



Metro Baltimore Seminary  
**Student Handbook**  
**2023-2024**

[www.metrobaltimoreseminary.org](http://www.metrobaltimoreseminary.org)

### **Maryland Higher Education Commission Exemption**

Metro Baltimore Seminary is a religious educational institution operating in the State of Maryland pursuant to an exemption granted by the Maryland Higher Education Commission, without a certificate of approval from the Commission, as specified in the Code of Maryland Regulations 13B.02.04.

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## ADMINISTRATION

### **Metro Baltimore Seminary**

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### **MBS Administration**

<b>President</b>	Rev. Dr. Dan Passerelli
<b>Academic Dean</b>	Rev. Dr. Adam L. Feldman
<b>Dean of Students</b>	Rev. Steve Dallwig
<b>Dean of Mentoring</b>	Rev. Dr. Benton W. Taylor
<b>Dean of Church Planting &amp; Renewal</b> <b>Associate Dean of Urban Ministry</b>	Rev. Dr. Craig Garriott
<b>Dean of Urban Ministry</b> <b>Associate Dean of Church Planting &amp; Renewal</b>	Rev. Stanley J. Long
<b>Dean of Biblical Counseling</b>	Mrs. Alison Speigel
<b>Bursar</b>	Mrs. Jen Hartranft
<b>Administrative Assistant</b>	Mrs. Grace Passerelli

## ACADEMIC CALENDAR

<https://www.metrobaltoreseminary.org/calendar>

## FROM THE PRESIDENT

At the heart of most Christian seminaries is a desire to equip Christian leaders. Metro Baltimore Seminary is no different. We want to see disciple-making leaders trained for our region. Other seminaries may have larger libraries, greater resources, and more robust academic programs – and we are glad for the training they provide. At MBS we do not desire to replace seminaries that operate under a more traditional model. Rather, our aim is to offer a distinctive model of leadership formation that is intellectually challenging, spiritually rigorous, and intimately connected to the practice of ministry. Here is what we think makes us unique:

1. We offer a mentor-based approach to leadership formation. Every student has a mentor that meets regularly with them to process the work God is doing in their heart. Students are equipped to pursue a mentoring relationship that draws them into a deeper connection with God, a greater understanding of their calling, and a fuller engagement with the people and places they serve.
2. We foster a learning environment that allows students to not only gain the biblical, theological, and historical knowledge they need to serve, but that also encourages them to grow in wisdom as they apply knowledge to life. Classes are taught by ministry practitioners who bring their real-world experience into the classroom. Discussion and interaction are encouraged because we know that professors do not have all the answers and that sometimes students learn best from each other.
3. We require our students to be actively engaged in practical ministry as part of the curriculum. Doing the work of ministry while studying forces students to make practical application of their classroom work and keeps them from getting lost in academic details. It also further shapes them for future leadership as they learn the soft skills needed to effectively care for and influence others for the sake of Christ.
4. We keep tuition affordable so that anyone who desires to go to seminary can do so, no matter their financial situation. We believe we prepare our students well for future leadership if we offer training that does not require them to take on significant debt. Scholarships are available for students who cannot afford our modest fees, thanks to the generosity of donors and churches that value our approach to leadership formation on the local level.

Classes meet weekly throughout the academic year, and we would love to welcome you to sit in on a class, meet students and faculty, and get to know the community that makes MBS unique. I look forward to getting to meet you, whether God calls you to study with us or somewhere else.

In Jesus,  
Rev. Dr. Dan Passerelli, D.Min.  
President  
Metro Baltimore Seminary

# MISSION, VISION, AND DOCTRINAL STATEMENTS

## **Mission:**

Our mission is to identify, equip and deploy emerging Christ-centered leaders for the Baltimore Metropolitan Region and beyond through classroom instruction, mentoring and practical ministry experience to advance the Gospel for our increasingly diverse contexts.

## **Vision:**

MBS exists to be the most accessible and transformative seminary for training disciple-making leaders in the Baltimore region.

## **Metro Baltimore Seminary Values Cross-Cultural Instruction and Equipping:**

### **Values:**

1. **Theology:** As the eternal truth of the scriptures were originally written in Hebrew and Greek to different cultures, through different genres, through leaders of particular cultures, to express the only redeeming-reconciling Gospel to the whole world, so **MBS** seeks to equip students to become competent in knowing and applying the transforming Word for the making of disciples of all nations.
2. **Contextual Instruction:** **MBS** seeks theological instruction that affirms and dignifies the diverse cultural backgrounds and experiences of its students under the light of the scriptures as it seeks to equip them for healthy missional engagement.
3. **Leadership Development:** **MBS** seeks to build cross-cultural leaders who are strong in their spiritual formation (gospel-grounded in relationship with God), missional formation (doing theology for a diverse society), and social formation (emotional and cultural intelligence).
4. **Doing Theology in Community:** **MBS** cultivates instructors and students who live in gospel-centered friendship and community as mutual learners who strengthen one another's knowledge and love of God.

## **Doctrinal Distinctives:**

- I. We believe the Bible is the Word of God and revelation of God. We therefore accept the trustworthiness of its historical records as inerrant in its original writings, the authority of its teachings, and the truth of all Christ's utterances contained in it.
- II. We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit.
- III. We believe in Jesus Christ the only begotten Son of God, who was conceived by the Holy Spirit, born of the Virgin Mary, and is therefore true God and true man.
- IV. We believe our Lord Jesus Christ lived a perfect life and died for our sins according to the Scriptures, voluntarily bearing our guilt and suffering as our substitute.
- V. We believe all who believe in Him are now justified by His blood, and shall be saved from the wrath of God through Him.
- VI. We believe in His corporeal resurrection, His ascension into Heaven, and His present life there as our Priest and Advocate.
- VII. We believe man was created in the image of God, that he sinned and thereby incurred not only physical death, but also spiritual death, which is separation from God. As consequence of the Fall all human beings are born with a sinful nature.
- VIII. We believe in the universality and heinousness of sin, in the necessity of being saved by grace, and that sonship with God is attained only by regeneration through the Holy Spirit by faith in Jesus Christ.
- IX. We believe in the personality and the godhead of the Holy Spirit, who came down upon earth on the day of Pentecost, and we believe in His offices to convict the world in respect of sin and of righteousness and of judgment, and to indwell believers as their Teacher, Sanctifier and Comforter.
- X. We believe in the Great Commission which our Lord has given to His Church to disciple the world; this is the great mission of the Church.
- XI. We believe in the Great Commandment our Lord gave to us to love others even as He has loved us.
- XII. We believe in that blessed hope, the personal return of our Lord and Savior, Jesus Christ.
- XIII. We believe in the bodily resurrection of the just and the unjust; the judgment of the living and of the dead; the everlasting blessedness of the saved; and the everlasting punishment of the lost.
- XIV. We do not take a specific stand on the mode of baptism or the form of church government.
- XV. We hold to those doctrines that are common to the Westminster Confession of Faith and Catechisms and the Second London Confession of 1689.

## STUDENT SPIRITUAL LIFE AT MBS

You will soon discover MBS is a unique place and you have joined a special family. Not only is MBS renowned for its ministry-oriented training of men and women in the historic evangelical and Reformed faith, but also for its emphasis on spiritual growth and nurturing. It is with this that we are most interested. We want you to become more like Christ as you study at MBS. We want you to know Him and know yourself more. We want you to be transformed into His image.

The seminary offers a range of programs, taught by a faculty committed to the historic evangelical and Reformed faith, both as creedal affirmation and as living experience. Furthermore, MBS seeks to shape the whole of its corporate life to educate, nurture and mentor men and women to become mature leaders in their Christian vocations wherever in the world the Lord might lead.

MBS places a very high premium on the development of Christian character, and to that end, close contact between students, mentors, and faculty is promoted. Active participation in your home church in worship and growth in spiritual disciplines is considered an essential part of the educational process. Mentoring is a critical factor to growth and success, so much so that you cannot graduate without your mentor being in agreement that you are ready.

**Walking with Christ while in seminary** - Sadly, some students who have gone to seminary have come out from the experience calling it cemetery. They have been left dry and dusty in their faith. We are committed to having students graduate from MBS who say that it was a rich time for them spiritually, emotionally and academically. We ask that students think about the following areas in their lives as they enter into MBS:

**Your relationship with God** - Busyness of life will kill your relationship with Him. You are “adding on” to your life by taking on seminary studies. So, the question is, “What will you set aside?” It might be entertainment, social time or recreational reading, but it cannot be time with the Lord. The Lord desires you trust and love him with all your heart (Deut. 6:5; Prov. 3:5) and walk humbly before him (Mic. 6:8). In other words, as you run the Christian race, you are to fix your eyes on Jesus and throw off every sin that entangles (Heb. 12:1-2). It is with such an attitude the Spirit is pleased to work in your life and fulfill the Lord's commands. Such spiritual fruit includes love, patience, kindness, and self-control (Gal. 5:22). You are encouraged to read the Scriptures with this in mind, always combining the Word with faith (cf., Heb. 4:2); and continually praying to your Father who loves you and delights in you (Zeph. 3:17; 1 Thess. 5:17). So, a daily time with Him is essential and supersedes the reading of any material for class.

**Your relationships with others** - Again, your time at MBS could rob you of relationships with people. We think it is fine for you to see your friends a bit less as you study, but don't neglect your family! We have seen too many in the ministry who have trashed families as they climb to the top. We rather you not. All that God commands is summarized by loving others (Gal. 5:14). In the context of MBS, this has special reference to your relationships with other students. We encourage you to look after the interests of your fellow students and in humility consider them more important than yourself (Phil. 2:3-5). Considering the widely differing church and cultural backgrounds of all who come to MBS, your time here will be one of growing to love, accept, and appreciate others different from you. In fact, this diversity is one of MBS's most desired features, a distinctive of our campus life. Please pray for and seek to cultivate loving relationships with everyone in the student body, and not only with those with whom you have most in common.



**Promotion of spiritual growth** - The Christian needs constant spiritual nourishment, something only possible in the context of prayerful and systematic Bible study and meditation. A spiritual life not renewed on a daily basis soon withers. It is like a stream soaking away in a desert. Attendance in classes on Bible subjects is no substitute for personal devotions!

**Mentoring** - Mentoring at MBS is distinctive and may be unique. Each student has a mentor who meets with him/her regularly for a time of life on life engagement, sharpening, and asking the good questions. Most classes require that you engage with your mentor for some of the assignments due. We want students to engage with men and women who have hearts for the Lord, people and experience. We want you to open up, reveal weaknesses where appropriate and gain strength as a wiser and more experienced person points you to Christ. Mentoring at MBS is the heart of who we are and we believe it will be one of the things that will cause you to say that seminary was a rich time for your walk with Christ.

**Student Association/Alumni** - As we have mentioned, we believe the MBS experience will mark your life in a spiritually rich way. A large part of that will be through your fellow students. As an enrolled student you are automatically enrolled as a member of the MBS Student Body. It is an association of current and former students who gather together regularly to encourage one another, support the work of the school and support each other in their vocational call. The Dean of Students can give you more information.

## SEMINARY REGULATIONS

Scripture exhorts us that "*all things are to be done properly and in an orderly manner*" (1 Cor. 14:40). MBS' regulations are designed to promote order and effectiveness for the edification and benefit of all.

