



A Christian Bible-centred school offering a range of courses to those who wish to learn more about the Bible and become effective in Christian ministry.



Bible school students (Sept. 2013)

HANDBOOK PART 2

2. AWARDS AND COURSES ON OFFER



Currently- Grace City Bible School offers four streams of courses. These streams lead to Four Certificate Awards. Each Certificate Award is made up of at least seven subjects. These Certificate Awards are: -

- A. Certificate in Christian Doctrine and Kingdom Lifestyle** (Taken in the first year)
- B. Certificate in Biblical Studies, The Church, and Kingdom Leadership**
(Taken in the second year)
- C. Certificate in Christian Ministry** (Taken in the third year)
- D. Certificate in Studies on Israel and the Church** (Also taken in the third year)

2.1 First Year

A. Certificate in Christian Doctrine & Kingdom Lifestyle

To receive this certificate a student has to complete eight subjects throughout the year.

1. **Doctrine 1** (Christian Doctrine, The Triune God, Christology 1, Pneumatology)
2. **Doctrine 2** (Christology 2, Covenants & Dispensation, Eternal States)
3. **Doctrine 3** (Doctrine of Scripture, Angels, Satan and Demonology)
4. **Doctrine 4** (Soteriology - Doctrine of Salvation)
5. **Introduction to Interpretation of Scriptures** (Types, Shadows, Symbols, Figures, Allegories, Parables)
6. **Discover your Ministry Portfolio** (Christian Calling, Service, Ministry, Vision, Goals, Values, Memory verses, Priorities and Spiritual Gifts)
7. **Praise and Worship** (including Developing one's walk with God, Corporate worship, the Priesthood of believers, Hebrew and Greek Words for Worship, Survey of Worship in the Bible, the Tabernacle of Moses and David, Praise, Worship and Thanksgiving, The priesthood of believers)
8. **Spiritual Maturity and Kingdom Lifestyle** (Christian Life, Character, Singleness, Marriage, Divorce and Parenthood)

2.2 Second Year

B. Certificate in Church, Biblical Studies and Kingdom Leadership

To receive this certificate, a student has to complete seven modules throughout the year.

Studies taught:-

1. **Old Testament Bible Survey**
2. **New Testament Bible Survey**
3. **The Church**
4. **Church Ministry and Life**
5. **Team Ministry**
6. **Women in Ministry**
7. **Kingdom Leadership 1** (What is leadership? Servant Leadership, Leadership Development, Pitfalls of Leadership Office)
8. **Kingdom Leadership 2** (Church Government, Character & Leadership development, Office & Ministry of the Elder)



2.3

Third Year

C. Certificate in Christian Ministry

To receive this certificate, a student has to complete seven modules throughout the year.

- 1. The Gifts of the Holy Spirit**
- 2. Prayer, Intercession and Spiritual Warfare**
- 3. World Missions and Discipleship**
- 4. The Ascension Gifts**
- 5. Public Speaking, Teaching & Preaching**
- 6. Pastoral Care**
- 7. Knowing and Understanding the Times**

D. Certificate in Studies on Israel and the Church

To receive this certificate, a student will study the following areas throughout the year.

- 1. Jewish Biblical and Political History**
- 2. The Abrahamic covenant and the Covenants with Israel**
- 3. The Holocaust**
- 4. The Identity of Israel and the Replacement theology.**
- 5. Discussion on selected scriptures in Romans Chapters 9 – 11**
- 6. Islam, The Palestinian Issue, the settlements, and the present political scene etc.**
- 7. Prophecies concerning Israel fulfilled and unfulfilled**
- 8. Exposition of passages from Daniel, Isaiah, Ezekiel, Zechariah relating to Israel The**
- 9. The process of Israel's Restoration**
- 10. The Feasts of Israel and their prophetic significance**

To successfully achieve an Award for the First, Second or Third Year courses at Grace City Bible School, a student must pass the assessment(s) given, attend the lectures in person, submit a student journal for examination and complete the reading or assignment for each course taken.

3 ADMISSIONS, ENROLMENT, FEES etc

3.1 Admissions Policy

To be eligible for any of our courses you must: -

Be at least 16 years old and demonstrate fluency in English and be able to read and write. A reference from your pastor, elder or member of your church may be required.



The School aims to provide training for all applicants who demonstrate the potential to benefit from its provision. It seeks to offer training to applicants from a range of diverse backgrounds.

