

**CHRISTIAN FAMILY CHURCH INTERNATIONAL
BIBLE SCHOOL
2011-2012**

The **"PROSPECTUS & STUDENT HANDBOOK"** is developed by the Bible School of Christian Family Church International, Johannesburg

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Prospectus & Student Handbook_Version 7

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MESSAGE FROM DR. THEO & DR. BEVERLEY WOLMARANS



Dear Student,

Pastor Bev and I and the Pastors from Christian Family Church International are proud to present Christian Family Church International Bible School and School of Timothy's. This unique concept, in our Word based Biblical training, is a simple way to study and will only occupy one night per week for those studying on any one of our 17 International campuses.

The curriculum in years 1 and 2, has been especially designed to take a born-again believer from spiritual immaturity to maturity, fully assured in their walk with God.

Should you, as a student, believe that God has called you into the full time Ministry, then comprehensive training will be provided through the School of Timothy's. This third year of your training is the most exciting because, on completion, you will be awarded a degree in ministry and directed towards establishing your future ministry. The key focus of this Bible School is to equip "Timothy's" to plant churches, Bible Schools and ministries throughout the world, applying the God given principles entrusted to Pastor Bev and myself.

May God's grace empower, direct and strengthen you on this journey as it has on ours. As the founding pastors, we know beyond a shadow of doubt that you will reach your full potential in Christ as you commit to discovering God's destiny for your life through Christian Family Church International Bible School and the School of Timothy.

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CHRISTIAN FAMILY CHURCH INTERNATIONAL BIBLE SCHOOL

Christian Family Church International Bible School (CFCI BS) is one of the most dynamic and rapidly growing Bible Schools in South Africa today. It is currently accredited to Bachelors Level, and will include a comprehensive Post Graduate program in the near future. CFCI has run many different, informal training curriculums since 1985 and has now embarked on the three-year Bachelors training program, in order to facilitate the training of individuals for their ministry. The focus is to establish churches, Bible Schools and new ministries all over the world to teach the Word as imparted by Doctors Theo and Beverley Wolmarans.

1 MISSION OF CFCI BIBLE SCHOOL

2 Tim 2:2 (NLT) *"You have heard me teach many things that have been confirmed by many reliable witnesses. Teach these great truths to trustworthy people who are able to pass them on to others."*

CFCI BS affirms that all men are created in the image of God and are, therefore, to be afforded equal opportunity to education, in accordance with biblical standards. These policies are adhered to without regard to gender, colour, national or ethnic origin, recognizing that all mankind is one human race.

2 APOSTOLIC VISION

Dr. Theo's vision and indeed the vision of this ministry is to establish churches and Bible Schools around the world, focusing (initially) on Africa and the United States.

3 STATEMENT OF FAITH

1. We believe in the Scriptures of the Old and New Testaments, in their original writing, as fully inspired of God and accept them as the supreme and final authority for faith and life.
2. We believe in one God, eternally existing in three Persons – Father, Son and Holy Spirit.
3. We believe that Jesus Christ was begotten of the Father, conceived by the Holy Spirit, born of the Virgin Mary and is true God and true man.
4. We believe that God created man in His own image and that man sinned and thereby incurred the penalty of sin, which is death (physically and spiritually). Also that all human beings inherit a sinful nature, which progressed (in the case of those who reach moral responsibility) into actual transgression, involving personal guilt.
5. With regard to sexual behavior, we believe in a heterosexual relationship between a natural man and a natural woman, within the confines of lawful matrimony. Adherence to this stated principle of sexual behavior, is an inherent requirement of membership of CHRISTIAN FAMILY CHURCH INTERNATIONAL.
6. We believe that the Lord Jesus Christ died for our sins, a substitutionary sacrifice, according to the Scriptures and that all who believe in Him are justified on the grounds of His shed blood.

7. We believe in the (bodily) resurrection of the Lord Jesus, His ascension into Heaven and His present life as our High Priest and Advocate.
8. We believe in the personal return of the Lord Jesus Christ.
9. We believe that all who repent of their sin and receive the Lord Jesus Christ by faith are born-again of the Holy Spirit and thereby become children of God.
10. We believe in the baptism in the Holy Spirit, empowering and equipping believers for service, with the accompanying supernatural gifts of the Holy Spirit and in fellowship with the Holy Spirit. We believe in the divinely ordained ministries of the Apostle, Prophet, Teacher, Pastor and Evangelist.
11. With regard to submission to authority, we believe in the principle of having authority because you are under authority. As such, it is understood that CHRISTIAN FAMILY CHURCH INTERNATIONAL membership shall be subject to submission to authority in matters pertaining to church governance, doctrine and personal behavior.
12. We believe in the resurrection of both the just and the unjust, the eternal blessedness of the redeemed and the eternal banishment of those who have rejected the offer of salvation.
13. We believe that the one, true Church is the whole company of those who have been redeemed by Jesus Christ and regenerated by the Holy Spirit and that the local church on earth should form its character from this concept of the Church spiritually and therefore that the new birth and personal confession of Christ are essentials of church membership.
14. We believe that the Lord Jesus Christ appointed two ordinances – Baptism in water and the Lord's Supper, to be observed as acts of obedience and as perpetual witnesses to the cardinal facts of the Christian Faith, that Baptism is the immersion of the believer in water, as a confession of identification with Christ in burial and resurrection and that the Lord's Supper is the partaking of the emblems, symbolic of the Saviour's broken body and shed blood, in remembrance of His sacrificial death, until He comes.
15. We believe that divine healing was provided for in the Old and New Testament and is an integral part of the Gospel.
16. We believe that the Bible teaches that without holiness no man can see the Lord. We believe in the doctrine of sanctification as a definite, yet progressive work of grace, commencing at the time of the new birth and continuing until the consummation of salvation.
17. We believe in obeying the statement made by Jesus, found in Matthew 28 verse 19-20 which is, "Go therefore and make disciples of all the nations, baptising them in the Name of the Father, and of the Son and the Holy Spirit, teaching them to observe all things that I have commanded you, and lo, I am with you always, even to the end of the age." Amen
18. The fellowship is open to any further truth which the Holy Spirit may illuminate from the Scriptures.

If I ever have a dispute with the church that cannot be resolved through its own internal procedures, I agree to resolve the dispute according to Biblical principals such as those set forth in Matt. 5:23-25, 18:15-20 and 1 Cor. 6:1-8 by submitting the matter to Christian Mediation and if then necessary, to Christian Arbitration. Such mediators or arbitrators must be in agreement with the Statement of Faith of this church and its government. I understand that arbitration is a legally binding process and that judgment upon an arbitration award may be entered in any court, otherwise having jurisdiction.

4 ACCREDITATION

CFCI Bible School is a Bible School that has been in existence since 1983 and the majority of the subjects are the original teachings of Dr. Theo Wolmarans, founding Pastor and President of CFCI Bible School. All students successfully graduating from CFCI Bible School will receive a certificate, diploma and Bachelors of Ministry recognized worldwide. The successful student will, in addition, receive accreditation from any churches affiliated with CFC International.

CFCI Bible School has been accredited by Transworld Accrediting Commission International (TACI). TACI is organized to meet the growing need for accountability among evangelical institutions. They are an International non-profit church educational organization with a mandate to establish minimal acceptable standards, criteria and shared Biblical doctrine for membership. TACI has accredited and assisted Biblical Theological Schools, Seminaries, Universities, Colleges and Institutes around the world, for the last 20 years. Training preachers, teachers, and workers for the Master's harvest field, and providing assistance to others to achieve their goals, is their mission.



5 OUTCOMES BASED EDUCATION

5.1 Desired Outcomes

All qualifications are now designed with suitable outcomes in mind. A student will have certain knowledge and understanding but most important of all, he or she will be able to practically apply themselves and *do* things, i.e. plan, communicate, speak, prophesy, work with people, proclaim the gospel, care for members of a congregation and prove to be a teacher, able to equip others for ministry.

5.2 Program structure – the main features of the program

The Ministry Curriculum has been carefully balanced around sound educational principles and therefore has the following characteristics:

5.2.1 Undergraduate

- 120 credits per undergraduate qualification level, comprised of lecture hour credits, practical hour credits, assignment hours credits, and self study hour credits.
- A graduation qualification exit point after each academic year.
- Subjects offered on Bible School are classified as; foundational, supportive and core curriculum.
- The program is divided into modules and manuals are issued for most modules.
- More advanced modules are taken in each subsequent year, and modules build on each other as students advance.
- Modules that relate to the theme of the year are grouped together and are taken in the same year so as to lead to a meaningful outcome

5.2.2 Post Graduate

- Postgraduate studies are earmarked for those in full time ministry, or about to launch into full time ministry and have a 3-prong approach – a theological academic component, a written/published component, and a practical life/ministry application component.
- The program is designed to provide a Theological academic grounding, and then specialization into an area/stream of expertise.
- The programs are designed to build on each other, with progression evident in the areas of experience/ years in active full time ministry, age/maturity and theological knowledge .

5.3 Fundamental Principles of the Program

- The CFCI BS courses are integrated with life skills, social skills and leadership management as required for the church and the community environment, and will be of great advantage in all spheres of life.
- CFCI BS offers a standard that gives credibility and national and international acceptance of the outcomes outlined.
- Easy access and enrollment on the educational institution is provided to both members of CFCI and non members alike, with the aim of providing training to all prospective learners in such a way that they will be able to flourish, in their church environment.
- CFCI BS courses have portable credits and students can transfer them from one learning institution to another, within the CFCI network, for eventual further studies.
- We subscribe to the principle of Recognition of Prior Learning (RPL) under specific conditions. *See section on Recognition of Prior Learning.*

5.4 Benefits of the Bible School and School of Timothys Degree program

The program is there to equip people on a personal spiritual growth level, or on a ministry development level. It has various options, and can be done over a period of 1, 2 or 3 years. It has great flexibility compared to many other programs, and is highly competitive in the fees charged, both in Africa and Internationally.

The full program to third year, has been developed to equip the student to work towards establishing themselves in ministry in future, whether to start a church, a Bible School or go out as an Evangelist or Missionary, and teach the Word of God to people all over the world.

5.5 Recognition: Affiliation and International Status

CFCI BS is affiliated to more than 200 churches in the world with like-vision and values, that have also been starting Bible Schools and planting churches. Your qualifications will be recognized by all these affiliated churches and organizations.

CFCI BS is also Internationally recognized with Transworld Accrediting Commission International (TACI), providing the platform of opportunity for exchange student programs and further study abroad, at all affiliated churches with Bible Schools.

