



PASTORAL DEVELOPMENT HANDBOOK FOR KCU BIBLE AND MINISTRY MAJORS

Pastoral Development is designed to be a holistic, formative evaluation process to stand alongside the Bible and Ministry course of study at KCU. Students are expected to become familiar with the Handbook.



Pastoral Development for KCU Bible and Ministry Majors

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Welcome to Pastoral Development



Pastoral Development for KCU Bible and Ministry Majors

Pastoral Development¹ is designed to be a holistic, formative evaluation process to stand alongside the School of Bible and Ministry Bible and Ministry course of study at KCU. In keeping with KCU's three Core Values (Christ, Character, and Career), the School of Bible and Ministry seeks to ensure that ministry graduates are excellent candidates for work within the church, especially work requiring ordination.

Pastoral Development is designed to provide pastoral accountability and growth assessment for students seeking either the BA or BS in Bible and Ministry. Most students seeking this degree see themselves as preparing to serve the church in full-time vocational ministry, and most churches see this degree as a foundation for such work. However, classwork alone often leaves students unprepared for ministry in large areas of their life: financial, interpersonal, and spiritual.

The program will consist of two modules: E-portfolios and Annual Interviews. The E-Portfolio is designed to assess academic success and ministry competencies. The Annual Interviews are designed to assess spiritual and character formation and holistic contextualization.

The goal of the process is to be pastoral, formative, and redemptive. The evaluation process will be holistic to address academic success, personal & spiritual development, church leadership, and integration of theology and ministry. One of our primary roles is to be a community that helps to affirm their calling and gifts for ministry. In order to develop a holistic process we are using a rubric based on a four point likert scale that included the four C's from the Course of Study preparation process: Content, Competency, Character, and Context². Each of these is briefly described below:

1. **Academic Excellence (Content).** Students are to maintain a 2.5 grade point average to receive ministerial scholarship. The academic areas that are assessed include writing skills, critical thinking abilities, and communication.
2. **Servant Leadership (Competency).** Students are to be actively involved in a local church ministry and engaged in either campus leadership and/or ministry leadership. Leadership also includes work experience (including the Internship), examples of competence in the School of Ministry 7 Standards as well as gifts and skillsets for ministry.
3. **Spiritual Formation (Character).** Students are asked to be accountable about their relationship with God. This includes what kinds of daily spiritual formational practices are being used to grow in grace. We also provide accountability regarding their personal development and whether there are any destructive behaviors that are hindering their relationship with God (chemical abuse, self-harm, pre-marital sex, pornography, etc.). Students will also to submit peer reviews regarding their Christian witness.
4. **Contextualization (Context).** Students are asked about how they are integrating a Restoration theology with ministry. How does the student integrate Scripture and theology in contemporary life? And what is the primary purpose of the Church and the

¹ This program is modeled after the *Ministerial Standing* program of Northwest Nazarene University, Nampa Idaho, and was developed by Michael A. Kipp, Associate Professor of Youth & Family Ministry and Mark A. Maddix, Professor of Christian Education.

²Kipp & Maddix



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Church's role in the world? Students are to articulate how we are to minister in a diverse world.

This process provides an opportunity for faculty to assess the growth and development during the student's years at KCU. At these annual interviews, guided by faculty members, students are given areas of affirmation, areas of development, and any action items that might need to be addressed before the next meeting. The student is also given feedback regarding their vocational call to ministry and how they are progressing in their understanding of that calling.



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Dean's Letter

Welcome to the KCU School of Bible and Ministry!

We are excited to partner with you in the pursuit of your calling to serve Christ and His Church. The School of Bible and Ministry is committed to our vision of church leadership that is called, trained, nurtured, and enabled! Your studies in the Bible and Ministry major are designed to help you recognize your calling and to master the key content and skillsets to live that calling out.

There are some key, core values we hold dear in the School of Bible and Ministry.

We believe in Christ. There is nothing more important than a living relationship with the living Savior. Christ is the center of our program.

We believe in excellence. Your courses should challenge you to think in new ways. We believe things worth doing are worth doing well. In fact, we believe the quality of your schoolwork (and our work as teachers) directly reflects our worship of Christ. How we teach and learn reveals something about the value of Christ and His calling in our lives.

We believe in practical theology. Everything we do is steeped in theology. It is imperative that ministers in the church not only have the skills to accomplish ministry goals, but also the theological understanding to evaluate those goals and the methods used to achieve them.

We believe in calling. Ministry must move from an authentic relationship with Christ. Ministry that lasts and that transforms is always a response to Christ's call to serve Him and His Church.

We believe in the local church. There is no Plan B. The local church must be healthy and vibrant. Christ loves the church, and so do we.

We believe in vocational ministry. A life of vocational service to the church is a deep commitment and worthy of quality training. Our program seeks to equip those called to serve the church to have long and faithful careers in vocational ministry.