The admissions process is designed to ensure that applicants possess the abilities and aptitudes to complete their studies successfully. All admissions procedures and criteria by which applicants are selected will be fair, lawful, clear and explicit, open and consistently applied.

As all teaching, learning and assessment at the School is through the medium of English, to facilitate full and effective participation, all applicants will be required to demonstrate that they meet the required level of English language competency. For international applicants, this would normally be by means of a recognised English language qualification.

The applicant is responsible for ensuring that the School is in receipt of all information pertinent to making a decision on their application and that all information is accurate. Omission of relevant information, or the supply of inaccurate information, may invalidate the application or the offer of a place.

Applicants will be selected on the basis of their application and through the use of 'interviewing.' Consideration will be given to the nature and the purpose of an interview. Information will be collected and used only in accordance with the School's Data Protection Policy.

All recruitment, admissions, enrolment and induction procedures will be regularly monitored for their effectiveness for all categories of applicants.

3.2. Enrolment Fees

The Enrolment fee is payable when you receive a letter of acceptance. It covers an academic year September - July. Your enrolment fees are non-refundable. Current enrolment fee is £15.

3.3. Fees Required

Fees are payable upon receiving a letter of acceptance and before a student comes for the first lecture. Fees for the 1st and 2nd year are £200 per term and £600 an academic year.

Fees for the 3rd year are £300 per term and £900 an academic year

Fees are subject to review and students will be given appropriate notification of fee changes.

3.4. How to Pay

Fees must be paid in pounds sterling (GBP) and is usually paid via BACs or by PAYPAL payable to *Grace City Bible School*. Fees are subject to annual review and the Bible school reserves the right to amend previously announced fees, if necessary.

3.5. Grants and Instalments

If a student is experiencing financial difficulties with regard to the School Fees the student should discuss this with the School Administrator who will bring this to the attention of the Head of School.

The Year's Fees can be paid by three monthly instalments. This would be communicated to all students

3.6. Refunds

There will be no refund of enrolment fee, however a student who has not attended any lecture nor received any reading materials may request a refund of fees.

3.7. Re-enrolment

What is re-enrolment?

This is the process where you confirm that you intend to join the next academic year to continue studies at Grace City Bible School. You need to re-enrol so that the School can plan ahead. The School will contact you when you need to re-enrol by post or e-mail. This will normally be a few weeks before the end of the school year in July.



4. STUDYING AT GRACE CITY BIBLE SCHOOL

The course will be taught through a combination of lectures and independent study. Independent study will involve the student's individual study, own research and reading, together with peer discussions and one to one meetings with an academic tutor. Lectures will disseminate key Bible knowledge, but there will be a mix of taught input and discussion. Taught input will be supported by the Student Readers provided by the lecturer(s), as well as class handouts enabling students to build their own study guide.

4.1 Independent Study

Through **Independent Study** students will use the Reader, textbooks, assignments and assessments to learn. Students may be asked to give feedback to their peers, lecturers or academic tutors. Independent study will involve the following:-

- Additional Reading, usually given at the end of the lecture
- Memorizing scripture each month
- Discussions/ Assessments with Academic tutors
- Student Reflective Journal should be done on a regular basis.
- Course Work and Final Assessments
- Peer Tutorials, Review, Discussion or Collaborative/ Homework

4.2. Student Reflective Journal

For this journal, students write their thoughts about their daily devotion, lessons learnt on ministry, service, God, relationships, plan of action to take etc. Students may also be given specific assignments to write in their reflective journals. Writing in their journals on a regular basis is an essential and compulsory part of the independent study of every course. Failure to evidence writing in a journal will affect students' overall performance grade.

4.3. Hours of Study

Time Taken to Study a Module

Each module is different and is stated in each subject module.

A student can be expected to take at least 30 - 32 hours to study a module.

This is made up of:

Attendance at Lectures
Additional Reading, Research, Independent study
Preparation for and Discussions with Tutor
Memorizing of Scripture
Student's Reflective Journal
Preparation for Peer tutorial
Peer Tutorial (discussions) /Collaborative work
Research and Writing of Final/Assessment

4.4. Learning Support and Academic Tutors

The Academic Board allocates Academic Tutors to each student. Tutors and students are expected to designate time during each term for 'consultation'. Academic tutors are available to review student's reflective journals, tutor group discussions, giving general advice and prayer support. The academic tutor discloses the progress of their tutee to the Academic Board. Tutors are to be contacted by email or Whatsapp. Tutors are also expected to make contact by the 3rd week of the term with their personal tutees.