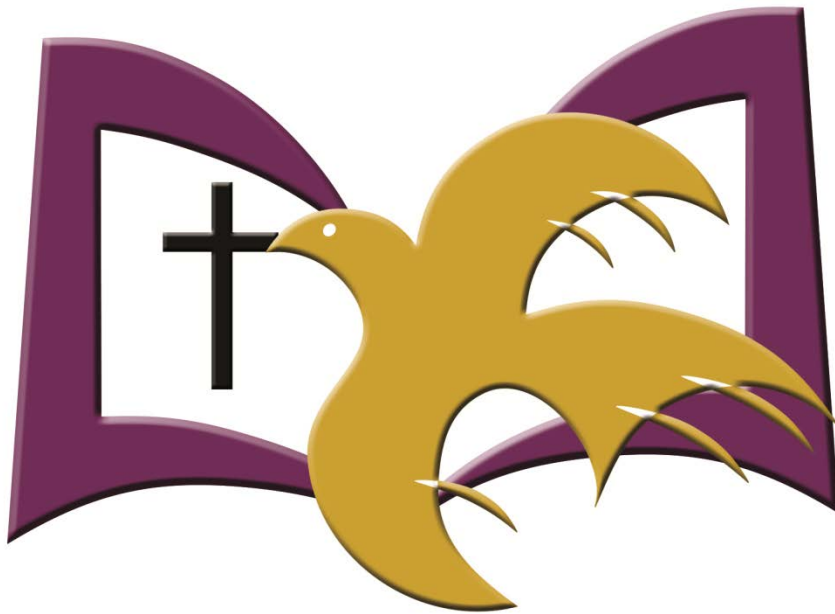


# **Calvary Bible Institute**

## **Student Handbook**

### **2015**



**Calvary Full Gospel Church**  
**676 Lincoln Hwy.**  
**Fairless Hills, PA 19030**  
**215-736-2366**

**[www.calvaryfullgospel.org](http://www.calvaryfullgospel.org)**

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Fairless Hills, PA 19030  
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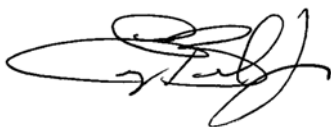
We would like to welcome you to Calvary Bible Institute. We are grateful for your interest and desire to “Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth” (2 Timothy 2:15). May God us this ministry to accomplish His will for your life. We encourage you to remain faithful and determined to get all that God has for you.

Enclosed please find a newly revised Handbook that explains the biblical courses available to students. Please CAREFULLY review this handbook. The following pages should answer most of your questions about CBI: what you will gain; the philosophy of the institute; the costs of each course; admission standards; rules of the institute, etc. If you have any questions, feel free to call the church office (215-736-2366) and leave a message for someone to return your call.

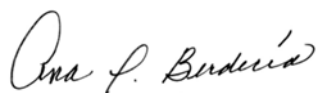
Sincerely,



Rev. David Farina, Sr. Pastor  
Calvary Full Gospel Church



Enrique Berdecia Jr., Administrator  
Calvary Bible Institute



Ana I. Berdecia, Co-Administrator  
Calvary Bible Institute

# CALVARY BIBLE INSTITUTE (CBI) STUDENT HANDBOOK

## OVERVIEW

You hold in your hands an invitation to an enriching learning experience. This booklet will tell you about how you can expect to grow spiritually and to be better equipped to minister the word of God with power. CBI is different because of a combination of several factors. We are:

- Charismatic in practice
- Loving in fellowship
- Conservative in doctrine
- Evangelistic in emphasis
- Bold in faith
- Restorative in purpose

We are also a short-term, part-time school, placing a major emphasis upon helping our students to develop their God-given ministry potential. Our goals are not only academic, but spiritual and practical. For that purpose, we believe that our programs are informative and challenging. You will find more information about this under "Goals" and "Philosophy."

The union of these factors creates an exciting environment in which you can anticipate real expansion in your grasp of Scripture, in your relationship with other Christians, in the vigor of your faith, and in your service for Christ.