We're excited to partner with you, and that's exactly how we see ourselves. We're partnering with you today in preparation for your investment in someone you haven't even met yet!

Be Good,

Brian Baldwin, D.Min.
Dean, KCU School of Bible and Ministry
Assistant Professor, Youth and Family Ministry
Kentucky Christian University.



Pastoral Development for KCU Bible and Ministry Majors

Program Director's Letter

Welcome to the School of Bible and Ministry here at Kentucky Christian University!

As stated by our dean above, we are excited to partner with you as continue to discern God's calling for your life and as you train for vocational ministry. We believe that calling to ministry is a process, a process that begins with your "call" to salvation (your decision to become a Christian), your "call" to commit your life to ministry, your "call" to craft your skills for ministry through academic training and practical experience, and your "call" to a congregation (what is often referred to as "ordination").

By entering this program, you find yourself in that third stage of "calling"—crafting your skills for ministry through academic training and practical experience. Over the next few years, you will commit yourself to studying under men and women who have spent and continue to spend their lives serving the church in some way. Take your courses seriously. Whether it is a preaching course, a biblical studies course or a general science course, each minute you spend in academic training will prepare you for ministry. You will develop reading, research, relationship and communication skills that you will use to lead hurting and broken people, including yourself, back to God.

Also, during your time here, you will be encouraged to serve the church, both in the required 6-month internship and in volunteer or paid positions with local congregations. This will provide you with that "real world" experience to test and validate what you are learning in the classroom with what you experience out in the field. This is where theory meets practice and should be treated with great respect. Souls may not be in the line in a counseling course, yet they are very much on the line in the minister's office or the hospital room. Fieldwork is the proving ground, and we are excited about mentoring you through this stage of the process!

Finally, during your time here, you will have the opportunity to strengthen your spiritual development so that you will be prepared personally for ministry. Too many ministers leave college or seminary academically prepared and practically experienced but personally immature and unready to serve God's church. The Pastoral Development Program, then, is your opportunity to grow and mature independently from yet in conjunction with your academic studies and practical experiences. This program gives us as faculty an opportunity to shepherd you in a pastorally enriching way, much like we see Jesus with his disciples and Paul with his missionary associates. When you leave, we do not simply want you to have a degree in ministry; we want you to demonstrate the character of Christ and lead others to follow you as you follow Christ.

Again, we are excited that you have decided to study here at Kentucky Christian University as you prepare for vocational ministry and service to God. May the next few years be a time of testing and celebration as you seek God's path for your life!

Grace and peace,

Rob O'Lynn, D.Min.
Director of the Bible and Ministry Program
Assistant Professor of Preaching and Ministry
Kentucky Christian University



Pastoral Development for KCU Bible and Ministry Majors

The Pastoral Development Process

Students who decide to pursue a degree in Bible and Ministry must progress through the Pastoral Development Program.

Pre-Admission

Before a student can be admitted to the Pastoral Development program they must complete the following prerequisites:

1. The successful completion of 24 hours. Application should be made during the Fall semester of the applicant's sophomore year. Transfer students (having completed 40 hours or more) must apply immediately and meet the admission criteria. The Dean of the School of Bible and Ministry may permit transfer students to be provisionally admitted pending the processing of students' applications for admission.
2. Successful applicants will have a minimum GPA of 2.5.
3. Students desiring to major in Bible and Ministry are required to complete CMM 102 (Introduction to Christian Education) and CMM 201 (Introduction to Ministry) prior to admission to the Bible and Ministry degree program. Both courses must be completed with a minimum final grade of 80.

Admission

Once the student has met the prerequisites they may apply to enter the Pastoral Development Program. All application forms are available on the School of Bible and Ministry page at kcu.edu. The application process is as follows:

1. Complete the application form. This form can be found online on the KCU School of Bible and Ministry website. Forms will be submitted via email to the Program Director (Rob O'Lynn, D.Min. rolynn@kcu.edu).
2. Complete the Self-Clearing and Release form. The Self-Clearing form gives students an opportunity to address situations past and present that may have an impact on vocational pastoral ministry. This form can be found online on the KCU School of Bible and Ministry website. Forms will be submitted via email to the Program Director (Rob O'Lynn, D.Min. rolynn@kcu.edu).
3. Request Peer Recommendations. Two Peer Recommendations are required. Peers are current students at KCU. This form can be found online on the KCU School of Bible and Ministry website. Students should email the link to their peer references for them to complete the form online. Forms will be submitted via email via email to the Program Director (Rob O'Lynn, D.Min. rolynn@kcu.edu). Forms from the applicant will not be accepted.
4. Request Ministerial Recommendation. One Ministerial Recommendation is required. The Ministerial Recommendation must be from an active pastoral relationship. This means the student must have current and ongoing interaction with this minister. This form can be found online on the KCU School of Bible and Ministry website. Students should email the link to their ministerial reference for them to complete the form online. Forms will be submitted via email to the Program Director (Rob O'Lynn, D.Min. rolynn@kcu.edu).