CFCI Bible School has an articulation agreement between various educational institutions worldwide, that recognize the Curriculum of CFCI BS. This allows other institutions to assess and award certificates, diplomas or degrees on the grounds of "Recognition of Prior Learning", based on life experience, ministry experience, educational qualifications etc. These awards are subject to proposal by CFCI Johannesburg and specific conditions and requirements, in order to protect the sanctity and validity of any degree issued.

CFCI BS may, under specific conditions, grant exemptions for modules, through the evaluation of transfer credits from other accredited and non-accredited universities, or educational institutions, as well as on the grounds of life experience and/or recommendations that comply with the student's course of study and implementation of core subjects.

Ministerial experience is divided into 5 major categories as follows:

- Pastoral/ Counseling
- Evangelism
- Classroom Teaching
- Church/ Ministry Administration
- Missions

Less than two year's active, full time experience will not be acceptable in any category. Technical, vocational and secular professional training is not usually acceptable except where deemed applicable. Final assessment for advanced standing, whether transfer of credits, life experience or published works, rests solely with the Registrar and the Principal of CFC BS (International).

5.6 Tuition method and steps

A CFCI Bible School follows a five-phase tuition method. Following this method, we can justify the 120 credits (each 10 notional hours) a student gets for studying the course in an academic year. The Student:

- Physically attends lectures, listens to the lecturer and participates in group discussion.
- Pre-reads course material, and revises the lecture material, notes and summaries.
- Studies from the module to internalize the material and writes the test.
- Prepares summaries of the material during reading, researching, analyzing and studying the material.
- Does the ministry and/or practical tasks, group test or self-assessment requirements as specified.

5.6.1 Illustration: 5-phase method

Lecture		Tuition	and group work
Re-reading		Integration	or pre-reading
Tests		Facts, Memory	academic
Reports		Read, Research	assignments
Task		Practical skills	

If this method is followed, the student will have processed the material from more than 300 lectures, during (+-) 1200 hours of activity per academic year.

5.7 Assessment

The Blooms model of cognitive thinking will be used and students will be assessed on the following levels:

- Attendance ratios to establish base credit hours of tuition
- Tests to establish retained academic knowledge
- Practical Assignments and evaluations to assess applied knowledge
- Written case study or book reports to assess analytical knowledge
- The individual weighting means every area is equally important in contributing to the final mark-to omit anyone may result in a 'Fail' result

6 UNDERGRADUATE PROGRAM

The Courses have been categorized into different themes for each year, thus creating a flow that depicts what that year of study aims to achieve, and the desired outcomes.

- Year 1 : CERTIFICATE IN MINISTRY**
To cultivate intimacy with God through personal relationship
- Year 2 : DIPLOMA IN MINISTRY**
Fanning into flame the gifts given to you by God
- Year 3 : BACHELORS OF MINISTRY [B. Min]**
Impartation to Sons

6.1 Student Statistics since 2007

Since 2007 the CFCI BS Undergraduate program has enrolled almost 4000 students:

YEAR	1 st Year	2nd Year	3rd Year	TOTAL
2007: Johannesburg Campus	496	N/A	N/A	496
2008: Johannesburg Campus	301	232	0	533
2008: Satellite Bible Schools	73	N/A	N/A	73
2009: Johannesburg Campus	405	163	185	753
2009: Satellite Bible Schools	276	45	0	321
2010: Johannesburg campus	363	202	133	698
2010: satellite Bible Schools	647	373	42	1062
TOTAL:	2561	1015	360	3936

6.2 Part-time Bible School: one day a week

Bible School lectures take place one day a week, on Tuesday evening from 18h25 to 21h30, and on certain specified Saturday mornings for practical application sessions (approximately 1-2 additional Saturdays per year).

Students CLOCK-IN at their respective class venue

(refer to relevant Roster)

Prayer School	:	18h00 – 18h25
Announcements	:	18h25 – 18h30
Lecture Session 1	:	18h30 – 19h20
Break 25-min	:	19h20 – 19h45
Lecture Session 2	:	19h45 – 20h35
Break 5-min	:	20h35 – 20h40
Lecture Session 3	:	20h40 – 21h30

6.2.1 Prayer School

“One hour in the presence of God will reveal any flaw in your most carefully laid plans.”

The first evening’s lecturer and/or the class president(s) will open up in prayer and students are encouraged to pray during prayer school as follows or as directed by the Holy Spirit:

- For strength
1 Chronicles 16:11 *“Seek the Lord and His Strength: seek His face evermore!”*
James 5:16b *“The effective, fervent prayer of a righteous man avails much.”*
- For their families and one another
Jude 20 *“But you, beloved, building yourselves up on your most holy faith, praying in the Holy Spirit.”*

- For endurance and perseverance
Matthew 26:41 *"Watch and pray, lest you enter into temptation. The spirit indeed is willing, but the flesh is weak."*
- With thanksgiving
Colossians 4:2 *"Continue earnestly in prayer, being vigilant in it with thanksgiving."*

6.2.2 Announcements & Student Communications

The first five minutes are used to communicate important announcements from the Dean, the Registrar or the Assistant Dean of Students, as pertains to exam feedback, new information, roster changes, policy changes etc.

6.2.3 Lectures

CFCI BS students are required to be persons of excellence and character, and as such are requested to be seated before commencement of lectures. This indicates a respect of the anointing of the lecturer, fellow students time and minimizes disruption to proceedings. There are 3 lecture sessions per night, and students are required to attend all three, unless they have been granted an RPL by the Registrar, for one or more of the sessions, which they have previously attended and completed.

6.2.4 Breaks

Before lectures commence, students at CFCI BS Johannesburg Campus fellowship in the mall area, shop at the in-house bookshop or dine at one of the two restaurants. Students eating during their break are encouraged to place their meal orders BEFORE commencement of class that evening to avoid delays.

There is a mid way break afforded to students between lectures. Students may partake of a quick meal if pre ordered or a light snack from the cart vendor in the mall. There is also a 5 minute comfort break allocated between lectures, and this is also an opportunity for the Class President (s) to communicate additional announcements to the students pertaining to the night.

Students CLOCK –OUT at their respective class venue, after that evenings last lecture has concluded. (refer to relevant Roster).

6.3 YEAR 1 - Certificate in Ministry**THEME: To cultivate intimacy with God through personal relationship**

SUBJECTS		MODULE CODE	SUBJECT CODE
1.	The Integrity of God's Word	IGW-100	
1.1	Proving God is the Author of the Bible not Man - Part 1		IGW-100-1
1.2	Proving God is the Author of the Bible not Man - Part 2		IGW-100-1
1.3	The Force of Revelation Knowledge: sense vs. revelation		IGW-100-2
1.4	The Force of Revelation Knowledge: walk by faith not sight		IGW-100-3
1.5	God's Word – a creative force		IGW-100-4
2.	Why we Study the Bible	HSB-105	
2.1	Bible study methods		HSB-105-1
2.2	The importance of the Word for the Believer		HSB-105-2
2.3	Why is Bible Study essential		HSB-105-3
2.4	Understanding the Bible		HSB-105-4
2.5	How to begin Studying the Bible		HSB-105-5
3.	How to Study the Bible	HSB-105	
3.1	Know the Author		HSB-205-1
3.2	How we know the Bible is the Word of God		HSB-205-2
3.3	How the Bible came to be		HSB-205-3
3.4	The Bible is in logical order		HSB-205-4
3.5	The Bible's Great Theme - Christ		HSB-205-5
4.	Foundations of Faith	FOF-110	
4.1	The foundation of faith		FOF-110-1
4.2	Is faith important?		FOF-110-2
4.3	How faith works		FOF-110-3
4.4	How to pray the prayer of faith – Part 1		FOF-110-4
4.5	How to pray the prayer of faith – Part 2		FOF-110-4
4.6	The power of positive confession - Part 1		FOF-110-5
4.7	The power of positive confession - Part 2		FOF-110-5
4.8	The power of positive confession - Part 3		FOF-110-5
4.9	The power of positive confession - Part 4		FOF-110-5
4.10	Our needs can only be met by hearing God's word		FOF-110-6
4.11	Doubt will rob you of God's blessings		FOF-110-7
4.12	The prayer of casting your care upon the Lord		FOF-110-8
4.13	A vision of the completed project		FOF-110-9

SUBJECTS		MODULE CODE	SUBJECT CODE
5.	God is Interested in your Financial Success	GIF-115	
5.1	Introduction to financial prosperity		GIF-115-1
5.2	Is it God's will to prosper us financially?		GIF-115-2
5.3	In Abraham all the families of the earth are blessed		GIF-115-3
5.4	Seed Time and Harvest		GIF-115-4
5.5	We are stewards of God's affairs		GIF-115-5
5.6	Tithing weighed in the balance		GIF-115-6
5.7	God wants to prosper us financially		GIF-115-7
5.8	God's presence prospers you in every area of your life		GIF-115-8
5.9	Additional truths confirming God want us to prosper		GIF-115-9
5.10	Principles that will guarantee your success		GIF-115-10
6.	Developing Spiritual Maturity	DSM-120	
6.1	The Natural Man		DSM-120-1
6.2	The Carnal Man		DSM-120-2
6.3	The Spiritual Man		DSM-120-3
6.4	How to control your thoughts		DSM-120-4
6.5	Ruling the spirit world		DSM-120-5
6.6	Spiritual maturity by the Grace of God		DSM-120-6
6.7	How to increase your spiritual effectiveness		DSM-120-7
7.	Righteousness	RIG-125	
7.1	Introduction to righteousness		RIG-125-1
7.2	The law of righteousness		RIG-125-2
7.3	How righteousness became available to all		RIG-125-3
7.4	The curse of the law and the benefits of righteousness		RIG-125-4
7.5	Through righteousness, access to the presence of God		RIG-125-5
7.6	Righteousness and sin		RIG-125-6
8.	Principles of Healing	POH-130	
8.1	Divine Healing – Part 1		POH-130-1
8.2	Divine Healing – Part 2		POH-130-1
8.3	Jesus heals today		POH-130-2
8.4	Miracles and the supernatural		POH-130-3
8.5	How to minister the healing to others		POH-130-4
9.	How to Recognise the Voice of God	RVG-135	
9.1	Introduction to the Holy Spirit		RVG-135-1
9.2	How does God speak to us?		RVG-135-2
9.3	How to hear the voice of the Holy Spirit		RVG-135-3
9.4	How to recognise the voice of God		RVG-135-4
9.5	Can everyone hear the voice of God?		RVG-135-5
9.6	How does God speak to me?		RVG-135-6
9.7	How does God order my steps?		RVG-135-7
9.8	A simple and practical way to hear the voice of God		RVG-135-8
9.9	Every choice has its consequences		RVG-135-9
9.10	The price of a decision – Abraham		RVG-135-10
9.11	The price of a decision – King David		RVG-135-10