MBS has a rich diversity in its student body, as students come from all walks of life. Christians from many denominations are represented at the seminary, which provides a wonderful glimpse of the wider Christian community. However, in such a multi-cultural and ethnic environment, great care has to be taken in behavior towards one another in order to create a healthy and safe environment within which all can work and study. Any forms of racial discrimination or sexual harassment are totally unacceptable, and will be acted upon swiftly. With regards to relationships between the sexes, proper Christian conduct is to be maintained.

**CLASS TIME AND ATTENDANCE** - We view class time not merely as a time of academic instruction, but also as a time of fellowship, when faculty and students together explore the Holy Scriptures, learn God's truth, "*grow in grace and in the knowledge of our Lord and Savior Jesus Christ*", and find ways of practically implementing, as soon as possible, what has been learned. To that end, class time is essential and absences must have providential as well as faculty excuse. Students are required to attend all classes, and to be punctual. We operate on a short 8-week term, and therefore attendance is critical to success in any subject. To that end, no student may miss more than one class. Students who are unable to attend a class must contact the professor before the class starts to ask for an excused absence. Students must also contact a fellow student to find out what was missed and what needs to be made up. You are encouraged to ask a fellow student to record the class. Or, if possible, "attend" the class via media such as Skype or Zoom. Work not completed within one month of the end of classes will fail. Students may request from the Dean of Students a waiver to attend class online for a Term. The Dean of Students will evaluate each request on a case-by-case and Term-by-Term basis.

**VISITORS** - You are welcome to invite visitors to attend a class, but you must ask the professor in advance for permission.

**OUTSIDE CLASS STUDY EXPECTATION** - As a basic guideline, a student is expected to do about two hours of private study for every hour of classroom time.

**CHANGES TO DEGREE REQUIREMENTS** - MBS may from time to time change courses required for graduation by adding or subtracting the number of courses needed. MBS may also change the work required to pass a course. To that end, third year students will remain on the former degree plan. First and second year students will be required to change to the new plan.

**SPOUSES** - Spouses of students are encouraged to be a part of the student life of MBS. Spouses who would like to attend classes as auditors may do so at no charge. However, please remember, auditors are there to listen only and should respect the right of degree-seeking students to speak and ask questions.

**DRESS GUIDELINES** - Students are to dress appropriately, with modesty, in due respect and consideration of others. This simply means we are all to take seriously the vocation of MBS and all who train here, and to have due respect for those of other cultures (Rom. 14:13ff).

**GRADING:**

### **Grading of Part I of the Curriculum Portfolio (Classwork)**

**A** (90-100) = Excellent work, above what was asked for in the syllabus

**B** (80-89) = All work was completed as required

**C** (70-79) = All work was completed, but could have been better

**I** = Work still needs to be completed or improved before acceptance

**F** = Work was sub-standard or not turned in

### **Grading of Part II of the Curriculum Portfolio (Mentoring)**

Because Part II of the MBS Curriculum Portfolio is so mentor-based, evaluation is subjective.

Grading is graded as follows:

**A** (90-100) = work done by the student *exceeds* what was required by the mentor

**B** (80-89) = the student has completed every requirement of the mentor

**C** (70-79) = all work was completed, but could have been better

**I** = the student has not *yet* completed all required work and has been granted extra time to finish

**F** = the student has failed to complete *all* the required work in the time permitted

### **Grading of Part III of the Curriculum Portfolio (Practicum)**

The criteria for evaluating Part III of the MBS Curriculum Portfolio (the practicum) is:

**A** (90-100) = work done by the student *exceeds* what was required in the agreed upon practicum work found on the following pages

**B** (80-89) = the student has completed every requirement in the practicum work found on the following pages

**C** (70-79) = all work was completed, but could have been better

**I** = the student has not *yet* completed all required work and has been granted extra time to finish

**F** = the student has failed to complete *all* the required work in the time permitted

Faculty may assign homework due after the last class of the course. All grades are required in the system two weeks after the last class. Any work not turned in by that date will be entered as an "F." Faculty retain the right to alter that grade for 30 days after the last class. No grade may be changed after that date, and if failed, the course must be repeated.

**RESEARCH AND WRITING POLICY** – All written work submitted for credit must conform to the *MBS Research, Writing and Style Guide*. This guide is available for download from the seminary's website under the ["Current Students > Writing Guide" tab](#).

**GRADUATION** – To graduate, a student must complete and pass all courses, complete their practicum and be approved by their mentor.

- a. All required courses are taken and passed.
- b. The student's mentor has signed off on the student to being emotionally, spiritually, and mentally ready for his or her ministry.
- c. The student has completed and received credit for all required competency areas of their chosen practicum track.
- d. No student will be permitted to graduate unless all outstanding fees have been paid, nor will a copy of their transcript be given or sent until all financial deficits are settled.

**DROPS/CHANGES** - A term is eight weeks. No course may be dropped or changes made in the student's program after the second night of class without the signed permission of the

professor and the Academic Dean. Failure to follow this procedure will result in that course showing on the student's transcript as "WF".

**LATE REGISTRATIONS will be charged an additional \$25. Students should be registered no later than one week before the start of classes.**

### **ACADEMIC PROBATION**

A student will be put on probation if he or she is not making satisfactory progress towards graduation. Probation status is designed to alert the student to this deficiency and to prescribe a remedy for it. Academic probation will be prescribed for a student who has failed any course. The Academic Dean will meet with the student to discuss the situation and prescribe a remedial course of action. If a deadline for the student's remedial course of action is not met, the Academic Committee will take further action. The most serious action would include the recommendation to the faculty for dismissal of the student.

### **LIBRARY**

Access to great books and papers is important to students. MBS has chosen to own no buildings, which enables us to keep tuitions low. Having no building means we cannot have a library. But that does not mean the student does not have access to great books. They can be sourced in the following ways:

- a. A list of free online resources is available on the MBS website
- b. The use of public and private libraries
- c. The development of your own libraries, especially within Logos Bible Software
- d. Making good use of the internet, being careful to properly use, notate, and discern that material is accurate
- e. Talk with faculty willing to lend their own books to students
- f. Checking with your own pastor and see if he has the books you need and if he is willing to lend them

**ADMINISTRATION** – All MBS deans and professors are contract. MBS has one part-time administrative staff. Should you have academic questions, contact the Dean of Academics. Mentoring questions should be directed to the Dean of Mentoring. Questions about your practicum should be sent to the Dean of Students or the Dean in charge of your specific track. Questions related to enrollment, registration, grades, or transcripts should be directed to the Dean of Admissions. Questions about a class you are in may be asked of the professor.

**APPLICATION PROCEDURE** – In addition to the academic qualifications for the intended program of study, applicants are assessed before entry to establish they are Christians who are maturing spiritually. They should be in good standing with their local church, and in a reasonable state of health.

### **Required Documents**

- ❑ Application – this will determine:
  1. genuineness of conversion and commitment to the Lord Jesus
  2. present involvement in Christian service
  3. a sense of vocation in future service for the Lord
- ❑ Three References who can verify the potential student's readiness for study and service
- ❑ Photograph
- ❑ Copy of High School diploma or GED (B.Th. candidate only)
- ❑ Transcripts from any tertiary institutions. (A minimum of a bachelor's degree is required to pursue the M.Div.) (If you wish to transfer credit into MBS see below.)
- ❑ \$50 application fee (Must accompany application or be paid on the website)
- ❑ Signed Student Acknowledgement (Required by the State of Maryland)

### **Requirements for Entry into a Degree Program:**

- a. Entrance to the Bachelor in Theology requires the following:
  - 1) High School diploma or equivalent
  - 2) The Seminary has a mature entry policy, i.e., a student may be granted mature age exemption if the applicant is 25 or older.
  - 3) Acceptance of the student is based upon the information submitted in the application and from the three references.
  - 4) Applicants to MBS's undergraduate programs must be at least 21 years of age in order to be accepted to the program. Applicants under the age of 21 may be considered for limited exceptions to the minimum age requirement if they meet one or more of the following criteria:
    - a. Applicant has earned an Associates Degree.
    - b. Applicant has successfully earned at least 60 credit hours of undergraduate study (approximately 2 years of full time undergraduate study) at an accredited university, college, or community college.
    - c. Applicant demonstrates clear calling to vocational ministry, demonstrates academic ability consistent with an undergraduate level (sample research and writings may be requested), and demonstrates mature Christian character and mature decision making ability for their age. These three criteria will be determined through an evaluative process with members of the MBS Administrative Team
- b. Entrance to the Master of Divinity is as follows:
  - 1) The minimum requirement is a completed bachelor's degree substantiated by the submission of a transcript.
  - 2) Acceptance of the student is based upon the information submitted in the application and from the three references.
- c. Entrance to the Certificate in Christian Studies is as follows:
  - 1) Minimum requirement is a high school diploma or equivalent.

- 2) Acceptance will be based on information submitted in the application and the three references.
- 3) Applicants to MBS's certificate programs must be at least 21 years of age in order to be accepted to the program. Applicants under the age of 21 may be considered for limited exceptions to the minimum age requirement if they meet one or more of the following criteria:
  - a. Applicant has earned an Associates Degree.
  - b. Applicant has successfully earned at least 60 credit hours of undergraduate study (approximately 2 years of full time undergraduate study) at an accredited university, college, or community college.

Applicant demonstrates clear calling to vocational ministry, demonstrates academic ability consistent with an undergraduate level (sample research and writings may be requested), and demonstrates mature Christian character and mature decision making ability for their age. These three criteria will be determined through an evaluative process with members of the MBS Administrative Team.

# SEMINARY POLICIES AND PROCEDURES

## ACADEMIC VIOLATIONS POLICY

### I. ACADEMIC INTEGRITY

Every faculty member will set assignments for each class along with their due dates. Penalties for lateness will also be spelled out in the syllabus and adhered to strictly. All late assignments will be assessed a full letter grade penalty. Exceptions will only be made in the case of serious illness (medical certificate required) and on compassionate grounds (illness/death of a close family member). Written assignments must conform to the *MBS Research, Writing and Style Guide*. This guide is available for download from the seminary's website.

### II. VIOLATIONS OF ACADEMIC INTEGRITY

**Plagiarism:** The offense of plagiarism is committed when an individual represents the work or ideas of someone else as his or her own work. Plagiarism constitutes theft and deception, both serious violations of God's unchanging moral law as reflected in the Ten Commandments given to Israel on Mount Sinai, and repeated in the New Testament as commandments for disciples of Jesus Christ to observe:

*Eph. 4:25 - Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body.*

*Eph. 4:28 - He who has been stealing must steal no longer.*

Reflecting the character of Jesus Christ is not optional for the Christian, but is rather something we must all require of one another, and Christians must prefer to receive a failing grade for a course rather than to sin against God and their brethren by committing plagiarism. To fail after trying one's best is not a sin and does not defile the conscience or jeopardize God's blessing; plagiarism does. Those who have been raised to believe failing a course involves "losing face" and is thus worse than cheating must put off such unbiblical thinking and put on Jesus Christ and His righteousness. Plagiarism is theft.

In an academic setting, the theft is that of an unearned grade on an assignment, thus contributing to an unearned grade for a course, and ultimately an unearned degree or diploma. The degree or diploma is thus obtained by fraud. As written assignments may be graded in part by comparison with assignments of other students, the thief, by handing in a "superlative" assignment which is in reality the work of another, also offends against his fellow students, potentially reducing the grades they have earned in integrity by hard work.