We do pray that your mind, your spirit, your life, will be open to the Holy Spirit, so that the purpose Christ has for you will be completed. If that purpose includes CBI, then obey! Have you decided to enroll in the institute? Then we welcome you to our student body, and pray that your expectations will be surpassed, and that you will be brought to a new level of personal fulfillment and fruitful service. If you are a returning student, we pray that you will find the will and the wisdom to complete well what you have begun, and so prove to be a good workman in the Word of God.

## STATEMENT OF PURPOSE

CBI exist as a short-term part-time, non-degree granting institute designed to provide Christian education to persons preparing for or currently serving in Christian ministry, as well as those who want a more intensive study of God's Word. We believe in equipping believers in biblical and doctrinal studies, ministry skills and leadership skill so they can be prepared to do the work of the ministry. We believe that every member of the Body of Christ has been endowed with spiritual gifts and called to ministry. The mission of CBI includes the development of those gifts and calling. Key components of the process include:

- Academic excellence in a prescribed course of study
- Experiential and practical education

CBI is prepared to offer two programs of study:

**Biblical Studies Certificate (1 ½-year):** courses offered in a systematic curriculum with the objective of giving a Biblical foundation for *lay Christians* seeking a deeper systematized study of the Word of God, as well as for church workers and leaders.

**Diploma in Biblical Studies and Leadership Development (3-year):** courses offered to *individuals who are called to professional Christian ministry*, as well as church leaders and workers. This program is

designed to respond to the need to train leaders in local congregations. The strategy is to train individuals who have demonstrated spiritual gifts, a calling from God, the ability to lead others, and the faithfulness to reproduce what they are given: *“And the things you have heard me say in the presence of many witnesses, entrust to reliable men who will also be qualified to teach others”* (2 Timothy 2:2).

#### **FACULTY**

CBI offers the benefits of qualified resident instructors. We believe that our faculty comprises an outstanding group of teachers and ministries, capable of imparting the highest quality of learning and spirituality to the student body.

#### **BENEFITS**

Our courses are designed to benefit people who share our spiritual identity and who are serious about obeying the biblical call to be a minister of Christ, whether in part-time or full-time service. As a student in the CBI programs, you will be enriched by the gifted ministry of outstanding Spirit-filled teachers. You will share deeply in a community of faith, learning the power of faith, and how to live by faith. The institute is committed to helping you to activate the supernatural in your life through the gifts of the Holy Spirit. You will learn sound and balanced doctrine, how to handle your Bible wisely and well, and how to separate truth from error. The result should be growth in spiritual stature, and in your ability to serve Christ successfully.

#### **GOAL**

The primary goal of the institute can be expressed in one sentence: “To equip men and women to minister the Word of God with power.” Arising from that goal, our programs are directed toward believers who share our spiritual identity, and who are called by God to serve Him more effectively in the local church in a lay capacity, in part-time ministry and in full-time ministry.

We have a special motivation to equip men and women to go out and pioneer new churches, both in this country and overseas; churches that reflect our emphasis upon the Word of God, that exercise bold faith, that know the believer's authority and victory in Christ, that use the charismata, that display vigorous confidence in the triumph of the kingdom of God, and respond to Him in joyous praise and worship.

To accomplish these aims, we have built our curriculum around four major learning streams:

**BIBLE:** to understand better and to handle more wisely the sacred scriptures (I Tim. 4:6-16; 6:3-5; II Tim. 2:15).

**CHARACTER:** striving toward "the measure of the stature of the fullness of Christ," reaching toward maturity in leadership and in servanthood (Eph. 4:13-16).

**MINISTRY:** to enable each person to discover his or her calling in God and to serve Christ and the Church successfully (Eph. 4:11-12; Rom. 12:1-7; I Cor. 12:4-31; Acts 1:8).

**FAITH:** discovering the limitless power of faith and how to “move mountain” in the name of Jesus (Heb. 11:1-6; Mark· 11:22-24).

Each of these categories contains a number of other key themes; such as concepts of the local church, relationship to the world, basics of Christian life, various major doctrines, pastoral theology, urban missions, restoration truth, etc.

#### **PHILOSOPHY**

What follows is not intended to be a comprehensive statement of faith, but rather a guide to the doctrinal boundaries within which the institute functions. Those who share our spiritual identity will be generally familiar with the following terms, and will be able to fill in what is lacking.