SUBJECTS		MODULE CODE	SUBJECT CODE
9.12	My choice had a price attached to it – Eli		RVG-135-11
9.13	Ps Theo's Testimony		RVG-135-12
10.	Praise, Thanksgiving and Worship	PTW-140	
10.1	Protocol		PTW-140-1
10.2	Thanksgiving		PTW-140-2
10.3	Praise		PTW-140-3
10.4	Worship		PTW-140-4
10.5	How to get definite results through worship		PTW-140-5
10.6	The importance of Sunday praise and worship		PTW-140-6
11.	Prayer 1	PRA-145	
11.1	God needs me to pray before He can act		PRA-145-1
11.2	How to pray: Types of prayer		PRA-145-2
11.3	How to pray: Prayer of petition or faith		PRA-145-2
11.4	How to pray: Prayer of agreement and supplication		PRA-145-2
11.5	How to pray: Prayer of Intercession		PRA-145-2
11.6	How to pray: Introduction to praying in the spirit		PRA-145-2
11.7	How to pray: Praising and worshipping in prayer		PRA-145-2
11.8	How to pray: Deliverance and fervent prayer		PRA-145-2
11.9	How to pray: The importance of praying for the nation		PRA-145-2
11.10	God's plan for our lives in prayer		PRA-145-3
11.11	Ten reasons for praying in the spirit – Part 1		PRA-145-4
11.12	Ten reasons for praying in the spirit – Part 2		PRA-145-4
12.	Soul Winning	WIT-150	
12.1	Understanding basic witnessing		WIT-150-1
12.2	Your personal testimony		WIT-150-2
12.3	Obtaining commitment		WIT-150-3
12.4	Understanding unbelievers		WIT-150-4
12.5	Being an effective witness		WIT-150-5
13.	The God of Love	GOL-155	
13.1	Understanding our heavenly Father		GOL-155-1
13.2	Living on the influence of God's love		GOL-155-2
13.3	Our God of love and mercy		GOL-155-3
13.4	The love family		GOL-155-4
13.5	God's love changes us from the inside		GOL-155-5
13.6	The royal law of love: old historical perspective		GOL-155-6
13.7	The royal law of love: Old Testament fulfilled		GOL-155-7
13.8	The royal law of love: God kind of love – NT Law		GOL-155-8
13.9	Love covers a multitude of sins		GOL-155-9
13.10	Forgiving other as God has forgiven us		GOL-155-10
13.11	Forgiving yourself		GOL-155-11
13.12	God's love compels us to love others		GOL-155-12

SUBJECTS		MODULE CODE	SUBJECT CODE
14.	The Ministry of Jesus	MOJ-160	
14.1	Pre-incarnate Christ Eternal – Part 1		MOJ-160-1
14.2	Pre-incarnate Christ Eternal – Part 2		MOJ-160-1
14.3	Ministry of Jesus on the earth – Birth of Jesus		MOJ-160-2
14.4	Ministry of Jesus on the earth – His Ministry		MOJ-160-2
14.5	Ministry of Jesus on the earth – His Death		MOJ-160-2
14.6	Resurrected Christ – His Resurrection		MOJ-160-3
14.7	Resurrected Christ – Christ lives through His church today		MOJ-160-3
14.8	Resurrected Christ – What is Christ doing right now?		MOJ-160-3
15.	Fruits of the Spirit	FOS-165	
15.1	The fruits of the Spirit		FOS-165-1
15.2	Love		FOS-165-2
15.3	Joy		FOS-165-3
15.4	Peace		FOS-165-4
15.5	Patience		FOS-165-5
15.6	Kindness		FOS-165-6
15.7	Goodness		FOS-165-7
15.8	Faithfulness		FOS-165-8
15.9	Humility		FOS-165-9
15.10	Self control		FOS-165-10
16.	Leadership Principles	LPS-170	
16.1	Discovering your part in God's work		LPS-170-1
16.2	Motivational gifts test		LPS-170-2
16.3	DISC Behaviour Survey – Discovering yourself		LPS-170-3
16.4	Seven Godly habits		LPS-170-4
17.	Developing the Leader Within You	JCM-910	
17.1	What is a Leader? – Part 1		JCM-910-1
17.2	What is a Leader? – Part 2		JCM-910-1
17.3	Leadership is influence – Part 1		JCM-910-2
17.4	Leadership is influence – Part 2		JCM-910-2
17.5	How to grow as a Leader – Part 1		JCM-910-3
17.6	How to grow as a Leader – Part 2		JCM-910-3
17.7	Reflections of a Leader – Part 1		JCM-910-4
17.8	Reflections of a Leader – Part 2		JCM-910-4
18.	Practical Leadership 1	PL1-175	
18.1	Moving into Internship		PL1-175-1
18.2	The heart of a Leader		PL1-175-2
18.3	A new outlook on church life		PL1-175-3
18.4	Building a cell group		PL1-175-4
18.5	Leading a cell group meeting		PL1-175-5
18.6	Shepherds course – Moving on from Internship		PL1-175-6
18.7	Understanding cell groups		PL1-175-7
18.8	The cell group life cycle		PL1-175-8
18.9	Developing the members		PL1-175-9

SUBJECTS		MODULE CODE	SUBJECT CODE
18.10	Handling special situations		PL1-175-10
18.11	The Shepherd		PL1-175-11
19.	Be a People Person	HRT-180	
19.1	What draws me to people?		HRT-180-1
19.2	What draws others to me?		HRT-180-2
19.3	How to be confident with people?		HRT-180-3
19.4	Becoming a person people want to follow		HRT-180-4
19.5	Motivating people for their benefit		HRT-180-5
19.6	How to be person people respect		HRT-180-6
19.7	You can be an encourager		HRT-180-7
19.8	Loving difficult people		HRT-180-8
19.9	How to be a person who can handle criticism		HRT-180-9
19.10	Being a person people trust		HRT-180-10
19.11	Developing a winning team		HRT-180-11

6.4 YEAR 2 – Diploma in Ministry**THEME: Fanning into flame the gifts given to you by God**

SUBJECTS		MODULE CODE	SUBJECT CODE
1.	Ministry Leadership 2	PL2-200	
1.1	The Supervisor		PL2-200-1
1.2	Overseeing the cell group		PL2-200-2
1.3	Running a prayer group		PL2-200-3
1.4	Being the supervisor		PL2-200-4
1.5	Elder/ Intern Pastor		PL2-200-5
1.6	Discipleship		PL2-200-6
1.7	Counseling		PL2-200-7
2.	Foundational Doctrines	FDD-210	
2.1	Introduction to Foundational Doctrines		FDD-210-1
2.2	Repentance from dead works – exposing religion		FDD-210-2
2.3	Repentance from dead works – sin, forgiveness and grace		FDD-210-2
2.4	Repentance from dead works – the law of Moses		FDD-210-2
2.5	Faith towards God – The law of the New Testament		FDD-210-3
2.6	Faith towards God – God's image of you		FDD-210-3
2.7	Faith towards God – The family of the Godhead		FDD-210-3
2.8	Doctrine of Baptisms – Baptism in power		FDD-210-4
2.9	Doctrine of laying on of hands		FDD-210-5
2.10	Doctrine of the resurrection of the dead		FDD-210-6
2.11	Resurrection of the dead – From the cross to the grave		FDD-210-7
2.12	Eschatology		FDD-210-8
2.13	Satan's defeat at Pentecost		FDD-210-9
2.14	Doctrine of eternal Judgment		FDD-210-10
2.15	Moving onto perfection		FDD-210-11
3.	Authority of the Believer	AOB-220	
3.1	A Man Under Authority		AOB-220-1
3.2	Authority of the Believer – Part 1		AOB-220-2
3.3	Authority of the Believer – Part 2		AOB-220-2
3.4	Authority of the Believer – Part 3		AOB-220-2
3.5	Authority of the Believer – Part 4		AOB-220-2
3.6	Governing authorities have been instituted by God		AOB-220-3
3.7	Obedience to authority in the body of Christ		AOB-220-4
3.8	Recognizing the authority of God		AOB-220-5
3.9	Respecting people in authority		AOB-220-6
3.10	Authority in the Church		AOB-220-7
3.11	Authority in the family		AOB-220-8
3.12	Man's authority to use God's ability to rule over Satan		AOB-220-9
3.13	The Anointing – God's ability and power in the Believer		AOB-220-10
3.14	Satan's kingdom in operation		AOB-220-11
3.15	False religions and cults		AOB-220-12
3.16	The Christian authority		AOB-220-13
3.17	Exposing Satan's kingdom		AOB-220-14

SUBJECTS		MODULE CODE	SUBJECT CODE
3.18	Understanding and overcoming fear		AOB-220-15
4.	Prayer 2	PRA-225	
4.1	Praying effectively		PRA-225-1
4.2	Our pattern for successful intercession		PRA-225-2
4.3	Deeper prayer in the Spirit		PRA-225-3
4.4	Intercession for positive change		PRA-225-4
4.5	Practical intercession		PRA-225-5
5.	Angels and Demons	AAD-230	
5.1	The ministry of angels – Part 1		AAD-230-1
5.2	The ministry of angels – Part 2		AAD-230-1
5.3	The ministry of angels – Part 3		AAD-230-1
5.4	The ministry of angels – Part 4		AAD-230-1
5.5	The ministry of angels – Part 5		AAD-230-1
5.6	The origin of demons		AAD-230-2
5.7	Understanding demon possession & influence of demons		AAD-230-3
5.8	Can a Christian have a devil?		AAD-230-4
5.9	Spirits of bondage		AAD-230-5
6.	Amazing Grace	AMG-240	
6.1	What is grace?		AMG-240-1
6.2	Who can receive grace from God?		AMG-240-2
6.3	Trusting in the grace of God		AMG-240-3
6.4	Mercy		AMG-240-4
6.5	Examples of grace		AMG-240-5
7.	Developing Godly Character	DGC-245	
7.1	Strength for Godly Character – Part 1		DGC-245-1
7.2	Strength for Godly Character – Part 2		DGC-245-1
7.3	Strength for Godly Character – Part 3		DGC-245-1
7.4	Strength for Godly Character – Part 4		DGC-245-1
7.5	Strength for Godly Character – Part 5		DGC-245-1
7.6	Understanding pride and humility		DGC-245-2
7.6	The power of forgiveness		DGC-245-3
7.8	Understanding tests, trials and persecutions		DGC-245-4
7.9	Dealing with seduction		DGC-245-5
7.10	Dealing with the devil		DGC-245-6
7.11	In the heat of the battle		DGC-245-6
7.12	Deceitfulness of sin		DGC-245-8
7.13	Where do problems come from?		DGC-245-9
7.14	The importance of patience		DGC-245-10
7.15	Moving onto perfection		DGC-245-11
7.16	The Eagle Christian		DGC-245-12
7.16	Delight yourself in the Lord		DGC-245-13
7.18	Dedication and determination to spend time with God		DGC-245-14
7.19	Your personal progress		DGC-245-15