The student must avoid the sin of plagiarism by acknowledging sources used by the use of quotation marks, footnotes, and bibliographies, as appropriate. Student papers may be put through a program like "Turn it in" to see if there are parts plagiarized.

Students are also advised that facilitation of plagiarism by another student (for example, by providing another student with your assignment to copy) is a violation of the code of honor.

**Duplicate Submission:** Duplicate submission occurs when substantially the same essay, presentation, sermon, or other assignment is submitted for credit in more than one course, unless permitted in the syllabus. For example, a sermon written for one course may not be later preached in substantially the same form in a homiletics course. In addition, work already submitted towards the earning of another degree may not be resubmitted for a course at MBS without the evidence of substantial work having been done to the original work.

**Other People's Sermons:** Today we are given the privileges of finding many great helps on the internet. However, claiming anyone else's work, in this case sermons, and using them as if they were your own creation, is another form of plagiarism. This will not be tolerated at MBS.

**ChatGPT and other Artificial Intelligence (AI) programs:** Students are not permitted to utilize ChatGPT and other AI programs ("AI programs" hereafter) to compose any part of an assignment. Students should be aware that AI programs are known to generate false information and to fabricate data. Truth is central to the Christian faith (c.f. John 14:6), and therefore falsehood, misleading, and fabricated information has no place in seminary research. If an assignment is determined to contain AI generated content, the assignment will be penalized in the same manner as a plagiarism violation (see below).

### III. DISCIPLINARY ACTION

#### 1. Penalties for Violations of Academic Integrity

Penalties for violations of academic integrity listed above shall be in keeping with the seriousness of the offense and shall take into account whether the student demonstrates repentance from the offense. Records will be kept for all violations of academic integrity.

#### 2. Penalty for Minimal and Accidental Plagiarism

If plagiarism is judged to be minimal and accidental, with no deliberate intention on the part of the student to represent someone else's work as his own, but rather is due to carelessness, the Instructor shall counsel the student and may require the paper to be rewritten in acceptable form. The Instructor shall then notify the Academic Dean in writing of the minimal and accidental plagiarism and steps taken to correct the violation.

#### 3. Penalty for Systematic and Deliberate Plagiarism

**Phase 1:** If plagiarism is judged by the Instructor to be systematic and represents a deliberate attempt to represent someone else's work as his or her own and the student is unable to refute the evidence against him or her, the offense shall be reported to the Academic Committee in writing along with evidence and the Instructor's recommendation for penalty. Instructors shall submit their report to the Academic Committee via the Academic Dean.

**Phase 2:** The Academic Committee shall review the student's assignment along with the Instructor's recommendation for penalty. The Committee shall provide the student with an opportunity for a hearing to appeal the charges of academic violation within 10 business days of receiving the Instructor's report. If the Committee determines an academic violation occurred based on its findings, the student shall be notified of the decision and penalty within 30 business days of receiving the Instructor's report.

- The maximum penalty for a first offense is failure for the assignment (a "0" will be given as the grade for the assignment), and the Academic Committee will place a letter of reprimand in the student's record.



- For a subsequent offense in any course, the Academic Committee will penalize the student with failure of the course (an “F” will be given as the final grade for the course). The Academic Committee will place an additional letter of reprimand in the student’s record.
- For any subsequent offense in any course, the maximum penalty will be enforced as expulsion from the seminary. The Academic Committee will present all related evidence to the seminary Board along with the recommendation to expel the student from the seminary. The MBS Board’s decision to expel the student from the seminary is final.

### **The Student’s Right of Appeal**

- If the findings and decision of the Academic Committee are not found to be agreeable to the student, the student has the right of appeal to the MBS Board within 30 calendar days of a decision. After 30 days the student shall no longer have a right of appeal. All appeals must be made in writing to the MBS President and submitted in hard copy delivered in person or by certified mail.
- The MBS Board shall provide the student with an opportunity for a hearing to appeal the charges of academic violation. After review of evidence and appeal, the Board shall make a decision to uphold the academic violation penalty or to amend the penalty if in disagreement with the Academic Committee’s assessment. The decision of the Board is final.

## **POLICY ON DISCIPLINE**

It is the duty of the Dean of Academics, Dean of Students, Dean of Mentoring, and Administrative Team to implement the rules and regulations as laid down. Faculty may take appropriate action where necessary, but at all times shall act justly, pastorally, and consistently with the goal of biblical restoration.

A student may be placed on disciplinary probation (1) for misconduct (including theft, plagiarism, cheating, sexual misconduct, use or possession of illegal drugs, acts of violence, disruption of institutional activities, etc.), (2) for disregard of established rules and regulations of MBS, and/or (3) for excessive unexcused absences from regular MBS activities. For matters related to academics—such as, plagiarism—the Academic Violation Policy shall be applied.

### **DISCIPLINARY PROCESS**

#### **Phase 1: Inform the Dean of Students**

With the exception of cases when the Academic Violation Policy applies, the Dean of Students will determine all disciplinary matters. A student may be reported to the Dean of Students by another student, Faculty, mentor, practicum site supervisor, or any member of the Administrative Team. The violation must be explained and any corresponding evidence submitted to the Dean of Students. Due to the sensitive nature of some violations, a student may be reported either in writing or in a meeting with the Dean of Students. All violation reports shall be documented by the Dean of Students.

#### **Phase 2: Determination of Violation**

Students who are reported of violating the seminary's standards will be given the opportunity to meet with the Dean of Students and defend their character. This meeting will take place within 30 days of the original accusation. If the Dean of Students finds the student to be guilty of violating seminary standards, they may be given a warning about continuing the activity, be placed under disciplinary probation, or be dismissed from the seminary depending on the severity of the violation.

A student may choose to be accompanied by another MBS student acting as listener during any disciplinary proceedings. The student shall not be permitted to have outside legal counsel in a disciplinary proceeding.

1. When a student is placed on disciplinary probation, the student will receive written notification of the action and the decision will be noted in the student's file.
2. MBS reserves the right to dismiss any student when, in its judgment, the general welfare of the community seems to require such an action. Disciplinary probation and dismissal is handled by the Board in consultation with the Dean of Students and additional appropriate Administrative Team members.

#### **Phase 3: Notification of Decision**

The student will be notified by the Dean of Students of the decision within 15 business days of the meeting between the student and the Dean of Students.

The student has the right of appeal to the MBS Board within 30 calendar days of a decision. After 30 days the student shall no longer have a right of appeal. All appeals must be made in writing to the President and submitted in hard copy delivered in person or by certified mail. The decision of the Board shall be final.

## STUDENT COMPLAINTS AND GRIEVANCES

Students have the right and privilege of voicing complaints and grievances about any facet of MBS (program, procedures, faculty, administration, grades, etc.). The following process outlines the steps in voicing complaints and grievances:

1. **Mentor.** The student should first voice their complaint to their mentor.
2. **Dean of Academics and Dean of Students.** If satisfaction is not met at the first level with the student mentor, a formal complaint should be submitted to either the Dean of Academics for academic related complaints or the Dean of Students for all other complaints and grievances. If the grievance is related to either the Dean of Academics or the Dean of Students, the student shall submit the complaint to the other Dean. If the student has not first discussed the complaint with their mentor, the Dean will instruct the student to do so first before receiving the complaint.
  - a. The Dean will schedule a meeting for the student to voice their complaint or grievance. This meeting will take place within 15 business days of contacting the Dean.
  - b. The student will be notified by the Dean of the decision within 30 business days of meeting with the student.
3. **MBS Board.** If satisfaction is not met at the second level with the Dean of Academics or the Dean of Students, appeal may be made directly to the MBS Board. The student shall not appeal directly to the President or the Board without first voicing their complaint per the two levels above. The student has the right of appeal to the MBS Board within 30 calendar days of a decision. After 30 days the student shall no longer have a right of appeal. All appeals must be made in writing to the President and submitted in hard copy delivered in person or by certified mail. The decision of the Board shall be final.

## POLICY ON CONFLICT RESOLUTION

It is the duty of all members of the seminary community, including students, faculty, mentors, administrators, and board members to live as faithful followers of Jesus. This duty includes the responsibility to handle conflict in line with the Bible's teaching in places such as Matthew 18:15-17, Luke 17:3-4, and 2 Corinthians 13:11. The responsibility to ensure members of the seminary community are handling conflict in an appropriate manner rests with the Dean of Students. The below conflict resolution process applies to all members of the seminary community who encounter conflict with another member of the seminary community, and those outside the community who wish to enlist the seminary's conflict resolution process due to a conflict with a member of the seminary community while that seminary community member is acting in a capacity related to their role in the seminary.

## **CONFLICT RESOLUTION PROCESS**

### **Phase 1: Resolve Privately**

Not all instances of conflict should be resolved privately. Cases that should not be resolved privately may include those where the conflict involves instances of discrimination or harassment, or where the conflict is caused by a public offense that is not easily resolved privately. In these types of cases, the person bringing a complaint may bypass Phase 1 and immediately move to Phase 2. In cases where the conflict is caused by private offense that can be addressed privately, the injured party should go to the one with whom there is conflict and confront them in love. If they are able to resolve the issue privately, then the process ends here. If they are not able to resolve it privately, they may proceed to Phase 2.

### **Phase 2: Formal Complaint**

If the conflict cannot be resolved privately, or if it is of such a nature that it should not be resolved privately, then a formal complaint should be made in writing to the Dean of Students, unless the Dean of Students is directly involved in the conflict, in which case complaint should be made to the Academic Dean. The Dean of Students (or Academic Dean in cases directly involving the Dean of Students) will be responsible to:

1. Assure the one bringing the complaint that it will be handled seriously and confidentially, with no retaliation for allegations brought in good faith.
2. Review the written complaint and gather any other relevant information from the one bringing the complaint.
3. Offer to make available appropriate counseling and pastoral care.
4. Arrange to minimize unnecessary contact between the parties if necessary.
5. Gather relevant information, including interviewing all parties involved, within 30 calendar days of the formal complaint being filed.
6. Develop an appropriate action/disciplinary plan within 45 calendar days of the complaint being filed.
7. Notify all parties in writing, within 45 calendar days of the complaint being filed, of the outcome of the investigation, including any disciplinary action(s) taken against the accused and of the right to appeal.
8. If the action plan satisfactorily resolves the issue, submit to the President a sealed summary of the matter to be stored in a private, password-protected electronic file accessible only to the President and the Dean of Students.
9. If the complaint is not resolved by the fulfillment of the action plan or the parties are not satisfied with the action plan or its progress, an appeal may be brought in writing to the President (or the MBS Board Chair if the President is a direct party to the conflict) within 60 calendar days of the written notification of the original outcome. Within 45 calendar days of the appeal, all parties will be notified of the final review and decision by the President (or the Board Chair or his/her designee in cases directly involving the President). The decision of the President shall be final.