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5. Complete the Entrance Interview. Once all materials have been collected the student will be contacted by the Program Director to schedule the entrance interview. This interview will take place with both the Program Director and the Dean.

Moving Forward

Continuation in the program is not automatic. In order to progress in the Pastoral Development Program the student must complete the following steps.

1. Request Interview. The student should request their interview at the beginning of their Spring Semester. Interviews will be scheduled with both the Program Director and the Dean.
2. Submit materials. One week prior to the Annual Interview the student will submit all of the following materials via the Bible and Ministry page on the KCU website.
 - a. Application
 - b. Two Peer Recommendations
 - c. Ministerial Recommendation
 - d. Release Forms & Self-Clearing Form
 - e. Portfolio. Please see the Portfolio section below.
 - f. Action Plan Materials (if necessary). Action Plans are created in the interviews, and successful completion of Action Plans are required for progression in the Pastoral Development Program.

Interview

Bible and Ministry majors will interview each year with the Program Director and the Dean. These interviews are intended to be *pastoral*, *formative*, and *redemptive*. They are *pastoral* in that the goal is for students and faculty alike to work together to become more like Christ. They are *formative* in that the interview should actively shape students rather than be simple assessments of status. Finally they are *redemptive* in that mistakes and failures should be platforms for growth rather than the end of progress. We take seriously Paul's admonition to "Follow me as I follow Christ" (1 Cor. 11:1), and the Pastoral Development interviews should reflect this.

The interviews are scheduled for 60 minutes, 45 minutes for the interview and 15 for the faculty team to evaluate the interview, complete the interview form, and provide feedback to the student. This is a vital part of the process in order to deliver clear information to the student regarding areas of affirmation and areas of further development. Some students are given action items that need to be addressed before next year's interview. These action items are always formative and generative for the student.

The objective of this process is to determine if the student is developing holistically. The interview begins by inviting the student to share his/her faith story and calling to ministry with the faculty. The interview includes discussing theological issues such as Restoration theology, authority of the Bible, etc., but the majority of the time will be spent talking with the student about his/her personal and spiritual life and calling to ministry. Issues to be covered include current ministry, church involvement, debt load, romantic interests and sexual boundaries. This time will be similar to offering pastoral care to the student.



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There are three possible status outcomes of the interview process:

1. **Yes.** The student is encouraged to continue pursuing their calling.
2. **Not Yet.** The student shows some areas of struggle and clear feedback and action steps are needed. This status will result in an Action Plan of prescriptive steps to achieve a “Yes”. Action Plans may include regular meetings with faculty or pastoral meetings with appropriate support. Action Plans will have measurable goals to be presented at the next Annual Interview.
3. **No.** The student consistently displays severe disconnection with normative Christian mission and the mission and vision of the School of Bible and Ministry. This status should be reserved for students unwilling to participate in Action Plans. Students are very unlikely to receive this status before their senior year. A student who completes all academic requirements but receives a No status their senior year will receive a bachelor’s degree in University Studies (Concentration in Bible) rather than a bachelor’s of Bible and Ministry.

Portfolio

The policy of the Kentucky Christian University Bible and Ministry Program is that all required Bible and Ministry classes must be passed with a grade of “C” or better to be allowed to enter upper level courses and maintain Pastoral Development progress.

We have chosen foundational courses and assignments throughout the curriculum in the School of Bible and Ministry that have a particular bearing on a person’s ministerial development. Each of these assessments is designed to enable a student to show competence in at least one of the 7 Standards of Competence for Ministry. These targeted assignments (along with their Internship Portfolio) are placed in an electronic portfolio that is accessible to the student and all faculty members of the School of Bible and Ministry. This allows faculty to have a deeper understanding and insight into our students as they progress through our program.

In order to facilitate the process of students uploading these course assessments into the electronic portfolio system the syllabi of faculty require specific course assessments to be posted. It is then up to the student to ensure they are uploaded. Substitution assignments require the approval of both the Program Director and the Dean.

The student is to upload the following assignments into a Resources folder on Sakai.

