



**Academic Catalog  
2011-2012**

# Christian Ministries Institute

## Academic Catalog 2011-2012

28100 Ryan Road  
Warren, Michigan 48092  
586-751-4659  
Toll Free: 1-877-841-0701

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## **OUR PURPOSE**

Christian Ministries Institute exists to increase the number of qualified Christian workers by providing a college-level education in Christian ministries with an alternative format to the traditional Christian college.

## **OUR VALUES**

### **We Believe in Excellence in Education**

We believe that the educational experience at Christian Ministries Institute should be equal to or exceed that of a Christian fine arts college.

### **We Believe in Balanced Education**

- By training in Bible knowledge (Theology)
- By developing Christian behavior, values and morals (Character)
- By providing job training in skills needed to serve effectively in one's chosen Christian ministry (Practical Skills)

### **We Believe in Affordable and Convenient Education**

By ensuring that our education is designed to be accessible to the student who is unable, because of time or resources, to attend a traditional Christian college. Two key areas of importance to this goal:

Finances—Keeping the costs comparable with Community Colleges

Scheduling—Offering classes at times convenient to those who must work full time.

## DOCTRINAL STATEMENT

**GOD** – There is but one eternal, all-powerful, all-knowing and everywhere-present Triune God—Father, Son, and Holy Spirit—who is the creator and sustainer of all things (Deuteronomy 6:4-5, 1 Timothy 2:5).

**JESUS CHRIST** – He is God incarnate, yet human. He lived a sinless life, died to make atonement for the sins of all mankind, was bodily resurrected and is now mediator at the right hand of the Father. He is assuredly coming in power and glory for His believing followers, and is the only Savior of men (John 1:1, 14; Titus 2:11-14).

**HOLY SPIRIT** – He convicts the world of sin, righteousness, and judgement, regenerating all who repent of their sins and believe on the Lord Jesus Christ. He sanctifies, empowers, teaches, guides and comforts the believers (John 16:7-8, 12-15).

**BIBLE** – The Bible is the divinely inspired Word of God and thus authoritative in all matters it addresses (2 Timothy 3:16, 2 Peter 1:20-21).

**SALVATION** – Salvation is the result of genuine repentance of sin and faith in the atoning work of Christ. It brings forgiveness to the penitent, makes him a partaker of the divine nature and gives peace with God. We call this new birth (Titus 3:5, 1 Peter 1:3-5).

**CHURCH** – We believe in the invisible and universal Church as an organism. It is composed of all believers in the Lord Jesus who have been vitally united by faith to Christ, its living Head and sovereign Lord (Matthew 16:18, Hebrews 12:22-24).

**ORDINANCES** – We believe the Christian ordinances are two: baptism and the Lord's Supper. We believe they are outward rites appointed by Christ to be administered in each church, not as a means of salvation, but as a visible sign and seal of its reality (Acts 2:36, 1 Corinthians 11:24-34).

## ADMISSIONS

Christian Ministries Institute welcomes the application of any academically qualified student who desires to study in a Christian environment.

**Regular Admission** is granted to high school graduates who have a minimum grade point average of 2.25 on a 4.0 scale. Applicants who are not high school graduates may meet entrance requirements by satisfactorily completing the General Education Development (GED) examinations and having the scores sent to Christian Ministries Institute. A GED composite score of 50 or above with scores of 45 or above on each subtest is required for admission as a regular student

To apply for regular admission to Christian Ministries Institute, you must complete each of the steps listed below:

1. Request an Application for Admission from Christian Ministries Institute. Complete the application and return it to the Admissions Office with a \$25.00 application fee.
2. Upon receipt of completed Application for Admission and application fee, a decision for admission will be made. The student will be notified by the Admissions Office, usually within two weeks.

**Early Admission** is granted to selected high school seniors who have a 3.0 or higher grade average and the recommendation of their counselor. All clock hours earned are entered on a permanent record. No more than 5% of enrollment may be high school students.