## **CAMPUS SAFETY POLICIES**

### **Chapelgate Presbyterian Church Campus**

Fire Alarm- sounds like a monster cricket

1. Turn off lights, lock doors
2. Go out the back hallway entrance
3. Report to the front of the building by the upper parking lot where a head count with a roster will be made

Tornado/Hurricane-

1. Gather all students and teachers in the downstairs youth hallway
2. Headcount made by class roster

Code Red/Panic Button/Burglar alarm- siren elicits heart-pounding panic

1. Police are on their way
2. Exterior doors will be locked
3. Lock doors to classrooms, turn off lights
4. Headcount taken by roster

Earthquake

1. People should drop to floor and take cover by getting under a sturdy table or other piece of furniture
2. If no furniture available students and staff should cover their faces and head with their arms and crouch in an inside corner of the building or classroom.
3. People should remain inside until shaking stops
4. People outside should remain outside, staying away from wires, and building until shaking stops.
5. The elevator should not be used
6. People should not walk alongside the exterior of building
7. Once given the all clear, students and teachers will evacuate the building through back hallway doors. Headcount will be taken by roster.

For all these situations and more, a headcount of students must be taken. Our designated meeting place post accidents for students and teachers is the upper parking lot outside the main lobby doors.

### **Freedom Church Campus**

Fire Alarm

1. Turn off lights, lock doors
2. Go out the door used by MBS to access classrooms
3. Report to the side parking lot where a head count with a roster will be made

Tornado/Hurricane-

1. Gather all students and teachers in the downstairs (interior) hallway
2. Headcount made by class roster

Earthquake

1. People should drop to floor and take cover by getting under a sturdy table or other piece of furniture
2. If no furniture available students and staff should cover their faces and head with their arms and crouch in an inside corner of the building or classroom.

3. People should remain inside until shaking stops
4. People outside should remain outside, staying away from wires, and building until shaking stops.
5. The elevator should not be used
6. People should not walk alongside the exterior of building
7. Once given the all clear, students and teachers will evacuate the building. Head count will be taken by roster.

For all these situations and more, a headcount of students must be taken. Our designated meeting place post accidents for students and teachers is the side parking lot.

# REGISTRATION

**REGISTRATION & ORIENTATION** - Students must register for classes online at [www.metrobaltimoreseminary.org](http://www.metrobaltimoreseminary.org). As we anticipate the arrival of all new and returning students, MBS arranges a schedule of orientation activities at the beginning of each academic year. We strive to provide an atmosphere of Christian unity and fellowship as the faculty, staff, and returning students help to familiarize new students with the program and various ministry opportunities.

**TRANSFER OF CREDIT** - MBS will accept transfer of credit from many accredited schools. A maximum of ten credit hours may be transferred into the program. Courses and credits must correlate closely with the courses MBS offers including practicum and mentoring. Please provide website information from that institution and include course descriptions.

**CREDIT FOR PRIOR LEARNING** - When a student can demonstrate prior learning in a particular subject area, he or she may be exempted from that course by the Faculty Academic Committee. In its place will be a course equal to the amount of credit granted by the prior learning as agreed upon by the student and Academic Dean.

**NON-DISCRIMINATION POLICY** - Metro Baltimore Seminary does not discriminate on the grounds of race, color, national and ethnic origin, natural born gender, disability, or age.

## **POLICY FOR ADDING A CLASS**

A student may be added to a course only after the first night of class.

**PAYMENT OF FEES AND REFUNDS** - Students are expected to pay their fees in full at the time of registration for each course.

## **TUITION AND FEES**

Application Fee.....	\$50
Tuition.....	\$180/Credit (Coursework)
Practicum Fee .....	\$50/Quarter
Mentoring Fee .....	\$50/Quarter
Late Registration Fee.....	\$25
Audit Fee.....	\$80/Credit
Graduation Fee.....	\$200 (payable student's last term)

\* Note: MBS does not issue T1098 tuition forms because the seminary does not receive federal funding.

## **PAYMENT OF FEES**

Students are expected to pay all fees for each term by the first night of class. If a payment schedule is needed, terms can be arranged with the Dean of Administration. All fees must be fully paid before a student can start another term or graduate.

In cases where a student anticipates difficulty in being able to pay for a course, the correct procedure is to discuss the matter with the Dean of Academics before fees are due. Students may be permitted to have a balance on account with the approval of the Dean of Administration.

However, as there is an administrative cost associated with carrying balances for students, a one-time fee of \$50 will be assessed to the student's account in addition to the fees not paid.

If a student withdraws from a course, the refund of tuition shall be:

- A. 75% after one full clock hour of class has been completed
- B. 50% after two full clock hours of class has been completed
- C. No refund will be given after the third clock class hour

Students will not be allowed to continue in the program should their previous term's account not be settled by the beginning of each new term. In case of an unforeseen crisis, **written** application can be made to the Dean of Administration who will review each case and determine whether the student will be allowed to continue.

**SCHOLARSHIPS** – Thanks to generous people, MBS makes financial assistance available in the form of scholarships to needy students. Before an applicant can be considered for financial aid, he or she must be officially admitted into a program of studies by the Academic Dean. Scholarships are awarded to students on the basis of demonstrated financial need. Scholarships will normally not exceed a maximum amount of 50 percent of the student's tuition costs. These funds are normally not meant to cover all educational costs, but merely to supplement the student's own resources. These scholarships are normally for tuition only, and are credited directly to the student's account. Any unused scholarship moneys will revert to MBS at the end of the academic year. Students are responsible for all additional costs. Students are allowed to receive scholarships for the length of time it takes to complete a program, but a **renewed application must be made each year**. Applications must be received and approved at least one week prior to the commencement of the term the scholarship is needed. The amount of scholarship received each year may increase or decrease depending on the available funds, ongoing needs, and the number of scholarship applicants. A scholarship application, therefore, needs to be done annually, whilst MBS will assess all applicants and applications quarterly.

**To be eligible for scholarship, students must:**

Be admitted into a regular program at MBS in a full-time capacity (meaning at least 3 credits per term).

1. Be in good academic standing, and maintain such a standing. Students placed on academic probation may forfeit their scholarship awards.
2. Complete the Financial Aid Application form **each year**, as scholarship awards are not automatically renewed. This can be found on the website.
3. Be able to clearly articulate their ministry goals in an attached letter.
4. Be in good standing and receive recommendation from their mentor.

**We ask all MBS students to consider making an annual gift to the scholarship fund to help those who are in need.**

**Spouse tuition exemption** - is granted to married couples while one is registered in a regular full-time MBS program. This exemption is 50 percent of tuition costs if academic credit is desired. If the spouse simply wants to audit a course, he or she may do so without cost.

**ACCIDENT AND HEALTH INSURANCE** - MBS does not provide any accident or health insurance for students. MBS is not liable for injuries sustained by students in their activity as students, even though such injuries occur on the premises or in class-related work. MBS does not undertake to be the insurer of its students and its liability under law must be based on fault.



Accordingly, students are advised to be certain they are covered by personal accident and health insurance.

## **OTHER FEES**

**TRANSCRIPT** – The first transcript requested by the student is free. Transcripts after that are \$15 each including postage. The student must email the Dean of Academics with details of where to send the transcript.

**GRADUATION** fee is \$200 per student payable online at the MBS website. This is payable at the time of the student's last registration.

**INDEMNIFICATION** – Students, by registering, are agreeing to hold MBS harmless from any liability or any accident.

**GENERAL** – Any amendments in the Student Handbook shall be circulated to Board members at the Spring Board Meeting. This will enable the Board to comment and suggest changes before it is distributed to the subsequent year's students. Any major change to the Student Handbook during the year shall likewise be brought to the Board's attention at their next meeting.

**PRIVACY ISSUES** – Due to current privacy concerns, students have the right to review their educational records. They have the right to request changes to those records if they can prove they are currently in error. Information about a student's records will not be released to third parties without the express written consent of the student (including transcripts and financial records). However, MBS reserves the right to release such records to its contractors and government agencies as necessary to conduct the ordinary operations of MBS, including tax reporting, compliance with federal and state laws and court orders, and financial complications or audits. MBS will request such third parties maintain the confidentiality of student records.

**ORDINATION** – MBS does not ordain anyone to the ministry. MBS believes this is the sole responsibility of the church.

## Faculty

### **Rev. Patrick Allen**

M.Div., Covenant Theological Seminary  
B.A. (Speech Communications), Georgia State University  
*Courses: Making and Equipping Disciples*

### **Rev. Steve Dallwig, Dean of Students**

M.A. (Theological Studies), Reformed Theological Seminary  
B.S. (Pastoral Ministry), Liberty University  
*Courses: Ecclesiology*

### **Rev. Dr. Adam L. Feldman, Academic Dean**

D.Min. (Spiritual Formation), Gordon-Conwell Theological Seminary  
M.Div., New Orleans Baptist Theological Seminary  
P.B.C. TESOL, University of Maryland, Baltimore County  
B.A. (Double major: English; Communication Arts), Carson-Newman University  
*Courses: NT Exegesis, OT Exegesis, Survey of the Covenants, Theology of John's Gospel, and Introduction to Research and Writing Workshop*

### **Rev. Dr. Craig Garriott, Dean of Church Planting & Renewal, Assoc. Dean of Urban Ministry**

D.Min. (Urban Missions), Westminster Theological Seminary  
M.Div., Covenant Theological Seminary  
B.S. (College of Architecture & Urban Studies), Virginia Polytechnic Institute  
*Courses: Ecclesiology, Holy Spirit and Salvation, and New Testament Survey*

### **Rev. Todd Hare**

M.Div., Biblical Theological Seminary  
B.S. (Christian Education and Bible), Messiah College  
*Courses: Old Testament Survey and New Testament Survey*

### **Mrs. Eliza Huie, Dean of Biblical Counseling**

M.A. (Counseling), Biblical Theological Seminary  
National Counselors Exam (NCE)  
Licensed Clinical Professional Counselor (LCPC, MD and VA)  
Eye Movement Desensitization and Reprocessing (EMDR)  
*Courses: Biblical Counseling Foundations*

### **Mr. Steven Kennedy**

M.A. (Religious Education), Cornerstone University  
B.A. (Bilingual Elementary Education), University of Massachusetts  
*Courses: Teaching and Learning Seminar*

**Rev. Dr. Sebastian Young-Min Kim**

D.Min. (Preaching), Covenant Theological Seminary  
M.Div., Trinity Evangelical Divinity School  
B.A. (Biblical Studies), Trinity International University  
*Courses: Sermon Construction*

**Rev. Dr. Peter D. Lee**

Ph.D. (Systematic Theology), Midwestern Baptist Theological Seminary  
Th.M. (Biblical Studies), Southern Baptist Theological Seminary  
M.Div. (Theology), Liberty University Baptist Theological Seminary  
M.A. (Philosophy), Clarks Summit University  
B.S. (Electrical Engineering Technology), Rochester Institute of Technology  
*CCourses: Doctrine of Scripture, Eschatology, and Ethics and Leadership*

**Rev. Stanley J. Long, Dean of Urban Ministry, Assoc. Dean of Church Planting & Renewal**

M.Div., Trinity Evangelical Divinity School  
B.A. (History), Frostburg State University  
*Courses: Survey of Church History 1 and 2*

**Rev. Jeffrey McMullen**

M.A. (Counseling), Biblical Theological Seminary  
M.Div., Westminster Theological Seminary  
B.A. (Educational Ministries), Houghton College  
*Courses: Biblical Counseling Foundations*

**Rev. Dr. Dan Passerelli, President**

D.Min. (Leadership), Fuller Theological Seminary  
M.Div., Westminster Theological Seminary  
B.A. (Major: International Studies, Minor: Business), Towson University  
*Courses: Evangelism and Apologetics, Hebrew for Bible Study, and Survey of the Covenants*