SUBJECTS		MODULE CODE	SUBJECT CODE
8.	Gifts of the Holy Spirit	GOH-250	
8.1	Introduction to the Gifts of the Holy Spirit		GOH-250-1
8.2	The Revelation Gifts		GOH-250-2
8.3	The Utterance Gifts		GOH-250-3
8.4	The Power Gifts		GOH-250-4
9.	EE3 Evangelism Explosion	FOM-260	
9.1	Equipping Lay People		FOM-260-1
9.2	The Witnessing Conversation		FOM-260-2
9.3	Friendly Relationship		FOM-260-3
9.4	Church and Assurance Testimony		FOM-260-4
9.5	Asking Permission and Diagnostic Questions		FOM-260-5
9.6	The Gospel - Grace		FOM-260-6
9.6	The Gospel - Man		FOM-260-6
9.8	The Gospel - God		FOM-260-8
9.9	The Gospel - Christ		FOM-260-9
9.10	The Gospel - Faith		FOM-260-10
9.11	Commitment		FOM-260-11
9.12	Explaining Assurance		FOM-260-12
9.13	Discipling New Believers		FOM-260-13
9.14	Enlisting and Enlarging		FOM-260-14
9.15	Witnessing as a Way of Life and Handling Objections		FOM-260-15
9.16	Wrap-up		FOM-260-16
10.	The Blood Covenant	TBC-260	
10.1	Introduction to Covenants		TBC-260-1
10.2	Reason for the Blood Covenant		TBC-260-2
10.3	Types and shadows for the modern day Believer		TBC-260-3
10.4	Jesus is the Blood Covenant		TBC-260-4
10.5	Living in Covenant victory: end time church examples		TBC-260-5
10.6	How to activate the Blood Covenant		TBC-260-6
10.6	Promises of the Blood Covenant		TBC-260-6
11.	Introduction to Ministry	MRC-280	
11.1	Introduction to Ministry		MRC-280-1
11.2	Entering into full time ministry		MRC-280-2
11.3	Answering the calling		MRC-280-3
11.4	Unless the Lord build the house		MRC-280-4
11.5	Principles that build a life or a ministry		MRC-280-5
12.	Five-Fold Ministry/ Ministry Gifts	FFM-310	
12.1	Christ's provision for His Church		FFM-310-1
12.2	The Divine call		FFM-310-2
12.3	Whom God calls, He equips		FFM-310-3
12.4	Faithfulness to the call		FFM-310-4
12.5	Variety and balance		FFM-310-5
12.6	The Apostle		FFM-310-6
12.6	The Prophet		FFM-310-6

SUBJECTS		MODULE CODE	SUBJECT CODE
12.8	The Evangelist		FFM-310-8
12.9	The Pastor		FFM-310-9
12.10	The Teacher		FFM-310-10
12.11	Variety of Ministry Gifts		FFM-310-11
12.12	The office of helps		FFM-310-12
12.13	Ministry tongues and interpretation		FFM-310-13
12.14	Exhortation		FFM-310-14
12.15	The ministry of giving		FFM-310-15
13.	Developing the Leader Around You	DLA-295	
13.1	Why leaders need to reproduce leaders		DLA-295-1
13.2	The leadership challenge		DLA-295-2
13.3	Five levels of Leadership		DLA-295-3
13.4	Five step process for turning producers into reproducers		DLA-295-4

6.5 YEAR 3 – Bachelors in Ministry – School of Timothy's
THEME: Impartation to Sons

SUBJECTS		MODULE CODE	SUBJECT CODE
1.	Covenant, Marriage and Family	CMF-300	
1.1	Introduction and foundation		CMF-300-1
1.2	Dealing with baggage, generational curses & soul ties		CMF-300-2
1.3	Divorce		CMF-300-3
1.4	Understanding that Marriage is a Covenant		CMF-300-4
1.5	Loyalty		CMF-300-5
1.6	Leaving and cleaving		CMF-300-6
1.6	In-laws		CMF-300-6
1.8	The Role and Responsibility of the Wife		CMF-300-8
1.9	The Role and Responsibility of the Husband		CMF-300-9
1.10	Parent-child relationships		CMF-300-10
1.11	Finance		CMF-300-11
1.12	Communication		CMF-300-12
1.13	Romance		CMF-300-13
1.14	Intimacy in Marriage – Sex		CMF-300-14
2.	Deliverance	DEL-290	
2.1	Introduction to Deliverance		DEL-290-1
2.2	Man as Spirit, Soul and Body		DEL-290-2
2.3	Where did Satan and the demons originate?		DEL-290-3
2.4	What is the authority of the believer?		DEL-290-4
2.5	Why and how do demons enter people?		DEL-290-5
2.6	What is the personality of demons and how do they behave?		DEL-290-6
2.6	Important aspects about deliverance		DEL-290-6
2.8	How must we cast out demons?		DEL-290-8
2.9	Haunted houses and ghosts		DEL-290-9
2.10	Religions and other practices that 'open' the door		DEL-290-10
2.11	What are the devil's names? Evicting demonic intruders		DEL-290-11
2.12	Different kinds of demons that are mentioned in the Bible		DEL-290-12
2.13	Demonic entry check points		DEL-290-13
2.14	Scriptures to use during deliverance		DEL-290-14
2.15	Prayers for people involved in Freemasonry		DEL-290-15
3.	Role of the Founding Pastor	RFP-320	
3.1	Introduction to the Role of the Founding Pastor		RFP-320-1
3.2	Lead (Senior) Pastor		RFP-320-2
3.3	Staffing Issues		RFP-320-3
3.4	Ministry Preference		RFP-320-4
3.5	Christ Centered Pastors		RFP-320-5
3.6	Fractalling		RFP-320-6
3.6	Replication		RFP-320-6
3.8	Staff Retreats		RFP-320-8
3.9	Retreats for burned out pastors		RFP-320-9

SUBJECTS		MODULE CODE	SUBJECT CODE
4.	Church Formal Procedure	CFP-330	
4.1	Church Order of Service – A typical weekend		CFP-330-1
4.2	Church Order of Service – Deacon's Training Plan		CFP-330-1
4.3	Church Order of Service – Deacon's PRD		CFP-330-1
4.4	Baby Dedication		CFP-330-2
4.5	Baptism		CFP-330-3
4.6	Wedding		CFP-330-4
4.6	Funeral Procedure		CFP-330-5
4.8	Deacon's Training Plan – Evaluation		CFP-330-6
5.	The Anointing	ANT-340	
5.1	Introduction to the Holy Spirit		ANT-340-1
5.2	The person of the Holy Spirit		ANT-340-2
5.3	The Holy Spirit, friend or formula?		ANT-340-3
5.4	Getting to know the Holy Spirit		ANT-340-4
5.5	The Holy Spirit our Helper		ANT-340-5
5.6	How do I work with the Holy Spirit?		ANT-340-6
5.6	Fellowship with the Holy Spirit		ANT-340-6
5.8	Ministry of the Holy Spirit		ANT-340-8
5.9	The Holy Spirit is on the earth today		ANT-340-9
5.10	The devil is in control of this world		ANT-340-10
5.11	The Holy Spirit is speaking to me		ANT-340-11
5.12	God is for us, with us and in us		ANT-340-12
5.13	Function of the Holy Spirit		ANT-340-13
6.	Introduction to Management	MRP-350	
6.1	Introduction to Management Principles		MRP-350-1
6.2	Definition and Purpose of Management		MRP-350-2
6.3	Management Environment		MRP-350-3
6.4	Organizations/ Groups/ Culture		MRP-350-4
6.5	Management Principle 1: Planning		MRP-350-5
6.6	Management Principle 2: Organizing		MRP-350-6
6.6	Management Principle 3: Leading and Leadership		MRP-350-6
6.8	Management Principle 4: Control		MRP-350-8
6.9	Marketing		MRP-350-9
6.10	Business Plan Template		MRP-350-10
7.	Church Management	CMA-355	
7.1	A historical perspective		CMA-355-1
7.2	Management function of a church		CMA-355-2
7.3	What role does God play in managing a church		CMA-355-3
7.4	Developing a vision for the church		CMA-355-4
7.5	Management structure		CMA-355-5
7.6	Organizational charts		CMA-355-6
7.6	PRD – Job descriptions summarized		CMA-355-6
7.8	Performance management		CMA-355-8
7.9	Policies and Procedures		CMA-355-9
7.10	Event management		CMA-355-10
7.11	Leadership		CMA-355-11

SUBJECTS		MODULE CODE	SUBJECT CODE
8.	Church Administration	CAD-360	
8.1	An Introduction – Code of conduct		CAD-360-1
8.2	Corporate entities		CAD-360-2
8.3	Church versus State		CAD-360-3
8.4	Church legislation – NPO Registration		CAD-360-4
8.5	Church legislation – PBO Registration		CAD-360-4
8.6	Agreement and Association		CAD-360-5
8.6	Missions, welfare, outreach, community projects & church planting		CAD-360-6
8.8	Labour Law		CAD-360-6
8.9	Legislation – Employment Equity Act		CAD-360-8
8.10	Legislation – Marriage Officers and Ordination		CAD-360-8
8.11	Procedure and Policy		CAD-360-9
8.12	Technology		CAD-360-10
8.13	Salaries and Wages		CAD-360-11
8.14	Administrative Systems		CAD-360-12
9.	Financial Management	FMA-365	
9.1	Introduction to Financial Management		FMA-365-1
9.2	Financial Accounting Principles and Concepts		FMA-365-2
9.3	Budgeting		FMA-365-3
9.4	Financial Control		FMA-365-4
9.5	Taxation		FMA-365-5
9.6	Financial Analysis Techniques		FMA-365-6
9.6	Capital Investment Analysis		FMA-365-6
10.	Pastoral Counseling	PCO-360	
10.1	The Christian counselor		PCO-360-1
10.2	Reasons for unsuccessful counseling		PCO-360-2
10.3	The ultimate goal of counseling is...		PCO-360-3
10.4	Talking: Is it Therapeutic?		PCO-360-4
10.5	Change: a two-fold process		PCO-360-5
10.6	Techniques on how to listen		PCO-360-6
10.6	Ministering to the total person: spirit, soul & body		PCO-360-6
10.8	Planning to get to the root of the problem		PCO-360-8
10.9	Practical guidelines regarding the interview		PCO-360-9
10.10	Procedure during first and second visits		PCO-360-10
10.11	Homework: Assignments		PCO-360-11
10.12	Wrong ideas regarding counseling		PCO-360-12
10.13	Different approached to problems		PCO-360-13
10.14	The root cause of most problems: rejection		PCO-360-14
10.15	The solution: forgiveness!		PCO-360-15