Year 1

1. *MVVG Assignment* from FND 101
2. *Assignment* from BTH 103 Intro to Bible (*to be determined by the Bible and Ministry Program Director*)
3. *Assignment* from BTH 106 Christian Heritage (*to be determined by the Bible and Ministry Program Director*)
4. *Essay on Calling* from CMM 201 or *Microteaching* from CMY 201 (the other assignment must be submitted at another time)

Year 2-4



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1. The student will be required to submit a minimum of 2 artifacts per academic year, which are to be collected from the following courses:
 - a. *Sermon* from CMP 240
 - b. *Microteaching* from CMY 201 or *Essay on Calling* from CMM 201
 - c. *Ministry Project* from CMM 301 or CMM 313
 - d. *Theology Paper* from CML 432 or CML 442; *Theology Paper* from BTH 412 or CMM 412; *Theology of Preaching* from CMP 404; or *Position Paper* from CMY 331.
 - e. *Exegetical Assignment* from a 200-level BNT or BOT course
 - f. *Exegetical Assignment* from a 300-level BNT or BOT course (or Hermeneutics)
2. *Internship Portfolio* from CML/CMP/CMY 301
3. *Practical Theology Defense Portfolio* from BTH 456

Appeals

Grade appeal procedure:

Grievances concerning a course grade are resolved through conferences between the student and the faculty member who assigned the grade. If still dissatisfied, the student may appeal in writing to the Dean of the School of Bible and Ministry. The Dean will conduct an investigation. If the instructor of the course also is the Dean of the School, the Vice President of Academic Affairs will handle grade appeals. Grades will be changed only if there is indication of error in calculation. However, the appeal must occur within 30 days from the end of the semester in which the grade was received.

Program appeals procedure:

All students have the right to appeal decisions made by faculty regarding student status in the Bible and Ministry program as well as any concerns regarding student evaluation in the admission, continuance, or exit interview process. The Appeal Procedure is as follows:

1. Written notice to advisor

The student must submit a written notice of appeal to their advisor stating the reason(s) for the appeal within 5 school days of notification of the action or the right to appeal will be forfeited.

The student must be able to present evidence and/or witnesses that would warrant an investigation of any issue in dispute. The advisor will review the policy with the student. Also, the advisor will review and verify the data upon which the decision was based. If a change is to be made, the advisor will contact the proper persons and provide appropriate documentation on behalf of the student

The advisor will decide from the information provided whether the case warrants formal presentation to the Program Director.

If the student does not believe the matter was resolved to his/her satisfaction, he/she has 3 school days to take the written appeal to the Program Director. A copy of the action taken will go into the student's file.

Reason for Appeal: (extra paper may be attached)



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Advisor Signature: _____

I HAVE READ AND UNDERSTAND THE APPEALS PROCESS OF THE BIBLE AND MINISTRY PROGRAM OF KCU AND I WISH TO INVOKE MY RIGHT TO THIS PROCESS.

Date of Commencement of Appeal: _____

Student Signature: _____

2. Contact Bible and Ministry Program Director

The Bible and Ministry Program Director will again review the issue of appeal with the student. Also, the Bible and Ministry Program Director will review documentation prepared by the student's advisor and verify the data upon which the decision was based. If a change is to be made, the Program Director will contact the proper persons and provide appropriate documentation on behalf of the student.

If the student does not believe the matter was resolved to his/her satisfaction, he/she has 3 school days to take the written appeal to the Vice President of Academic Affairs. A copy of the action taken will go into the student's file.

Disposition of Program Director:

_____ -

Program Director Signature: _____

I HAVE CONFERRED WITH THE BIBLE AND MINISTRY PROGRAM DIRECTOR AND AT THIS TIME I:

____ Wish to Continue the Appeals Process ____ Am Dismissing My Appeal

Student Signature: _____

Date: _____

KCU Box # _____ Phone # _____ Email Address _____

3. Contact the Vice President of Academic Affairs

The Vice President of Academic Affairs, in consultation with the Program Director, will review and verify the data upon which the decision was based. If a change is to be made, the Vice President of Academic Affairs will contact the proper persons and provide appropriate documentation on behalf of the student. A copy of the action taken will go into the student's file.

If the student does not believe the matter was resolved to his/her satisfaction, he/she has 3 school days to request the Vice President of Academic Affairs to convene a Bible and Ministry Advisory Council meeting within two weeks of this date.



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At the time of the request, the student will submit, in writing, if he/she:

A. Will or will not be present at the Bible and Ministry Advisory Council meeting.

B. Will request one representative (parent, friend, attorney) and who that person will be.

Disposition of Vice President of Academic Affairs:

Vice President of Academic Affairs

Signature: _____



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I HAVE CONFERRED WITH THE VICE PRESIDENT OF ACADEMIC AFFAIRS AND AT THIS TIME I:

Wish to Continue the Appeals Process Am Dismissing My Appeal

Invoke my right to present my petition before the Bible and Ministry Advisory Council

I will be present at the Bible and Ministry Advisory Council Meeting

I will NOT be present at the Bible and Ministry Advisory Council Meeting.

I request the presence of one representative

My representative will be: _____

I DO NOT request the presence of one representative

Student Signature: _____

Date: _____

4. Contact the Bible and Ministry Advisory Council

The Program Director will call a meeting of the Bible and Ministry Advisory Council. The Council will review and verify the data upon which the decision was based. If a change is to be made, the Council will contact the proper persons and provide appropriate documentation on behalf of the student.

The Vice President of Academic Affairs will notify the student of the final decision. A copy of this action will go in the student's file.