**Rev. Terry Pruitt**

M.Div., Capital Bible Seminary  
B.S. (Humanities: Arabic Language, Philosophy, & Religion), Regents College  
*Courses: Greek for Bible Study and Hebrew for Bible Study*

**Rev. Dr. Brian K. Sandifer**

Ph.D. (Systematic Theology), Southeastern Baptist Theological Seminary  
M.Div. (Advance Biblical Languages), Southeastern Baptist Theological Seminary  
M.A. (Education – Secondary Mathematics), University of South Carolina  
B.S. (Business Administration, International Business), Bowling Green State University  
*Courses: Doctrine of Scripture, Eschatology, and Person and Work of Christ*

**Rev. Dr. David Scafide**

D.Min. (Semiotics and Future Studies), George Fox Evangelical Seminary  
M.Div. (Church Ministries), Liberty Baptist Theological Seminary  
B.S. (Religion), Liberty University  
*Courses: Making and Equipping Disciples, New Testament Survey, NT Exegesis, OT Exegesis, and Survey of the Covenants*

**Rev. Dr. Benton W. Taylor, Dean of Mentoring**

D.Min. (Pastoral Counseling), Westminster Theological Seminary  
M.Div., Reformed Theological Seminary  
B.B.A. (Finance and Economics), Valdosta State College  
*Courses: Doctrine of Scripture and Hermeneutics*

**Rev. Jonathan Song**

M.Div., Reformed Theological Seminary  
B.A. (Music Education), University of Maryland, College Park  
*Courses: OT Exegesis and Sermon Construction*

**Rev. J.B. Watkins**

M.Div., Reformed Theological Seminary  
B.S. (Business Management), Tennessee Wesleyan College  
*Courses: Greek for Bible Study, God, Man, and Sin, Making and Equipping Disciples, NT Exegesis, Person and Work of Christ, and Survey of the Covenants*

**Rev. Michael S. Weltin**

M.Div., Knox Theological Seminary  
B.A. (Environmental Policy and Analysis), Bowling Green State University  
*Courses: Eschatology, Ethics and Leadership, and Old Testament Survey*

**Rev. Tom Wenger Jr.**

M.A. (Historical Theology), Westminster Theological Seminary California  
B.A., Lancaster Bible College  
*Courses: Doctrine of God, Man, and Sin, Doctrine of Scripture, Hermeneutics, and Person and Work of Christ*

**Rev. Dr. Louis H. Wilson**

Ph.D. (Religion and Society), Oxford Graduate School  
D.Mgt. (Organizational Leadership and Management), University of Phoenix  
M.S. (Urban Sociology), University of North Texas  
Th.M. (Pastoral Ministry), Dallas Theological Seminary  
B.A. (General Studies), Dallas Baptist University  
*Courses: Evangelism and Apologetics and New Testament Survey*

**Rev. Chul Yoo**

Th.M. (Historical Theology, ABT), Duke University  
M.A. (Church History), Trinity Evangelical Divinity School  
B.A. (Theology and Biblical Languages), Moody Bible Institute  
*Courses: Hermeneutics, Holy Spirit and Salvation, and Survey of Church History 1 & 2*

## ACADEMIC PROGRAMS

### I. Bachelor of Theology (B.Th.)

The Bachelor of Theology (B.Th.) is a three-year course of study intended to prepare graduates for the Christian ministry. Along with the regular studies in Old and New Testament, Theology, Church History, and Biblical Languages, each student will be required to be heavily involved with a local church and mentor in order to complete the rest of the program known as the "Practicum/Internship Curriculum." (See the Curriculum section for details.)

**Entrance:** High School diploma or equivalent

### II. Master of Divinity (M.Div.)

The Master of Divinity (M. Div.) is a three-year course of study intended to prepare graduates for the Christian ministry. Along with the regular studies in Old and New Testament, Theology, Church History, and Biblical Languages, each student will be required to be heavily involved with a local church and mentor in order to complete the rest of the program known as the "Practicum/Internship Curriculum." (See the Curriculum section for details.)

**Entrance requirement:** A bachelor degree from an accredited institution

### III. Certificate in Christian Studies

The **CCS** is designed for those who are drawn to know more about God, faith, and the church in a seminary setting of academics and mentoring. The **CCS** can be completed in one year on a full-time basis or two years taking **only** one course per week. The **CCS** mirrors the curriculum for the first-year students in the MDiv program, consisting of 12 credit hours of academic study covering Church History, the Old and New Testament (survey courses), theology, and your choice of Sermon Prep or the Teaching and Learning course. Students also meet with a mentor for three terms. There are no Practicum requirements.

**Entrance requirement:** High School Diploma

#### **ACCREDITATION:**

MBS is a candidate for membership in the Association of Reformed Theological Seminaries (ARTS). MBS completed a self-study in September 2022 and a site-visit in March 2023, with a goal of full membership in ARTS by October 2023. As an accrediting agency, ARTS has applied for recognition by the Council for Higher Education Accreditation (CHEA) as a religious institution offering degrees.

#### **Maryland Higher Education Commission Exemption**

Metro Baltimore Seminary is a religious educational institution operating in the State of Maryland pursuant to an exemption granted by the Maryland Higher Education Commission, without a certificate of approval from the Commission, as specified in the Code of Maryland Regulations 13B.02.04.

# BACHELORS and MASTERS CURRICULUM

## Curriculum Portfolio Part I – Classroom Program [24 courses, 36 credits]

Terms are 8 weeks long. Each credit equals one 70-minute class hour per week for 8 weeks.

Year 1				
	Course	Term	Credits	
<b>Bible</b>	Old Testament Survey	1	2	Year 1 courses are repeated annually. Successful completion of all Year 1 courses is required to advance to Biblical language and exegesis courses offered in Years 2 and 3.
	New Testament Survey	2	2	
<b>Systematic and Historical Theology</b>	Doctrine of Scripture	1	1	
	Doctrine of God, Man, Sin	3	2	
	Person and Work of Christ	4	2	
<b>Theology in Practice</b>	Hermeneutics	2	1	
	Making & Equipping Disciples	3	1	
	Sermon Construction	4	1	

Year 2 or 3				
	Course	Term	Credits	ROTATION
<b>Bible</b>	Hebrew for Bible Study	1	2	<b>2023-2024</b>
	OT Exegesis 1	2	2	
	OT Exegesis 2	4	2	
<b>Systematic and Historical Theology</b>	Survey of the Covenants	1	1	<b>2025-2026</b>
	Eschatology	2	1	<b>2027-2028</b>
	Holy Spirit and Salvation	3	2	
<b>Theology in Practice</b>	Ethics and Leadership	4	1	<b>2027-2028</b>
	Biblical Counseling Foundations	3	1	

Year 2 or 3				
	Course	Term	Credits	ROTATION
<b>Bible</b>	Greek for Bible Study	1	2	<b>2024-2025</b>
	NT Exegesis 1	2	2	
	NT Exegesis 2	4	2	
<b>Systematic and Historical Theology</b>	Ecclesiology	2	1	<b>2026-2027</b>
	Survey of Church History 1	3	2	<b>2028-2029</b>
	Survey of Church History 2	4	1	
	Theology of John's Gospel	3	1	
<b>Theology in Practice</b>	Evangelism & Apologetics	1	1	

The criteria for evaluating classroom coursework:

- A** (90-100) = work done by the student *exceeds* what was required in the syllabus
- B** (80-89) = the student has completed every requirement in the syllabus
- C** (70-79) = all work was completed, but could have been better
- I** = the student has not *yet* completed all required work and has been granted extra time to finish
- F** = the student has failed to complete *all* the required work in the time permitted

## **Part 2 – Mentoring**

### **The student learning from a mentor (12 credits)**

Who can know the heart of a man? The hope of MBS is, while in seminary, each student will grow spiritually. The purpose of a mentor is to come alongside the student so they get to know themselves even as they get to know God. Further, a mentor's role is to encourage a student to have a plan for spiritual growth and to work that plan as enabled by the Holy Spirit.

A mentor meets regularly with a student to ask questions, get beneath the surface and help the student learn what it means to develop a deeper relationship with the Lord and others. During this time the mentor may encourage, give wisdom, coach or direct as needed. The mentor will meet with the student and family as needed, communicating through email, text, phone, video-chat, and face-to-face.

The mentor is the one who checks the heart, by the power and wisdom of the Holy Spirit, in the hopes the student is changing to become more like Christ. Students are expected to meet with their mentors at least 3 times during each quarter for a total of 5 hours. In addition, students should plan to spend at least 5 hours per quarter working through readings, assignments, and exercises in the Mentoring Manual. The total amount of time spent meeting with the mentor and working on readings and other assignments from the mentor is expected to be at least ten hours per term.

Measuring a person's readiness for ministry is always difficult as it is a subjective judgment. However, after three years of regular meetings, the mentor will have a good idea if the student is prepared.

Because Part II of the MBS Curriculum Portfolio is so mentor-based, evaluation is subjective. Grading is as follows:

- A** (90-100) = work done by the student *exceeds* what was required by the mentor
- B** (80-89) = the student has completed every requirement of the mentor
- C** (70-79) = all work was completed, but could have been better
- I** = the student has not *yet* completed all required work and has been granted extra time to finish
- F** = the student has failed to complete *all* the required work in the time permitted

### **Mentoring Manual**

While each student's relationship with their mentor is unique, the MBS Mentoring Manual provides a general structure for the 3-year mentoring relationship that all students must follow. The manual contains reading assignments and other activities and exercises that must be completed by students in order to fulfill the mentoring requirement for graduation. The manual contains sections for each year at MBS, and completed sections must be submitted in the Spring Quarter of each year of enrollment at MBS to demonstrate sufficient progress in the mentoring program. The MBS Mentoring Manual can be accessed at [www.metrobaltimoreseminary.org/mentoring](http://www.metrobaltimoreseminary.org/mentoring).

### **Part 3 - Practicum/Internship (36 credits/360 hours)**

Real things happen in the world and not in a classroom. Students must have an opportunity to try their skills and test their abilities so when the real challenges come, they will be ready. The practicum is not so much a simulation or experiment on a bench. It is more the idea of a plumber taking an apprentice along to learn how to unstop a toilet. Hands get dirty. Watching a Master, and then trying to do what he or she does, can enable the student to learn to become the Master.

#### **Practicum Oversight & Supervision**

At Metro Baltimore Seminary we seek and prioritize the effective supervision and assessment of each student's practicum experience. To ensure a robust oversight process, the following procedures are followed:

##### **1. Practicum Supervisor and Contract**

Each student will be assigned a dedicated practicum supervisor, who will play a crucial role in overseeing the student's practicum experience. Through a collaborative approach, the seminary and the practicum supervisors establish a strong relationship that facilitates periodic observation of the students. This close partnership enables the MBS Administration to gain valuable insights into the student's progress and address any areas that require additional support or improvement.

A qualified practicum supervisor must have at least 5 years of service in Christian ministry, and provide a CV of relevant training and experience to the Dean of Students. The practicum supervisor and student complete and sign an initial Practicum Contract, which spells out expectations for the oversight of the student's completion of each competency area of the practicum.

##### **2. Quarterly Evaluations**

The practicum supervisor evaluates the student quarterly through the completion of a Supervisor Evaluation Form and review of the Student Self-Evaluation Form. The supervisor will sign off on all hours submitted by the student and hours will not be officially counted toward completion of the minimum required hours unless both supervisor and student self-evaluations are submitted.