SUBJECTS		MODULE CODE	SUBJECT CODE
11.	Missions	MIS-365	
11.1	Understanding the difference between "Mission" and "Missions"		MIS-365-1
11.2	A Biblical understanding of Missions		MIS-365-2
11.3	The Modern era of Missions		MIS-365-3
11.4	Current status on World Evangelization		MIS-365-4
11.5	Personal preparation for Missions		MIS-365-5
11.6	Practical implementation of Missions		MIS-365-6
12.	Welfare	WEL-380	
12.1	Introduction to Welfare		WEL-380-1
12.2	Setting up a Welfare Department		WEL-380-2

7 POSTGRADUATE PROGRAM

- Year 4 : HONORS IN MINISTRY (Hons. B. Min)**
- Year 5 & Thesis : MASTERS IN MINISTRY (MA. Ministry)**
- Year +6 : DOCTORATE IN MINISTRY (Dr. Ministry)**

7.1 Postgraduate studies towards Doctoral Candidacy

Postgraduate studies will encompass a combination of generic theological academic education modules and then specialization into one or more of the following streams/disciplines:

- Pastoral
- Recovery & Counseling
- Evangelism & New Beginnings
- Classroom Teaching & Pulpit Ministry
- Church/ Ministry Administration
- Missions & Welfare
- Children's Ministry
- Music – Praise & Worship

7.2 Honours and Masters Degrees

The following options are possible, and will depend on the offering made per campus.

7.2.1 Honours Degree in Ministry (Hons. B. Min)

Christian Family Church International will enroll delegates for a Honours Degree in Ministry, once they have been awarded a Bachelors in Ministry, and can provide a certified copy of their matriculation certificate, or equivalent school exit certificate. Candidates must be a minimum of 21 years of age to apply.

Delegates will be awarded an Honours degree in Ministry if they have completed a minimum of an additional 32 lecture credit hours, excluding practical hours and a 25 page Case Study assignment, as prescribed, pertaining to their area of specialization.

The year will be apportioned into 2 main semesters; Feb – May, and July to Oct, with a minimum of 16 lecture hours per semester, or 4 per month. In total a minimum of a 12 months period is prescribed to complete all elements of the Honours Degree, so as to accumulate all their accreditation hours, as specified in the Charter. Students do not have to continue to a Masters Degree, and can exit at this point.

7.2.2 Master's Degree in Ministry (MA Min)

Christian Family Church International will enroll delegates for a Masters Degree in Ministry, once they have been awarded an Honours Degree in Ministry. Candidates must be a minimum of 23 years of age to enroll.

A Master's Degree is awarded to students completing an additional 12 lecture credit hours after they have been awarded an Honours Degree in Ministry, in their declared specialization/program.

The year will be apportioned into 1 main semester, Mar – June, with a minimum of 3 lecture hours per month. In addition to the 12 lecture credit hours a 50-page Master's Thesis or Dissertation must be submitted, on a topic that relates to their area of specialization, as approved by the Masters Charter Committee. In total a minimum of 8 months is prescribed to complete all elements of the Masters Degree, so as to accumulate all their accreditation hours, as specified in the Charter.

7.2.3 Combination Masters Degree in Ministry (MA Min)

CFCI Bible School Campuses that do not prescribe to a Honours program may offer a combination Master's Degree, but must bare in mind that the delegates who enroll for a Postgraduate Combination Master's Degree in Ministry, must combine the equivalent Honours and Masters degrees lecture credit hours, practical requirements, assignments and dissertation requirements, over at least a minimum prescribed period of 18 months. Candidates who apply must be at least 23 years of age.

Students will therefore have to complete the first 32 lecture credit hours in year 1, and then continue by completing the last 12 lecture credit hours in year 2, while simultaneously completing their 25 page practical Case Study assignment, their 50 page Thesis or Dissertation and any other practical requirements specified in their area of specialization.

NOTE: Campuses and delegates opting to choose this option, will still have to complete: 1. required total 45 lecture hours; 2. a 25 page practical Case Study assignment; 3. their 50 page dissertation and 4. any other practical hours specified, so as to accumulate all their accreditation hours, as specified in the Charter, in order to be awarded their Masters Degree in Ministry.

7.3 Doctoral Degrees

7.3.1 First-level Doctoral Degree in Ministry (Dr Min)

Christian Family Church International will enroll delegates for a first-level Doctoral Degree, once they have been awarded a Masters Degree in Ministry. Candidates must be a minimum of 30 years of age to enroll, and have a minimum of 3 years of active full time participation in ministry.

A first-level Doctoral Degree is awarded to students completing an additional full time credit hours, as well as a 150 page doctoral dissertation, on a topic that relates to their area of specialization, as approved by the Doctoral Charter Committee.

A minimum prescribed period of 12 months is recommended, so as to accumulate all their accreditation hours, as specified in the Charter, in order to be awarded their first-level Doctoral Degree in Theology.

7.3.2 Doctor of Philosophy Degree (PhD Min.)

Christian Family Church International will enroll delegates for a Doctor of Philosophy Degree, once they have been awarded a first-level Doctoral Degree in Ministry. Candidates must be a minimum of 35 years of age to enroll.

A Doctor of Philosophy Degree (PhD) is awarded for students completing an additional full time-credit-hours above a first-level Doctoral Degree in their declared program, and a minimum of 5 years active full time participation in ministry.

7.3.3 Honorary Doctoral Degrees in Divinity

The honorary doctorate in divinity is not the same as an earned doctorate, but is given in recognition of contribution to a field of discipline or expertise (eg ministry) under the following criteria, as specified in the Charter, and the conditions of Section 65C of Act 101 of 1997 that governs the issuing of such degrees being limited to the degrees or discipline of the faculty (ministry/divinity):

1. Candidates are **nominated** by their mentor/tutor/founding pastor or another Doctor in the same field. (In most cases Dr Theo will nominate a candidate as President of CFCI and Chairperson of the Special Honorary Charter Committee)
2. Candidates are **unanimously approved by a panel or peers** on this Committee that verify the nomination and that the person conforms to all the criteria.

3. Candidates must have contributed to their field of expertise (ministry) or public life for more than 15 years plus under the classification "**outstanding contribution to a nation that attests to excellence in the field**"
4. Candidates must have personally mentored and trained up leaders in the field under the classification "**intellectual mentorship**"
5. Candidates must have made significant contribution to printed material or pulpit teachings that could constitute a dissertation under the classification "**intellectual contribution**"
6. Candidates have earned academic awards conferred under the classification "**learned academic distinction**"

In conclusion, in order to be issued with any degree it is required that proof of the applicant's high school graduation or the equivalent and/ or transcripts of higher education qualifications be on the student file.

8 BIBLE SCHOOL CHARTER

The Christian Family Church International Bible School (CFCI BS) is fully incorporated into Christian Family Church International.

To ensure complete objectivity and adherence to all statutes, by-laws and regulations as specified herein, and all other procedural documents, as well as any additional specifications of Trans-World Accreditation Commission (TAC), a Management Council is elected annually by quorum vote and appointment.

The council consists of

- the President of CFCI BS International,
- the Principal of CFCI BS International,
- International Registrar,
- the respective Dean of the Bible School, together with elected representatives including:
 - one member of permanent staff employed by the Bible School
 - one member of the academic and curriculum development committee
 - one member of each of the various student bodies
 - any other person as nominated by the President of CFCI BS

The functions of the Council are to be informed, take decisions on and approve the award of certificates, diplomas, degrees and postgraduate degrees as stipulated in the Charter Statutes, to prospective graduating students of all Bible schools, on behalf of CFCI San Antonio, the TACI authorized issuing institution.

The day to day management of any CFCI BS as holding its head office in San Antonio and operation in JHB, S.A, is the responsibility of the Dean and his/her management team consisting of a Registrar, Assistant Dean (s), the Administrator & Finance Managers.

8.1 Charter Accreditation Hours

Within the Charter, the required amount of hours are specified that qualify a student to graduate on each year of study. Briefly, these credit hours are made up of different elements, which are broken down as follows:

- Physical lecture hours
- Pre-reading and self-study
- Practical assessment hours
- Foundational/ Endorsement Courses
- Church attendance (at least two services to be attended on a weekend if available)
- Cell attendance or PDM attendance (if available)
- Celebration services

Students who are not members of CFCI and are from another church, must endeavor to comply with the above elements, whether in their own church, or within CFCI, or risk not being eligible for graduation. Any inquiries on this matter can be addressed with the Registrar.

9 CODE OF DISCIPLINE

9.1 Bible School undertaking

Christian Family Church International Bible School, incorporating the School of Timothy (SOFT), undertakes to provide the following to all students:

- A Bible School that teaches the uncompromised Word of God
- A study environment conducive to studying the Word of God
- An environment to establish and cultivate the gifts for ministry
- Impartation to effectively step into your ministry
- Practical ministry opportunities
- Encouragement and support

CFCI BS will at all times protect the rights of the student, and keep all student information confidential, including personal particulars, financial records, counseling information, unless express permission is given by the student to divulge said information, or is required by their pastor to accommodate pastoral counseling.

9.2 Student undertaking

All students of Christian Family Church International Bible School hereby covenant as follows and are in full agreement with these rules and regulations as described in the section CODE OF DISCIPLINE.

The Bible School is a ministry of excellence, which aims to establish Christian standards. As such, we ask students to flow in or with the same standards of excellence.