### **Transfer of Credit**

Students who wish to transfer courses from other institutes, colleges or universities, may receive credit for courses that comply with their program of study at Christian Ministries Institute and for which a minimum grade of 2.0 has been obtained. Applicants wishing to transfer credit must arrange for the sending of an official academic transcript from the institution(s) attended. Transfer credits are granted at the discretion of Christian Ministries Institute. Transfer students are required to complete at least 418 clock hours of their certificate at CMI in order to qualify for graduation.

### **Nondiscrimination Policy**

Within the context of its religious principles and mission, Christian Ministries Institute does not discriminate on the basis of race, national or ethnic origin, age or sex in its admissions policies or the administration of its educational policies and programs. The Institute makes every reasonable attempt to accommodate students with limiting physical impairments; however, each division reserves the right to examine applicants for suitability for participation in the educational activities of the division.

## FINANCIAL INFORMATION

### Tuition & Fees

Application Fee .....	\$ 30
Registration Fee .....	30
Early Registration Tuition, per course .....	200
Tuition, per course .....	200
Audit Fee, per course .....	200
Late Registration Penalty .....	25
Transcript Fee (per copy) .....	5
Returned Check Fee (NSF, per check) .....	25
Deferred Payment Service Charge .....	25
Late Deferred Payment Charge .....	20
Graduation Fee .....	35
Drop/Add Fee .....	20

### Payment of Accounts

All charges are due and payable on or before the first day of classes for each term. The Institute accepts cash or check for payment of financial obligations. Registration cannot be completed and class attendance will be prohibited until the student has paid the account in full or signed a deferred payment agreement. The deferred payment agreement requires all account charges to be paid in full by the end of the trimester. Students who are not paid in full:

- 1) will not be permitted to enroll for subsequent terms, and
- 2) will not receive grade reports, transcripts or certificates.

Charges for books, personal expenses and transportation are not included in the fees listed above, but they should be included in the student's financial planning.

### Deferred Payment Plan

CMI offers a deferred payment plan for students who are unable to pay all expenses prior to the start of classes.

A service charge is assessed at the time of registration. A penalty will also be assessed for each late payment. In addition, students who miss payments may not attend class until their accounts are current. A charge is assessed for checks that are returned by the bank.

Application must be made through the office prior to the first class session. Deferred payment agreements are applicable for one enrollment period only. Students with a history of late deferred payments may not be eligible for the plan in subsequent terms.

## **Refund Policy**

All tuition and fees paid by the applicant shall be refunded if the applicant is rejected by the school before enrollment. An application fee of not more than \$25.00 may be retained by the school if the application is denied. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school. All refunds shall be returned within 30 days. After the three business days have elapsed, the following policy will apply:

If a class is dropped prior to the first meeting, the tuition refund is 100%; if dropped after the first class, the refund is 75%; if dropped after the second class, the refund is 50%; if dropped after the third class, the refund is 25%; if dropped after the fourth class, there is no refund.

## **POLICIES & PROCEDURES**

### **Attendance**

#### ***Class Absences***

Students are encouraged to register early and begin classes on time, since late registrants are considered absent from all classes missed prior to their date of registration.

Individual instructors will explain in writing their policies regarding absences and tardiness in the syllabus for each class. Although specific policies may vary, the faculty believes that missing more than 25 percent of the class meeting time puts a student in jeopardy. *If the instructor believes the student's excessive absences have rendered his/her performance in the class not worthy of credit, the instructor has the option of giving that student an **administrative failure (F)** for the course.*

If the student believes extenuating circumstances were not fairly considered in evaluating the excessive absences, he/she may appeal the administrative failure in writing within 30 days following the end of the term.

#### ***Class Tardies***

Tardies may or may not be counted against students at the instructor's discretion. The Institute policy on tardies is that 3 tardies make 1 absence. A "tardy" is defined as: (1) being 15 or more minutes late at the start of class, (2) being 15 or more minutes late returning after the break in a block class, or (3) leaving 15 or more minutes early. If the instructor intends to count tardies he/she will have this policy stated in full in the syllabus.