##### **3. Annual Review Meeting**

The Dean of the corresponding ministry track will conduct an annual evaluation meeting with each student's practicum supervisor. During this meeting, the dean and the supervisor will discuss their observations of the student's performance, assess the student's progress in each area of the practicum track, and explore ways to further enhance the student's mastery of the learning outcomes. These evaluations will be documented using the Practicum Annual Review Form, which will be kept on file by the track dean, ensuring a comprehensive record of the student's growth.

##### **4. Assessment of Competencies**

Each practicum track has 12 Competency Areas and a minimum number of practicum hours that must be completed for each. In all competency areas for all tracks, the minimum required hours of practical experience is 10 hours for each credit assigned to that competency area. In order to receive the credit(s) for that competency area, the student must first complete the minimum required number of hours of practical experience (equivalent to 10 hours of practice for each credit). Once those minimum hours are met, they are eligible to be assessed for



competency in that area. This assessment is performed by their practicum supervisor in collaboration with their ministry track dean. When a student completes the required hours in a specific competency area, the practicum supervisor should write an evaluation and assessment that includes a grade and highlights the student's growth and mastery in that area. This assessment is submitted as part of the quarterly Supervisor Evaluation Form, and offers valuable feedback on the student's ongoing development.

Completing the minimum required hours in each competency area is required, but not sufficient, to receive credit for each competency area. If, after completing the minimum number of hours for a given competency, in the evaluation of the practicum supervisor the student has not achieved competency in the learning outcomes described in the syllabus for that area, the supervisor will work with the student to provide additional opportunities for practice, until the learning outcomes are met. It is at the discretion of the supervisor to set an appropriate time period for the student to be assessed again for competency in the learning outcomes.

### **5. Practicum Timeframe**

Required practicum hours must ordinarily be completed during the student's enrollment at the seminary. This framework ensures that students engage in practicum experiences while actively enrolled in their academic program, allowing for seamless integration of theoretical knowledge with practical ministry settings.

Exceptions may be granted for previously completed work, provided there is a written request approved by both the student's dean and practicum supervisor. In such cases, the student must submit a demonstration (e.g. written, verbal, electronic recording) of their competency in the learning outcomes for the area(s) for which they are requesting credit.

Through these comprehensive procedures, MBS aims to provide students with rigorous oversight, assessment, and support during their practicum experiences. By closely collaborating with practicum supervisors, conducting annual evaluation meetings, involving qualified individuals for competency assessments, and adhering to appropriate time frames, MBS ensures that students receive a well-rounded and impactful practicum experience.

## **Practicum Tracks**

We offer 5 tracks of ministry pursuit in which your practicum and Internship hours will be focused on. Your internship/practical ministry will be arranged through the Dean of Internships/Practical Ministry in cooperation with your mentor and local church.

The 5 tracks from which you must choose are:

### **1. Pastoral Ministry Track**

The Practicum Program consists of 12 modules, corresponding to 12 competency areas of ministry. Since the practice of ministry is not organized sequentially and pastors are often called upon to engage in various types of ministry throughout the week, utilizing diverse skills in each unique setting, the modules in the practicum are also non-sequential. Students are expected to engage in practice across the modules during their enrollment at MBS. Each module requires a minimum of 30 hours of practice, after which students are assessed for competency by their practicum supervisor.

Students are expected to complete their practicum in three years from the date of first enrollment at MBS. Should they fail to complete the practicum in three years, they may request an extension from the Dean of Students, the length of which will be determined by the Dean of Students in consultation with the student and their practicum supervisor, but which may not exceed three additional years.

- Module 1: Preaching & Teaching - Part 1 (30 hours)
- Module 2: Preaching & Teaching - Part 2 (30 hours)
- Module 3: Discipleship - Part 1 (30 hours)
- Module 4: Discipleship - Part 2 (30 hours)
- Module 5: Congregational Care - Part 1 (30 hours)
- Module 6: Congregational Care - Part 2 (30 hours)
- Module 7: Evangelism (30 hours)
- Module 8: Leadership (30 hours)
- Module 9: Mercy/Service/Mission (30 hours)
- Module 10: Church Life (30 hours)
- Module 11: Continued Learning - Research & Reflection (30 hours)
- Module 12: Capstone Project

The complete syllabus for the Pastoral Ministry Track can be found here: [Pastoral Ministry Syllabus](#).

### **2. Church Ministry Track**

The Practicum Program consists of 12 modules, corresponding to 12 competency areas of ministry. Since the practice of ministry is not organized sequentially and people serving in Christian ministries are often called upon to engage in various types of ministry throughout the week, utilizing diverse skills in each unique setting, the modules in the practicum are also non-sequential. Students are expected to engage in practice across the modules during their enrollment at MBS. Each module requires a minimum of 30 hours of practice, after which students are assessed for competency by their practicum supervisor.

Students are expected to complete their practicum in three years from the date of first enrollment at MBS. Should they fail to complete the practicum in three years, they may request an extension from the Dean of Students, the length of which will be determined by the Dean of

Students in consultation with the student and their practicum supervisor, but which may not exceed three additional years.

- Module 1: Teaching - (30 hours)
- Module 2: Ministry Program Engagement (30 hours)
- Module 3: Discipleship - Part 1 (30 hours)
- Module 4: Discipleship - Part 2 (30 hours)
- Module 5: Congregational Care - Part 1 (30 hours)
- Module 6: Congregational Care - Part 2 (30 hours)
- Module 7: Evangelism (30 hours)
- Module 8: Leadership (30 hours)
- Module 9: Mercy/Service/Mission (30 hours)
- Module 10: Church Life (30 hours)
- Module 11: Continued Learning - Research & Reflection (30 hours)
- Module 12: Capstone Project

The complete syllabus for the General Church Ministry Track can be found here: [General Church Ministry Syllabus](#).

### **3. Church Planting & Renewal Track**

The Practicum Program consists of 12 modules, corresponding to 12 competency areas of church planting and renewal ministry. Since the practice of ministry is not organized sequentially and ministry leaders are often called upon to engage in various types of ministry throughout the week, utilizing diverse skills in each unique setting, the modules in the practicum are also non-sequential. Students are expected to engage in practice across the modules during their enrollment at MBS. Each module requires a minimum of 30 hours of practice, after which students are assessed for competency by their practicum supervisor.

Students are expected to complete their practicum in three years from the date of first enrollment at MBS. Should they fail to complete the practicum in three years, they may request an extension from the Dean of Students, the length of which will be determined by the Dean of Students in consultation with the student and their practicum supervisor, but which may not exceed three additional years.

- Module 1: Church Planting Foundations Collection 1 (30 hours)
- Module 2 : Church Planting Foundations Collection 1 (30 hours)
- Module 3 Church Planting Foundations Collection 2 (30 hours)
- Module 4: Church Planting Foundations Collection 2 (30 hours)
- Module 5 Church Renewal Foundations Collection 1 (30 hours)
- Module 6: Church Renewal Foundations Collection 2 (30 hours)
- Module 7: Gospel Witness (30 hours)
- Module 8: Preaching & Teaching Part 1 (30 hours)
- Module 9: Preaching & Teaching Part 2 (30 hours)
- Module 10: Leadership Development (30 hours)
- Module 11: Disciple-Making Pathways Part 1 (30 hours)
- Module 12: Disciple-Making Pathways Part 2 (30 hours)

The complete syllabus for the Church Planting and Renewal Track can be found here: [Church Planting and Renewal Syllabus](#).

### **4. Urban Ministry Track**

The Practicum Program consists of 12 modules, corresponding to 12 competency areas of urban ministry. Since the practice of ministry is not organized sequentially and leaders are often called upon to engage in various types of ministry throughout the week, utilizing diverse skills in each unique setting, the modules in the practicum, other than the 3 years of monthly cohort gatherings, are also non-sequential. Students are expected to engage in practice across the modules during their enrollment at MBS. Each module requires a minimum of 30 hours of practice, after which students are assessed for competency by their practicum supervisor.

Students are expected to complete their practicum in three years from the date of first enrollment at MBS. Should they fail to complete the practicum in three years, they may request an extension from the Dean of Students, the length of which will be determined by the Dean of Students in consultation with the student and their practicum supervisor, but which may not exceed three additional years.

- Module 1: Urban Ministry Personal Maintenance (30 hours)
- Module 2: Urban Preaching/Teaching/Instruction - part 1 (30 hours)
- Module 3: Urban Preaching/Teaching/Instruction – part 2 (30 hours)
- Module 4: Urban Theology –part 1 (30 hours)
- Module 5: Urban Theology –part 1 (30 hours)
- Module 6: Urban Context – part 1 (30 hours)
- Module 7: Urban Context – part 2 (30 hours)
- Module 8: Urban Ecclesiology - part 1(30 hours)
- Module 9: Urban Ecclesiology - part 2 (30 hours)
- Module 10: Urban Evangelism (30 hours)
- Module 11: Urban Community Service (30 hours)
- Module 12: Urban Leadership Development (30 hours)

The complete syllabus for the Urban Ministry Track can be found here: [Urban Ministry Syllabus](#).

## **5. Biblical Counseling Ministry Track**

The Practicum Program consists of 12 modules, corresponding to 12 competency areas of ministry. Since the practice of ministry is not organized sequentially and ministry is often unscheduled, the modules in the practicum are also non-sequential. Students are expected to engage in practice across the modules during their enrollment at MBS. Each module requires a minimum of 30 hours of practice, after which students are assessed for competency by their practicum supervisor.

Students are expected to complete their practicum in three years from the date of first enrollment at MBS. Should they fail to complete the practicum in three years, they may request an extension from the Dean of Students, the length of which will be determined by the Dean of Students in consultation with the student and their practicum supervisor, but which may not exceed three additional years.

- Module 1: Formation for Counseling Ministry (30 hours)
- Module 2: Peer Support and Ministry
- Module 4: Teaching & Counseling – Part 1 (30 hours)
- Module 5: Teaching & Counseling – Part 2 (30 hours)
- Module 6: Visitation (30 hours) \*\*
- Module 7: Evangelism (30 hours) \*\*
- Module 8: Leadership Development (30 hours) \*\*

Module 9: Group Counseling (30 hours)

Module 10: Counseling Network Connections (30 hours)

Module 11: Continued Learning (30 hours)

Module 12: Sustainability and Ministry Values (30 hours)

\*\* 1 of these modules may be replaced by optional module: Overseas Trip (30 hours)

The complete syllabus for the Biblical Counseling Track can be found here: [Biblical Counseling Syllabus](#).

# COURSE DESCRIPTIONS

## Bible Courses

### **New Testament Survey - NT111, NT511**

*2 credit hrs*

This course is an introduction to the NT writings and their message in the historical, cultural and religious context of the first century. The aim of the course is to give the student an accurate understanding of the primary backgrounds of the NT writings and other related introductory questions that impact on their message. The course comprises lectures, assigned readings, a written assignment and examination.

### **Old Testament Survey - OT111, OT511**

*2 credit hrs*

This is a study of the OT dealing with its content, message, form and background. The survey will introduce the student to the biblical - theological approach to Scripture, showing how the books of the OT point us to God's Covenant of Grace in the person and work of Jesus Christ.

