signature and may be given directly to the student or faxed to a third party at the student’s request. Seminary transcript services

are free to currently enrolled students and graduates if they are picked up at the office or sent by US mail; there is a \$3 fee for transcripts sent by e-mail. No fee is charged for unofficial transcripts.

Verification of Enrollment. Letters verifying a student's enrollment in coursework are provided by the Registrar's Office. Letters may be requested using the appropriate request form, available at the Registrar's Office or online at the Seminary website.

Loan Deferment or Forbearance. Each semester, student enrollment is electronically reported to the National Clearinghouse through the Eastern University data management system. Most lenders use this system to certify a student's enrollment for loan deferment or forbearance purposes and no specific request is required by the student or the academic institution.

If a student's lender does NOT use this system, the student may submit a request for verification through the Registrar's Office using the lender's form or a request on the appropriate Seminary form. Students who need to request enrollment verification for deferment purposes must submit the form, along with a pre-addressed, stamped envelope, to the Registrar's Office, or retrieve the completed form from the Registrar's Office. Copies of completed forms are maintained in students' files and are available to students upon request by the student.

Dean's Office

Dr. David Bronkema, Dean

Dr. Eva Anita Ragwan, Executive Assistant to the Dean/Director of Operations

The Seminary Dean's Offices, located in McInnis 246, are normally open Monday through Friday, 9:00 am to 5:00 pm; appointments are encouraged to address issues appropriately handled by the Dean. You may also communicate with the Dean's office by email to semdean@eastern.edu

Seminary Chaplain

Dr. Deborah Watson, located in McInnis 248. Dr. Watson, serving as volunteer Seminary Chaplain, provides for the spiritual and intellectual nurture of Palmer Seminary students, faculty, and administration via the provision of resources including, but not limited to, pastoral care, worship, on-line programming, community-building, retreats and Bible study.

Financial Aid

Andréa Ruth, Director/ Student Employment Coordinator. Located in the Janet Long Mall Cottage at Eastern University, the office is open Monday through Friday, 9:00 am – 5:00 pm. All matters regarding financial aid (loans) and federal work study are handled by the Financial Aid Office. Forms and instructions on how to apply for Stafford Loans are available on the Seminary's website. Students will be advised of all aid granted via written correspondence from the Financial Aid Office. Students should pay close attention to deadline dates and allow for processing time when filing the FAFSA (Free Application for Student Financial Aid). FAFSA deadlines are posted on the EU website; click on Quick Links. For more information, visit <https://www.eastern.edu/admissions-financial-aid/financial-aid-office>.

Student Accounts Office

Lisa Weller, Eastern University Director of Student Accounts. Located in the Janet Long Mall Cottage at Eastern University, the Student Accounts Office processes all student billing inquiries, financial transactions, and student health insurance. Payment arrangements can be made in person, by phone, mail, or Internet using a credit card. Office hours are Monday through Friday from 9:00 am – 5:00 pm. Students with outstanding balances will not be allowed to register for the following term/semester, and will not be permitted to graduate until all balances are paid in full. For more information, visit <https://www.eastern.edu/about/offices-centers/student-accounts-office>.

Library

Joy Dlugosz, Director of the University Library

Laura O'Reilly, Access Services Librarian

Chelsea Post, Systems Librarian

The Austen K. deBlois Library of Palmer Theological Seminary has been fully integrated into Eastern University's Warner Memorial Library, creating a theological collection of some 62,000 volumes plus reference works. The library also has integrated several special collections into its holdings. The Seminary's J. Pius Barbour African American Theology and Santiago-Soto-Fontanez Hispanic Theology collections contain significant works of collection diversity and the University's Mazie Hall African American Collection is maintained as a study room in Warner. Warner Library has over 30 computer stations available to students; wireless connections; and 250 seats for study.

The overall physical print book collection of over 200,000 volumes is complemented by a collection of more than 396,000 online books through various ebook sources. Ebook databases include Ebscohost's ebook collection; Psychbooks; 80,000 texts in ebrary; and the online reference site, Credo. Over 30,000 online theological books can be found in the ATLA Monograph Series I and Series II. Proquest's dissertation collection contains thousands of full text theological theses and dissertations. In addition, Warner Library has standard online full-text periodical databases through EBSCOhost, which contains 36 separate databases. Other major tools are JSTOR, Lexis-Nexis, Sage and Proquest. Besides the theological resources in standard academic sites, the Library also subscribes to ATLAS (the American Theological Libraries Serials database), Old Testament Abstracts, New Testament Abstracts, Religious and Theological Abstracts, World Christian Database, World Religion Database, Research in Ministry (RIM), and the Digital Library of Classical Protestant Texts.

The Seminary's students also have access to the 19 libraries in SEPTLA, the Southeastern Pennsylvania Theological Library Association network, and may use these libraries with a letter of reference from our library. Palmer students also have user borrowing privileges at additional libraries throughout the 43-member Tri-state College Library Cooperative. Books from other libraries are also available using various inter-library loan options. The Library is a member of PALCI, the Pennsylvania Academic Library Consortium, Inc., and has access to over 36,000,000 books available within 2-3 days through the EZ Borrow inter-library loan system. Over 55 million volumes are also available through the OCLC catalogue. Access PA allows interlibrary loan between all Pennsylvania libraries.

Online tutorials from database companies, as well as those created by Eastern University libraries, are available to help students navigate research tools. These resources are considerable, and include Libguides, online pathfinders for research that help students navigate books, periodicals, databases, videos, and organizations related to their field. Libguides in Bible and Theology are: Biblical & Classical Languages, Biblical Studies, Church History Post-Reformation, Church History 18th to 20th Centuries, Church History Pre-Reformation, E-books--International Theological Library, E-books--Great Books of the Western World, E-Books--New Testament Introduction and Commentary, Ethics, Foundations of Christian Spirituality, Missions, Palmer Student Library Orientation, and Youth Ministry. An instructional certification program called Badges allows students to get certified for academic and research skills. Refworks is an online citation manager available for all students to organize their papers.

Library Hours

Regular Semester Hours:

Monday through Thursday — 8:00 am to 11:00 pm

Friday — 8:00 am to 5:30pm

Saturday — 10:00 am to 4:00 pm

Sunday — 2:00 pm to 11:00 pm

January/Summer Hours

Monday-Friday 8:00 am – 6:00 pm or as posted

Closed Saturday-Sunday

Library hours change during the summer, semester breaks, and holidays. Please call the library at 610-341-1777, or visit <https://www.eastern.edu/library>. Hour changes will also be posted on the Library front door.

The Library observes all official Seminary holidays: Labor Day, Thanksgiving (Thurs.-Sat.), Christmas through New Year's Day, Martin Luther King, Jr. Day, Easter (Fri.-Sat.), Memorial Day, and Independence Day.

For more information, visit <https://www.eastern.edu/library>.

Bookstore

Christopher Hoagland, Store Manager, Eastern University Bookstore

The Eastern University Bookstore provides textbooks and other needed materials for students. You may order online from Eastern University Bookstore website or shop instore on Eastern University's St. Davids campus – outside lower level of the Harold Howard Center.

Eastern University Bookstore accepts all major credit cards and checks, as well as student vouchers that are charged to the student's loan account.

Books may be returned to the bookstore when accompanied by the original receipt. The return policy is displayed in the store. Any questions regarding returns, textbooks, or special orders should be directed to the store manager, Chris Hoagland, at (610) 341-5934.

Academic Computing/Information Services

The Academic Computing department at Eastern University is responsible for the operation and upkeep of the Student Computer Lab, classroom computer technology, audio-visual equipment, and faculty/staff Seminary computer technology. EU Technology Services offers a webhelpdesk ticket system that sends your problem to the right person immediately! Visit whd.eastern.edu or call 484-823-0121. In-person technical support is also available on Monday, Wednesday and Friday. Additional user support from Academic Computing is available during regular business hours by calling 610-341-1726 or 610-341-1721.

Student Computer Labs

Students can access over 70 computers in several places on campus in public access areas for student use. All of these are equipped with Microsoft Office Professional, Internet Explorer, McAfee VirusScan protection, and software needed for individual classes and programs. Below is a list of those computers, their locations, and specifications.

McInnis 105 - 24 Dell PC desktops, 1 WEPA laser printer, 1 scanner

The "BioPlace" - 6 Dell PC desktops, 1 laser printer, 1 scanner

Andrews Hall - 4 Dell PC desktops, 1 laser printer

Warner Library - 25 Dell PC desktops, 2 WEPA laser printers

Each registered student in a masters or doctoral program at Palmer will receive an Eastern University username and password, which provides access to the student's EU email, Brightspace, and myEastern accounts. This information will be provided to new students at the start of classes. Students enrolled in

other programs at Palmer should contact their instructor for a login and password for network and Internet access in the computer lab.

See pp. 44 for student computer lab rules and regulations and academic computing policies and procedures.

Student ID's and Parking

Eastern University IDs and parking tags are issued by Service Stop which is located in the lobby of the Eagle Learning Center. Please call (610) 225-5565 for office hours and more information.

All students must obtain a photo ID with keyless entry. The keyless tag allows access to McInnis Hall and Eagle Learning Center. Students must have a zero balance to receive an ID.

Do not park in the handicap spaces unless eligible; the police may ticket the vehicle if there is no handicap license plate or a hanging permit. An Eastern University's parking permit must be displayed in the vehicle's rear vision mirror. Unregistered vehicles will be ticketed and/or towed at the owner's expense.

Student Spiritual Life

Palmer Theological Seminary is committed to equipping whole people to incorporate the whole gospel in the context of the whole world. Central to this aim is spiritual preparation for ministry. Along with the study of scripture and prayer in class time, there are regular times of worship, learning, recreation, challenge and fellowship. Take advantage of the numerous opportunities to encounter Christ and come to know God better within Seminary life.

Worship

"In Christ the whole structure is joined together and grows into a holy temple in the Lord." Ephesians 2:21

We gather for worship to express and pray for our oneness in the Body of Christ, to declare our dependency upon God, and to celebrate and adore God: Father, Son and Holy Spirit. Worship is essential to the spiritual life. Our community offers various forms of worship and worship experiences such as Chapel and Chew services held on Tuesday and Thursday evenings.

The Student Representatives

ESCM is divided into two different programs: the NEST program and the non-NEST program. Students from each of these programs will elect student representatives once a year, two for the NEST program and one for the non-NEST program, who will be in charge of voicing suggestions to the Program Director and if needed to the Dean. The initial student representatives will be responsible for drawing up their own bylaws, in consultation with the Program Director.

Financial Information

Payment of Accounts

We encourage you to visit the Student Accounts website for Announcements, to view the Schedule of Charges, and information on fees: <http://www.eastern.edu/offices-centers/student-accounts-office>. Eastern University issues all billing information **electronically**. This means that **we do not** send any paper statements to the student.

Students must log-in to view the FALL 2020 billing information.

- Visit www.my.eastern.edu and select the link titled “click here to access WebAdvisor”
- Sign in, click “Student.”
- Click on “View Account and Make Payment.”
- Clicking on “Account Activity” will give you the details of your bill and access to your billing statement.