THE DECISION MADE ON BEHALF OF _____

WAS AS FOLLOWS:

Bible and Ministry Advisory Council Chairperson Signature:

Date: _____

Student Notification Date: _____

Vice President of Academic Affairs Signature:

SPECIAL CIRCUMSTANCE REQUEST FOR PREREQUISITE ADJUSTMENT

All students have the right to appeal decisions made by faculty regarding student status in the Bible and Ministry program. The policy of the Kentucky Christian University Bible and Ministry Program is that all



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required Bible and Ministry classes must be passed with a grade of "C" or better to be allowed to enter upper level courses. The following form will be used as:

- A. due process for students who have not successfully passed one of the required introductory courses mandated by the Kentucky Christian University Bible and Ministry Program and desire to enter an upper level course. (name course).
- B. due process for students who have transferred to Kentucky Christian University without having taken the introductory courses mandated by the KCU Bible and Ministry Program.

1. Petition to the program

The student must make a formal petition to the program, in writing, on a separate sheet of paper (to be attached to this form). The petition must include:

- A. the reason the introductory class was not successfully completed or not taken;
- B. how the prerequisite course work will be completed prior to, or concurrently with, the upper level course. (name course)

2. Review of petition by Bible and Ministry faculty

The Bible and Ministry Program faculty will review the petition and schedule a meeting with the student within 3 working days (of receipt of petition) to determine the level of the student's knowledge base of the missed material before a decision is made to allow the student to take the upper level course. If the student is not satisfied with the outcome, they should refer to the Appeals Process as outlined in the Bible and Ministry Student Handbook.

I HAVE READ AND UNDERSTAND THE DUE PROCESS OF THE BIBLE AND MINISTRY PROGRAM OF KCU AND I WISH TO INVOKE MY RIGHT TO THIS PROCESS.

STUDENT SIGNATURE: _____

KCU Box # _____ **Phone #** _____

Email Address _____

DATE OF COMMENCEMENT OF PROCESS: _____

DATE WRITTEN PETITION WAS RECEIVED BY BIBLE AND MINISTRY PROGRAM _____

DATE OF MEETING WITH STUDENT AND BIBLE AND MINISTRY FACULTY: _____

THE DECISION MADE ON BEHALF OF _____

WAS AS FOLLOWS: _____



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BIBLE AND MINISTRY PROGRAM DIRECTOR SIGNATURE:

I HAVE CONFERRED WITH THE BIBLE AND MINISTRY PROGRAM FACULTY AND:

_____ **AGREE WITH THE DECISION**

_____ **DISAGREE WITH THE DECISION WISH TO COMMENCE A FURTHER APPEAL**

STUDENT SIGNATURE:

BIBLE AND MINISTRY FACULTY SIGNATURES:

DATE: _____

A Copy of this Petition will be placed in the students file.

Bible and Ministry Advisory Council Duties

The Bible and Ministry Advisory Council will be charged with advising the program faculty on program and policy issues in a consultant capacity, holding program faculty accountable to faithful pastoral practice and to community needs. The Council will function primarily as an oversight committee for the Pastoral Development appeals process.



Pastoral Development for KCU Bible and Ministry Majors

The Catalog

The following information is found in the current KCU catalog, and will inform the student of the program requirements. The student is expected to familiarize himself/ herself with this material and have it on his/her person when meeting with his/her Advisor/ advisor.

BACHELOR OF SCIENCE, BACHELOR OF ARTS, MAJOR IN BIBLE & MINISTRY

Contact Person: Rob O'Lynn, D.Min. Program Director

Phone: 606-474-3230

Email: rolynn@kcu.edu

Mission Statement

The mission of the Bible and Ministry Program is to equip students to provide quality leadership for the Church by introducing them to a general working knowledge of basic pastoral, general, and evangelistic ministry skills and to a strong foundation for vocational ministry in the local church.

Objectives

Graduates will:

1. Develop entry-level ministry skills for evangelistic and pastoral settings.
2. Demonstrate a working knowledge of basic biblical content and methods of Bible study.
3. Be able to prepare and deliver sermons and lessons that effectively communicate biblical truth and its contemporary significance.
4. Integrate biblical understanding and ministry skills into a working approach to church leadership.
5. Be able to minister to people in difficult or crisis situations, and to share their faith with non-believers.
6. Be equipped and motivated to grow and develop ministry skills and competencies after graduation, understanding that preparation for ministry is a lifelong pursuit.

Programs Offered

Bachelor of Arts, Bible and Ministry

Bachelor of Science, Bible and Ministry

Minor in Ministry

General Information

This program provides an Arts and Sciences core and a dual major in Bible and Ministry. As part of their education in ministry, graduates must complete an emphasis in a specific of ministry. Graduates must also successfully complete the Pastoral Development program.