#### ***Make-Up Work and Examinations***

Students should notify their instructors as soon as possible in advance of any planned absence from class. In case of an unplanned absence, students may choose to explain the absence upon their return to class. Instructors are not obligated to allow students to make up class work missed because of any absence. Scheduled major exams, including finals, can only be made up at the instructor's discretion. In case of a planned absence, instructors may choose to have the student take the exam before the scheduled time. In any case, exams are to be made up within one week after the exam is given to the class.

### **Auditing Courses**

Students who wish to benefit from classes without taking them for credit may register for such classes on an “audit” basis. Although tuition cost is the same, the auditing student is not required to take examinations or complete course assignments.

### **Drop, Add and Withdrawal**

All changes in the schedule of courses for which a student has registered must be made and recorded in the office. Courses unofficially added receive no credit. Courses unofficially dropped receive a failing grade. A fee is assessed for each change in a student’s schedule.

For one week following the beginning of classes, during the late registration period, courses may be dropped or added without notation on the transcript or grade card. Courses officially dropped or changed to audit after the first week of a term and no later than the end of the twelfth week are graded “W” (withdrawal) or “X” (audit). A grade of “F” is given for all courses dropped or changed to audit after the twelfth week except when there are extenuating circumstances. For appeal due to extenuating circumstances, a letter of explanation should be addressed to the President.

To completely withdraw from all classes a student must complete a drop/add/withdraw form and submit it to the office.

### **Grading System**

The following grading system is used:

<u>Grade Points per trimester hour</u>	<u>Grade</u>
4.0	A
3.67	A-
3.33	B+
3.0	B
2.67	B-
2.33	C+
2.0	C
1.67	C-
1.33	D+
1.0	D
0.67	D-
0.0	F

  

I	Incomplete	Not calculated in grade point average
W	Withdraw	Not calculated in grade point average
X	Audit	Not calculated in grade point average

The grade point average is calculated by dividing the number of grade points earned by the number of term hours attempted (excluding those courses receiving “I” and “W”). When an “F” is received, the course must be repeated if credit is to be received. If a final examination is not taken, the student shall receive an “F” for the course. The grade of “I” may be given when completion of work is delayed by agreement of the instructor and student. The deficiency of the incomplete must be removed no later than the time grades are due the following term or an “F” is given for that particular grade and the final average determined accordingly.

### **Academic Probation & Dismissal**

A student whose cumulative grade point average is less than 1.20 is immediately dismissed for poor scholarship. A student whose cumulative grade point average is less than 2.0 is placed on academic probation for one term. At the beginning of the term the student must meet with the president, who is empowered to assign probation conditions to meet the needs of the student. The student placed on academic probation should register to repeat failed classes at the earliest possible time. The student will then be required to meet all conditions set by the president.

A student on academic probation must earn at least a 2.0 average during the probationary term. Anything less will result in dismissal for poor scholarship. If the semester average is 2.0 or better but the cumulative average is still less than 2.0, the student may be granted one (only) additional term on academic probation. The student who does not reach good standing after two probationary terms will be ineligible to return to Christian Ministries Institute.

CMI expects all students to strive for excellence in their academic work. Students who do unsatisfactory work or fail to meet the requirements of probation will be barred from returning to CMI for at least one term unless allowed to remain by the president. In the event of dismissal, they may be re-admitted only by permission of the president.

The student’s permanent academic record and transcripts will contain academic status notations such as academic probation, elevation to good standing, etc.

### **Graduation Requirements**

To be eligible for graduation, students must meet the following requirements:

1. Completion of the prescribed clock hours for the academic program
2. Completion of the prescribed requirements for the certificate
3. A minimum cumulative grade point average of 2.0
4. A minimum of 418 clock hours taken at Christian Ministries Institute
5. Full financial settlement with the Institute. Academic credit, transcripts and certificates are withheld if the account is not paid in full.