### **Hebrew for Bible Study - OT311, OT711**

*Prerequisite: Passing grade in all first year courses.*

*2 credit hrs*

The purpose of this course is not to make a person a Hebrew scholar. Rather, the intent is to give just enough basics of the Hebrew language to enable the student of the Bible to use the many word study tools written by the Hebrew scholars.

### **Old Testament Exegesis 1 - OT322, OT722**

*Prerequisite: Hebrew for Bible Study*

*2 credit hrs*

Two exegesis courses in OT will be required. These will be taught with two objectives in mind. First will be the plan to cover this course in a way that will enable the student to immediately be able to teach the course to others, complete with application. The second objective is to demonstrate to the students how to use the Hebrew taught in Hebrew for Bible Study courses. Students will be taught how to develop sermons and teaching lessons from the text. Systematic Theology/doctrine will also be covered in a way that will help the student to know how doctrine is developed out of the text.

### **Old Testament Exegesis 2 - OT343, OT743**

*Prerequisite: Hebrew for Bible Study and Old Testament Exegesis 1*

*2 credit hrs*

Two exegesis courses in OT will be required. These will be taught with two objectives in mind. First will be the plan to cover this course in a way that will enable the student to immediately be able to teach the course to others, complete with application. The second objective is to demonstrate to the students how to use the Hebrew taught in Hebrew for Bible Study courses. Students will be taught how to develop sermons and teaching lessons from the text. Systematic Theology/doctrine will also be covered in a way that will help the student to know how doctrine is developed out of the text.

### **Greek for Bible Study - NT211, NT611**

*Prerequisite: Passing grade in all first year courses.*

*2 credit hrs*

The purpose of this course is not to make a person a Greek scholar. Rather, the intent is to give just enough basics of the Greek language to enable the student of the Bible to use the many word study tools written by the Greek scholars.

### **New Testament Exegesis 1 - NT222, NT622**

**Prerequisite:** *Greek for Bible Study*

*2 credit hrs*

Two exegesis courses in NT are required. These will be taught with two objectives in mind. First will be the plan to cover this course in a way that will enable the student to immediately be able to teach the course to others, complete with application. The second objective is to demonstrate to the students how to use the Greek taught in the Greek for Bible Study course. Students will be taught how to develop sermons and teaching lessons from the text. Systematic Theology/doctrine will also be covered in a way that will help the student to know how doctrine is developed out of the text.

### **New Testament Exegesis 2 - NT243, NT643**

**Prerequisite:** *Greek for Bible Study and New Testament Exegesis 1*

*2 credit hrs*

Two exegesis courses in NT are required. These will be taught with two objectives in mind. First will be the plan to cover this course in a way that will enable the student to immediately be able to teach the course to others, complete with application. The second objective is to demonstrate to the students how to use the Greek taught in the Greek for Bible Study course. Students will be taught how to develop sermons and teaching lessons from the text. Systematic Theology/doctrine will also be covered in a way that will help the student to know how doctrine is developed out of the text.

## **Systematic and Historical Theology Courses**

### **Doctrine of Scripture - ST111, ST511**

*1 credit hr*

Major topics to be covered are: the divisions of Scripture, its revelation, inspiration and illumination; understanding Jesus' view of the Bible as well as its view of itself, canonicity, alleged "errors" in the Bible; and modern translations. The infallibility and inerrancy of all Scripture will be greatly emphasized. The seminary endeavors to teach something regarding all the major positions with respect to the Bible. The seminary's position is summed up by the description "biblical inerrancy". Our objective is to teach from the viewpoint of orthodox Protestantism concerning the Word of God, demonstrating its divine origin, internal harmony and its controlling role in the faith, life and vocation of Christians.

### **Doctrine of God, Man, and Sin - ST122, ST522**

*2 credit hrs*

This course seeks to explore the nature, character and triunity of the God who has revealed Himself historically in redemption through His inspired Word, and in the enlightening which comes through the Holy Spirit. It comprises the centerpiece of our theological efforts as it has the Triune God Himself, and therefore the impartation of a profound knowledge of Him, as its focus. God as Maker and Upholder is set alongside a study of the humanity; both of our original and fallen nature, dependence, and destiny. As with all doctrinal courses, the topic is explored along biblical, historical and systematic lines.

### **Ecclesiology - ST326, ST626**

*1 credit hr*

This course will examine various subjects related to the doctrine of the church including: the mission, leadership, governance, marks, and sacraments of the church. The roles of church discipline, church multiplication, and church health will also be explored.

### **Doctrine of Eschatology - ST317, ST717**

*1 credit hr*

The Doctrine of Eschatology course will establish a biblical foundation regarding “last things,” exploring historic Christian beliefs on death and the resurrection, the second coming of Christ, the Millennium, the final judgment, the New Heavens/Earth, and the people of God.

### **Holy Spirit and Salvation - ST234, ST634**

*2 credit hrs*

This course is intended to give the student a foundational understanding of the doctrine of the Person of the Holy Spirit and his work in the Church from a historical, Biblical and theological perspective. The course is designed so the student may have a foundational knowledge of and a practical appreciation for the personal ministry of the Holy Spirit in his/her own life. An understanding of how the Holy Spirit works in your life should change the way you view how to live a godly life, being dependent on the Holy Spirit.

### **Person and Work of Christ - ST133, ST533**

*2 credit hrs*

The topic of the Person of Christ is a careful study of the relevant biblical material found in both Testaments, and a survey of the doctrine throughout the period of church history. The study on the Work of Christ is drawn from both Testaments and reaches its climax in Paul’s epistles and Hebrews. The study encompasses a treatment of all the important views of the work of Christ, and will be compared with other differing viewpoints advanced over the last 2000 years.

### **Survey of the Covenants - ST215, ST615**

*1 credit hr*

While the topic of covenant may sound obscure to modern ears, it’s something of central significance to God’s redemptive work. The late great J.I. Packer goes so far as to say that you cannot properly understand the gospel, God, or Scripture till you view them “within a covenantal frame.” It’s the structural support that undergirds our interpretation of the entire redemptive story. In this course, we will explore what covenants are and how God relates to us through them. We’ll specifically look at how they progressively develop over the course of redemptive history and the way they shape our relationship with God in Christ.

### **Survey of Church History 1 - HT331, HT731**

*2 credit hrs*

This two-part course will enable the student to come away with an understanding of the “time line” upon which God used individuals and events to bring about His desired ends from the end of the first century to the beginning of the 21st century. Particular note will be made of the development of doctrine throughout this period.

### **Survey of Church History 2 - HT342, HT742**

*1 credit hr*

This two-part course will enable the student to come away with an understanding of the “time line” upon which God used individuals and events to bring about His desired ends from the end



of the first century to the beginning of the 21st century. Particular note will be made of the development of doctrine throughout this period.

### **Theology of John's Gospel - ST348, ST748**

*1 credit hr*

This course explores the theological distinctives and themes of the Gospel of John. Attention is also given to tracing the threads Johannian theology present in the Gospel and in 1, 2, and 3 John and Revelation.

## **Theology in Practice Courses**

### **Hermeneutics - PT121, PT521**

***Prerequisite:*** *Doctrine of Scripture*

*1 credit hr*

This course is intended to teach the student to interpret and apply the Bible accurately in our modern context. Students will learn a Christ-centered hermeneutic incorporating the main principles of interpretation to enable the student to rightly divide the Word of Truth.

### **Making & Equipping Disciples - PT134, PT734**

*1 credit hr*

Jesus Christ calls us to make and train disciples of all nations. This course offers the student an opportunity to explore his or her own challenges with obeying the command and to learn from practitioners of making and training disciples. Coursework includes thinking about who, what, when, and where, and directly applying principles in real world life and ministry contexts.

### **Ethics and Leadership - PT245, PT745**

*1 credit hr*

Leaders lead to a destination by helping each follower determine their kingdom purpose which is called wisdom, defined as the settled application of the law to daily life. In this course, students will study the cultural mandate as the intended destination of our leadership and see how the law as applied to daily life forms the foundation of our ethics.

### **Evangelism and Apologetics - PT313, PT713**

*1 credit hr*

Every Christian needs to be ready at all times to give a defense for the hope that is in us. This course is meant to help every student to be equipped and trained to witness to anyone without reservation.

### **Biblical Counseling Foundations - PT357, PT757**

*1 credit hr*

This course lays the groundwork for understanding people and the implications of human suffering and struggle. Caring for God's people is not reserved solely for official ministry roles but is for every member of the body of Christ.

Through the lens of the sufficient Word of God and the centrality of the ministry of the Holy Spirit, students will learn how biblical counseling flows out of personal sanctification and discipleship. This elective course is designed to help students gain a foundational understanding of how change takes place through the power for the gospel. The principles learned will have deeply personal application and will equip students for the work of ministry.

## **Sermon Construction - PT142, 542**

**Prerequisite:** *Doctrine of Scripture and Hermeneutics*

*1 credit hr*

This course will be hands-on interactive learning time, as students understand the principles, but more importantly, the heart, of preaching.

## **Workshops and Seminars**

Workshops and seminars are offered periodically. Some workshop/seminar hours may count towards required minimum hours for certain practicum tracks - see track descriptions for details.

## **Introduction to Research and Writing – PT010-U, -G**

*3 practicum hrs*

This workshop is designed to introduce MBS students to the research skills, writing methods, and style tools required in order to produce well researched, written, and presented projects. By the end of this workshop, students will be able to...

- Identify legitimate academic and scholarly resources for seminary projects.
- Compose a paper following the MBS *Research, Writing, and Style Guide*.
- Consult and navigate style and citation tools for current Turabian writing style format.

## **Teaching and Learning Seminar – PT011-U, -G**

*2 practicum hrs*

Most courses that are designed to teach teachers to teach usually teach methods of communication (delivery). This is not adequate because the methods used may not reach the learning styles of most of your listeners. In this course we will concentrate first on helping you learn how you learn. Then you will study the characteristics of the other major learning styles. It will be only after this is understood that we can turn to putting together teaching methods that will enable you to reach all the learners you are charged with teaching.

## **Practicum**

Students are supervised by an experienced ministry practitioner as they practice the skills required for Christian ministry. Students receive credit by demonstrating proficiency in 12 competency areas, which are described in the syllabus for each individual practicum. A minimum of 10 hours of practical ministry experience is required per credit, along with demonstrating attainment of the learning outcomes for the 12 competency areas as defined in the syllabus for each practicum. Students complete one of the practicums below.

### **Pastoral Ministry Practicum**

*36 Credits*

**PM110, 120, 130, 140, 510, 520, 530, 540**

**PM210, 220, 230, 240, 610, 620, 630, 640**

**PM310, 320, 330, 340, 710, 720, 730, 740**

The Pastoral Ministry Practicum is designed to give students the skills they need for effective ministry as an ordained pastor in a church. The student must complete a minimum of 360 hours of practical ministry across three years of enrollment at MBS. During this time, students practice the range of skills and experiences needed to pastor in a local church. 12 competency areas are described in the syllabus for Pastoral Ministry Practicum. Students must meet the minimum

required hours for each competency area and demonstrate proficiency in the learning outcomes for each of the competency areas.