The student therefore must agree to the following:

- Verify they understand of the purpose of the School of Timothy's and are prepared to engage in serious study and application of GOD'S WORD in my life.
- Verify they understand all the tuition and credit hour requirements and their responsibilities involved in complying with them.
- Verify they have read the Prospectus and understand and will adhere to the policies and rules therein.
- Verify their commitment to the CFCI BS Program and agree to abide by the rules and regulations, especially those contained herein.
- Verify they will/do possess and display good Christian character and conduct at all times.
- Verify they understand that studying through CFCI BS is a privilege and that the Registrar has the right to request the suspension and/or withdrawal of a student at any time, to safeguard the ideals of discipleship or the moral atmosphere.

9.3 Code of discipline and student requirements

The Dean and/or the Pastor of the local church will, in a Scriptural manner, handle any severe disciplinary problems that may arise. Any student found to be acting in a manner contrary to the standards outlined below, will be called in and disciplined accordingly, even to the extent of being expelled.

9.3.1 Academic Honesty

All students must be honest and forthright in their academic studies. To falsify the results of one's research, to cheat on an assignment, or to allow or assist another to commit these acts, corrupts the educational process. Students are expected to do their own work and neither give nor receive unauthorized assistance. Any student found breaching this clause will be subject to possible expulsion.

9.3.2 Plagiarism

Plagiarism is the inclusion of someone else's words, ideas, or data as one's own, whether from another literature source or from the internet. When a student submits academic work that includes another's words, ideas, or data, whether published or unpublished, the source of that information must be acknowledged with complete and accurate references. Any student found guilty of plagiarism will be stripped of the mark for the assignment, with no possibility of re submission.

9.3.3 Cheating

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information that has not been mastered. A student found guilty will be subject to possible expulsion.

9.3.4 Academic Misconduct

Academic misconduct is any other act that undermines or disrupts the educational process, and will result in the student being referred to the Registrar for assessment and/or counseling.

9.3.5 Student Organizations

No student organization that hosts, organizes, conducts or participates in an on-campus function or event sponsored or sanctioned by CFCI BS shall serve or permit the consumption of alcohol.

9.3.6 Disruptive Conduct

A student shall not impair, interfere with, or obstruct the orderly conduct, process, or function of CFCI BS or any of its students, faculty members, officials or guests, and will result in the student being referred to the Registrar for assessment and/or counseling.

9.3.7 Drug Policy

The CFCI BS prohibits the possession, use, consumption, manufacture, sale or distribution of any addictive or banned substance i.e. alcohol, drugs and/or drug paraphernalia etc. Any violations of this drug policy may be reported to the appropriate law enforcement authorities, and the student will be subject to possible expulsion.

9.3.8 False Information

A student shall not provide false or misleading information, or be subject to possible expulsion.

9.3.9 Misuse of CFCI BS Materials, Services or Property

A student shall not misuse any CFCI BS material, service or property. No duplication or distribution may be made of any written or audio material whatsoever.

9.3.10 Theft

Theft is defined as taking or possessing the property of another without right or permission. Students shall respect the property of the CFCI BS, its guests and all members of the CFCI BS community, and if found guilty of theft be subject to possible expulsion.

9.3.11 Mobile Phones

Mobile phones must be switched off during the lessons and not simply put onto silent mode.

9.3.12 Dress Code

Modesty and good taste are the guiding principles. Students are required to always be neatly dressed, and ladies are requested to insure no clothing is skin tight, or exposes cleavage etc.

9.3.13 Chewing gum, eating and drinking

The above is **NOT** permitted within any of the "lecture venues". Please help us protect the chairs and the floor from any possible damage that may occur. Only unflavored bottled water is permitted.

10 VISITORS

No person not a paying and legitimate Bible School student with a student card and access tag, may sit in or attend ANY of the classes on Bible School under ANY circumstance.

No staff member, student nor congregant may authorize any person or visitor to sit in or attend any classes.

Any person not adhering will be asked to please leave the lecture facility by a faculty staff member or the class president(s).

11 CHILD-MINDING FACILITY

NO child-minding facility is provided for Bible School

PRE-REQUISITES FOR ENROLLING ON BIBLE SCHOOL

No persons under the age of 18 (eighteen) years of age, or not their matriculation year of study may enroll on First Year Bible School:

AGE	MINIMUM REQUIREMENT
Between 18 years - 25 years old	Must have a High School Diploma or GED
18 years old	Must turn 18 before completion of year 1

11.1 Pre-requisite for members

MEMBER is a person who has completed CGS and has a regular attendance at Christian Family Church i.e. a minimum of four (4) months prior if not longer.

CGS-001	Christian Growth Seminar	5x Sessions
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All members enrolling on bible school should have completed the Christian Growth Seminar upon registration in order to qualify for the membership rate. Alternatively, the non-membership rates will apply for that year until the following registration intake.

It is advisable that students complete the following foundational courses **prior** to enrolling on bible school, alternatively completing them as indicated below:

ABS-001	Biblical Foundations for Life	6x Sessions	During 1 st Year
WOM-003	Way of the Master 1	6x Sessions	During 1 st Year

UDC-004	Under Cover	4x Sessions	During 2 nd Year
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Visit the Bible School counter to obtain the latest Foundational Course Roster.

11.2 Pre-requisite for non-members

NON-MEMBER is a person who has not completed CGS, registered as a member, received a members certificate, nor signed the Statement of Faith, OR who was a member previously but has not attended CFC in the last four (4) months, or is currently a member of another non CFCI church.

Non-members enrolling on CFCI Bible School need not join the church as members but are required to complete the foundational courses as indicated below:

CGS-001	Christian Growth Seminar	5x Sessions	During 1 st Year
ABS-001	Biblical Foundations for Life	6x Sessions	During 1 st Year
WOM-003	Way of the Master 1	6x Sessions	During 1 st Year
UDC-004	Under Cover	4x Sessions	During 2 nd Year

Visit the Bible School counter to obtain the latest Foundational Course Roster.

11.3 Pre-requisite to enroll on 3rd Year

Student should have completed ALL of the Foundational Courses
Student should have completed both 1st Year and 2nd Year Bible School

11.4 Membership Status Review

We reserve the right to review a student's status and fees at any time during the year to insure compliance. Student's having made a false declaration will be referred to section 9.3.8 of the Code of Discipline specified herein.

12 REGISTERING AS A BIBLE SCHOOL STUDENT

Registration takes place on ONE Saturday in December and TWO Saturdays in January every year. Students that do not register on the registration dates advertised will only be able to register the following year.

12.1 Registration – what to expect

- complete the Application for Admission form
- thoroughly read and sign acknowledging compliance
- have registration fee in hand whether cash, cheque or copy of EFT (electronic transfer)
- Copy of their Christian Growth Seminar certificate to qualify for membership rate if applicable
- Copy of RPL (Recognition of Prior Learning) letter received from CFCI BS Registrar if applicable
- NON-MEMBERS to complete the section titled "Non-Church Member"
- NON-MEMBERS to attach a letter from their pastor confirming approval/ recommendation for bible school attendance and outlining any courses the person may have done at their church.

12.2 Registration – what you receive

1. Student bag
2. Student lanyard
3. Student card
4. Student access tag
5. Student file containing the basics, namely: Foundational Training Roster; Bible School Roster; Fee Structure; Prospectus & Student Handbook; Guidelines for Report Writing; Tests Dates & Assignment Pack, Student Contact details change form and CD Order form
6. An invitation to the COMPULSORY STUDENT INDUCTION/ ORIENTATION which takes place shortly after the annual registration and before the first class.

13 FEES

Please note that fees are subject to change without prior notification and subject to currency fluctuations.

13.1 Annual Fees

The Annual Fees will be announced prior to registration and includes the following:

- Registration Fee
- Module Fee
- Lanyard, student card and access tag
- Student bag with student file
- All manuals (handed out when the module is taught)
- Transcript at year end
- Certificate/ Diploma/ Degree at year end (which ever is applicable)

Annual and registration fees are subject to change without prior notification.

13.2 Annual fees exclude the following

- Student card replacement @ \$10.00 per event
- Access tag replacement @ \$10.00 per event
- "Forgot" tag penalty @ \$5.00 per event
- Manual replacement @ \$10.00 per event
- CD's @ \$5.00 per MP3
- Test re-write fee @ \$10.00 per event
- Test remark fee @ \$5.00 per event
- Camp fees (per cost posted each year)
- Year end function (per cost posted each year)
- Mission trips (per cost posted each year)
- Six-steps at year end (if applicable)
- Transcript replacement @ \$5.00 per event
- Certificate/ Diploma/ Degree replacement @ \$10.00 per event (for whatever reason)

13.3 Fee structure

The annual fees are determined yearly and may change from time to time. All fees, apart from the registration fees, must be paid prior to commencement of any studies, unless specific arrangements have been made with the Administration office for a payment plan, and monthly installments.

13.3.1 Fee Structure 2010

FEE STRUCTURE 2010	CFC Member / Affiliate	Non-CFC Member
Annual Fee	\$1,550.00	\$1,550.00
PAYMENT OPTIONS	CFC Member / Affiliate	Non-CFC Member
Registration Fee	\$50.00	\$50.00
First installment due August 1st or 15th, 2010	\$155.00	\$155.00
Tenth installment	\$155.00	\$155.00

13.3.2 Arrears

Students are advised that, according to **Numbers 30 : 2** "If a man vows a vow to the Lord, or swears an oath to bind himself by some agreement, he shall not break his word; he shall do according to all that proceeds out of his mouth."

The student is responsible to pay all monthly installments on time. The Bible School extends a courtesy to students by allowing payment on a monthly basis. All monthly debits must be processed as indicated on the "Automatic Draft Authorization" form submitted by the student. There are only two methods of payment: Full tuition paid at the beginning of the school year or Monthly Automatic draft.

Any student in financial arrears by 30 days will be dropped. Any student experiencing financial distress should contact the registrar. A minimum 10 day written notice must be given before the due date of the payment to insure cancellation. All payments are owed by the student up through the cancellation date.

Failure of a student to attend classes is not be considered to be a resignation. Monthly tuition debits will continue unless the registrar is notified in writing.

13.4 Cancellations and Refunds

Registration fees are non-refundable under any circumstances.

13.5 Resignations

13.5.1 Voluntary resignation

If a student is contemplating leaving bible school before graduation, it is very important to find someone to talk to about it. Please make an appointment with the Registrar! Even though the situation may seem hopeless in your eyes, it is remarkable how God can enlighten things

when we seek His help. It is important for the Registrar to know if such a situation has arisen. Speak to the Bible School team!