### **Complaint Policy**

If you have a complaint with any instructor at CMI, please talk to the instructor first. If you can’t resolve the issue or if you have a complaint with a CMI policy, please talk to the President or Registrar. If any student wishes to file a complaint with the State of Michigan, you may do so at [www.michiganps.net](http://www.michiganps.net).

## Registration

Official registration is completed in person or by mail during assigned registration days for each trimester or session. Late registration is possible for a limited period, but involves an additional \$25.00 fee. The last day of late registration is given in the academic calendar.

## Report Cards

A report card will be sent to each student following the end of the term in which he/she has taken courses. The card will not be sent to students who have an unpaid account.

# ACADEMIC PROGRAMS

## Christian Workers Certificate (Minimum of 798 Clock Hours)

This certificate is designed to provide a solid foundation in biblical studies and fulfills the educational requirements for a ministerial license within the Missionary Church.

### Biblical Studies:

BIB 101	Old Testament Survey	114 Clock Hours
BIB 102	New Testament Survey	114 Clock Hours
BIB 103	Bible Study Methods	114 Clock Hours

### Theological Studies:

THE 101	Bible Doctrines 1	114 Clock Hours
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### Historical Studies:

HIS 101	Church History	114 Clock Hours
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### Practical Ministry:

MIN 101	Developing the Heart of a Leader	114 Clock Hours
MIN 181	Practicum, Homiletics/Communication	38 Clock Hours
MIN 182	Practicum, Administration	38 Clock Hours
MIN 183	Practicum Elective (Worship, Youth, etc.)	38 Clock Hours

## Worship Ministry Certificate (Minimum of 798 Clock Hours)

This certificate is designed to provide a foundation in biblical studies plus core classes in Contemporary Worship.

### Biblical Studies:

BIB 101	Old Testament Survey	114 Clock Hours
BIB 102	New Testament Survey	114 Clock Hours

### Theological Studies:

WOR 101	Theology of Worship	114 Clock Hours
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### Practical Ministry:

MUS 101	Elements of Music	114 Clock Hours
MUS 102	Theory of Contemporary Music	114 Clock Hours
MIN 181-183	Ministry Practicum	114 Clock Hours
One Elective needed to complete certificate		114 Clock Hours

**Advanced Christian Workers Certificate** (Minimum of 1368 Clock Hours, including at least seven professional Christian ministry courses, in addition to the courses required for the basic Christian Workers Certificate).

This advanced certificate is designed to prepare the student for ministry in the local church and fulfills the educational requirements for ordination within the Missionary Church. This program is not available at this time, but will be offered in the future.

**Biblical Studies:**

BIB 201	The Pentateuch	114 Clock Hours
BIB 202	The Life of Christ	114 Clock Hours
BIB 203	Pauline Epistles	114 Clock Hours

**Theological Studies:**

THE 201	Christology	114 Clock Hours
THE 202	Ecclesiology	114 Clock Hours

**Practical Studies:**

MIN 201	Pastoral Counseling	114 Clock Hours
MIN 202	Evangelism	114 Clock Hours
MIN 203	Discipleship	114 Clock Hours
MIN 301	Pastoral Internship	114 Clock Hours

## **COURSE DESCRIPTIONS**

### **BIBLICAL STUDIES:**

**BIB 101 Old Testament Survey, 114 clock hours.** An introduction to the literature, theological themes, historical background, geography and significance of the Old Testament.

**BIB 102 New Testament Survey, 114 clock hours.** An introduction to the literature, theological themes, historical background, geography and significance of the New Testament.

**BIB 103 Bible Study Methods, 114 clock hours.** An introduction to methods of Bible study and to the principles of biblical interpretation.

**BIB 201 The Pentateuch, 114 clock hours.** An overview and critical analysis of the first five books of the Old Testament.

**BIB 202 The Life of Christ, 114 clock hours.** An overview and critical analysis of the four New Testament Gospels and their record of the birth, life, ministry and the resurrection of Jesus Christ.