Payment Plans are available through Official Payments at:

<https://payplan.officialpayments.com/Enrollment.aspx?billerId=34&planGroupId=63>.

Here is a link to the frequently asked questions regarding student accounts:

<https://www.eastern.edu/about/offices-centers/student-accounts-office/graduate-frequently-asked-questions>

Tuition Refund Policy

Please see the policy found at <https://www.eastern.edu/about/student-consumer-information/refund-policy-and-requirements-withdrawal-and-return-federal>.

Rates and Fees for 2020-2021 School Year

See <https://www.eastern.edu/sites/default/files/inline-files/PTS2021.pdf> for full list.

Personal Enrichment (PE) or Audit Course Fees

- The regular fee for taking an ESCM course for personal enrichment or audit is 50% of the published rate at the time of registration.
- The late registration fee for taking an ESCM course for personal enrichment or audit is \$25. This will be charged when a student registers after the published registration deadline.

The following persons are entitled to register in ESCM courses for personal enrichment or audit are the following:

- ESCM and Palmer Theological Seminary graduates.
- Spouses of currently registered ESCM students.
- Currently registered Palmer Theological Seminary graduate degree students and their spouses.

ESCM Alumni/ae Benefit

ESCM Alumni/ae who have graduated from ESCM are entitled to register for one ESCM course per year without tuition or fees.

Balances Owed Policy

No student will be permitted to register for classes if they have an outstanding balance from a previous term including late fees. This may be waived when the balance is less than \$100 and past payment history or circumstances indicate that full payment will be made by the end of the current term. The Director of Student Accounts may grant this waiver upon review.

Maximum Balance Policy

No student is permitted to owe more than \$258 at any time on his or her account. Enrollment by individual students will be limited to prevent balances exceeding this amount. This may be waived when circumstances justify it, such as a guaranteed loan, pending scholarship or sponsorship by a church or employer. The Director of ESCM MUST approve this waiver prior to registration.

Late Fees Policy

- **Late registration**
This will apply to regular courses and intensive courses when a student registers after the close of business hours on the final day of the published registration period.
- **Late payment fee**
This will be charged for balances that are not cleared at the end of a term. This fee will be charged on all overdue accounts on the last business day of the month in which the final class of a term was held.

Cohort Program

An ESCM cohort consists of 15 or more people who covenant to register for an entire year's schedule of classes as members of a unified group (Cohort). They will commit to taking all the classes scheduled for that cohort for that year.

A cohort was the basic unit of the Roman Army. It consisted of soldiers who were recruited together, trained together, served together and if they survived, retired together. The idea was to give a degree of unity and coherence in which they would fight "shoulder to shoulder" and "back to back" and, in practice, made the Roman Army one of the most successful organizations in history.

The cohort idea has become a key to the success of many contemporary adult education programs. Students in the cohort pilot program will take the same classes as other ESCM students. The difference is that the cohort will take certain classes in sequence through the academic year.

Cohort Fees

Students in the cohort will be charged the published tuition and fees for ESCM.

Sponsored Group Program

ESCM encourages churches to sponsor groups of students taking particular courses for Personal Enrichment, as a way of providing leadership training and development in local congregations.

- A church or other Christian organization must sponsor the group. This sponsoring organization will be responsible for the timely handling of all relevant paperwork and for making full payment prior to the start of each course.
- The group must consist of ten or more members taking the same course at the same location. These students may not be existing ESCM students. Groups of ten or more are integrated into a class with students taking courses for non-degree credit or a letter grade for validation at Eastern University

(Pennsylvania students only).

- Full payment is due two weeks prior to the start of class, with a single check, money order or credit card payment for the entire group issued by the sponsoring organization. ESCM will not be responsible for collecting fees from the individual members of the group.

The sponsoring organization must provide ESCM with an Admissions Application containing the following information:

- The full name of each member of the group.
- The date of birth of each member of the group.
- The social security number of each member of the group.
- The current address of each member of the group.
- Telephone numbers (day and evening) of each member of the group.

Restrictions on Sponsored Groups

In addition to the provisions already mentioned, the privileges extended to a sponsored group shall be subject to the following restrictions:

- All required paperwork must be submitted two weeks prior to the published regular registration deadline.
- All payments are due in full two weeks prior to the registration deadline for each course.
- All members of the sponsored group must be taking the same course at the same location.
- A maximum of seven courses per year may be taken by a sponsored group.
- The purpose of the sponsored group discounts is to encourage groups of people from particular churches or organizations to take some ESCM courses who otherwise would probably not do so.

Financial Aid

Because ESCM is a non-degree, non-credit bearing program, ESCM students do not qualify for federal financial aid although many employers have approved ESCM for tuition reimbursement. Limited scholarship assistance is available for needy students; contact the ESCM office for further information. Scholarships are awarded in September and January of each year.

Admissions and Academic Policies and Guidelines

ESCM is a program that is open to all professing Christians of demonstrated Christian character and leadership potential who desire to be equipped for Christian ministry. ESCM does not discriminate on the basis of gender, race, ethnic origin, citizenship, marital status or Christian denominational affiliation. For entry into the ESCM program, applicants must:

- Have a minimum educational qualification of a U.S. High School Diploma or equivalent.
- Be at least 18 years of age.
- Be a professing Christian with demonstrated Christian character and leadership potential.
- Pass a writing evaluation.
- Be proficient in the language of instruction, which is currently English, Korean or Spanish. Courses in other languages may be added to the curriculum in the future depending on demand and resources.
- Be a legal resident of the United States or has F-1 Visa status.

The application process requires proof of education, a statement that describes the applicant's Christian experience and sense of calling to ministry, and two references, one from the applicant's pastor.

Applicants who are unable to provide proof of a high school diploma or its equivalent may be admitted under certain circumstances. In these cases, they are admitted provisionally until they are able to demonstrate proficiency after taking at least three ESCM courses and attaining a grade point average of at least 2.7.

No students may begin taking classes until their entire application has been received and approved. Students who wish to take courses for personal enrichment ("PE", not for credit) and do not wish to complete an ESCM Certificate or Diploma may take classes. Applicants must provide biographical information, including name, address, date of birth and social security number. They also may opt to include the annual student service fee, to be eligible for student services, including the library, computer lab, and ID. Students who do not pay the annual student service fee will not be eligible for student services.

If a student changes from PE to regular status, a full application must be submitted two weeks prior to the start of the next term.

Academic Standards

ESCM exists to offer alternatives to traditional seminary degree programs. The emphasis is placed upon the development of practical ministry skills rather than theological knowledge. The six-week term format and the relatively inexpensive cost of ESCM courses (compared to degree programs) clearly means that ESCM does not claim to compete with the master's degrees normally offered by reputable, accredited seminaries like our parent organization, Palmer Theological Seminary. ESCM aims to provide a seminary-based ministry education that is academically credible yet also affordable and practical for lay leaders and bi-vocational pastors engaged in ministry in predominantly smaller churches.

Many ESCM instructors teach in degree programs at Palmer Theological Seminary or in other accredited seminaries and universities in the Philadelphia and New Jersey areas.

All are required to have a minimum of a master's degree from an accredited graduate school plus additional advanced study or expertise. Course content is intended to be equivalent to at least "100-level" college work or higher. Up to 40 ESCM credits can be applied toward an Eastern University bachelor's degree for students taking course in Pennsylvania, and many ESCM students have successfully gone on to graduate studies. Although a "non-degree" "non-credit" program, ESCM is an integral part of a fully accredited seminary and operates under guidelines established by Middle States Commission on Higher Education and the Association of Theological Schools (ATS) for non-degree programs.

Academic Policies and Procedures

Unlike most certificate or diploma programs offered by various Bible institutes and unaccredited schools, ESCM is not a “cookie cutter” program where instructors teach from a manual. We encourage our faculty and students to engage in serious dialogue with the often-diverse perspectives of contemporary scholarship and believe that the best education occurs when people are encouraged and empowered to think for themselves. Within an overall evangelical perspective and under the authority of scripture, our classes offer students an opportunity to be challenged and to grow in an atmosphere of openness and respect for diversity of thought and practice. The Christian faith has been described as a “Faith Mosaic,” and appreciating all of the colorful and varied pieces that make up the mosaic is a vital part of effective Christian leadership.

To receive full non-degree credit in a course, a student must participate in a minimum of 12 classroom hours of instruction or its equivalent. Each course offers 15 class hours. In addition to course lectures and class activities, students will be assigned a minimum of 150 and a maximum of 350 pages of additional reading in each course. An emphasis is placed on collaborative learning and often projects will include small group activities and practical demonstrations of skills acquired as a result of completing assigned work. Internet courses do not have the same amount of “live” class time but achieve similar results through assigned “discussion board” tasks, virtual small groups and other “The result is a program that is comparable to many degree programs, in spite of its affordable cost and practicality.

Earning Eastern University Degree Credits Through ESCM

Eastern University will validate learning within the non-degree programs of ESCM by granting one undergraduate credit for each course for every six ESCM courses taken in which the student has achieved a grade of B or better in the course, up to a total of 4 credits.

Transferring Credits Earned Elsewhere into ESCM

Credits earned in another school may be eligible as transfer credits toward an ESCM diploma or certificate. A maximum of 2/3 of the credits needed for an ESCM diploma may be obtained by transfer credits and a maximum of 1/3 for an ESCM certificate.

The ESCM Director will evaluate course credits earned in an unaccredited theological degree program or a non-degree program not covered by an agreement with ESCM. Credits may be granted if ESCM course and faculty standards are met. The student applying for such credits will be responsible to provide documentation such as syllabi, catalogs, exams or papers and any other paperwork that can help in evaluating the standards of the program and its equivalence to ESCM. A qualifying examination may be required when insufficient information exists to evaluate adequately the credits previously earned. A fee will be charged for such exams. This fee will not be refunded if the student does not qualify for transfer credits.

Course credits earned in any accredited theological degree program will be credited toward any ESCM certificate or diploma on the following basis:

- Two ESCM course credits for each degree credit completed where the grade earned was a B- or better.
- One ESCM course credit for every course completed with a grade of C+, C or C-. Course credits earned in any non-degree program recognized by ESCM will be credited toward any ESCM certificate or diploma on the following basis:
 - Two ESCM course credits if the grade earned was a B- or better and 30 or more classroom hours of instruction
 - One ESCM course credit if the grade earned was a B- or better and fewer than 30 classroom hours of instruction were completed.

- Course content must be equivalent to ESCM courses if they are to be credited toward meeting core or required course requirements. All other transfer credits will be credited as elective credits.

No fees are charged for transfer credits.

Combining Certificate and/or Diploma Programs

A student may elect to combine any of the certificate or diploma tracks and may also elect to undertake a new certificate or diploma after previously completing another. In such cases the following policy will apply:

- 2/3 of the credits granted toward one certificate or diploma can be used toward a second one. 1/3 of the credits needed for a certificate or diploma must be taken as new courses.
- To combine two diplomas, complete 24 courses for the first one and 8 for the second one.
- To combine a diploma and a certificate, complete 24 courses for the diploma and three courses for the certificate,
- To combine two certificates, complete ten courses for the first one and three for the second. Where a student has completed a required course for a certificate or diploma in a previously completed certificate or diploma track, he or she does not need to repeat it. An elective pertinent to the focus of the diploma or certificate will be substituted.

Independent Study

The goal of an independent study is to produce an educational outcome that is equivalent to a regular course through research, a writing or similar project, asynchronous” activities. and interviews/discussion between the instructor and the student or other resource persons. The amount of reading assigned will be considerably greater than a traditional ESCM course to compensate for the lack of a classroom experience (Maximum of 600 pages). Essays or other writing assignments should also be more comprehensive than would be required in a traditional ESCM class. The amount of time allowed for completion should be no less than 6 weeks and no more than 2 months. When a student elects to take a course for a grade of B or better with the intention of applying for undergraduate credits, the minimum amount of required reading will be 250 pages. A student may not register for an independent study until all regular course requirements are met. The Director of ESCM may, at her discretion, authorize a student to undertake an independent study with an approved ESCM instructor. In general, independent studies will be approved when the following circumstances exist:

- To meet a requirement where the student, through no fault of his or her own, would otherwise be unable to complete the program on time.
- To provide a learning experience for a student who is preparing for a ministry or specialized area of service that is inadequately covered by regular scheduled classes.
- To allow a student who has demonstrated superior skills or knowledge in a subject to do more advanced work that could not adequately be provided in the context of a regular class.

To be eligible for an independent study, a student must meet the following requirements:

- Have successfully completed not fewer than three ESCM courses for a certificate program and eight ESCM courses for a diploma program
- Have a GPA of not less than 3.0.
- Have demonstrated above-average ability in theological writing and research.
- Permission from the supervising instructor. To register for an independent study, submit a course registration form, with the independent study box checked, and a copy of syllabus. The syllabus must include information on the subject to be studied, the methodology to be employed, deadlines for the completion of work and the criteria by which the project will be evaluated.

ESCM Academic Calendar

ESCM courses are taught using a term system rather than traditional semesters. A regular term is six weeks in length. Students may enter the program at the beginning of any term and may take as many or as few courses per term as they wish. Independent study courses may also be permitted at the Director's discretion. A regular term consists of fifteen hours of classroom instruction. Weeknight classes meet for 2½ hours each for six consecutive weeks. Saturday classes meet for three hours each for five consecutive weeks. The sixth Saturday can be used for a makeup class if needed. Fall 1 and Fall 2 Terms are held during the Fall semester. Spring 1 and Spring 2 Terms are held during the Spring semester of each academic calendar year. Term 5 is held in June and Term 6 is held in July, with limited courses offered based on student interest. Please see the current schedule for days and times of course offerings.

Periodically, special "intensive" classes are held to meet the need of our extension students for an on-campus course or to cover special topics. These intensive courses consist of two weekends, with classes held on Friday evening and all day Saturday. Students will work independently on an assigned project. ESCM certificates and diplomas are conferred at the Palmer Theological Seminary graduation ceremony each May.

Grading Policies

Letter Grade

Students will take ESCM course for a letter grade. Students who desire their ESCM courses to be validated by Eastern University for academic credit equivalency, which is one undergraduate credit for each course within a block of 6 ESCM courses, are required to complete. (complete all required work plus additional reading and submit an additional research/critical thinking paper) and achieve a grade of B or better in the course. A maximum of 40 elective credits could be earned. A "block" consists of at least six courses, and the credit granted will apply only toward degree programs at Eastern.

Grading Scale

The following grading system is used by ESCM

97-100%	A+		
93-96	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	59	F

Personal Enrichment (PE) or Audit

Any person may elect to take ESCM classes without non-degree credit. This option is termed "Personal Enrichment" (previously termed "audit.") A record of attendance will be kept and he/she may be a full participant in class activities and discussions. However, personal enrichment students are NOT entitled to submit written work, take tests or any other form of competency evaluation unless the instructor agrees to accept and evaluate such work. Provided they attend not less than 75% of scheduled classes, an entry of "PE" or "AU" will be entered in their student record.

A PE or AU grade cannot be counted toward the completion of an ESCM Certificate or Diploma. In exceptional circumstances, the ESCM Director may recommend the granting of a Letter of Recognition to a person who has taken at least twelve ESCM courses for personal enrichment or Audit.

People taking a class in ESCM for personal enrichment or Audit must still register for the class in the normal manner but should indicate on their registration form that they are a PE or AU student. The appropriate PE or AU fee will be charged.

People who are not registered as ESCM students but who wish to take an ESCM class for personal enrichment may do so without payment of ESCM fees other than the PE or AU course fee. However, they will not be entitled to any of the services or facilities offered by the ESCM program.

Graduates of ESCM and spouses of current ESCM students are entitled to discounted fees for taking ESCM classes for personal enrichment or Audit.

PE = Personal Enrichment or AU = Audit

Does not count as a credit – does not affect GPA. A PE or AU grade does not count toward the granting of any diploma or certificate.

Students should check their grade reports carefully and should bring to the attention of the ESCM staff any discrepancy. In the case of a grade dispute between a student and a faculty member, the Director of ESCM will adjudicate. However, unless an error has been made or a grade assignment violates a published policy or statement in the syllabus, the instructor has final authority in granting and confirming grades.

Extensions of Time/Incomplete

All grades are due within 10 business days of last day of the term. Students who have not completed assigned work by this time will receive a NO CREDIT (NC) grade unless they have requested and been granted an Incomplete. This will be granted only in cases where medical or other extenuating circumstances demonstrate a legitimate need. The student must:

- Give the reason(s) for the request.
- Provide a date for submission of the required work. The maximum time permitted is one month after the term.
- The request must be signed by the instructor and be approved by the ESCM Director. When an Incomplete is granted, an “I” will be the grade assigned until the date given in the request or until the instructor issues a new grade. If, the required work is not submitted by the due date a grade of F will be assigned.

One Session Option

ESCM welcomes visitors who are considering enrollment in a diploma/certificate program. Visitors who have been approved by the Director of ESCM, the Site Coordinator or the course instructor may “sit in” on one class session. With this exception, all students must register for a course before attending classes. If the maximum number of students for that room has been exceeded, only students who have registered for a course will be permitted to remain in the classroom.

Dropping a Course (Withdrawal)

If a student registers for a course and subsequently decides not to complete it, he or she must inform the ESCM office of their decision to withdraw by email by the printed deadline. An ADD/DROP form is included in the Course Schedule to be used for this purpose. If this is not done, a grade of F (no credit) will be entered on the student’s record and he/she will be charged tuition for the course. A refund of tuition can be given only if the student withdraws from the course, as printed in the course schedule, by the printed drop deadline of the current term. No refunds will be given after this time. It is the student’s responsibility to withdraw from the course even if they do not attend any classes.

Dropping a Course (During Add/Drop Period)

If a student registers for a course and decides to drop the course during the add drop period (first week of class) he/she must notify the ESCM office by submitting an Add/Drop form via email by the stated Add/Drop deadline. An ADD/DROP form is included in the Course Schedule to be used for this purpose.

Maximum Class Sizes

Class sizes on main campus will be limited to a maximum number of seats allotted to a respective classroom. The purpose of this is to ensure that classroom spaces are not overcrowded and that each student can receive the personal attention of the instructors. Early registration is essential if students wish to ensure a place in a course. Class sizes in the extension sites will be determined by room size but generally will not exceed 25 people. The absolute maximum class size for any ESCM course is 30.

Web Classes

Web classes now include pre-class activities. Pre-class activities are tailored to the specific course and are intended to expose the student to the types of learning experiences that will be included in the actual web class. All new on-line students must ensure that they complete the on-line orientation which is available 2 weeks prior to actual class start date as well as all pre-class activities.

Graduation

Degrees are awarded to qualified graduates on January 31, March 31, May 31, August 31, October 31, and December 31 each year. Commencement ceremonies are held each May to recognize students who complete degree requirements in the past year.

Eligibility for graduation will be confirmed by the Registrar's Office. Students must complete an Intent to Graduate Form in the year they expect to graduate.

ESCM Student Responsibilities

Attendance Policy

Regular, prompt attendance is expected for each class. One absence, related to family or weather emergency, is the maximum permitted per course per term without a grade penalty. An instructor may assign additional work to students who are unable to attend a class. Please remember that habitual lateness is disruptive and unfair to those who have made the effort to be on time. It may result in a grade penalty.

Completion of Assignments

Students must complete all assignments on time, as required in the syllabus, and work must be in legible form. Students are expected to meet all assigned reading requirements. (A maximum of 350 pages in a term.)

Financial Obligations

Students are expected to meet their financial obligations. ESCM has been able to keep its tuition fees remarkably low throughout its history. Students who do not pay their bills are hurting other students, as we cannot keep tuition low if everyone does not pay their fair share of the burden.

Academic Honesty

It should be understood that cheating and plagiarism are unethical, unacceptable and may result in dismissal from the program.

Plagiarism is defined as the presentation of another person's words or ideas, whether written or verbal, in a manner intended to deceive the reader into thinking they were originated by the student or without giving appropriate credit.

All work that is derived from another source must be attributed to that source by an acceptable method. Three or more words in sequence taken from another source are a direct quote and must be enclosed in quotation marks and footnoted.

Ideas and their expression are, by law, the intellectual property of the original author or speaker, therefore sources of distinctive ideas, facts, paraphrases or opinions must also be acknowledged in a footnote. For information on proper documentation, students are encouraged to purchase *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers* By: Kat L. Turabian ISBN: 978-0-226-43057-7.

If a student is uncertain about any aspect of this policy, check with the instructor. Failure to attribute sources of information may result in dismissal from the program.

Return of Papers and other Written Work

Students who wish to have their papers returned to them at the conclusion of each term should provide the instructor with a self-addressed envelope with sufficient postage. It is the student's responsibility to ensure that there is sufficient postage to guarantee delivery.

Probation

Probation results from unsatisfactory performance in the ESCM program and serves as a warning that a student may be dismissed unless his/her performance is brought to a satisfactory level. Academic probation is decided upon and monitored by the Director.

1. A student will be placed on probation when:
 - the cumulative Grade Point Average (GPA) is less than 2.0; or
 - three terms GPA is less than 2.0;
 - there are serious problems in moving toward readiness for ministry.
2. The probation period begins following the term that gave rise to or evidenced one of the above circumstances.
3. A student on probation may not enroll in an Independent Study/Reading Course or Internship.
4. A student is removed from probation upon the recommendation of the Director when it has been determined that the cause for probation has been corrected and any requirements stipulated by the Director have been fulfilled.
5. A student remaining on probation for more than six terms is subject to dismissal. Students taking a part-time load will be expected to [rectify] correct the cause of their probation in the same time-frame as those taking a full load.
6. If extraordinary circumstances accounting for the probation are being addressed effectively, the probation may be extended beyond the six terms.
7. A student whose GPA has fallen below 1.25 at any point in the first third of the program, 1.5 in the second third or 1.75 in the final third may be dismissed without probation.
8. A grade of 0.0 or NC remains on the transcript after being replaced by a grade from a remedial course, but the grade points are no longer used in calculating GPA.
9. A student on probation will normally be required to reduce his/her academic load.
10. While on probation, a student is expected to meet regularly with the Director for counsel and/or monitoring of progress.

Courses of Study

ESCM offers two tracks of study in its non-degree, non-credit program: a certificate track and a diploma track. There are two certificate and two diploma programs within this track.

The Certificate programs are:

- Certificate of Christian Studies
- Certificate of Biblical Studies

The Certificates can be completed in five terms and are intended to equip lay leaders for ministry. They require the completion of ten courses. Each course has a total of 15 hours within a six week term.

Weeknight courses are 2 1/2 hours for six weeks. Saturday courses are 3 hours for five weeks.

The Diploma programs are:

- Diploma of Biblical and Theological Studies
- Diploma of Pastoral Studies

Diplomas require the completion of 24 courses. Each course is a total of 15 hours within a six week term. Weeknight courses are 2 1/2 hours for six weeks. Saturday courses are 3 hours for five weeks.

Diplomas are intended for people who are called to bi-vocational pastoral ministry, faith-based organizational leadership or who are preparing to enter the degree program of Palmer Theological Seminary or Eastern University.

The ESCM program uses a common curriculum at all sites. All classes are open to any student regardless of whether they are pursuing a certificate or diploma track.

Courses are arranged by levels, in sequential order.

ESCM Certificates – Descriptions and Requirements

Certificate of Biblical Studies

This program focuses on Bible courses and is ideal for the Bible study leader or church-school teacher who wants a strong biblical foundation for his or her teaching ministry.

A student must successfully complete ten courses, for a minimum of 150 hours of class work, as outlined below. Each course is a total of 15 hours within a six-week term.

Level One Courses

- ACD 001 Writing for Success 1*
- CM 006 Spiritual Disciplines and Formation
- CM 007 Christian Leadership
- B 001 Old Testament 1: The Pentateuch (was B 006)
- B 002 Old Testament 2: The Hebrew Prophets (was B 007)
- B 003 New Testament 1: The Life and Ministry of Jesus
- B 004 New Testament 2: The Witness of the Early Church

*May be waived if student passes writing evaluation, and B 007.)

Level Two Courses

- B 005 Biblical Interpretation (was B 002)
(Pre-requisites: B 001, B 002, B 003, and B 004.)
- B 006 Old Testament Theology (was B 008)
(Pre-requisites: B 001, B 002, B 003, and B 004.)
- B 007 New Testament Theology (was B 005)
(Pre-requisites: B 001, B 002, B 003, and B 004.)
- CTM 003 Basic Theology 1
(Pre-requisite B 005)
- CTM 004 Basic Theology 2
(Pre-requisite B 005)

ESCM Diploma – Descriptions and Requirements

Diploma of Biblical and Theological Studies

This track is designed for students who are considering theological degree studies and seek a thorough preparation, or who wish to lay a strong foundation in the Bible and theology for their personal growth or ministry. Exceptional students in this track may be considered for admission into Palmer Theological Seminary's Master's programs even if they do not have a completed bachelor's degree. This is permitted on a case-by-case basis and is subject to numerous limitations and requirements. Successful completion of the diploma does not guarantee acceptance into the graduate degree program.

All Diploma students are required to take ACD001 Writing for Success 1 in the first year, or pass the writing skills evaluation prior to entrance into the diploma program. Each course is a total of 15 hours within a six-week term.

Level One Courses

- ACD 001 Writing for Success 1
- B 001 Old Testament 1: The Pentateuch
- B 002 Old Testament 2: The Hebrew Prophets
- B 003 New Testament 1: The Life and Ministry of Jesus
- B 004 New Testament 2: The Witness of the Early Church
- CM 006 Spiritual Disciplines and Formation
- CM 007 Christian Leadership

Level Two Courses

- B 005 Biblical Interpretation (was B 002)
(Pre-requisites: B 001, B 002, B 003, and B 004.)
- B 006 Old Testament Theology (was B008)
(Pre-requisites: B 001, B 002, B 003, and B 004.)
- B 007 New Testament Theology (was B 005)
(Pre-requisites: B 001, B 002, B 003, and B 004.)
- CTM 001 The Story of the Church
(Pre-requisites: B 005, B 006, and B 007.)
- CTM 003 Basic Theology 1
(Pre-requisites: B 005, B 006, and B 007.)
- CTM 004 Basic Theology 2
(Pre-requisites: B 005, B 006, and B 007.)

Level Three Courses

- CTM 005 The Nature and Mission of the Church
(Pre-requisites: B 005, B 006, and B 007.)
- CTM 006 Christian Ethics for Christian Leaders
- CM 011 Senior Seminar in Biblical and Theological Studies
- Three electives chosen by the student from Bible (B) or Christian Thought and Mission (CTM) courses
- Five additional courses chosen by the student from the entire curriculum (six if not taking ACD 001 Writing for Success 1)

Diploma of Pastoral Studies

This track provides an opportunity for people who have been called to be pastors to receive an education for ministry. Although the Seminary's Master of Divinity is the ideal credential for pastoral ministry, this is not always a current possibility. The Diploma of Pastoral Studies provides an alternative seminary education for pastors of small churches and bi-vocational pastors who may not be ready to enter a seminary graduate degree program. Candidates for the Diploma of Pastoral Studies must also complete a "Fitness for Ministry" evaluation in the first year.

All Diploma students are required to take ACD 001 Writing for Success 1 in the first year, or pass the writing skills evaluation prior to entrance into the diploma program. Each course is a total of 15 hours within a six-week term.

Level One Courses

- ACD 001 Writing for Success 1
- B 001 Old Testament 1: The Pentateuch
- B 002 Old Testament 2: The Hebrew Prophets
- B 003 New Testament 1: The Life and Ministry of Jesus
- B 004 New Testament 2: The Witness of the Early Church
- CM 001 Spiritual Care-Giving
- CM 006 Spiritual Disciplines and Formation
- CM 007 Christian Leadership

Level Two Courses

- B 005 Biblical Interpretation (was B 002)
(Pre-requisites: B 001, B 002, B 003, and B 004.)
- B 006 Old Testament Theology (was B008)
(Pre-requisites: B 001, B 002, B 003, and B 004.)
- B 007 New Testament Theology (was B 005)
(Pre-requisites: B 001, B 002, B 003, and B 004.)
- CTM 001 The Story of the Church
(Pre-requisites: B 005, B 006, and B007.)
- CTM 003 Basic Theology 1
(Pre-requisites: B 005, B 006, and B 007.)
- CTM 004 Basic Theology 2
(Pre-requisites: B 005, B 006, and B 007.)
- CTM 007 Introduction to Pastoral Theology
- CM 002 Conflict Resolution
- CM 004 Homiletics (Pre-requisites CTM 001, CTM 002, CTM 003, CTM 004)
- CM 003 Basic Christian Counseling
- CM 005 Worship (Pre-Requisites CM 001, CM 006, CM 007)

Level Three Courses

- CTM 005 The Nature and Mission of the Church (Pre-requisites: B 005, B 006, and B 007.)
- CTM 008 Pastoral Theology
- CM 010 Supervised Pastoral Ministry Internship (see “Important Note” below)
- CTM 002 Community-Focused Ministry (was CTM 032)
- CTM 006 Christian Ethics for Christian Leaders
- Two additional courses chosen by the student.

IMPORTANT NOTE REGARDING DIPLOMA OF PASTORAL STUDIES

CM 010 Supervised Pastoral Ministry Internship may be waived if the student is already ordained or licensed by a recognized church body and can produce documentation to confirm such ordination or licensing and is functioning in a pastoral role.

In addition, all candidates for the Diploma of Pastoral Studies must complete a “fitness for ministry” evaluation in the first year. The student’s senior pastor, bishop or other competent church official must complete this. This requirement will be waived if the student is already ordained or licensed by a recognized church body and can produce documentation to confirm such ordination or licensing and is functioning in a pastoral role.

Curricular Areas and Course Descriptions

Bible, Theology and Ethics

Biblical studies, theology and ethics are intimately intertwined. Biblical studies must pay attention to theological perspectives that flow from biblical interpretation, and similarly, theology must be thoroughly biblical. Moreover, Christian ethics takes into account both the biblical text and theological commitments made on the foundation of the text. These three thus become an integrated area of teaching and learning rather than isolated disciplines.

B 001 Old Testament 1: The Pentateuch

This course will cover the Books of Moses (Genesis to Deuteronomy). The foundation of the Christian faith is birthed in this five-book drama. Students will examine the relational, social, and theological themes, such as creation, calling, law, sin, and redemption.

B 002 Old Testament 2: The Hebrew Prophets

The prophets of the Old Testament stand as towering figures. Their writings are among the most powerful books of the Bible, yet often their message is misunderstood or misapplied. In this course we will address the rise of prophecy and examine the personality, spirituality, and background of the prophets and what prophets of today stand to gain from them. In this exciting Old Testament journey we will survey the correlation between the historical and prophetic books and between the prophetic role in the Old Testament and that role today.

B 003 New Testament 1: The Life and Ministry of Jesus

This course will survey and investigate the context, content, and meaning of the four gospels. Students will learn about the first century Jewish Jesus of history and be challenged to better comprehend the Jesus of our faith. We will explore the message and ministry of Jesus and seek to understand the first century world and how it influenced the gospels and our Christian traditions.

B 004 New Testament 2: The Witness of the Early Church

This course focuses on the writings of the early Christians. Through lectures, textbook and Scripture readings students will encounter the earliest witnesses for Christ and see how Christianity began. Particular attention will be paid to the Acts of the Apostles, the major letters of Paul and his overall contribution to the development of the early Christian faith, the Letter of James and the Epistle to the Hebrews.

B 005 Biblical Interpretation

Methods for reliably interpreting Scripture will be examined, paying attention to the variety of literature within the biblical text such as historical narrative, gospels, epistles, prophetic and apocalyptic literature and Hebrew poetry. Students will learn how to do proper exegesis (deriving the meaning of the text out from the text) and to avoid eisegesis (reading meaning into the text) and will gain an appreciation for the vital task of understanding Scripture in its original context. The aim is to assist students in developing an approach to interpreting Scripture that is disciplined by reliable interpretive principles, and in using these principles for biblically sound teaching and preaching. (Pre-requisites: B001, B002, B003, and B004.)

B 006 Old Testament Theology

Underlying the great story of the people of God that we encounter in the Old Testament are great ideas: the nature of God, what it means to be called as His people, covenant, righteousness, mercy, faithfulness, sacrifice and ethical codes. This course will explore the varied texts of the Old Testament, evaluate the

key concepts in light of Israel's history and express how the continuity and discontinuity between the Old Testament and New Testament affect your Christian worldview. (Pre-requisites: B001, B002, B003, and B004.)

B 007 New Testament Theology

This course examines the rich and diverse witness of the New Testament authors, with special attention given to the role of the historical context and the dynamic growth of the emerging church. The purpose of the course is to enable students to describe, practice, teach and/or preach New Testament documents, with appreciation for both their unity and diversity of thought. (Pre-requisites: B001, B002, B003, and B004.)