Any student that desires to resign for whatever reason, must provide advice of such in writing to the Registrar. The Registrar will counsel with the student and then advise the Financial Manager and Assistant Dean of Students of the resignation. Fees will be calculated up to and including installments for the month of resignation. The minimum amount will always be the value of the annual registration fee.

The Bible School needs to know exactly when studies have ended as fees are calculated until date of resignation.

Any student who stops attending but does not advise in writing will **NOT** be deemed as having resigned, and will remain liable for fees and installments until such time as the student does present a written letter of resignation.

The student will be advised in writing by the Financial Manager of any fees outstanding, or be refunded any fees paid in advance. The student remains liable for all fees outstanding until full settlement is received, and may be handed over for legal action if not settled in time.

13.5.2 Forced Resignation

A student may be asked to resign if fees are in arrears exceeding 30 days, to avoid any embarrassment and to protect the student from further debt accumulation. The student will be given a letter requesting them to resign unless the fees are settled in full with immediate effect.

A student may also be asked to resign if their conduct or behavior is deemed destructive to the ministry or CFCI in any way, or constitutes harm to any other person or Bible School student, and/or as defined in the Code of Conduct.

14 ROSTER

Upon registration the student receives their Roster and it is each student's responsibility to familiarize themselves and book their schedules accordingly, taking into consideration the test dates, camp dates, workshops as well as assignment submission dates.

Each bible school evening consists of three sessions, a 25-minute break and a 5-minute break, as follows:

EVENING		START TIME	END TIME
Session 1	:	18h30	19h20
25-min break	:	19h20	19h45
Session 2	:	19h45	20h35

Prospectus and Student Handbook

5-min break	:	20h35	20h40
Session 3	:	20h40	21h30

15 STUDENT COMMUNICATION

Students that keep their email address updated and their mobile numbers updated will receive regular communications and reminders during the year.

It is the student's responsibility to complete and submit to Bible School, the "Student Contact Details" form found in the student file should any of their particulars change.

15.1 Dean's Hour

Roughly, one session per semester is set aside for the Dean's hour and attendance is compulsory. The purpose of this Dean's Hour is to communicate progress status regarding absenteeism, assignments or how to achieve certain milestones, etc. Students are given an opportunity to ask questions and have them answered whether by the faculty or by that semester's lecturer. Students will then meet with their Pastors for the remainder of that session.

15.2 Student Correspondence/ Collections box

Students may collect the following from the Bible School counter:

- CD's which have been ordered and paid for
- Transcript and Certificate from the previous year
- Absenteeism report
- Replacement student card or access tag

Students need only to approach the Bible School counter and state their surname to one of the Counter Assistants who will then proceed to search in the Correspondence/ Collections box under their surname, retrieve the documents and obtain the students signature as proof of receipt.

15.3 Class Presidents

At the Student Induction/Orientation the students nominate one male Class President and one female Class President for each Bible School Year.

These Class Presidents represent the student body, should students have a grievance against a faculty member, students and Bible school faculty at each lecture night, etc.

Class Presidents will arrange and communicate fund-raising events as well as book, arrange and co-ordinate the annual Student Year End Function, they must also be a CFC member for at least 12 months to be voted/appointed.

16 CLASS ATTENDANCE

Commitment to the training program is essential. Jesus Christ commissioned the church to make disciples. Students who are part of the training courses are certainly included in this calling.

Lectures will start at scheduled times and students are required to be seated promptly, ready for lectures, showing consideration to the lecturer teaching and fellow students.

16.1 Monitoring/ recording class attendance

FULL attendance is expected in all classes. An overall (minimum) attendance of 90% is expected for students to maximize the benefit of the class lectures and therefore be able to qualify to pass.

Upon registration students are issued with access tags and are required to "clock in" to record attendance at each session during that evening, as follows:

- Clock-**IN** for session 1 i.e. from 18h00 - 18h30
- Clock-**IN** for session 2 i.e. from 19h30 - 19h45
- Clock-**OUT** for session 3 i.e. from 21h30 at the end of the evening

16.2 Late comers

Any student that arrives later than 5-minutes after the commencement of the lecture will need to sit "on the bus" in other words as directed by the student representatives in order to avoid disrupting the whole class. After the break, students are welcome to join the other students in the allocated student seating blocks.

16.3 Student Card and Access Tag

It is compulsory for students to carry their student card and access tag to all classes, tests, camps and workshops in order to clock-in and be marked "present" as well as to avoid being denied access.

Students are not allowed to "clock-in" on behalf of any other student, nor be in possession of another student's card or access tag.

16.3.1 Forgot Student Card/ Access Tag

Should a student forget their student card/ access tag, they are to immediately report to the Bible School counter and complete a "Manual Penalty" form.

Once processed the student will be marked as "present."

Any student who does not tag in will be marked as "absent" and onus of proof is on the student to prove that same night that they indeed attended all three sessions.

16.3.2 Lost Student Card/ Access Tag

Should a student lose their student card/ access tag, they are to immediately report to the Bible School counter and complete a "Manual Penalty" form.

Once processed the student will be issued with a new student card/ access tag which is available from the Bible School counter at the next class.

17 ABSENTEEISM

In order to graduate a student needs to comply to 90% attendance, which means not being absent for more than FOUR (4) days by the end of that year.

Any student deemed to be in danger of not graduating due to excessive absenteeism will be called in to the Registrar or Bible School Faculty, and may be counseled regarding possibly not graduating.

17.1 **"Absent with permission" (i.e. present) under the following conditions**

- Only 3 (three) leave of absences per term/ semester are granted
- Advise the Registrar in writing within 30-days of reason for non-attendance
- "Valid" reasons accepted by the Registrar are:
 1. Medical/ illness with a corresponding doctor's note
 2. Work commitments eg lateness caused by the employer requesting overtime.
 3. Secular studies at a university or other educational institution
 4. Family commitments involving death/marriage of family members and/or children obligations, within reason
 5. Ministry related obligations, within reason

17.1.1 **Maternity Leave**

A maximum of 6 weeks maternity leave is granted to mothers, and 2 weeks for fathers.

17.2 **A student will be marked "absent" when**

- They do not attend class
- They do not "clock-in/out" that evening
- The reason is NOT valid e.g. "I forgot we had class last night"
- They exceed the 3 (three) leave of absences in one term/ semester; regardless of how valid the reason is. The following wording will reflect on their absenteeism report: DECLINED (3-max)

17.3 **Example of an Absenteeism Letter**

All absenteeism letters are to be addressed to the Registrar in writing either via email or by hand: submitted at the bible school counter.

The following information **MUST** be on each absenteeism letter: date of letter, student name and surname, full student number, date absent and specific reason for being absent.

EACH student is to submit their own absenteeism letters as these will be filed in their individual student files for audit purposes. A husband and wife team may submit a duplicate copy.

17.3.1 An example of an absenteeism letter

Date: 15th June 2009

Dear Registrar,

My name & surname is: Diligent Student, my student number is 2006100961 and I was absent from 1st Year Bible School as follows:

28th May 2009 - I had food poisoning (refer to the doctor's note attached)

11th June 2009 - Attended a family member's funeral in Namibia and only returned home on Friday.

Yours sincerely,
Mr Diligent Student

17.4 Purchasing of CD's with that evening's recordings

Students are encouraged to purchase the CD of the evening that they missed. Although this will not mark them present at Bible school it will assist them in getting the Word in their spirit and in preparation for the Semester Test. A CD Order form is available from the Bible School counter.

CD's are only processed for Bible School students. Further distribution is illegal and a copyright infringement.

18 ASSIGNMENTS

The nature of Christian Family Church Bible School is to teach students the Word and gain practical experience of teaching it. Therefore, students must be willing to perform various practical tasks as decided on by the Dean of the Bible School. All tasks will be in line with current courses and application will be relevant at all times.

All assignments are of a practical nature – including written work, practical experience and accomplishment.

Students should discipline themselves regarding the punctuality of completing assignments (workbooks, reports and tasks) in order to enjoy the full benefits of the course.

18.1 Assignment rules

An assignment:

- received SEVEN days after the due date will be subject to less 10%.
- will NOT be graded EIGHT days or more after the due date.
- is to comply with the Guidelines for Report Writing (refer student notes) unless otherwise specified
- needs to clearly state the student name, last name and student number (last 4 digits of SSN)

- is to be typed, as no handwritten assignments will be accepted
- is to be date stamped when submitted at the bible school counter by it's owner: the student
- may not be retracted or retrieved once submitted
- will not be returned to the student once graded as it is filed in the individual student file for audit purposes.

19 TESTS

There are only FOUR (4) tests written during the year. Our aim is not to trick the student but to assess the student's module knowledge.

Due to a paneled marking schedule and prescribed marking answer sheet **NO** tests will be discussed with anyone nor returned to any student, and marks are not subject to negotiation, in order to maintain objectivity of all the markers.

19.1 Allocation of TWO test dates per semester

ONE test date has been scheduled for every quarter (refer to Bible School roster).

19.2 Students MUST take the Test on the date allocated or NOT TAKE IT AT ALL

19.2.1 Test Date

ALL students are required to take their test on the test date. Students not taking the test on the first date will have to make written application and arrangements to take the test in our office during normal working hours, and will then forfeit their right to a re-write if they fail.

ONLY the following students may re-take the test:

- The student wrote on the FIRST TEST DATE and qualifies to RE-WRITE:
 - 1st year student FAILED i.e. below 60%
 - 2nd year student FAILED i.e. below 50%
 - 3rd year student FAILED i.e. mark achieved is between 40% - 50%
- The student did NOT write on the FIRST TEST DATE therefore:
 - Submits a letter to the Assistant Dean of Students, before the First Test date, advising of the reason for wanting to take the test in the Bible School office during business hours.

19.3 Test Writing Information

These rules will be read out loud on the actual test days:

- Each student **MUST** present their **Student Card and Access Tag** in order to be ISSUED a Test Paper!
- Students have a maximum of two hours to write the Test starting.
- Students that arrive late will still finish at during the set two hour mark.
- Students are only allowed a pen, test paper and a clipboard with no writing on it.
- No extra sheets of paper are allowed either
- Name, surname & **student number (last for of SSN)** is required on each test paper
- Any student caught cheating will be expelled by the Registrar
- No Bibles to be used (unless required by the module taught)
- Write neatly – a paper we cannot read is a paper we cannot mark.
- CLOCK-OUT/SCAN OUT when you hand in your completed Test Paper
- Invigilators are not there to answer questions but to monitor test proceedings
- No tests will be returned nor discussed under ANY circumstances to preserve the integrity of the questions.