**BIB 203 The Pauline Epistles, 114 clock hours.** An overview and critical analysis of the New Testament letters written by the Apostle Paul, noting their historical, cultural, theological and practical significance.

### **CHURCH MINISTRY:**

**MIN 101 Developing the Heart of a Leader, 114 clock hours.** A study of the disciplines related to building character and integrity into the ministry and life of God's servant, and of principles of Christian leadership.

**MIN 102 Christian Disciplines, 114 clock hours.** A practical study of the concept of the spiritual life, its meaning, significance and development.

**MIN 103 Principles of Christian Ministry, 114 clock hours.** Practical tools for an effective ministry which are characteristic of a healthy church. Emphasis on church growth and personal leadership.

**MIN 181-183 Ministry Practicum, 38 clock hours each trimester.** Valuable in-service experience for the student in church ministry.

**MIN 201 Pastoral Counseling, 114 clock hours.** A practical study of the various types, theories and techniques of pastoral counseling.

**MIN 202 Evangelism, 114 clock hours.** A practical study of the concept of Christian evangelism, the various types of evangelism, and the social, political and cultural implications for contemporary society.

**MIN 203 Discipleship, 114 clock hours.** A practical study of the concept of biblical discipleship, the various Christian disciplines and the contemporary application of discipleship in the twenty-first century North American church.

**MIN 301 Pastoral Internship, 114 clock hours.** Supervised field work in a local church where the student observes and participates in a variety of ministry experiences under the direction of a licensed minister.

### **HISTORY:**

**HIS 101 Church History, 114 clock hours.** A study of the development of Christianity from the post-apostolic period to the present. Some attention is given to the student's own church heritage.

### **MUSIC:**

**MUS 101 Elements of Music, 114 clock hours.** Introductory study of music theory and the basic elements and terminology within music, especially as it relates to contemporary worship music. Topics include the staff, clefs, notation, rhythm, major and minor scales, intervals, and simple chords.

**MUS 102 Theory of Contemporary Music, 114 clock hours.** Elementary level course in music theory. Review of notation, rhythm, intervals, scales, key signatures, triad and introduction to extended chords, part writing, and chord progression. Emphasis will be placed upon contemporary worship music application.

**MUS 103 Worship Band Techniques, 114 clock hours.** A study of the instruments, techniques and primary styles of contemporary worship. Topics include arranging, rehearsal techniques, designing an effective music package and elements of contemporary music styles.

## **THEOLOGY**

**THE 101 Bible Doctrines 1, 114 clock hours.**

**THE 102 Bible Doctrines 2, 114 clock hours.**

A biblical and historical survey of the doctrines of God, Christ, the Holy Spirit, creation, man, revelation, eschatology, and related topics.

**THE 201 Christology, 114 clock hours.** A systematic study of the major doctrines related to Jesus Christ, such as the incarnation, virgin birth, deity, humanity, and atonement of Christ.

**THE 202 Ecclesiology, 114 clock hours.** A systematic study of the church, analyzing its origin, organization, practices, disciplines and ordinances.

## **WORSHIP**

**WOR 101 Theology of Worship. 114 clock hours.** A study of the biblical teachings and historical practices pertaining to corporate worship.

## **PERSONNEL**

### **Board of Directors**

James K. Thompson, *Chairman of the Board*  
Senior Pastor, Warren Community Church

Burton Schultz, *Secretary*  
Instructor, Cornerstone University  
Counselor, Macomb Christian Schools

David Harrison, *Treasurer*  
Manager, Communications Division, Centerline Electric, Inc.

Mary Jane Flanders, *Administrative Secretary*, Christian Ministries Institute

Douglas Connelly, *Member-at-Large*  
Senior Pastor, Parkside Community Church

### **Ex-Officio**

James Keller  
District Superintendent, Michigan District Missionary Church

Alan G. Yerke  
Director of District Ministries, Michigan District Missionary Church

William Barnwell  
President, Christian Ministries Institute

### **Faculty**

William Barnwell, *Instructor in Bible*, B.A., Bethel College, 2001;  
M.Min., Bethel College, 2005; M.A., Bethel College, 2006.

Michael S. Cadrette, *Instructor in Practical Ministry*, M.Div., Asbury Theological Seminary, 1990; D.Min., Reformed Theological Seminary, 2003.

Douglas Connelly, *Instructor in Theology*, B.A., University of Michigan-Flint, 1971;  
M.Div., Grace Theological Seminary, 1975; Th.M., Grace Theological Seminary, 1980.

Alan G. Yerke, *Instructor in Bible*, B.A., Fort Wayne Bible College, 1978; M.Div., Trinity Evangelical Divinity School, 1981; D.Min., Trinity Evangelical Divinity School, 1989.

**ACADEMIC CALENDAR  
2011-2012**

Fall

Early Registration begins . . . . .	August 1, Monday
Last day of Early Registration . . . . .	August 15, Monday
Last day of Regular Registration . . . . .	September 6, Tuesday
Classes begin . . . . .	September 13, Tuesday
Last day for Late Registration . . . . .	September 15, Thursday
Last day to withdraw without notation . . . . .	September 23, Friday
Final Examinations . . . . .	Nov. 9-12, Wed.-Saturday
Classes end . . . . .	November 15, Tuesday

Winter

Early Registration . . . . .	November 1-12
Last day of Early Registration . . . . .	November 14, Monday
Last day for Regular Registration . . . . .	November 18, Friday
Classes begin . . . . .	November 22, Tuesday
Last day for Late Registration . . . . .	November 26, Saturday
Last day to withdraw without notation . . . . .	December 5, Monday
Christmas Break . . . . .	December 24-January 2
Classes resume . . . . .	January 3, Tuesday
Final Examinations . . . . .	February 20-25
Classes end . . . . .	February 25, Saturday

Spring

Early Registration . . . . .	February 1-11
Last day for Regular Registration . . . . .	February 21, Tuesday
Classes begin . . . . .	February 28, Tuesday
Last day for Late Registration . . . . .	March 3, Saturday
Last day to withdraw without notation . . . . .	March 9, Friday
Easter Break . . . . .	April 6-9
Classes resume . . . . .	April 10, Tuesday
No class (Memorial Day) . . . . .	May 28, Monday
Final Examinations . . . . .	May 31-June 5
Classes end . . . . .	June 5, Tuesday

Summer Practicums

Early Registration . . . . .	May 14-18, Monday-Friday
Last day for Regular Registration . . . . .	May 25, Friday
Practicums start . . . . .	May 29, Tuesday
Last day for Late Registration . . . . .	June 1, Friday
Last day to withdraw without notation . . . . .	June 8, Friday
Last day to turn in Practicums . . . . .	August 14, Tuesday

## **CLASS SCHEDULE**

### **2011-2012**

#### **Fall**

BIB 102, Old Testament Survey  
Thursdays, 6:00 PM - 9:30 PM  
MIN 101, Developing the Heart of a Leader  
Saturdays, 10:00 AM - 3:00 PM  
MIN 181-183, Ministry Practicum  
By Arrangement

#### **Winter**

BIB 201, The Gospels  
Saturdays, 10:00 AM – 3:00 PM  
HIS 101, Church History  
Saturdays, 10:00 AM – 3:00 PM  
MIN 181-183, Ministry Practicum  
By Arrangement

#### **Spring**

BIB 103, Bible Study Methods  
Thursdays, 6:00 PM - 9:30 PM  
THE 101, Bible Doctrines  
Saturdays, 10:00 AM – 3:00 PM  
MIN 181-183, Ministry Practicum  
By Arrangement

#### **Summer**

MIN 181-183, Ministry Practicum  
By Arrangement

## **LOCATION**

Christian Ministries Institute is housed within the facilities of Warren Community Church, which is conveniently located on the northeast corner of Ryan and Martin Roads.