### **General Ministry Practicum**

*36 Credits*

**GM110, 120, 130, 140, 510, 520, 530, 540**

**GM210, 220, 230, 240, 610, 620, 630, 640**

**GM310, 320, 330, 340, 710, 720, 730, 740**

The General Ministry Practicum is designed to give students the skills they need for effective ministry as a non-ordained leader in a church, parachurch ministry, or other roles where competency in Christian ministry is essential. The student must complete a minimum of 360 hours of practical ministry across three years of enrollment at MBS. During this time, students practice the range of skills and experiences needed to be an effective servant of Christ in the church and in the wider community. 12 competency areas are described in the syllabus for the General Ministry Practicum. Students must meet the minimum required hours for each competency area and demonstrate proficiency in the learning outcomes for each of the competency areas.

### **Church Planting and Renewal Practicum**

*36 Credits*

**PR110, 120, 130, 140, 510, 520, 530, 540**

**PR210, 220, 230, 240, 610, 620, 630, 640**

**PR310, 320, 330, 340, 710, 720, 730, 740**

The Church Planting and Renewal Practicum is designed to give students the skills they need for effective ministry in the work of starting new churches and renewing existing congregations. The student must complete a minimum of 360 hours of practical ministry across three years of enrollment at MBS. During this time, students practice the range of skills and experiences needed to plant and renew congregations. 12 competency areas are described in the syllabus for the Church Planting and Renewal Practicum. Students must meet the minimum required hours for each competency area and demonstrate proficiency in the learning outcomes for each of the competency areas.

### **Urban Ministry Practicum**

*36 Credits*

**UM110, 120, 130, 140, 510, 520, 530, 540**

**UM210, 220, 230, 240, 610, 620, 630, 640**

**UM310, 320, 330, 340, 710, 720, 730, 740**

The Urban Ministry Practicum is designed to give students the skills they need for effective Christian ministry in an urban context. The student must complete a minimum of 360 hours of practical ministry across three years of enrollment at MBS. During this time, students practice the range of skills and experiences needed for effective Christian service in urban contexts. 12 competency areas are described in the syllabus for the Urban Ministry Practicum. Students must meet the minimum required hours for each competency area and demonstrate proficiency in the learning outcomes for each of the competency areas.

### **Biblical Counseling Practicum**

*36 Credits*

**BC110, 120, 130, 140, 510, 520, 530, 540**

**BC210, 220, 230, 240, 610, 620, 630, 640**  
**BC310, 320, 330, 340, 710, 720, 730, 740**

The Biblical Counseling Practicum is designed to give students the skills they need for effective lay counseling ministry in a church or Christian organization. The student must complete a minimum of 360 hours of practical ministry across three years of enrollment at MBS. During this time, students practice the range of skills and experiences needed to walk alongside those in crisis situations. 12 competency areas are described in the syllabus for the Biblical Counseling Practicum. Students must meet the minimum required hours for each competency area and demonstrate proficiency in the learning outcomes for each of the competency areas.

## **COURSE TEXTBOOKS**

A list of course textbooks is available online here: [MBS Textbooks](#).

# CERTIFICATE IN CHRISTIAN STUDIES

## Curriculum Portfolio Part I – Classroom Program [8 courses, 12 credits]

Terms are 8 weeks long. Each credit equals one 70-minute class hour per week for 8 weeks.

	Course	Term	Credits
<b>Bible</b>	Old Testament Survey	1	2
	New Testament Survey	2	2
<b>Systematic and Historical Theology</b>	Doctrine of Scripture	1	1
	Doctrine of God, Man, Sin	3	2
	Person and Work of Christ	4	2
<b>Theology in Practice</b>	Hermeneutics	2	1
	Making and Equipping Disciples	3	1
	Sermon Construction	4	1

The criteria for evaluating classroom coursework:

- A** (90-100) = work done by the student *exceeds* what was required in the syllabus
- B** (80-89) = the student has completed every requirement in the syllabus
- C** (70-79) = all work was completed, but could have been better
- I** = the student has not *yet* completed all required work and has been granted extra time to finish
- F** = the student has failed to complete *all* the required work in the time permitted

## **Part 2 – Mentoring**

### **The student learning from a mentor (3 credits)**

Who can know the heart of a man? The hope of MBS is, while in seminary, each student will grow spiritually. The purpose of a mentor is to come alongside the student so they get to know themselves even as they get to know God. Further, a mentor's role is to encourage a student to have a plan for spiritual growth and to work that plan as enabled by the Holy Spirit.

A mentor meets regularly with a student to ask questions, get beneath the surface and help the student learn what it means to develop a deeper relationship with the Lord and others. During this time the mentor may encourage, give wisdom, coach or direct as needed. The mentor will meet with the student and family as needed, communicating through email, text, phone, video-chat, and face-to-face.

The mentor is the one who checks the heart, by the power and wisdom of the Holy Spirit, in the hopes the student is changing to become more like Christ. Students are expected to meet with their mentors at least 3 times per quarter for a total of 5 hours. In addition, students should plan to spend at least 5 hours per quarter working through readings, assignments, and exercises in the Mentoring Manual. The total amount of time spent meeting with the mentor and working on readings and other assignments from the mentor is expected to be at least ten hours per term. Certificate students are required to meet with their mentor for 3 out of the 4 quarters they are enrolled at MBS.

Measuring a person's readiness for ministry is always difficult as it is a subjective judgment. However, after three years of regular meetings, the mentor will have a good idea if the student is prepared.

Because Part II of the MBS Curriculum Portfolio is so mentor-based, evaluation is subjective. Grading is as follows:

- A** (90-100) = work done by the student *exceeds* what was required by the mentor
- B** (80-89) = the student has completed every requirement of the mentor
- C** (70-79) = all work was completed, but could have been better
- I** = the student has not *yet* completed all required work and has been granted extra time to finish
- F** = the student has failed to complete *all* the required work in the time permitted

## **Mentoring Manual**

While each student's relationship with their mentor is unique, the MBS Mentoring Manual provides a general structure for the 1-year mentoring relationship that Certificate students must follow. The manual contains reading assignments and other activities and exercises that must be completed by students in order to fulfill the mentoring requirement for graduation. The manual contains sections for each year at MBS. Certificate students must complete the section for Year 1 only, and submit the completed manual prior to graduation. The MBS Mentoring Manual can be accessed at [www.metrobaltimoreseminary.org/mentoring](http://www.metrobaltimoreseminary.org/mentoring).

## **COURSE DESCRIPTIONS**

### **Bible Courses**

#### **New Testament Survey - NT111**

*2 credit hrs*

This course is an introduction to the NT writings and their message in the historical, cultural and religious context of the first century. The aim of the course is to give the student an accurate understanding of the primary backgrounds of the NT writings and other related introductory questions that impact on their message. The course comprises lectures, assigned readings, a written assignment and examination.

#### **Old Testament Survey - OT111**

*2 credit hrs*

This is a study of the OT dealing with its content, message, form and background. The survey will introduce the student to the biblical - theological approach to Scripture, showing how the books of the OT point us to God's Covenant of Grace in the person and work of Jesus Christ.

## **Systematic and Historical Theology Courses**

### **Doctrine of Scripture - ST111**

*1 credit hr*

Major topics to be covered are: the divisions of Scripture, its revelation, inspiration and illumination; understanding Jesus' view of the Bible as well as its view of itself, canonicity, alleged "errors" in the Bible; and modern translations. The infallibility and inerrancy of all Scripture will be greatly emphasized. The seminary endeavors to teach something regarding all the major positions with respect to the Bible. The seminary's position is summed up by the description "biblical inerrancy". Our objective is to teach from the viewpoint of orthodox Protestantism concerning the Word of God, demonstrating its divine origin, internal harmony and its controlling role in the faith, life and vocation of Christians

### **Doctrine of God, Man, and Sin - ST122**

*2 credit hrs*

This course seeks to explore the nature, character and triunity of the God who has revealed Himself historically in redemption through His inspired Word, and in the enlightening which comes through the Holy Spirit. It comprises the centerpiece of our theological efforts as it has the Triune God Himself, and therefore the impartation of a profound knowledge of Him, as its focus. God as Maker and Upholder is set alongside a study of the humanity; both of our original and fallen nature, dependence, and destiny. As with all doctrinal courses, the topic is explored along biblical, historical and systematic lines.

### **Person and Work of Christ - ST133**

*2 credit hrs*

The topic of the Person of Christ is a careful study of the relevant biblical material found in both Testaments, and a survey of the doctrine throughout the period of church history. The study on the Work of Christ is drawn from both Testaments and reaches its climax in Paul's epistles and Hebrews. The study encompasses a treatment of all the important views of the work of Christ, and will be compared with other differing viewpoints advanced over the last 2000 years.

## **Theology in Practice Courses**

### **Hermeneutics - PT121**

*Prerequisite: Doctrine of Scripture*

*1 credit hr*

This course is intended to teach the student to interpret and apply the Bible accurately in our modern context. Students will learn a Christ-centered hermeneutic incorporating the main principles of interpretation to enable the student to rightly divide the Word of Truth.

### **Making & Equipping Disciples - PT134**

*1 credit hr*

Jesus Christ calls us to make and train disciples of all nations. This course offers the student an opportunity to explore his or her own challenges with obeying the command and to learn from practitioners of making and training disciples. Coursework includes thinking about who, what, when, and where, and directly applying principles in real world life and ministry contexts.

### **Sermon Construction - PT142**

*Prerequisite: Doctrine of Scripture and Hermeneutics*

*1 credit hr*

This course will be hands-on interactive learning time, as students understand the principles, but more importantly, the heart, of preaching.

## **COURSE TEXTBOOKS**

A list of course textbooks is available online here: [MBS Textbooks](#).





Dear MBS

Student,

Please read the information below and sign to acknowledge you are aware that Metro Baltimore Seminary (the institution) is a religious education institution operating under a certificate of exemption from the Maryland Higher Education Commission.

- The institution's instructional program is only designed for and aimed at persons who hold or seek to learn the particular religious faith or beliefs of the church or religious institution, and provides only educational programs for religious vocations or purposes;
- An institution of higher education is not required to accept for transfer credits earned at the institution;
- An institution of higher education is not required to recognize an award earned at the institution;
- A potential employer may determine that an award earned at the institution does not meet minimum educational requirements for employment;
- With respect to a religious counselor program, State licensing boards are not required to recognize the program as a prerequisite of licensure; and
- The institution is accredited by the Association of Reformed Theological Seminaries, an accrediting body that is not recognized by the United States Department of Education.

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Printed Name

Signature



It is the practice of Metro Baltimore Seminary to publish photographs of students on our website or publications. In order to do this, we need permission from the student. Please indicate below by signing in the appropriate section indicating whether you give permission or not.

- A. I hereby grant permission to Metro Baltimore Seminary to use photographs and/or videos of me in publications, online, or other communications related to MBS.

\_\_\_\_\_  
Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**OR**

- B. I do not give Metro Baltimore Seminary to publish photographs and/or videos as described above.

\_\_\_\_\_  
Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE NOTE:** The instructions you have provided on this form shall be considered as standing throughout your career at Metro Baltimore Seminary, unless you provide a written notification of any change.



**I acknowledge I have read the MBS Student Handbook for the year 2023-24.  
Further, I agree to abide by the guidelines and rules contained in this handbook.**

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

New students should read this Student Handbook upon enrollment. We also want you to walk through it with your mentor at your first mentor meeting especially if you have any questions.

**Please sign and return electronically all forms to MBS  
Administrative Assistant, Grace Passerelli:**

**[admin@metrobaltoreseminary.org](mailto:admin@metrobaltoreseminary.org)**