19.4 Test Marks

NO TEST MARKS will be given over the telephone to the student or anyone else.

Test marks will be published at the next bible school evening i.e. 2nd Year Test marks will be published at the next 2nd Year Bible School evening.

19.4.1 Test Re-writes

Students that qualify for a test re-write will be charged a \$10.00 penalty fee. Their re-write test mark will only be released if this payment has been made. The student will be awarded the highest of the two marks whether it be the first test or the re-write test mark. 1st and 2nd year students may only re-write if they have failed (no bettering an existing pass mark), and 3rd year students may only re-write if they have qualified to do so by getting between 40% and 49%.

19.4.2 Test Re-mark

Should a student request a re-mark/ moderation by the Moderator, Dean or Registrar, they must request this in writing and pay a re-mark/ moderation fee of \$5.00 up front. The final moderated mark will be captured as the final mark, whether higher or lower than the initial mark.

20 EXTRA CREDITS

Extra Credits has a two-fold purpose namely:

- Introducing or exposing students to a potential “area of service” or “on the job training” i.e. they could be the future Deacons or Child Minders and discover this passion by serving.
- Obtaining extra credits for absenteeism and then grades (whichever is applicable to the year of study)

20.1 Extra Credits for 1st Year and 2nd Year students

Students are given an opportunity to serve during the annual CFCI Celebration in order to obtain extra credits for absenteeism thereafter towards grades.

Church announcements made prior to the annual CFCI Celebration requesting for volunteers, reminds students to sign up to serve. The New Beginnings department will assign students and volunteers to the various “areas of service.”

It is the student’s responsibility to collect the Extra Credits form, complete details, obtain required signatures and submit the completed form by the stipulated deadline date to the Bible School counter.

20.2 Extra Credits for 3rd Year students

Students are given an opportunity to serve on Foundational/ Endorsement Courses as part of their practical hands-on training and obtain extra credits for absenteeism only.

21 GRADUATION

Successful students will be issued with a transcript and a Certificate/ Diploma or Degree **after** the Graduation Ceremony.

21.1 Graduation Requirements

Each student must have completed all required course work in their year of study, prior to graduation.

In order to graduate the following needs to be complied with:

21.1.1 Academic Pass mark per year

Each year of study has a pre determined minimum pass mark for graduation. The following minimum pass marks are applicable:

- 1st Year pass mark of 60%
- 2nd Year pass mark of 50%
- 3rd year pass mark of 50%

Students achieving between 80% and 89% pass with Distinction
Students achieving between 90% and 100% pass Cum Laude

21.1.2 Credit Hours/ Attendance

Students are advised to pay particular attention to the requirements pertaining to full accreditation hours, with regards to class lectures, church attendance, required self study hours, Cell/PDM attendance and practical assessments. Specifically, a 90% class attendance record must be maintained to graduate. All these contribute to the final accreditation hours being achieved, and any student deemed as not having suitably achieved these accreditation hours may possibly not graduate.

Any student who has not achieved the attendance accreditation requirements, despite having possibly attained an academic pass mark, is NOT eligible to graduate. This student will have to re-register the following year, pay Registration fees only, and then complete a special roster that will accommodate the completion of all missed sessions/modules. Thereafter, they will be eligible to graduate at the next graduation ceremony in 12 months time.

21.1.3 Fees Settled

A student is required to have settled all outstanding course fees, including penalties and miscellaneous expenses. No student in arrears will be invited to graduation, and will only receive their certification and be allowed to enroll for the next year of study, once all fees are up to date.

21.1.4 Foundational Courses & additional hours completed

Registration onto first year requires that certain Foundational Courses be completed to be eligible to enroll. Students who have been allowed to enroll on 1st year, despite this requirement, MUST complete at least the CGC and Biblical Foundations for Life foundational courses in year 1, or they may not graduate, and may not enroll for the next year of study.

Students who have enrolled on 2nd year must then complete Undercover and The Way of The Master Foundational Course, during their 2nd year, or they may not graduate, and may definitely not enroll for the third/degree year.

It is strongly recommended that students complete all their Foundational Courses in year 1 and 2, as NO student, under any circumstances, will be awarded their degree on completion of 3rd year, without these having been completed. Such students will then have to complete the outstanding Foundational Courses in the subsequent year and wait one year to graduate at the next graduation event in 12 months time.

The annual graduation roll prepared by the Registrar and signed off by the Dean is final and binding, and no amendments can be entertained once it has been presented to the Charter at the end of each academic year. If the student's name is not on the roll, they are not invited to the annual graduation ceremony.

22 RECOGNITION FOR PRIOR LEARNING (RPL)

Recognition of Prior Learning (RPL) assures that students do not lose credits for completed courses.

RPL is only awarded in the following two areas:

- Foundational/ Endorsement Courses completed within the last FIVE years at CFCI or CFCI Affiliates
- Incomplete Bible School Year attended 12-months prior

22.1 RPL for Foundational/ Endorsement Courses

Students that have completed Foundational/ Endorsement courses prior to registering on Bible School will simply need to complete and sign the "Declaration of Recognition of Prior Learning" on the Application for Admission.

22.1.1 Foundational Courses are

- Christian Growth Seminar (membership course)
- Biblical Foundations for Life
- Way of the Master 1/ Basic
- Under Cover

22.1.2 Endorsement Courses are

- Way of the Master 2/ Advanced
- Covenant, Marriage and Family
- Emotional Restoration

22.2 RPL for Incomplete Bible School Year

Should a student not have completed a full year on Bible School, including all requirements specified for the term/ year, and have had to resign for any reason, the student will receive RPL for a fully completed term/ semester.

Fully completed term/ semester constitutes the following:

- The full term attendance must have been completed i.e. 90% of classes actively attended
- All tests/ assignments and prescribed practical work for that term needs to have been submitted, assessed and the prescribed term pass of 60% obtained.
- A student will not receive part RPL or pro-rata RPL if a full term/ semester is not completed as per the definition above.
- The RPL will be evaluated and administered by the Registrar.

A student will then be able to register the following year, with full fees as prescribed for the year applicable, and be able to continue from the term for which RPL was not awarded, i.e. if the student received RPL for term 1 and 2, then they may continue in term 3.

A copy of the RPL letter received from the Registrar is to be attached to the Application for Admission form in order to receive a "special/ customized roster".

22.3 Recognition of Life Experience and Bridged Degrees

Under very specific conditions specified in the Charter under paragraph 12 and 13, persons:

- already holding a diploma or higher qualification in ministry from another tertiary education institution, and
- have sufficient long term life experience in full time ministry, either as a pastor of a church or Dean of a Bible School, may apply to the Registrar for assessment to determine if they qualify to bridge their degree, due to recognition of prior learning and life experience.

The application form, criteria and Charter specifications can be obtained from the Registrar. Applications are received by August of every year, and successful candidates will graduate once a year at the next graduation.

23 TRANSFER TO ANOTHER CFCI BIBLE SCHOOL CAMPUS

Students who are relocating to another city may apply for credit transfer and a letter of recommendation, accompanied by a transcript advising of completed modules, from the Registrar.

24 FREQUENTLY ASKED QUESTIONS (FAQ'S)

1. *Will there be discount for employees or a large family discount of 4 or more students?*

ANSWER: Church employees whose livelihood depends upon church income will receive a 50% discount on the overall cost of tuition. Limited financial assistance may be available contact your district pastor or the Registrar to find our more information. At selected campuses only.

2. *Who will be teaching on Bible School?*

ANSWER: Lecturers that are approved by the Trans-world Accrediting Commission International (TACI) Guidelines, and meet the requirements of the Bible School Charter, and as approved by the Principal.

3. *What age do I have to be to enroll on FIRST Year Bible School?*

ANSWER:

AGE	MINIMUM REQUIREMENT
Between 18 years - 25 years old	A High School Diploma or GED
18 years old	Must turn 18 Before completing first year

4. *What is "accreditation" and why is it important?*

ANSWER: All students successfully completing all requirements and graduating from each year of CFCI BS will receive either a certificate, diploma and/or ministry degree, recognized at any CFCI worldwide. The successful student will, in addition, receive accreditation from any churches affiliated with Christian Family Church International. The Trans-World Accreditation Commission International (TACI) has accredited institutions around the world. For more information, visit the TACI website.

5. *What type of bachelors/ degree will I have when I finish the three years of Bible School?*

ANSWER: You will be able to graduate with a B. Min degree in other words a Bachelors in Ministry Degree

6. *What type of work will I be able to do once I have my degree?*

ANSWER: You will be well equipped to fulfill your own ministry, possessing and in depth base of Biblical knowledge, more extensive ministry exposure and experience, leadership principles, church management, church administration and church financial management. The Bible School is designed to equip people for ministry and raise sons.

7. *Is there financial aid, scholarships or a student bursary available?*

ANSWER: CFCI is subsidizing the cost of operations for the Bible School, without this generous subsidy the Bible School would be forced to charge much higher student annual fees. However, limited financial assistance may be available, please contact your district pastor in your area for more information, or apply in writing to the Registrar, before July 31st of every year of study. Non-CFC members are to contact their local pastor for assistance.

8. *How is the student number generated?*

ANSWER: The student number is the last 4 digits of the social security number.

25 CONTACT DETAILS

Students are welcome to contact the Bible school from Monday to Thursday between 09h30 and 16h30 on telephone number: 210 490-2393

CFCI Bible School: Campus – 3607 N Loop 1604 E. San Antonio, TX 78247

Office: 15600 San Pedro Suite 400, San Antonio, TX 78232

Website address: www.CFCIBibleSchool.com

25.1 Payment procedure for Monthly Payments

Complete the Automatic Debit Form as found in this website :

Visit

www.CFCIBibleSchool.com

Students may pay all tuition in advance or make auto debit payments for 10 months during school year.

:

25.2 Contact the Bible School faculty

<p>Dean:</p> <p>Contact: Pastor Rick Carter Via email: psrick@cfcsa.com</p>	
<p>The Registrar</p> <p>Contact: Ps Julie Carter Via email: psjulie@cfcsa.com</p> <p>Queries pertaining to:</p> <ul style="list-style-type: none"> • Registration • Absenteeism Letters • Resignation Letters • Student Counseling • Bursary Application • Learning Techniques 	<p>Assistant Dean of Students</p> <p>Contact: Sabrina Lucchetta Via email: pssabrina@cfcsa.com</p> <p>Queries pertaining to:</p> <ul style="list-style-type: none"> • Student Communication • Extra Credits • Assignment clarification • Absenteeism status • Letter for not writing on the first test date