B 010 Jesus: Novel Views or Tried and True

While there have always been differing viewpoints of Jesus Christ since the time that he lived on earth, the late twentieth century has seen a proliferation of literature (popular and scholarly) that is undermining the church's historical viewpoint of Jesus Christ. Many times this literature counters the church's position but does not consider the New Testament presentation of Jesus or early church history. This web course will consider these different viewpoints but then explore Jesus according to the Scriptures and early church history.

B 011 The Life and Letters of Paul

Whether you love him or hate him, the Apostle Paul is undeniably one of the giants of the Christian faith. He is the greatest theologian of the early church and his writings dominate the New Testament and helped shape the development of Christianity. This course will survey the life and writings of this brilliant and controversial interpreter of the gospel of Jesus Christ.

B 012 The Parables of Jesus

The parables of Jesus are possibly the most popular and well-known stories from ancient literature in our culture and are usually regarded as the most distinctive feature of his teachings. Their simplicity and vividness make them memorable—even many people outside the church are familiar with some of them—a “good Samaritan,” a “lost sheep,” a “prodigal son,” etc. Despite their familiarity, the parables of Jesus pose numerous challenges for the biblical exegete and have been consistently misinterpreted and misused throughout church history. This course will examine the parables of Jesus in their original context, as the *mashalim* [or teaching stories] of a Rabbi from Nazareth. Students will learn methods of interpreting the parables that preserve their intended message while unveiling for today's audience the surprises and challenges that lie beneath their familiar and seemingly safe exterior. Pre-requisite B005.

B 013 The Gospel of Mark

Mark's gospel is the shortest, simplest and almost certainly earliest of the four New Testament gospels. Arguably, it is one of the most influential writings in history, as it was the foundation for Matthew's and Luke's gospels and preserved in writing some of the earliest Christian preaching about Jesus. Written in rough and unpolished Greek, it is nonetheless a masterpiece of the storyteller's art and presents a compelling portrait of Jesus of Nazareth, making it a beloved book for nearly 2,000 years. This course will examine the structure, style and distinctive ideas of this wonderful gospel.

B 014 The Gospel of Matthew

Called “the Royal Gospel” by St. Augustine, Matthew is the most consciously Jewish of the four New Testament accounts of the life, death and resurrection of Jesus. Beginning with the birth narrative, where the wise men honor the baby Jesus as the new King of the Jews, Jesus is portrayed as God's faithful Messiah whose coming brings God's Law, the Torah, to “fullness” and fulfills the hope of the long-suffering Jewish people. Although it was not the first to be written, the Gospel of Matthew was so popular

in the early church that it occupies the pride of place as the first book of the New Testament. This course will survey the text, distinctive ideas and narrative structure of this “royal” book.

B 015 The Gospel of John

An ancient writer observed that the Gospel of John is like the ocean; shallow enough for a child to play safely on its shores and deep enough for a giraffe to get in over its head! The subject of fascination for scholars throughout the centuries, this great gospel challenges our understanding while speaking to our hearts. The goals of this course are to familiarize students with John’s narrative structure, explore some of its great ideas and experience some of the deep spirituality of the fourth gospel.

B 016 Paul’s Letter to the Romans

Paul’s letter to the Romans is arguably the most influential book of the New Testament. It was the centerpiece of Reformation theology and played a major role in the conversion and theology of such giants of the faith as St. Augustine, Martin Luther, John Wesley and Karl Barth. Of all Paul’s letters it is the most systematic and comprehensive in proclaiming the distinctive gospel that the Risen Jesus had commissioned him to preach to both Jews and Gentiles. This course will examine the literary structure and major themes of this theological masterpiece.

B 017 Luke’s Gospel: The Story of Luke-Acts

An unfortunate accident of history happened when the early church began to produce the New Testament as a bound book (biblios) in place of the separate scrolls they had originally been written on. By placing John between Luke’s gospel and the Book of Acts, this fixed order unintentionally encouraged Christians to think of them as two separate works. Yet the preface to Acts makes it clear that Luke intended it to be read as the continuation of the story begun in his gospel. When read as two parts of one great work, a magnificent theology emerges from the brilliant narrative Luke has constructed. This course will examine the story told by Luke and apply its message to the challenges the Christian faith is facing in today’s complex world.

B 018 The Corinthian Letters

The Christians in the Greek port city of Corinth were in many ways a preview of today’s churches—confused, divided, swayed by false teachers, full of pride, lured by sin and almost unable to agree on anything. Paul’s letters to the Corinthians are some of the crown jewels of the New Testament, full of spiritual and ethical teaching, guidance, exhortation and inspiration. This course will examine these letters to understand their original context and their application to our own complex and confused world.

B 019 The Book of Revelation

The Book of Revelation is the least understood book of the New Testament. Many Christians find it confusing, even frightening, and consequently neglect it. Others find it almost obsessively fascinating, make it the center of their personal theology and use it to attack the doctrines of other Christians. Throughout the history of the Christian church, Revelation has been controversial and a source of confusion. Yet it has great power to speak to the hearts of people who suffer, who yearn for a hope that this world cannot give, who seek assurance of that which lies beyond their immediate horizon. This course will examine the Book of Revelation and help students develop an exegetical approach that respects the literary devices and historical context of this puzzling yet magnificent New Testament book.

B0 20 The Kingdom of God

At the heart of the message of Jesus was the good news (“gospel”) that in and through Him the kingly reign of God was now being realized. What had been yearned for throughout centuries of suffering was now becoming a reality. This course is a basic introduction to and overview of the Kingdom of God, the

history and development of the Kingdom concept in the scriptures, our understanding of the nature of that Kingdom, and its significance to us as believers and preachers of the Word.

B 021 The Use of the Old Testament in the New Testament

The first “Christian” sermon, proclaimed by Peter on the day of Pentecost, claims that Jesus died “according to the scriptures”, which scriptures? Clearly the New Testament had not then been written. The answer, of course, is the Hebrew Bible or Tanach, known to Christians as “the Old Testament.” This course will examine various uses of the Old Testament by New Testament writers and preachers, and seek to develop a legitimate model for Christian preaching and teaching of the Old Testament foundations of our faith.

B 022 Supporting Women in Ministry

This course will examine Old and New Testament passages frequently cited to prevent or limit women’s roles in the church. Often these passages are read in isolation of other biblical texts or ripped out of their surrounding context, resulting in an incomplete understanding of their meaning. The aim of this course is to introduce students to the current debate surrounding these passages, further develop biblical interpretation skills and enable students to formulate a solid, well thought-out defense of women in ministry.

B 024 Jewish Roots: Studies in Hebrews and James

Jewish believers in Jesus wrote all of the New Testament books, with the possible exception of Luke-Acts. Judaism is the mother that gave birth to the Christian faith. All of the New Testament writings are rooted in Hebrew Scriptures and theology, but none are more overtly Jewish than the Epistle to the Hebrews and the Letter of James. In this course students will examine in detail these two letters, rich in theology and ethics, and apply their timeless messages to today’s churches.

B 025 Biblical Narrative and the Art of Storytelling

A narrative tells a story. All four gospels, the Book of Acts and most of the Old Testament consist of narratives. Storytelling is the primary vehicle for theology—by hearing what God has done in the past we learn who God is, what God does and what God will do. At the heart of Scripture is the greatest of all stories—the drama of creation, fall and redemption. At the core of the story are the characters, with the primary protagonist never far from center stage: the God of all creation. Throughout the story our God, disclosed through mystery and miracle, is present in the storms and in the still, small voice in a cold, lonely cave. Ultimately, the story climaxes when God is revealed in and through the greatest of all storytellers, Jesus of Nazareth, and a new people are called forth to continue the journey. This course will examine the role of narrative in biblical revelation and encourage students to develop their own gifts of “story-telling.”

B 026 New Testament Archeology

Through the patient work of archeologists, the earth has yielded up a treasure chest of secrets for many years. But in recent times technological advances and greater access to Middle Eastern sites have dramatically increased the amount of information archeology can bring to the task of understanding the New Testament. This course will examine the methods used by contemporary archeology and survey some significant ongoing digs, with a focus on Bethsaida and the Herodian fortress of Masada, two sites at which the instructor has recently been engaged in excavations.

B 027 The African Presence in the Bible

We will discover the Black (African) presence in the Bible, including personalities and places by Hamitic people; and how this presence impacted the cosmic perceptions of Judaism and Christianity. We shall

examine how the presence of Africans in the Bible may affirm people of color today, in understanding the authenticity of their Biblical roots. We shall further engage to critique the bibliography that pertains to this subject and discover the language in Biblical literature that refers to African (Hamitic) culture.

B 031 Basic New Testament Greek for Readers of the English Bible

This course will enable students to begin accessing the meaning of the Greek text of the New Testament using Greek/English dictionaries, commentaries and other resources. Students will become familiar with the Greek alphabet and the basic grammar and structure of the Greek language. The goal is not translation proficiency but the ability to conduct word studies and other in-depth research when preparing sermons and Bible study materials. Pre-requisite B003 & B004.

B 032 New Testament Greek Tools for Readers of the English Bible

This course will build upon the skills gained in B 031 and assist students in becoming proficient with tools such as Greek lexicons and computer programs in studying the text of the Greek New Testament.

B 050 Interpreting the Psalms

Of all the books of the Old Testament, none is more universally known and loved than the Psalms. Their poetic imagery speaks to the heart in times of joy and tragedy. Yet the Psalms pose many challenges to the biblical exegete and preacher. This course will familiarize students with the forms of poetry utilized by the Psalmists and help students develop an exegetical method and theological framework for preaching and teaching these spiritual gems from our distant past.

B 051 Studies in Jeremiah

No one epitomizes the personality and calling of the Old Testament prophet more than Jeremiah. A model of courage and faithfulness, Jeremiah proclaims a timeless message that speaks as much to 21st century America as it did to the Israelites living in the final days of the Kingdom of Judah. This course will examine the life and writings of this amazing man of God.

B 052 Studies in Isaiah

Of all the Old Testament writings, Isaiah is more often quoted (by both Jesus and Paul) in the New Testament than any other author. Most Christians are familiar with the “Messianic prophecies” of Isaiah, yet few are familiar with the book itself or the life of this astonishing messenger of God. This course will examine Isaiah’s life and vivid writings and apply his message to our contemporary world.

B 053 The Minor Prophets

These writings are referred to as the “Minor Prophets” simply because of their length. Unlike the “Major Prophets,” each of which required a scroll of its own, these shorter works were collected onto a single scroll. There is nothing minor, however, about the content of these powerful writings and the outstanding characters that “spoke forth” God’s word over hundreds of years. This class will survey the lives and writings of some of these “major” contributors to the message of the Old Testament. Students will be expected to read each of the Minor Prophets in two different translations in order to be thoroughly acquainted with the English texts of these inspired writings.

B 054 Survey of Wisdom Literature

From the sophisticated pondering of the author of Ecclesiastes to the down-to-earth astuteness of the proverb writers, the wisdom of the Old Testament has stood the test of time. From practical ethics for everyday life to the deepest issues of human existence, these writings have a message for every culture and age. But as with all biblical writings, they must be interpreted in their original contexts. Their literary

styles and cultural background form an essential element in understanding them. The primary sources for this course will be the books of Proverbs and Ecclesiastes. Students will gain an appreciation of the nature of biblical wisdom and acquire skills to interpret, preach and teach from these inspired classics of the Jewish and Christian tradition.

B 056 Studies in Ezekiel and Daniel

The vivid writing style and apocalyptic/ prophetic vision of these two books form the foundation of much of the Book of Revelation. They also have a distinctive message of their own. As the church faces the uncertainties of a new millennium, the message of these books is as relevant as it has always been—and perhaps more so as we face the possibility that we are living in “the last days.” This course will examine the content and context of these powerful yet puzzling writings and prepare students for the responsible preaching and teaching of their message.

B 057 Introduction to Basic Biblical Hebrew for Readers of the English Bible

This course will enable students to begin accessing the Hebrew text of the Old Testament using Hebrew/English dictionaries, commentaries and other resources. Students will become familiar with the Hebrew alphabet and the basic grammar and structure of the language. The goal is not translation proficiency but sufficient familiarity with Old Testament Hebrew so that students can conduct word studies and other in-depth research when preparing sermons and Bible study materials.

B 058 Basic Biblical Hebrew Tools for Readers of the English Bible

This course builds upon the skills gained in B 057 (see above) and assists students in becoming proficient with tools such as lexicons and computer programs in studying the text of the Hebrew Old Testament.

B 059 Old Testament Archeology

The world of the Old Testament is separated from today’s world by thousands of years and a huge cultural and historical gap. But the patient work of biblical archeologists opens doors by which we can experience something of the lives and beliefs of that age. This course will survey the methods used by Old Testament archeology and look at some significant digs that have yielded massive amounts of information about the Old Testament.

B 099 Special Topics

This course number is used for special topics in Old Testament that are scheduled from time to time.

Christian Heritage and Mission

We have combined the study of the history of the church with the study of its mission today. These areas complement each other in their attention to the social-cultural realities and rich history of the church past and present.

CTM 001 The Story of the Church

“Those who cannot remember the past are condemned to repeat it.” (George Santayana) This famous saying is as true about our Christian heritage as it is about world history. This course surveys the major events in the history of Christianity. The goal is to provide a broad knowledge of the major periods, trends and figures of church history and encourage an awareness of the historical diversity of the people of God in Christ. Only by knowing our own heritage can we avoid repeating mistakes from the past and reshape the church to face the challenges of tomorrow. (Pre-requisites: B 005, B 006, and B 007.)

CTM 002 Community-Focused Ministry

This course will help students discover the link between the calling to be both “preachers” and “doers” of the Word in a hurting world. “The Whole Gospel for the Whole World through Whole Persons” is both the motto of Palmer Theological Seminary and a good description of the goal of this course: to encourage students to seek both personal and social transformation through holistic ministry. Beginning with an overview of the relationship between the biblical mission of the Christian church and the process of social transformation, students will analyze and compare biblical patterns and historical examples, along with several contemporary models of Christians who have brought about dramatic social change through visionary leadership and a focus on mission in their local community. (Pre-requisites: B 005, B 006, and B 007.)

CTM 003 Basic Theology 1

This course is a story of the historical development of Christian theology and the basic Christian doctrines of God, Christ, and the Church. It seeks to assist students in discovering the intellectual roots of the Christian Faith in its historical perspective. An overview of the principal doctrines of God, Christ and the Church will prepare students for a more effective ministry. (Pre-requisites: B 005, B 006, and B 007.)

CTM 004 Basic Theology 2

This course builds upon the foundational concepts (doctrines of God, the person of Christ, and the Church) to further examine the distinctive claims of Christianity concerning the Trinity, nature of humanity and the Christian understanding of “Last Things”. (Pre-requisites: B 005, B 006, and B 007.)

CTM 005 The Nature and Mission of the Church

We all think we know what the church is supposed to be and do. But do we? How much of our understanding is based on personal experience rather than the church’s calling in Scripture? If all churches followed what the Bible calls us to be and to do, in what ways would they differ from what they now are? This course will look at biblical models of the church and discuss ways of understanding the nature (what it is) and mission (what it does) of the church that are faithful to Biblical principles and not just church tradition. In doing so we will develop a vision of what the church could become if it were set free from the cultural baggage of past generations. (Pre-requisites: B 005, B 006, and B 007.)

CTM 006 Christian Ethics for Christian Leaders

This course will explore a variety of issues concerning the ethical responsibilities of church leaders, particularly issues of character and integrity. Students will examine ethical principles from Scripture and professional codes of ethics, including power and influence, and professional boundaries. Using case studies, the class will identify issues, apply relevant ethical principles to the facts and articulate well-reasoned arguments from different points of view. The course will place particular emphasis on financial misconduct, sexual misconduct, substance abuse, chronic stress and self-care. Class time will be divided into lectures, group discussions and small group presentations.

CTM 007 Introduction to Pastoral Theology

To be called into pastoral ministry is a sacred responsibility and to execute this responsibility requires preparation that informs, guides, and trains a person in their personal life, spiritual ministry, and practical work. The pastor’s immediate ministry has many facets but his/her work also functions within a larger context that includes denominational associations, the broader church culture, rural and urban community, ethnic and cultural differences, etc. This course is an introductory course that aims to offer theoretical instruction to men and women in pastoral ministry. It will examine the Biblical warrant for the office,

calling to the office, features of the pastor's role and his/her work, dangers of the office, and practical considerations for transitioning from seminarian to pastor.

CTM 008 Pastoral Theology

Whereas Introduction to Pastoral Theology examines the theoretical instructions for pastoral ministry, Pastoral Theology will focus on its practical considerations. Special attention will be given to pastoral preparation for and conducting of regular and occasional services in the Church such as weddings, baptisms, visitation of the sick and dying, and funerals. The student will be connected in a mentoring relationship with a pastor in a "learner contract" agreement.

CTM 012 Christianity and Islam

This course will examine the creation, spread and development of Islam in comparison to Christianity. Examples of topics covered include Muhammad, the Crusades, the Koran, pillars of Islam, doctrines of Islam, women in Islam, and Jihad. The aim of this course is to introduce students to sacred Islamic writings, theology, and history. In doing so, students will be able to answer questions concerning this fast growing and influential faith while defending Christianity.

CTM 013 The Story of the African American Church

This course will focus on the distinctive Christian heritage of African Americans in the United States. Beginning with the religious traditions of Africa, the story of the triumphs and tragedies of the Black church will be studied, from the Middle Passage and the eras of slavery and Reconstruction to the Civil Rights struggles and beyond. Students will be encouraged to learn from the past in preparation for the challenges of today and tomorrow.

CTM 014 The Theology of Martin Luther King, Jr.

Too often humility is perceived as passiveness, and the fight for justice equated with violence. Dr. Martin Luther King, Jr. used peaceful resistance to fight for civil rights in the United States. In doing so, he became one of the most recognized and influential Christian leaders of the 20th century. His theology and its biblical basis will be examined in this course, which will make extensive use of videotapes of Dr. King's speeches and sermons, as well as reading assignments, lectures and discussions.

CTM 016 Theological Roots of Pentecostalism

A movement that was once looked upon as fanatical and cultish in just over 100 years has become one of the most popular and fastest growing Christian movements worldwide. This class is an introductory course that focuses primarily on the North American Pentecostal context. Students will focus on historical, theological, and hermeneutical factors that gave rise to Pentecostalism, as well as the trajectory of where the movement is headed.

CTM 017 The Story of the Missionary Movement

One of the features of true revival is a turning outward by the church. Rather than focusing on maintaining its traditions and habits, a revived church embraces the empowerment of the Spirit and the challenge of missions, and turns its face toward the goal of the great commission. The story of missions is the story of great deeds of faith that continue to inspire and challenge. This course will examine how the missionary movement arose from great stirrings of God's Spirit and how small numbers of faithful believers have been used to do amazing things.

CTM 018 Global Mission in the 21st Century

The focus of the ESCM program is the local church and community. But the focus of God is upon the entire world. If we are to truly embrace the calling of God, we can no longer ignore the mission of the church in the places beyond our own neighborhood.

CTM 019 Mission in the 21st Century

Mission in the 21st Century will deal with the biblical basis for mission. Here we will examine together texts from both the Old and New Testaments. This course will then examine the traditional model of mission that western mission agencies used in the missionary enterprise and finally suggested practical models for the 21st Century will be studied. Both local and global models for mission will be examined.

CTM 030 Church Administration

Although the church is primarily a community, a “family of faith,” it is nonetheless also an institution that must follow sound business principles and federal, state and local statutes. This course will examine the scriptural and spiritual principles of church administration as well as the organizational and legal issues that must be addressed. This subject is a vital one for the lay leader, pastor and professional administrator alike.

CTM 031 Evangelism and Renewal in the 21st Century Church

This course will examine and analyze evangelistic methodology found in the gospels, the Acts of the Apostles and the writings of Paul. It will present an historic overview of evangelism and church growth and examine how these are presently practiced. The key elements of renewal will be explored both in scripture and in historical examples. Emphasis will be placed on developing an effective evangelism and church growth model for the 21st Century.

CTM 041 Baptist History and Polity 1: From John Smythe to the American Civil War

This course will survey the history of the Baptists from their beginnings in England and continental Europe to the events that preceded the American Civil War. The distinguishing characteristics of Baptist thought and practice will be observed and discussed as they arise in the sequence of the study of Baptist history.

CTM 042 Baptist History and Polity 2: From the American Civil War to Today

This course surveys the history of the Baptists from the American Civil War to the present day. The distinguishing characteristics of Baptist thought and practice will be observed and discussed as they arise in the sequence of the study of Baptist history. Prior completion of CTM041 is required.

CTM 050 Christian Education

This course is an introduction to the educational ministry of the church. Special attention will be given to the foundation of the teaching and learning process; how to respond to diverse needs of learners; and the spirituality within a teaching ministry in the church.

CTM 099 Special Topics

This course number is reserved for special topics in Christian Thought and Mission that may be offered from time to time. This course will examine the worldwide Christian movement and expose students to a broader understanding of what it means to be a faithful Christian in a diverse, multi-cultural world. In doing so, students will gain an appreciation of the full “body of Christ” and will develop strategies for engaging the local church in America with this wider community of believers “even unto the ends of the earth.”

Conte Ministry

This area focuses on the pastoral arts which include preaching, worship, pastoral care and counseling, educational ministry, church renewal and evangelism. In addition, this area concentrates on skills and knowledge necessary for effective ministry within the organizational and administrative life of churches. It will view the church as a system shaped by such things as formal and informal power relationships, communication patterns, tradition, conflict, and decision-making processes. It will equip students to exegete a particular context of ministry and make use of resources within that context. It will also help students develop survival skills needed in ministry including such things as recruiting and motivating volunteers, overseeing stewardship and fund raising, running a meeting, working with church budgets, managing paid staff, using time wisely and faithfully, and managing personal finances. The work of the area is intentionally supported and enhanced by the work of all other areas.

CM 001 Spiritual Care-Giving

This course will focus on the basic dynamics and issues of spiritual Care-Giving. Specifically, students will learn the “Parameters” of spiritual Care-Giving (biblical models and mandates); the “Procedures” of spiritual Care-Giving (visitation, discipleship, small groups, encouragement-rebuke, etc); and the “Pitfalls” of spiritual Care-Giving (isolation, temptations, burnout, etc).

CM 002 Conflict Resolution

This course will explore the dynamics of interpersonal conflict and evaluate strategies of conflict resolution. It will look at attitudes that contribute to, reinforce and escalate conflict. Students will evaluate rules for handling conflict and confrontation learned in their families of origin, and the impact of these rules on their conflict management skills. This course will also look at conflict management from a theological perspective by analyzing principles such as mercy, forgiveness, justice, peacemaking and reconciliation.

CM 003 Basic Christian Counseling

This course will examine Biblical foundations and theoretical models for Christian counseling. Students will learn ways of listening, history-taking, ways to assess strengths and resources and needs, and ways to develop a circle of professionals to collaborate with. Students will learn to evaluate counseling interventions in terms of how effectively they achieve the counselor’s intent and move the counselee toward healing.

CM 004 Homiletics

It is essential for Christian leaders to possess a basic understanding of the nature and value of preaching, as part of both the practice of ministry and the life of the church. This course will:

- Introduce students to methods and skills employed in the development of a sermon.
- Acquaint students with theoretical and biblical foundations for preaching.
- Sensitize students to what goes on in the preaching event.
- Develop within students an appreciation for preaching in contemporary society.

Classes will include lectures, discussions, readings and the preparation and delivery of a short sermon. (Pre-Requisites: CTM 001, CTM 002, CTM 003, and CTM 004.)

CM 005 Worship

What is “worship?” What is the biblical basis for our worship? Although worship lies at the heart of what we are called to do as followers of Jesus Christ, many Christians have little idea of why we worship or what worship really is. This course seeks to answer these questions by providing a strong, biblically based

theology of worship. Practical issues of planning and leading worship in the diverse, 21st Century church will also be examined. The goal is to equip students with a solid understanding of worship and the ability to help lead the people of God in worship that is both pleasing to God and speaks to the deep needs of our society. (Pre-Requisites: CTM 001, CTM 002, CTM 003, and CTM 004.)

CM 008 Dealing with Grief and Loss

A general overview of the dynamics and interventions of crisis counseling will be outlined in this course. A special focus will be placed upon issues of grief (e.g., stress, depression, sickness) and loss (life-cycle changes, traumas, death, etc.). Normal and abnormal grief patterns shall be discussed, and Care-Giving for the terminally ill.

CM 009 HONORING OUR Elders

This course seeks to help students create effective ministries with older persons. The biblical world was one in which the wisdom that came with old age was honored and the elderly were regarded as a treasure. In our youth-obsessed culture, the elderly are often dismissed as objects of pity rather than honor. This course challenges the prevailing attitudes of our culture and helps students discover ways in which older people can be empowered to contribute their gifts to ministry. Strategies for ministering with, as well as to, older people will be explored. Topics include:

- Creating a meaningful elder ministry.
- A biblical basis for honoring elders.
- Honor and the life span: God's great gift to us.
- Building a network of support for honoring elders.
- The role of hospice in congregational life and the older person.
- Spirituality and wisdom as a meaningful resource for older peoples.

CM 010 Supervised Pastoral Ministry Internship

This internship provides an opportunity for students to think through what it means to be a pastor and to evaluate their gifts and leadership styles in a ministry setting. Each student will be required to develop a “supervised ministry project” in which they carry out a minimum of 25 hours of pastoral ministry in a local church or other institution and complete assigned projects under supervision. Through the practice of ministry and opportunities to reflect upon their experiences, students will be assisted in developing a pastoral ministry strategy that will help them be effective pastoral leaders for future congregations. This class is required for completion of the Diploma of Pastoral Studies.

Prior to beginning their internship, students will be required to participate in a mandatory orientation meeting and to have completed a PPD test (administered by a health-care provider) and State Police background checks. Some internship locations may require prior completion of CM008 Dealing with Grief and Loss.

Students who register for the Para-Chaplain Internship must be aware that this will require a high degree of flexibility in scheduling, in order to achieve the hours on-site that are necessary. They must be willing to adapt their schedule to that of the institution where they will be serving and the availability of their supervisor(s). The internship experience requires intense effort and energy and it is imperative that students not try to “fit it into” an already crowded schedule.

CM 011 Senior Seminar in Biblical and Theological Studies

Each senior seminar will cover a topic that is intended to be challenging, and an inter-disciplinary approach will be taken where possible. The seminars are offered on the Saint Davids campus only and are two-weekend intensive courses. The purpose of these seminars is to prepare students who are graduating

with the Diploma of Biblical and Theological Studies for the kind of discussion and argumentation they will experience in theological degree studies.

CM 014 Cross Training: Next Steps in Disciplines and Discipleship

This unique intensive course combines learning and experience in a retreat-type setting. Church leaders need to attend to their overall spiritual health. This course will strengthen disciples by deepening their knowledge of the spiritual disciplines and the working of the Spirit. Students will be able to return to their ministry settings and facilitate similar processes with those with whom they minister and work. The goal here is not the gaining of information but the inner transformation of individuals and, through them, congregations.

CM 015 Cross Training: Growing Together

The core principle of this intensive course is that individual church leaders should have not only a strong inner walk with Christ; they must also have a “community walk” with Him. Individual spiritual growth should lead to strong and healthy fellowship with the body of Christ. This course will deepen students’ knowledge of the spiritual disciplines and the working of the Spirit and show them how to “grow together” with those whom they lead. Students will be able to return to their ministry settings and facilitate similar processes with those with whom they minister and work.

CM 016 For Women Only: Race, Class, Gender, & Vocation

“Women receive subtle and overt messages that they don’t “measure up” and often those messages are internalized in ways that stifle the giftedness they have within. In this course women will hear each other’s stories as well as explore the stories of biblical and historical women. Readings from biblical as well as and historical sources (viewed through the lens of race, gender, class and vocation) will be a springboard for the work of this course. The course will be delivered using small group processes and principles that can be replicated in other ministry settings.

CM 017 The Power of Music in Worship

Worshipping communities within Evangelical Christian traditions engage the power of music constantly. However, rather than working for us, too often the medium of music creates stumbling blocks, hinders spiritual growth, and even divides congregations along lines of preference. This course will guide students in developing a working theology of music in worship, in the light of which, students will take a close look at the musical repertoire of their congregation. Finally, we will explore ways in which the power of music may be harnessed to enrich the teaching, preaching, witnessing, and worshipping activities of our diverse communities of faith.

CM 018 Ministry Gifts Inventory

In recent years the church has rediscovered the biblical concept of spiritual gifts. This course will use a variety of tools to help students evaluate their own areas of gifting and strengths and learn how to assist others in discerning their calling and gifts. The purpose of the course is not only to help students grow as disciples of Jesus, empowered for ministry by the Holy Spirit, but also to understand how their own personality types and communication and leadership styles can profoundly affect their ministries. The goal is to prepare more effective and godly leaders and disciple-makers.

CM 007 Christian Leadership

This course is a basic course in the principles and practices of God centered leadership. It seeks to help students develop a leadership style and philosophy that is based on scripture and allow students to explore various models of Christian leadership, e.g.: servant leadership, transformational leadership, team-based leadership, etc.

English & Writing Courses

ACD 001ENG Writing for Success 1: Basic Writing Skills (English Speaking Students)

The goal of this course is to give students the skills and confidence they will need to write essays, reports, and papers for ESCM courses and other theological education programs. The focus will be on the basics of sentence structure, grammar, punctuation and spelling. Students will learn basic research skills, composition and outlining, correct citation (footnoting etc.), how to complete a bibliography and other skills for producing written assignments for ESCM courses and any later degree studies they may undertake.

ACD 006: Basic Computer Skills

A "hands on" course designed to teach students basic fundamentals on how to create and edit documents on a personal computer using Microsoft Office: Word, Excel and Powerpoint. Emphasis: Create Footnotes, Bibliography, Page Numbers, Change Fonts, Margins, Line Spacing, Printing, and Navigating Internet Browser, Eastern University's Student Accounts, Emails, Brightspace and Zoom.

English & Writing Courses (International Students)

ACD 001SPA Writing for Success 1: Writing Skills for Theological Research and Writing (Spanish Language)

The goal of this course, held in Spanish, is to give students the skills and confidence they will need to write essays, reports, and papers for ESCM courses and other theological education programs. The focus will be on the basics of sentence structure, grammar, punctuation and spelling. Students will learn basic research skills, composition and outlining, correct citation (footnoting etc.), how to complete a bibliography and other skills for producing written assignments for ESCM courses and any later degree studies they may undertake.

ACD 006ESL Basic Computer Skills

A "hands on" course designed to teach students basic fundamentals on how to create and edit documents on a personal computer using Microsoft Office: Word, Excel and Powerpoint. Emphasis: Create Footnotes, Bibliography, Page Numbers, Change Fonts, Margins, Line Spacing, Printing, and Navigating Internet Browser, Eastern University's Student Accounts, Emails, Brightspace and Zoom.

ACD 010ESL English 1A: Basic Oral Communication Skills

This course emphasizes beginning conversation, pronunciation (articulation of English vowels and consonants and developing basic patterns of stress and intonation) and idiomatic skills including appropriate use of common words and functional expression in life skill areas (shopping, food, clothing, money, medicine, etc.)

ACD 011ESL English 1B: Intermediate Advanced Oral Communication Skills

Building on English 1A, this course emphasizes intermediate and advanced conversation, pronunciation (articulation of English vowels and consonants and developing intermediate and advanced patterns of stress and intonation) and idiomatic skills including appropriate use of common words and functional expression in life skill areas (shopping, food, clothing, money, medicine, etc.)

ACD 012ESL English 2A: Basic Listening and Speaking Skills

This course will help students to improve their listening, speaking and pronunciation skills. Students will learn to understand more of the English that they hear in various situations. They will also learn to speak more clearly so that others can understand them better. This first level will work with conversational English.

ACD 013ESL English 2B: Intermediate and Advanced Listening and Speaking Skills

Building on English 2A, this course will help students to continue to improve their listening, speaking and pronunciation skills. Students will learn to understand more of the English that they hear in various situations. They will also learn to speak more clearly so that others can understand them better. This second level will work with intermediate and advanced conversation skills and academic English.

ACD 014ESL English 3A: Basic and Intermediate Reading Comprehension and Vocabulary

This course will help students to improve their reading skills and vocabulary knowledge. Students will develop the skills needed to read and understand a variety of texts. They will also learn techniques and strategies to better understand new vocabulary. Students will begin by working with simplified English writing at this first level and progress to the intermediate level by the end of the course. to more complicated, academic writing at the advanced levels.

ACD 015ESL English 3B: Basic and Intermediate Reading Comprehension and Vocabulary

Building on English 3A, this course will help students to progress to more complicated, academic reading skills and vocabulary knowledge.

ACD 016ESL Writing for Success 1A: Introduction to Writing

The goal of this course is to give students the skills and confidence they will need to write short paragraphs and simple reports for ESCM courses. This course is taught with an ESL emphasis.

ACD 017ESL Writing for Success 1B: Basic Writing Skills

A "hands on" course designed to teach students basic fundamentals on how to create and edit documents on a personal computer using Microsoft Office: Word, Excel and Powerpoint. Emphasis: Create Footnotes, Bibliography, Page Numbers, Change Fonts, Margins, Line Spacing, Printing, and Navigating Internet Browser, Eastern University's Student Accounts, Emails, Brightspace and Zoom.

Building on Writing for Success 1A, the focus of 1B will be on the basics of sentence structure, developing main ideas and supporting details, grammar and mechanics. Various writing styles will be reviewed, as will the importance of maintaining a journal. Students will be encouraged to discover the writer within and to learn to "write for success." This course is taught with an ESL emphasis.

ACD 018ESL Writing for Success 2A: Intermediate Writing A

This course builds on Writing for Success 1B, and has an emphasis on the skills needed to complete a successful essay or paper in a theological education program. Students will learn basic research skills, composition and outlining, correct citation (footnoting etc.), how to complete a bibliography and other skills for producing written assignments for ESCM courses and any later degree studies they may undertake. This course is taught with an ESL emphasis.

ACD 019ESL Writing for Success 2B: Intermediate Writing B

This course is a continuation of Writing for Success 2A, with an emphasis on the skills needed to complete a successful essay or paper in a theological education program. Students will learn basic research skills, composition and outlining, correct citation (footnoting etc.), how to complete a bibliography and other skills for producing written assignments for ESCM courses and any later degree studies they may undertake. This course is taught with an ESL emphasis.

ACD 006 Basic Computer Skills

A "hands on" course designed to teach students basic fundamentals on how to create and edit documents on a personal computer using Microsoft Office: Word, Excel and Powerpoint. Emphasis: Create Footnotes, Bibliography, Page Numbers, Change Fonts, Margins, Line Spacing, Printing, and Navigating Internet Browser, Eastern University's Student Accounts, Emails, Brightspace and Zoom.

Spiritual Life and Character

This area focuses on the spiritual life and character of each student. Through an intentional process of growth, reflection and assessment, each student will be challenged and supported as he or she becomes a whole person within the seminary community and in positions of leadership. Each student will develop skills necessary for life-long growth in this area. Work in this area will focus on issues such as personal and communal spiritual growth, spiritual disciplines, character and integrity, setting and honoring boundaries, prayer life, physical and mental health, and the particular opportunities, challenges and temptations of leadership.

CM 006 Spiritual Disciplines and Formation

This course will help students learn to ground their lives in a deep Christian spirituality and to help others do the same. "The desperate need today is not for a greater number of intelligent people, or gifted people, but for deep people" (Richard Foster). Students will engage the topic of spiritual formation as well as examine and practice a variety of spiritual disciplines.

CM 006SPA Spiritual Disciplines and Formation

This course, offered in Spanish, will help students learn to ground their lives in a deep Christian spirituality and to help others do the same. "The desperate need today is not for a greater number of intelligent people, or gifted people, but for deep people" (Richard Foster). Students will engage the topic of spiritual formation as well as examine and practice a variety of spiritual disciplines.

CM 082 The Theology and Practice of Prayer 1

All Christians acknowledge that prayer is at the heart of what it takes to be a faithful disciple and effective servant of God. Yet many of us have never really studied prayer and simply take it for granted that what we have picked up from others over the years is enough to nurture our spiritual lives. This course will allow us to immerse ourselves in prayer while examining some of the principles and teachings about prayer. Source materials include Scripture and writings of great spiritual teachers from the past. This course may be combined with CM 083 for a more in-depth engagement of prayer for the spiritual journey.

CM 083 The Theology and Practice of Prayer 2

Providing a space for the continued journey of our relationship with God in prayer and what this might look like in the midst of our particular lives and ministries is the focus of this course. Building upon the

foundation laid in Section I, we will nurture our spiritual lives as we go deeper in both our praxis and our understanding of prayer as the wellspring out of which we live in the world today.

CM 084 The Theology and Practice of Prayer 3

For the Christian prayer is an important spiritual discipline. However, it is not something that many of us have examined closely. It is not always recognized that there are different facets of prayer. One may be very comfortable praying for oneself yet may not fully understand the complexities of praying for others. This course is designed for those taking the para-chaplain curriculum, and for those who find them

FACILITIES

Recreational Facilities at Eastern University

Eastern University recreation facilities are open to all Palmer Seminary students (with a valid student ID). EU recreational facilities include tennis courts, sand volleyball courts, gymnasium, weight room, walking path, and seasonal swimming pool.

The EU weight room (open while EU classes are in session) is restricted to scheduled weight room hours while a weight room supervisor is present.

Palmer students may use the EU pool; family members and guests must purchase a guest pass. (Memorial Day - Labor Day)

Contact the EU Athletic Department for more information at 610-341-1736.

School Closing

In the event of an unanticipated school closing, especially during the winter months, the Seminary participates in KYW Newsradio's Storm Center. Information can be obtained on the radio at 1060 AM on your radio dial; on TV at KYW channel 3; and on-line at kyw1060.com. The Seminary's closing numbers are 385 for daytime and Saturday classes and 2385 for evening classes (Montgomery County, PA). You may also call Eastern University's main number (610-341-5800). Check Eastern University's School Closing web page at <https://www.eastern.edu/school-closing> for additional ways to be notified of school closures and emergencies.

EU/Palmer Emergency Messaging System

In light of reoccurring nationwide Active Shooter incidents on campuses we would like to remind the Palmer Seminary Community to sign up for emergency notifications through our e2Campus Emergency Notification Service.

Should an emergency occur on any Eastern University campus or site, a text message or email will be sent to registered community members with the location, the problem, and what to do to stay safe. The message will be brief and to the point. Additional information will be disseminated through an all-community e-mail as soon as it is available.

This system will be used for **EXTREME EMERGENCIES ONLY** and nothing else. You must register (see above) in order to receive alerts. **REGULAR TEXT MESSAGING FEES WILL APPLY ACCORDING TO YOUR CONTRACT WITH YOUR SERVICE PROVIDER AND MUST BE PAID BY YOU. THE FEE FOR A SINGLE TEXT MESSAGE (as of 9/07) RANGE FROM .15 per message to .75 per message received depending on the service provider.** Registration is free of charge to subscribers, and is voluntary but highly encouraged. The provider for this instant text messaging system is e2Campus. General information about the service can be found at www.e2campus.com.

Eastern University's instant mass notification system enables students, parents, and all employees to receive updates and alerts on cell phones, personal data assistants (PDAs), e-mail accounts, and personal webpages (Google, AOL, or Yahoo). This new alert system is a reflection of Eastern's commitment to the safety of community members should a dangerous event occur. This text messaging service is a completely voluntary service provided through the Omnilert Network e2Campus program. No advertisements or non-emergency alerts will be sent to you. You must sign up for the service in order to

receive alerts. This is a voluntary service - free of charge to the user - and you may choose to or opt-out of the service at any time.

For additional information and to sign up, please visit <https://www.eastern.edu/about/offices-centers/public-safety-610-341-1737/emergency-information/eu-emergency-messaging>.

Regulations Regarding Use of Campus

Maintenance. The cooperation of all is expected in maintaining cleanliness and reporting promptly to the receptionist or the Dean's Office any conditions that need attention.

Animals. Animals are not permitted on campus, with the exception of Service animals.

Children. Children of students are welcome on the St. Davids campus. Please note that when their parents or other caregivers are in class, children must be under the supervision of a responsible adult or babysitter. Palmer Seminary is not responsible for personal injury caused to children on our campus. Thank you for helping maintain a friendly, safe and appropriate environment for everyone.

Smoke-Free Environment

The St. Davids campus is a smoke-free institution. Smoking is not permitted in the building.

Open Flame Policy

Building regulations policy does not permit open flames of any kind in the building.

Fire Regulations

For fire safety and security purposes, students are asked to be sure that all fire doors and other access doors are securely closed. Compliance with this rule is necessary to minimize fire hazards and to prevent the entrance of intruders.

Fire drills will be held periodically. When the fire alarm sounds, please leave the building promptly.

During office hours, notify the receptionist immediately of any suspicion of fire. After office hours, call the Fire Department at 911.

Emergency Phone Numbers

Fire & Police: 911, Upper Merion Police Emergency: 610-265-3232

Medical: Phoenixville Hospital: 610-983-1000

If using a campus phone line, one must dial a "9" before 911.

Bryn Mawr Hospital: 484-337-3000

CONTACT INFORMATION

Main number: 610-896-5000

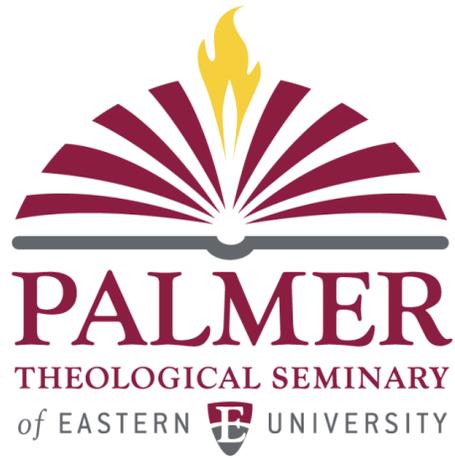
Web site: www.palmerseminary.edu

Toll-free:

800-220-3287

Direct phone numbers – dial 484-384 + four-digit extension

	E-mail	Extension
Academic Advising Office	-----	2393
Adelekan, Dr. Adetokunbo	aadelekan@eastern.edu	2969
Blocker, Rev. Phaedra	pblocker@eastern.edu	<u>2955</u>
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Brash, Dr. Donald J.	dbrash@eastern.edu	2944
Bronkema, David	dbronkem@eastern.edu	610-225-5068
Chen, Dr. Diane G.	dchen@eastern.edu	2971
Dean's Office	semdean@eastern.edu	2935
Doctor of Ministry Office	semadmin@eastern.edu	2944
ESCM	escm@eastern.edu	2970
Financial Aid	finaid@eastern.edu	610-225-5102
Hancock-Stefan, Dr. George	ghancock@eastern.edu	2975
Hargrave, Cheryl	chargrav@eastern.edu	2970
Human Resources	hraa@eastern.edu	610-341-1459
Ragwan, Eva Anita	eragwan@eastern.edu	2935
Library	reference1777@eastern.edu	610-341-1777
Picos-Lee, Dr. Mayra	mpicosle@eastern.edu	2956
Pretz, Dr. S. Timothy	tpretz@eastern.edu	484-678-7573
Registrar's Office	semregis@eastern.edu	610-341-5853
Dlugosz, Joy	jdlugosz@eastern.edu	610-341-5957
Student Accounts Office	stuaccts@eastern.edu	610-341-5831
Supervised Ministries Office	semsupmn@eastern.edu	2950
Watson, Dr. Deborah	dwatson2@eastern.edu	2964
Winters, Dr. Deborah	dwinters@eastern.edu	2965
Woodard, Dr. Marsha Brown	mwoodard@eastern.edu	2350
Wool, Dr. Peter	pwool@eastern.edu	2393



Eastern's School of Christian Ministry
(ESCM)

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800.220.3287

<https://www.palmerseminary.edu/programs/certificate-diploma-programs-escm>