Pastoral Development for KCU Bible and Ministry Majors

Pastoral Development is designed to be a holistic, formative evaluation process to stand alongside the School of Bible and Ministry course of study at KCU. In keeping with KCU's three Core Values (Christ, Character, and Career), the School of Bible and Ministry seeks to ensure that ministry graduates are excellent candidates for work within the church, especially work requiring ordination.

Pastoral Development is designed to provide pastoral accountability and growth assessment for students seeking the Bible and Ministry degree. Most students seeking this degree see themselves as preparing to serve the church in full-time vocational ministry, and most churches see this degree as a foundation for such work.

The program will consist of two modules: E-portfolios and Annual Interviews. The E-Portfolio is designed to assess academic success and ministry competencies. The Annual Interviews are designed to assess spiritual and character formation and holistic contextualization. The program is designed to be formative and redemptive.

Students must maintain a Student Portfolio of selected assignments from required coursework. Students must apply for and complete an Annual Interview with the Bible and Ministry Program Director and the Dean of the School of Bible and Ministry. (For more information about the Pastoral Development program, see the Pastoral Development Student Handbook.)

Admission Requirements

Students who choose to major in Bible and Ministry will be assigned an advisor from the Bible and Ministry faculty as an entering student. The advisor will guide them through the admissions process. Students seeking to major in Bible and Ministry must apply for and be admitted to the Pastoral Development Program of the School of Bible and Ministry. Students are required to meet admission standards concurrent with their application to the Pastoral Development Program.

Students should apply for admission to the Pastoral Development Program during the first semester of the sophomore year. Failure to apply by this time will result in an extended program.

Retention in the Pastoral Development Program is dependent upon the maintenance of the levels of performance required for admission.

Students denied admission to, or conditionally admitted to the Pastoral Development Program may re-apply for admission once each semester through the Program Director of the School of Bible and Ministry. Continued progress through the program is dependent upon meeting program requirements and benchmarks.

The following guidelines are used to determine status of candidates for admission to the Pastoral Development Program:

1. Formal application is filed upon the successful completion of 24 hours. Application should be made during the Fall semester of the applicant's sophomore year. Transfer students (having completed 40 hours or more) must apply immediately and meet the admission criteria. The Dean of the School of Bible and Ministry may permit transfer students to be provisionally admitted pending the processing of students' applications for admission.



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2. Successful applicants will have a minimum GPA of 2.5.
3. Bible and Ministry majors are required to complete CMM 102 (Introduction to Christian Education) and CMM 201 (Introduction to Ministry) prior to admission to the Bible and Ministry degree program. Both courses must be completed with a minimum final grade of 80.
4. Bible and Ministry majors are required to complete the self-clearing forms and background check/drug test prior to admission. Applications without self-clearing forms and background check/drug test results will not be considered.
5. Successful applicants are required to complete an Entrance Interview with the Bible and Ministry Program Director and the Dean of the School of Bible and Ministry.

Students will be admitted to the Pastoral Development program upon successful completion of the application and interview process. Admitted students will be informed in writing of their admission after the Entrance Interview. Admitted students who drop out, or are dismissed, may be readmitted, providing that selected portions of the application procedures are repeated successfully.

Failure to meet all of the above requirements for admission to the School of Bible and Ministry will result in a delayed program or removal from the program of study.

Continuance in the Pastoral Development Program:

Pastoral Development students must reapply each year to maintain status in the program. Students must continue to meet program admissions standards as well as academic program standards. Moving forward in Pastoral Development is outlined in the "Moving Forward" section of the Pastoral Development Program Student Handbook.

Students who believe that they have been treated unfairly in any way may consider using the Appeals Process outlined in the Pastoral Development Program Student Handbook.

Graduation Requirements

1. Deliver an acceptable sermon/speech.
2. Demonstrate skills in an appropriate internship.
3. Satisfy all KCU General Graduation Requirements.
4. KCU does not allow students to take more than 49% of their classes in a non-traditional format (e.g., internet or online classes) For a 121 hour program, no more than 59 hours may be in a non-traditional format.
5. Complete and pass three SaBRE classes.
6. Complete the Bible and Ministry academic curriculum as outlined in the Academic Catalog.
7. Complete the Pastoral Development Program. Students who are not moved forward through Pastoral Development may seek to receive the University Studies Degree upon approval of the University Studies Program Director and the Dean of the School of Bible and Ministry.



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What is your present church involvement while here at KCU?

Are you involved in any campus clubs, athletics or other co-curricular activities? If so explain

Briefly describe the area or areas of Christian service to which you believe God is directing you.

What are the strengths that you have to offer in Christian service?

In what ways has KCU helped to affirm your call to Christian service?

What spiritual disciplines do you regularly practice to help you maintain a growing walk with God?

As of now, what are your goals for Christian service after graduation from KCU?