We affirm the divine inspiration, truthfulness and authority of both Old and New Testament Scriptures in their entirety as the only written Word of God, without error in

all that it affirms, and the only infallible rule of faith and practice. We also affirm the power of God's Word to accomplish His purpose of salvation. The message of the Bible is addressed to all mankind, for God's revelation in Christ and in Scripture is unchangeable. Through it the Holy Spirit still speaks today. He illuminates the minds of God's people in every culture to preserve its truth freshly through their own eyes and thus discloses to the church even more of the splendor of the wisdom of God.

Jesus Christ is the image of the invisible God, which is to say, He is Himself God. He took upon Himself our nature, being conceived by the Holy Spirit and born of the virgin Mary, He died on the cross as a substitutionary sacrifice for the sin of the world, He arose from the dead in the body in which He was crucified. He ascended into heaven in that body glorified, where He is now, our interceding High Priest, He will come again personally and visibly to set up His kingdom and to judge the living and the dead.

We accept the full spiritual authority, the reliability, and the divine inspiration of the Bible. However, our view of Scripture is conservative and affirmative, rather than fundamentalist or narrowly legalistic.

Nothing can replace the importance of the local church in the program of God. Each local church should be under the immediate sovereignty of the Holy Spirit, and should determine its own character and role in obedience to the will of God. Hence, we prefer the biblical pattern of sovereign churches. The great task of each local church is to propagate itself by establishing other churches, and the great task of the combined church is worldwide evangelism.

Entrance into the church is not by heredity, good works, nor by any other means except "the new birth," which is brought about by genuine repentance of sin, confession of faith in Christ as the only Savior, and surrender to Him as Lord.

Membership in the church is signified by joyful participation in its worship, fellowship, sacraments, and witness; and by acceptance of its disciplines. This union with Christ through His church (which is His "Body" on earth) brings with it God's promise of eternal life and of an inheritance in His kingdom.

Although not opposed to liturgical patterns, we believe that true worship should also be spontaneous, that it must involve the worshipper's total being, and that a free style of worship is more effective and more spiritually powerful than one that is liturgically structured.

The Baptism with the Holy Spirit, signified by glossolalia, is an essential component of effective Christian life and witness.

The charismatic gifts of the Holy Spirit must function in the local church in order for it to truly fulfill its mission to be "the Body of Christ" within its community.

The church cannot fulfill its mission apart from the five ascension-gift ministries that Christ has sent into the world; apostles, prophets, evangelists, pastors, and teachers. We accept that it is part of our task to recognize those people and to assist in equipping them to fulfill their ministry.

Bodily healing was achieved for every believer at Calvary, and this healing should be appropriated by faith, especially in conjunction with the following; observance of the eucharist, anointing with oil, laying-on of hands, prayer; all in the name of Jesus who alone is the Healer.

We believe in the reality of Satan, and of the kingdom of darkness over which he reigns, and of the absolute triumph of Christ over the devil and all his works, and we believe in exorcism as an important and valid part of the ministry of the church.

Faith is the key to activating the limitless power of the promises of God. This faith is released by boldly speaking out those promises in the name of Jesus. Included among the promises of God is a general assurance of prosperity (material and spiritual), and of success in doing the will of God.

Each believer should confidently anticipate the fulfillment of those promises, although there are some for whom obedience to God's call may bring hardship and material poverty but never failure, for every Christian should have one unyielding goal – to succeed in doing all that God commands.

Victorious Christian life is built upon a proper understanding of the position of righteousness that God has given us in Christ, and upon the exercise of the spiritual authority conveyed to the believer by that gift of righteousness.

We believe in the resurrection of the dead at Christ's return, in the certainty of God's judgment, and in the inescapable result of that judgment foretold in the scriptures, for the just and the unjust.

Embracing the identity and mission the above points give us, we could be described as a conservative, evangelical, charismatic, restoration and faith-motivated institute. This is the position maintained in our classes. However, we do respect other viewpoints and we try to avoid being rigidly dogmatic or unfairly critical of those who differ from us.

## **CHRISTIAN LIFE**

Our view of Christian life is that it should be loving, joyful, affirmative, and productive; our curriculum reflects these positive concepts. We also accept that within the kingdom of God there is room for rich diversity in custom and style, so we welcome students from many different backgrounds. Learning to love each other and to appreciate each other's differences is a vital aspect of life at the institute.

## **SHORT-TERM BIBLE INSTITUTE AS AN OPTION**

### **Why a short-term, part-time institute?**

We recognize that good stewardship of their abilities and the call of God, require some people to attend a full-time, formal college, but for many people a full-time college is not financially feasible or is not the best for them to prepare for ministry. For those people, the kind of equipping we offer is effective.

Holding classes only in the evenings enables our students to continue in their regular employment while they attend school. This makes our learning experience available to many people for whom a full-time school would be impossible.

Even those called to full-time ministry, who are not able to attend institute full-time, will benefit from the academic attainment achieved on a part-time basis as offered by the institute. As higher education should

precede any full-time ministry, the courses offered by CBI provide a practical avenue for learning before entering full-time ministry.

### ACADEMIC STANDARDS

CBI is not an accredited institution, nor does it seek to be at this time. However, non-accredited diplomas or certificates of completion are issued by CBI. CBI does not award credits or continuing education unit (CEU) but we will issue a transcript describing coursework taken and hours of invested in biblical learning.

### GRADING

A+ = 97% -100%	C+ = 77% - 79%
A = 94% - 96%	C = 74% - 76%
A- = 90% - 93%	C- = 70% - 73%
B+ = 87%- 89%	D = 65% - 69%
B = 84% - 88%	F = 64% and under
B- = 80%-83%	WD = (withdrawn before any work was due)

### ADMISSION REQUIREMENTS

- 1) A high school diploma or equivalent except for those auditing the courses.
- 2) All students at CBI must be committed to the absolute Lordship of Christ, giving evidence of that by an ongoing relationship with Him, and by a desire to reach greater maturity in Him, in full obedience to His will.
- 3) No restriction is placed upon a student because of race, color, or national origin.
- 4) All students are encouraged to be actively involved in a local church.
- 5) An application form must be completed.
- 6) All admissions are subject to approval by the admissions committee, whose decision is final.

**Note:** Calvary Full Gospel Church (CFG) recognizes the biblical pattern of honouring widows. Please ask for more information when registering for courses.

### RETURNING STUDENTS

If you have previously taken courses at CBI, please submit list of courses taken for review.

### PROGRAMS and CURRICULUM

As noted, CBI offers two programs of study; however, there is a third program: a certificate of participation program. The certificate program is for students who would like to audit the curriculum. The courses required for the certificates and diploma programs are listed here in alphabetical order.

#### **CERTIFICATE in BIBLICAL STUDIES PROGRAM (210 hours of learning)**

#### **CERTIFICATE OF COMPLETION\***

#### **1.5 year program\*\***

- Basic English Composition
- New Testament Survey
- Old Testament Survey
- Hermeneutics
- Synoptic Gospels & John
- Pentateuch
- Acts
- Epistles I (Pauline)
- Epistles II (General)
- History of the Church
- Cults & World Religions
- Evangelism
- Missions
- Eschatology I (Daniel)
- Eschatology II (Revelation)

## **DIPLOMA in BIBLICAL STUDIES and LEADERSHIP DEVELOPMENT (420 hours of learning)**

### **3 year program\*\***

- Basic English Composition
- New Testament Survey
- Old Testament Survey
- Hermeneutics
- Synoptic Gospels & John
- Pentateuch
- Acts
- Eschatology II (Revelation)
- Major Prophets
- Romans
- Minor Prophets
- Hebrews
- Genesis
- Old Testament Wisdom Literature
- Church Leadership
- Epistles I (Pauline)
- Epistles II (General)
- History of the Church
- Cults & World Religions
- Evangelism
- Missions
- Eschatology I (Daniel)
- Christian Counseling
- Church Administration
- Pedagogy
- Apologetics
- Systematic Theology I
- Systematic Theology II
- Sermon Preparation
- Homiletics

**\*Note:** Students auditing the curriculum will receive a CERTIFICATE OF PARTICIPATION for the 1.5-year program or the 3-year program.

**\*\*Note:** Each course is 8 weeks long, two courses per semester. There are five semesters per year. The duration of each individual class is 1 hr. 45 minutes long. We meet once a week (Mondays), from 6:30 – 10:15 p.m.

### **ENROLLMENT**

All students are required to complete a registration form for each semester of study (5 semesters per year).

- **First Semester-** August to October (2 classes)
- **Second Semester-** October to December (2 classes)
- **Third Semester-** January to February (2 classes)
- **Fourth Semester-** February to April (2 classes)  
One week Spring break
- **Fifth Semester-** May to June (2 classes)

### **COURSE WITHDRAWALS**

Students can withdraw from courses within the first week without academic penalty (reflection of non-passing grade on transcript). You will receive a “WD” (withdrawn before any work was due). Students who withdraw after the second week will receive an automatic “F”.

### **REFUND POLICY**

Any student withdrawing from a course(s), with proper permission from the instructor, can expect the following refund policy of CBI tuition:

- Prior to first class: 100%
- At the conclusion of the first session: 50%
- After that time, no fee return

**Note:** Textbooks will not be refunded.



## **FINANCIAL INFORMATION**

**Registration Fee:** Registration fees will be charged for all students (widows are exempt). The cost per course is \$35; \$30 (audit); and \$10 discount is available to individuals who are faithfully attending and financially supporting Calvary Full Gospel Church (CFG) on a regular basis.

**Late Fee:** A \$5 late fee will be added for those students registering after the deadline date.

**Textbook Fee:** Textbook(s) will be listed on the registration form and available at the CFG's book store. Please note: Students are eligible for graduation when all fees are paid.

## **PAYMENT of BILLS**

Tuition is due and payable in full at the time of registration. Students who register early must complete their financial arrangements at the beginning of each new term by the registration date shown on the calendar. Failure to do so will result in a cancellation of the student's class schedule.

## **ATTENDANCE**

It is expected that students attend all the classes for the subject(s) for which they are enrolled. Students are allowed only one (1) unexcused absence per class during the 8-week semester. More than one unexcused absence will result in forfeiture of a grade for that subject. However, there are justifiable exceptions, such as: serious illness or death in the family. These reasons must be confirmed.

It is the student's responsibility, if classes are missed, to contact the instructor and to arrange any make-up work that may be required. Students failing to maintain satisfactory attendance will be counseled by the Administration, and an attempt will be made to solve the problem. Continued unsatisfactory attendance will be sufficient grounds for dismissal from the institute. Re-admission may be permitted if the student can satisfy the Administration that the problem has been resolved.

## **TARDINESS**

Students that accumulate 4 or more tardiness per class period will be marked as having one (1) unexcused absence. Tardy: 15 minutes late.

## **ASSIGNMENTS AND TESTING**

No assignments or tests are required from audit students. All other students should expect quizzes, tests, and assignments (homework, research papers). All assignments and quizzes/exams submitted after the due date will have 5 points taken off for each day late. Students must have a "C" average (70%) in order to pass any and all courses. There are two compulsory exams, or one exam and one research paper per course. Exams/quizzes must be taken during the class period. However, if there is a legitimate justifiable excuse, a make-up quiz/exam can be scheduled (must be a different exam). However, if the student does not take the examination on the scheduled day, there will not be another opportunity and the student will receive 0 as his/her grade. All course work is expected to be completed as specified by the instructor by the end of the term.

## **RESEARCH PAPERS**

Unless specified by the instructor in individual courses, all research papers must be typewritten and in thesis format: What is the main point that you want to prove/discuss? How will you convince the reader that this is factual? All sources must be cited.

## **QUESTIONS DURING CLASS PERIOD**

You are encouraged to ask questions during class. If you have a question don't just call out, please raise your hand and wait for the instructor to respond. Remember that the compressed nature of the course does not always allow time for extended discussion. You will have to be content with the instructor's

response even if you continue to disagree. You will find time to receive greater clarity over a period of time and in personal or group discussion.

### **MINIMUM SIZE OF CLASS REQUIREMENT**

For the first year, all CBI classes must have a minimum of 10 registered students in order to start a regular class. For the second year, a minimum registration of 8 students is required. The only exception is the third year, which will be conducted with the number of students present.

### **STUDENT CODE OF CONDUCT**

Every student must behave as a person transformed by the power of God, demonstrating character and maturity with fellow students, teachers, and the administration.

You are not expected to agree with everything that will be taught. But you are expected to treat the views of the instructors and of your fellow students with respect. If you disagree with something that is being taught, you should listen as openly as possible, giving due attention to everything that the Holy Spirit may be trying to say to you.

In assignments, you will be free to express your own views, but you will also be required at times, to show that you understand some alternative view and specifically, to express that different opinion, even it is conflicts with your personal beliefs. Follow the instruction of your teacher in preparing for these assignments.

Students are not permitted to negatively criticize fellow students, teachers, and administration. If a displeasing situation occurs in the classroom, please bring it to the attention of the Administration immediately.

Any conflicting situation that occurs within the classroom or outside of it that involves students, teachers or management, shall be notified to the Administration Office immediately.

Any student who needs to leave the classroom temporarily (no more than 10 minutes) may do so. If for some reason you need to take longer, please inform the instructor. Please be honest about your reason, for failure to do so, may affect your attendance.

Every student must turn off, or silence his/her cell phone during the study period and avoid possible communication, unless it is an emergency. Every student should take care of the institute furniture and do his/her best to keep it clean and orderly.

### **REASONS FOR DISMISSAL**

- Undisciplined lack of interest in the student's commitment to his/her studies.
- Failure to comply with the CBI's required attendance.
- Noncompliance with the regulations set forth by CBI.
- Any situation or attitude committed by the student(s) that endangers the physical and/or moral integrity of students, teacher, or the administrative body, as well as the private property of the CBI.
- Financial delinquency.
- Excessive tardiness.
- Conduct in or out of the classroom that is inconsistent with the philosophy and goals of the institute.
- If your Pastor, with a valid reason, calls the CBI administrators and ask that you be remove from the institute, you will have the opportunity to present your case before an Appeals Panel composed of CFG's Pastor, the administrators and CBI teachers.

### **DRESS CODE**

There is no prescribed form of dress. However, you are asked to bear in mind the following standards: cleanliness, neatness, modesty.

### **OFFICE SUPPLIES**

All materials and office equipment of the CBI are “NOT” at the disposal of the students. We ask that all your personal materials be ready prior to class.

### **VISITORS**

Occasionally students may wish to bring a visitor to class. Visitors will normally be welcome, but it is proper to check first with the instructor before inviting that guest. Each visitor is allowed one visit.

### **STANDARDS FOR GRADUATION**

All students who have met their academic obligations will obtain a corresponding certificate or diploma. If a student does not comply with the CBI’s requirements, he/she may not participate in the graduation ceremony.

The purpose of the graduation ceremony is to recognize students for the effort they have put forth during the school year. For this reason, the length of the ceremony is limited in time and special segments. The graduating class has the option of dedicating their promotion in the name of any person or institution that has been an example and inspiration to the entire class.

The graduating class, if they so desire, can present a plaque to the CBI, as a memento of their promotion. Any personal recognition that the class may want to present to instructors, will have to be done after the graduation ceremony or at a special service.

The third year graduating class will be called to receive the class honors,\* as well as their diplomas. First and second year students will be called only to receive class honors. The first and second year classes, as a whole, will have a “Class Moving Up” recognition during the graduation ceremony.

\* **Honors:** highest GPA; perfect attendance

All students must be up-to-date in with all payments in order to be able to be promoted to the next grade and/or receive a graduation diploma or certificate.

If any student has academic honors but are not up-to-date in with all payments, such student will “Not” be able to participate in the graduation nor receive the respective honors, which will be given to the student who has the second highest score. In the event that neither student meets the requirements, the administration will cancel the corresponding honor.

### **STUDENT GRADUATING CLASS SPEECH**

The purpose of the student graduating class speech is to present a historical exposition of the three years of discipline study, which should include the group experiences in the assimilation of knowledge and the maturity gained during the study process. The student graduating class speech (SGCS) must be presented in a positive and motivating way for the benefit of entire student body, as well as those who are thinking of enlisting in CBI. The SGCS is not intended to express the personal disagreements of the speaker nor the class in general with this educational institution. The SGCS is not intended to inform the audience of decision-making that has the approval or disapproval of the students. The SGCS must be delivered within a maximum of 5 minutes. The speech will be presented by the class honor student.

A copy of the student graduating class speech must be delivered to the administrators for review, one week before graduation.

**IMPORTANT NOTE**

These regulations are subject to review and change as this Administration considers it appropriate.

Revised: January 2015