Please list **courses titles and professors** of your current courses:

Course # (ex. BNT 320)	Course Name	Faculty



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ITEMS TO COMPLETE FOR APPLICATION TO MINISTERIAL STANDING:

1. Complete the Pastoral Development Application and submit to Dr. Rob O'Lynn (rolynn@kcu.edu).
2. Submit a letter of recommendation from the supervisor of your most recent field experience or the **current minister** of the Church in which you worship. Please note that a church you do not regularly attend during the school year is *not* a current place of worship.
3. Submit two peer character references – **forms available on the Bible and Ministry website.**
4. Submit all required artifacts to your portfolio on Sakai for review by the faculty prior to your interview.

WITH YOUR RESPONSE TO THIS QUESTIONNAIRE AND INTERVIEW IT IS UNDERSTOOD THAT YOU GIVE PERMISSION TO THE KCU SCHOOL OF BIBLE AND MINISTRY TO SHARE THIS AND OTHER ACADEMIC/PERSONAL INFORMATION WITH THE APPROPRIATE FACULTY COMMITTEES.

Additionally, your signature serves as your affirmation that you are living in accordance with the Student Handbook of KCU.

Signature



Pastoral Development for KCU Bible and Ministry Majors

Peer Recommendation

Student Seeking Recommendation: _____

Student Giving Recommendation: _____

How long have you known the Applicant?

In what capacity?

Please answer the following by circling the most appropriate answer
(4=high)

Does the applicant show a high level of integrity?	1	2	3	4
Does the applicant maintain healthy relationship with those around him?	1	2	3	4
Does the applicant show wisdom in dealing with finances?	1	2	3	4
Does the applicant have a Christlike reputation?	1	2	3	4
Does the applicant regularly invest in the life of the Church?	1	2	3	4

What are the applicant's greatest strengths for ministry?

What are the applicant's areas of improvement?

Would you recommend the applicant for ministry?

Signature of Peer Recommendation

Date



Pastoral Development for KCU Bible and Ministry Majors

Ministerial Recommendation

Student Seeking Recommendation: _____

Minister Giving Recommendation: _____

Church: _____

City: _____ State: _____

Email: _____

How long have you known the Applicant?

Is the applicant currently involved regularly in the ministry of your church? If so, in what ways and how often?

Please answer the following by circling the most appropriate answer
(4=high)

Does the applicant show a high level of integrity?	1	2	3	4
Does the applicant maintain healthy relationship with those around him?	1	2	3	4
Does the applicant show wisdom in dealing with finances?	1	2	3	4
Does the applicant have a Christlike reputation?	1	2	3	4
Does the applicant regularly invest in the life of the Church?	1	2	3	4

What are the applicant's greatest strengths for ministry?

What are the applicant's areas of improvement?

Would you recommend the applicant for ministry?

Signature of Minister Recommendation

Date



Pastoral Development for KCU Bible and Ministry Majors

Self-Clearing and Release Form

to be completed at the time of Entrance/Continuance/Exit Interview

Student Name: _____

Box # _____ Date: _____

Having a criminal record or testing positive for drug use could negatively impact graduation from the Bible and Ministry Program or any program of study at KCU, as well as future employment. Falsely answering any question on this Self Clearing Statement will result in termination from the Bible and Ministry Program. Student will be referred to the Vice President of Academic Affairs for determination of enrollment status at the university.

Student Self Clearing Statement: If you answer yes to any of the following questions, your admission/continuance/graduation status will be put on hold until you present a written explanation. At that time, the Bible and Ministry Program reserves the right to seek counsel from KCU's Bible and Ministry Advisory Council as well as KCU's legal counsel before a final determination will be made regarding your admission/continuance/graduation. Once a final determination is made, if you believe that you have been unfairly treated, you have a right to appeal this decision.

You will be required to pay for and participate in a formal background check prior for successful completion of CML/CMP/CMY 299. At any point in the Bible and Ministry Program, you may also be required to additionally pay for and participate in a formal background check and/or random drug screen at the discretion of the Dean of the School of Bible and Ministry.

- * Have you been charged with, convicted of, or did you plead guilty or *nolo contendere* (no contest) to violation of any state or federal, civil or criminal law? (Excludes minor traffic offenses) (If yes, attach a detailed explanation)
YES _____ NO _____
- * Have you ever had any professional license revoked, suspended, or placed on probation by any state? (if yes, attach a detailed explanation)
YES _____ NO _____
- * Have you within the past year or are you currently using drugs, chemical substances (including controlled substances obtained either with or without a valid prescription), or intoxicating liquors to the extent that it would impair your functioning as a vocational minister? (If yes, attach a detailed explanation)
YES _____ NO _____
- * Have you been a participant in an alcohol or drug treatment or rehabilitation program within the past year in which you were monitored or supervised relative to your use of drugs or alcohol? (if yes, attach a detailed explanation)
YES _____ NO _____
- * Are there any other reasons that you are aware of where your participation in practice as a ministry student or as an entry level vocational minister would be perceived as endangering to others or yourself? (If yes, attach a detailed explanation)
YES _____ NO _____

I hereby acknowledge that I understand the impact of my answers to the "Student Self Clearing Statement" and have addressed them honestly and truthfully. I hereby release the Bible and Ministry Program Director and Dean of the KCU School of Bible and Ministry to discuss with appropriate KCU Faculty, Staff, employees, and representatives information which may be relevant to lifestyle choices which enable or inhibit Christian service and ministry. I understand the KCU School of Bible and Ministry will always seek to inform me of such discussions before they occur.

Student Signature



Pastoral Development for KCU Bible and Ministry Majors

Appeals Forms

1. Written notice to advisor

The student must submit a written notice of appeal to their advisor stating the reason(s) for the appeal within 5 school days of notification of the action or the right to appeal will be forfeited. The student must be able to present evidence and/or witnesses that would warrant an investigation of any issue in dispute. The advisor will review the policy with the student. Also, the advisor will review and verify the data upon which the decision was based. If a change is to be made, the advisor will contact the proper persons and provide appropriate documentation on behalf of the student

The advisor will decide from the information provided whether the case warrants formal presentation to the Program Director.

If the student does not believe the matter was resolved to his/her satisfaction, he/she has 3 school days to take the written appeal to the Program Director. A copy of the action taken will go into the student's file.

Reason for Appeal: (extra paper may be attached)

Advisor Signature: _____

I HAVE READ AND UNDERSTAND THE APPEALS PROCESS OF THE BIBLE AND MINISTRY PROGRAM OF KCU AND I WISH TO INVOKE MY RIGHT TO THIS PROCESS.

Date of Commencement of Appeal: _____

Student Signature: _____



Pastoral Development for KCU Bible and Ministry Majors

2. Contact the Bible and Ministry Program Director

The Bible and Ministry Program Director will again review the issue of appeal with the student. Also, the Bible and Ministry Program Director will review documentation prepared by the student's advisor and verify the data upon which the decision was based. If a change is to be made, the Program Director will contact the proper persons and provide appropriate documentation on behalf of the student.

If the student does not believe the matter was resolved to his/her satisfaction, he/she has 3 school days to take the written appeal to the Vice President of Academic Affairs. A copy of the action taken will go into the student's file.

Disposition of Program Director:

Program Director

Signature: _____

I HAVE CONFERRED WITH THE BIBLE AND MINISTRY PROGRAM DIRECTOR AND AT THIS TIME I:

_____ **Wish to Continue the Appeals Process**

_____ **Am Dismissing My Appeal**

Student Signature: _____

Date: _____

KCU Box # _____ **Phone #** _____ **Email Address** _____



Pastoral Development for KCU Bible and Ministry Majors

3. Contact the Vice President of Academic Affairs

The Vice President of Academic Affairs, in consultation with the Program Director, will review and verify the data upon which the decision was based. If a change is to be made, the Vice President of Academic Affairs will contact the proper persons and provide appropriate documentation on behalf of the student. A copy of the action taken will go into the student's file.

If the student does not believe the matter was resolved to his/her satisfaction, he/she has 3 school days to request the Vice President of Academic Affairs to convene a Bible and Ministry Advisory Council meeting within two weeks of this date.

At the time of the request, the student will submit, in writing, if he/she:

- A. Will or will not be present at the Bible and Ministry Advisory Council meeting.
- B. Will request one representative (parent, friend, attorney) and who that person will be.

Disposition of Vice President of Academic Affairs:

Vice President of Academic Affairs

Signature: _____



Pastoral Development for KCU Bible and Ministry Majors

I HAVE CONFERRED WITH THE VICE PRESIDENT OF ACADEMIC AFFAIRS AND AT THIS TIME I:

Wish to Continue the Appeals Process

Am Dismissing My Appeal

Invoke my right to present my petition before the Bible and Ministry Advisory Council

I will be present at the Bible and Ministry Advisory Council Meeting

I will NOT be present at the Bible and Ministry Advisory Council Meeting.

I request the presence of one representative

My representative will be: _____

I DO NOT request the presence of one representative

Student Signature: _____

Date: _____



Pastoral Development for KCU Bible and Ministry Majors

4. Contact the Bible and Ministry Advisory Council

The Program Director will call a meeting of the Bible and Ministry Advisory Council. The Council will review and verify the data upon which the decision was based. If a change is to be made, the Council will contact the proper persons and provide appropriate documentation on behalf of the student.

The Vice President of Academic Affairs will notify the student of the final decision. A copy of this action will go in the student's file.

THE DECISION MADE ON BEHALF OF _____

WAS AS FOLLOWS:

Bible and Ministry Advisory Council Chairperson Signature:

Date: _____

Student Notification Date: _____

Vice President of Academic Affairs Signature:
