



INSTE GLOBAL BIBLE COLLEGE

Academic Catalog 2020-2021

Excellence in character, knowledge and ministry

INSTE milestones...

...making disciples and developing leaders

1982: Founded in Spain by Dr. Leona (Janzen) Venditti
1985: INSTE commences in Miami Florida, in Spanish
1987: Nick Venditti marries Leona Janzen
1990: INSTE moves to Pasadena, California
1992: First INSTE groups begin in English in the United States
1995: First graduation in Spanish in the United States
1996: INSTE office moves to Des Moines, Iowa
1997: Translation begins in French
2002: First graduation in English in the United States
2002: Translation begins in Russian
2002: Translation begins in Portuguese
2004: Beyond Academics is introduced in the Diploma Program
2005: Degree completion programs are added to the Diploma Program
2006: Translation begins in Chinese
2007: First degree program students graduate
2007: INSTE office moves to Ankeny, Iowa
2008: Accreditation with DEAC
2009: Name changed to Inste Bible College
2011: INSTE begins offering the Certificate courses in Chinese
2011: Pilot courses begin online
2012: INSTE celebrates 30th year anniversary
2013: Reaccreditation with DEAC
2017: Accreditation process with ABHE begun
2018: Official name change to Inste Global Bible College (IGBC)
2018: Installation of new president, Fermin O. Garcia
2018: IGBC no longer accredited
2019: Vince McCarty installed as interim President IGBC

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The information contained in this catalog is current as of the date of publication. Nevertheless, given INSTE’s commitment to excellence, programs and policies are continually being evaluated and thus subject to change. INSTE reserves the right to make changes as needed in programs, policies and fees.

Civil Rights and Nondiscriminatory Policy

The Policy of INSTE is to provide equal opportunity for all qualified persons in our educational programs. In full and affirmative compliance with the laws of the United States and all applicable regulations thereto, INSTE does not discriminate on the basis of race, color, national or ethnic origin, age, gender or physical handicap in its admission policy or scholarship programs.

A Message from the Interim President

Inste Global Bible College (IGBC) has been training future disciples, pastors, and leaders for more than 35 years. When you take the IGBC courses you will find that it equips you to fulfill the calling of God upon your life. You will experience the warmth and vitality of being part of a group of people who share some of the same challenges and questions you have. Together you will build long lasting relationships and grow spiritually in the Biblical understanding of God's Word.



We can adapt your learning experience to your needs and provide you with a life changing atmosphere that can shape your future.

The model IGBC uses is based on relationships, a Hebrew model that incorporates learning to the rhythm of life of the church and the apprentice.

Our new vision for effective distance education is as follows:

- Having a strong online presence – Right now you can take all your exams online and get your grades back in a timely manner.
- Creating new Certificate Programs to facilitate easier and faster learning.
- Help you and your church strengthen your commitment to missions and the ministries you are involved with.
- Building an effective mentoring community which will challenge and inspire you.

IGBC exists to train up God's people in discipleship, ministry, and leadership for the fulfillment of the Great Commission through excellent and affordable distance learning.

Only God can make leaders. IGBC is here to assist with training and equipping those God has chosen as leaders.

A handwritten signature in black ink that reads "Vince McCarty". The signature is written in a cursive, flowing style.

Vince McCarty

INSTE Global President

Philosophy of Ministry

Our Mission

INSTE exists to train and educate the people of God in discipleship, ministry and leadership for the accomplishment of the Great Commission through excellent and affordable distance learning.

Our Institutional Objectives

In order to fulfill its mission, INSTE is committed to provide curriculum and materials to:

1. Provide instruction, nurture, and enrich the personal and ministerial development of committed Christians within the local church environment;
2. Instill in the student recognition of the authority of Scripture in all areas of life and provide a solid knowledge and understanding of the Bible;
3. Encourage development of a biblical and balanced Christian theology;
4. Increase awareness and appreciation of the heritage of the Christian community and the Spirit-filled community of faith in particular.
5. Cultivate within students a spirit of thoughtful inquiry and reflective discernment in the quest for knowledge and truth;
6. Enhance spiritual development by encouraging students in the spiritual disciplines;
7. Increase students' biblical knowledge towards a lifestyle based on Scripture;
8. Prepare students for service in the church and community with sensitivity to the rich ethnic and cultural diversity and varied needs of the world;
9. Stimulate awareness for the need of continuous lifelong development and learning.
10. Provide the opportunities to learn and adapt within any local church context.

Our Vision

Our goal is to foster excellence in knowledge, ministry and character—knowing, doing and being. Graduates of INSTE will be prepared, not only academically but also practically and spiritually, to fulfill God's purpose for their lives.

Our Values and Principles

As an institution we are committed to the importance of the following values and principles that provide the framework within which we pursue the fulfillment of our mission and vision.

Gift-Based Ministry

- * Ministry through giftedness is the function of the whole church.
- * Every believer has been given a gift by the Holy Spirit that is to be developed and used in evangelism of the world and edification of the Body of Christ.
- * Selection for leadership training is determined by giftedness and spiritual maturity, not only by previous academic achievement.
- * We believe in developing people according to their giftedness and God-given ministry.

Knowing, Doing and Being

- * Effective education combines theoretical input with real-life practical experience.
- * Training for ministry and leadership must include academic, spiritual, skill and value formation.

Distance Education

- * Learning takes place in the context of life, not just in a place called school.
- * Being active in a local community of believers is the best laboratory for learning discipleship, ministry and leadership.

Methodology

- * How we teach is as important as what we teach.
- * Small group-based, participatory learning teaches life-long learning as a ministry value.
- * Learning from mentors is a critical skill for ministry and leadership.
- * Knowledge acquisition occurs through daily study using interactive media.

- * The methodology we use is based on biblical values such as relationships in the Body of Christ, the discipline of daily study and prayer, effective witness to one's personal world, and gift-based ministry.

Kingdom Focus

- * The foundation of all we do is the Great Commission.
- * We are committed to working with any church or denomination that shares our evangelical faith.

General Information

Affiliation

Inste Global Bible College is governed by a Board of Directors whose knowledge of INSTE and expertise in mission and education assure continued adherence to its goals and objectives.

The college is affiliated with the Department of Global Missions of Open Bible Churches as an institution of Christian higher education.

INSTE is incorporated in the State of Iowa as a non-profit corporation.

State Licensure

Inste Bible College is registered by the State of Iowa as a diploma granting institution through the Iowa College Student Aid Commission.

Accreditation

INSTE was accredited through March 31, 2018 by the Accrediting Commission of the Distance Education Accrediting Commission (DEAC), Washington, D.C. the premiere accrediting agency for distance education in the United States and abroad.

Ministerial Credentials

INSTE does not grant ministerial credentials. However, graduation from INSTE fulfills the academic requirements for ministerial credentials with Open Bible Churches. Applicants are encouraged to check with their denominational officials for other requirements. Per-

sons from other denominations should inquire of their church leadership about the applicability of INSTE to fulfill requirements for credentials.

Multi-Denominational Focus

Inste Global Bible College has had a Kingdom focus from its inception. We are multi-lingual, multi-denominational, and multi-national in scope. Among the church groups that have used INSTE as their discipleship and leadership training institution are the following: Assemblies of God, Church of God (Cleveland), Church of God (Anderson), International Foursquare Gospel, Liberty Churches, Vineyard, and many independent churches. Many more church denominations are involved in INSTE in nations around the world.

A Short History

In 1980 the Academic Dean of Open Bible College in Des Moines, Iowa, walked across the campus to the office of the Director of Global Missions of Open Bible Churches. She shared with Rev. Paul Canfield an idea about a theological education by extension program for Spain. Rev. Canfield sensed that God was indeed in this plan.

Dr. Leona Janzen (later Venditti) arrived in Spain in 1981 with a mission. First though, she'd have to learn Spanish. One intensive year later, INSTE (the Institute of Theology by Extension) was born. Those were hectic days, staying just one lesson ahead of the students. As INSTE grew, God brought many dedicated people to

work along side the Director, an army of wonderful Spanish brothers and sisters, Vince and Lois McCarty... and Nick.

Some day we'll have to tell you the whole story. Suffice it to say that Nick Venditti, originally from New York City, accepted the Lord in Spain. He heard about INSTE in a church in Madrid, so naturally—as he tells it—he enrolled. Soon he began ministering in various churches, preaching, teaching, and evangelizing in Madrid, Valladolid and other parts of Spain. After a good long period of “fellow-shipping,” Nick won Leona’s heart and hand in marriage, and they dedicated themselves to the task to which God had called them.

They returned to the United States in 1990 to redesign INSTE for multi-national implementation. The process led them to Pasadena, California, where Nick worked on a doctorate in the School of Intercultural Studies at Fuller Theological Seminary. Meanwhile, they began the arduous task of rewriting the curriculum.

In 1991 another challenge came. INSTE had been born in Spanish, and even in the revision process, the materials were being produced in that language. Could it be translated to English so it could be used throughout the United States both in English and Spanish? Happily the Lord brought along persons of kindred spirit to translate the books from Spanish to English.

That same year, Rev. Juan Cruz came to Pasadena to be trained as director of INSTE Honduras. Under the direction of Rev. Cruz, now Director of INSTE for Latin America, INSTE extended to other Latin American countries .

The INSTE office moved to Des Moines, Iowa, in 1996 and continues to grow, not only in the United States, but around the world. Nick and Leona Venditti have been called “hard-core missionaries”—an apt description, for God has placed the world in their hearts.

Extension around the World. But that’s not the end of the story. Through a series of God-planned encounters, the Lord moved INSTE into the French-speaking world through the efforts of a French pastor and his wife, Gerárd and Angéle Moya, and a dedicated team of translators and co-workers.

At the same time that the French project was being launched, the Venditti’s met a dynamic young Hungarian pastor named Michael Guylás. As he left Des Moines, Pastor Guylás’ parting words were these: “In one year, INSTE will be in Hungarian!” Nick and Leona were a little skeptical, for they know how hard a task it is to translate from one language to another. But God and Michael are a formidable team. Sure enough, in 1996 they had in their hands the first INSTE book in that language. About that same time, the Lord began burdening the hearts of the INSTE team about a Russian translation. They prayed and God provided a team of gifted translators. ...

The story is much longer than we can tell here. Suffice it to say that through God-appointed encounters and open doors, INSTE has continued to expand around the world.

As of today, INSTE is studied around the world in the following languages:

Spanish	English
French	Russian
Ukrainian	Hungarian
Portuguese	Romanian
Cebuano	Tagalog
Chinese	Hindi
Arabic	Undisclosed

See the list of countries on pages 38 and 39 of this catalog.

The passion of INSTE is to make disciples of all nations through accessible, Bible-centered education, and to provide practical leadership development to churches throughout the world.

Name Change. In January, 2009, the Board of Directors approved the name change to Inste Bible College to more accurately reflect the level of education offered by our College. Just recently, the Board of Directors approved the addition of “Global” to our name, which reflects the scope and vision of the college. INSTE is the trademark name of our college.

Hours of Operation

Student and leader advising is available during the following hours of operation.

The office is open from 7:30 am to 4:30 pm

Central Time) Monday through Friday. Calls after hours are routed to voice mail, which are answered on the next business day.

Holiday Schedule

The office will be closed on the following holidays:

New Year’s Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving	Fourth Thursday and Friday in November
Christmas	December 24 and 25

Declaration of Faith

GOD THE FATHER

There is only one God, Creator of the universe, one in essence, existing eternally in three Persons: Father, Son and Holy Spirit.

GOD THE SON JESUS CHRIST

The only mediator between God and humankind is Jesus Christ, the eternal Son of God, who was conceived of the Holy Spirit and born of the virgin Mary. In His incarnation the divine Word shared our humanity completely and lived in perfect obedience to the Father. Through His expiatory death for all humankind, Christ revealed His divine love and satisfied divine justice, removing guilt and reconciling to God those who believe in Him. The Lord was bodily resurrected from the dead, ascended to Heaven, sat down on the right hand of the Father, where He is interceding for the saints before the throne of God.

GOD THE HOLY SPIRIT

Through the work of the Holy Spirit, the third Person of the Trinity, we are forgiven of all our sins and justified by faith in Jesus Christ. Baptism in the Holy Spirit empowers us to live a holy life, bearing testimony to everyone around us. The gifts and fruit of the Spirit enable us to serve God, the Body of Christ and the world.

THE BIBLE

The Bible is the inspired Word of God, the only infallible guide to faith and the Christian life.

MAN AND WOMAN

Man and woman, the crown of God’s creation, were made in God’s image to have fellowship with Him and in the union of marriage have His blessing. They voluntarily transgressed the law of God and as a result became subject to Divine wrath. Since Adam, every person is born with a sinful nature, inwardly depraved and, apart from grace, incapable of returning to God.

SALVATION

Salvation is by the grace of God through faith in Christ as Savior and Lord. The Holy Spirit renews our heart, persuading us to repent of sin and confess Christ as Lord. We are justified by faith in Christ and have the gift of eternal life through Him.

THE CHURCH

God, through His Spirit and His Word, has created the Church, calling persons of every culture and age to have fellowship in the Body of Christ through the blood of His Son. The Holy Spirit bestows gifts on believers for the edification of the Body and ministry of the saints. The Church exists for the purpose of worshipping and serving God. It has been commissioned to proclaim the good news and to make disciples of all nations.

THE CHRISTIAN LIFE

God adopts us into His family and empowers us to call Him Father. As we are guided by the Holy Spirit, we grow in the knowledge of the Lord, keeping His commandments and living so that the world sees our good works and glorifies the Father, who is in Heaven.

HEALING

Divine healing is the power of God to heal the sick in answer to believing prayer and is provided in the atonement.

THE SECOND COMING OF CHRIST

God’s redemptive purpose will be consummated in the literal return of Christ to resurrect the dead, judge all people according to their works and establish His glorious reign. The ungodly will be separated from His presence, and the redeemed, in their glorified bodies, will reign with Him forever. Then will be fulfilled the hope of all creation, that will proclaim the glory of God, who has made all things new.

Methodology

Distance Learning: Church-Based and Online

Students may study anywhere, anytime. Unlike other forms of distance learning, all INSTE students are members of a small group, because Christian ministry and leadership are learned in relationships with fellow disciples and leaders.

INSTE is church-based, not just church-housed. The difference lies in the commitment of the church to the training and development of its members. The church plays an integral part in the educational process. Not only does it provide a place to meet (at the church or in a home), it also provides a leader to direct the group. The church also gives encouragement, ministry tasks and growth opportunities to developing disciples and emerging leaders. INSTE adds a complete curriculum, materials, methods and records, plus training and support for the group leader. Thus the local church becomes the laboratory for learning Christian formation and ministry.

The other delivery system of INSTE is online. See Online Learning on the next page for more information.

Church-Based Learning

Our methodology is simple and effective. Using the INSTE interactive book and a Bible, the student dedicates time for study, prayer and practical Christian service. Once a week students meet in a small group—no more than ten to a group in the Certificate program and seven in the Diploma program— with the group leader to take a test and to discuss what they have learned throughout the week and to share with each other about their lives and ministry.

No lectures are allowed in INSTE! The “lecture notes” are in the INSTE interactive textbook. The weekly meetings stress the practical application of the knowledge learned in the daily study time. In this way students acquire the habit of daily study and prayer, learn to value the insights of others, and become life-long learners. The

weekly meetings help clarify the concepts in the courses and help connect the students’ information acquisition to their life and ministry experience.

Online Learning

The methodology used in INSTE Online is very similar to that of the church-based group. Online students are required to study with a group. However, instead of taking lesson exams with the group, the student takes them online prior to the weekly meeting. The final exam is password protected and students take this exam online with the other members of their group. The final exam is proctored by the group leader. Students upload their written assignments online the week before the final exam.

Courses in the Certificate and Diploma Programs are available online. It is possible for students to complete all of their INSTE courses online. In some cases students may be permitted to do an independent study of an online course if there is no group available for a required course. In this case the student will meet periodically with an online facilitator to discuss what he/she is learning. For a list of available online courses, please visit our website.

The online student receives an INSTE interactive book via mail. All tests are available online. Once a week the group meets via video-conferencing with a specially trained group leader. Please contact the INSTE office for more information.

Digital Courses

Students in the Digital Courses are required to study with a small group. The lessons are delivered through the Moodle online learning platform. Students can access the lessons on any device as long as they have an internet connection. The lessons are highly interactive, using a variety of dynamic learning methods and tools. Once a week the group meets via video-conferencing with a specially trained group leader. Upon completion of each

course, the student receives a special recognition along with their course grade. Please contact the INSTE office for more information. The Digital Course in Spiritual Growth encompasses Discipleship 1. The Digital Course in Practical Christian Living encompasses Discipleship 2. The Digital Course in Old Testament studies encompasses Old Testament. The Digital Course in New Testament studies encompasses the New Testament.

Fillable PDF books

Students—online and church-based— may purchase a fillable PDF of the textbook for an additional \$20. A student who prefers to receive *only* a fillable PDF of the textbook must pay the normal cost for the course (including the book and shipping & handling fees). Fillable PDF books are not printable.

Technical Requirements

All INSTE Online students must have access to a personal email account. They must also have a broadband internet connection, webcam and headset for videoconferencing. For best quality, a high-speed connection of 4 Mbps down / 512 kbps up is recommended. As a minimum, 512 kbps / 128 kbps is necessary for videoconferencing.

INSTE is a non-profit organization, supported only by student tuition and fees plus voluntary contributions of individuals and churches. As a 501 (c) 3 exempt organization, INSTE is qualified to receive tax-deductible gifts.

Windows requirements are as follows	
Version	· Windows XP SP3 (32-bit version only)* · Windows Vista · Windows 7 (32-bit and 64-bit versions supported)** · Windows 8 · Windows 8.1 · Windows 10
Processor	At least 1 GHz
RAM	At least 512 MB
Additional Software	DirectX v9.0 or above
* If you are using Windows XP SP3, make sure you are using Internet Explorer 8 or above ** If you are using Windows 7 (SP1), upgrade your Internet Explorer to v11.	
Mac requirements are as follows:	
Version	Mac OS X 10.6 Snow Leopard or higher*
Processor	At least 1 GHz Intel processor (Core 2 Duo)
RAM	At least 1 GB
To run the latest versions of Skype for Mac (Skype 7.0 or above), you need to run Mac OS X 10.9 or higher.	

Financial Information

Effective July 1, 2020, student costs are as follows:

**The Certificate Program:
Per course cost: \$90**

The Certificate Program is comprised of four 16-week courses. Students generally enroll for one course per semester.

The cost per course includes the following fees: tuition for 2 semester hours of credit (\$38), enrollment (\$7), book (\$35) plus shipping and handling (\$10).

**Digital Courses:
Per course cost: \$80**

The cost per course includes the following fees: tuition for 2 semester hours of credit (\$38), enrollment (\$7), two online interactive books (\$35). A student can purchase a physical book for \$35 + \$10 shipping and handling.

<i>Other General Fees</i>	<i>Certificate</i>	<i>Diploma</i>	<i>Notes</i>
Audit Fee	\$19	\$75	Per course (plus book, shipping, enrollment fee)
Reexamination	\$25	\$25	Per course
Change of Program	n/a	\$25	
Study Extension	\$25	\$25	Per student, course
Transcript	\$5	\$5	Includes all programs
Transfer Credit Evaluation	\$25	Varies*	
Graduation	\$10	\$75	

* Evaluation of transfer credit for the diploma program, \$50. costs at any time.

**Advanced Certificate and Diploma Programs:
Per course cost: \$240**

The cost per course includes tuition for 2.5 semester hours of credit (\$187.50), enrollment (\$9), interactive book (\$33.50) plus shipping and handling (\$10).

Payment of Fees and Tuition

Church-Based Groups. All fees and tuition must be remitted to the INSTE office along with the properly completed enrollment forms of all the students in the group plus the book order form **before** books and materials will be shipped. Payment may be made by credit card (Visa or MasterCard) or by church check.

No books will be shipped to churches with outstanding balances over \$100.

INSTE Online. A student enrolling in an online group is responsible for sending his or her enrollment and

corresponding fees directly to INSTE.

Married Student Discount

When both husband and wife study concurrently—at the time of enrollment, whether the same course or in different courses (in a church-based group or online)—each will be eligible for a 25% tuition discount, according to the program in which he or she is studying. If the spouse joins later during the semester, only the enrolling spouse receives the discount. Both must buy books. If a spouse withdraws, the total discount awarded to both spouses will be deducted from any refund due.

Shipping and Handling Costs

All students buy the INSTE text. Books cannot be shared because the INSTE books are designed as interactive texts. The book is the student’s “personal professor.” Every student pays a flat shipping and handling fee for each course. On rare occasions, a student has a book he or she has previously purchased. However, that student

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must still pay the shipping and handling fee because of other materials shipped and handled for that course.

Refunds

Distance Leader Training. An applicant for distance leader training may request a refund in writing, by phone or in person if he/she cancels before materials are shipped. The certification fee will be refunded in full. A check will be sent to the church with the applicant's name on the memo line.

Student Refund: Enrollment Cancellation. If the student withdraws, no full or partial refund is returned for the tuition, enrollment, book, or shipping and handling. Contact the Inste Global office if you have questions. A student may request a refund if he/she notifies the IGBC office to cancel enrollment **before** the book(s) and course materials have been shipped from the office. Only at this time will a full refund be issued. Books cannot be returned for a refund.

Admission to the Certificate Program

Requirements for admission to the certificate program are as follows:

1. *A born-again believer who shows signs of spiritual growth.* An applicant must give evidence of having received Jesus Christ as Savior and Lord through his/her witness and Christian character.
2. *Faithful in attendance and service to his/her local church.* INSTE works in partnership with the local church to make disciples. Faithfulness to the church is a sign of spiritual growth.
3. *At least 16 years old before starting the course.* The applicant who is still in high school must also submit a letter from a parent or guardian. See below for additional information about the INSTE Youth program.
4. *Ability to read and comprehend the INSTE courses.* Our commitment is to open enrollment for all committed believers who wish to grow in their faith in Christ. Therefore INSTE does not require a secondary education diploma for enrollment in the

certificate program. However, to be able to benefit from these studies, the candidate for admission must be able to read and comprehend the INSTE courses.

5. *Authorization of his/her pastor or group leader to take the course.* INSTE depends entirely on the judgment of the local church as to the qualification of the applicant for study. The signature of the pastor or group leader certifies that the applicant fulfills the above requirements for study.

INSTE Youth

The purpose of INSTE Youth is to prepare young adults spiritually so that as they enter the college/work world, their faith will be strong. Through the Certificate program, INSTE Youth students, 16 years of age and above, receive college credit that may be transferrable to a college and university of their choosing. Transfer credit is at the discretion of the receiving institution.

Youth ages 14 and 15 may enroll as special audit students. They must do all the work of regular students – *i.e.*, study, attendance, exams, and participation– but do not receive college credit until they reach 16. At that time they may apply for an upgrade to regular student status. To do so, the student must complete the *Upgrade to College Credit Request Form* and follow the instructions outlined in the form.

Admission to the Advanced Certificate or Diploma Program

Admission to the advanced certificate or diploma program is dependent on successful completion of the certificate program. In some cases, a person who does not have a high school diploma, but has shown his/her ability to benefit from INSTE studies, and fulfills the requisites listed below, will be admitted to the diploma program. This policy is based on the belief that God equips persons for leadership by gifting them, and that success in the diploma program can be predicated on the student's progress in the certificate program.

Requirements for admission to the advanced certificate or diploma program are as follows:

1. *Completion of the Certificate Program with a minimum G.P.A. of 2.3 (C+).*
2. *Two recommendations: one by a church leader of his/her church and the other by his/her Certificate Program group leader*
3. *Evidence of the qualities found in 1 Timothy 3 and Titus 1 and/or the fruit of the Spirit as found in Galatians 5:22-23.*

Visiting Students

A visiting student is a student who wishes to take INSTE courses at the Diploma Level for personal or ministry enrichment, or to fulfill academic or credentialing requirements or to experience an INSTE course before enrolling officially in a program. Visiting students do not need to have previously taken INSTE courses.

Visiting students are expected to complete all of the course work as prescribed in the course syllabus (attendance, exams, assignments, Beyond Academics, etc.). They are also required to have a Temporary Ministry Mentor, who will supervise and evaluate *Beyond Academics* for the duration of their courses.

The maximum number of courses for which a visiting student may register is three. Visiting students receive credit for the courses they have successfully completed and may request an official transcript from INSTE. All courses studied as a visiting student apply to the programs of study at Inste Bible College should the student wish to pursue a program in the future. In that case, the student would have to fulfill all of the admission requirements and expectations.

Delayed Enrollment and Re-admission

The application of a student who cannot enroll immediately will remain valid two years. After that time an applicant who desires to study must submit a new Application for Admission.

Changing Programs

A student who wishes to change from any program to the another must submit the *Change of Program Request* and include the \$25 processing fee.

Attendance

Attendance at weekly group meetings is mandatory. The student who misses more than one fourth of the meetings of his/her group will be subject to suspension for that course. A group leader should check with INSTE about making up an absence. Missed lesson exams should be taken—proctored by the group leader—before the end of the course.

Minimum / Maximum to Form a Group

The Certificate Program. The minimum number to begin a Certificate group is four plus a certified leader. The maximum number of students in a group is ten.

The Advanced Certificate and Diploma Programs. The minimum number to form a group is two plus a certified leader. The maximum number of students in a group is seven. The Registrar's Office must approve any exceptions.

Joining a Group in Session

A person may join a Certificate group no later than the fourth lesson. In all other programs, a person may join a group no later than the first unit. All missed lesson or unit exams must be taken before the end of the course.

Minimum Number to Continue a Group

A group must have at least two persons plus the group leader to continue studying. If only one person remains, the student may continue if the group leader can find at least one INSTE graduate or former student who promises to meet weekly with the leader and student to provide the needed group dynamics. See "Reviewing a Course."

Auditing a Course

Given the nature of the INSTE courses, we strongly discourage auditing. However, under certain

circumstances permission will be granted to include auditors in a group. The audit fee (equal to one-half tuition for the course) gives the auditor the right to attend the class, but not take any exams or receive any credit. The auditor must also purchase the book for the course and agree in writing to complete all assignments in the book. The *Petition to Audit* form is available on the INSTE web site, www.inste.org.

Reviewing a Course

An INSTE student may review a course previously studied without cost provided there is room in the group. The form *Permission to Review a Course* is available on the web site. When there is an insufficient number of students to begin a group, reviewers may be added to form the group.

Advanced Standing and Transfer of Credits

A certain number of credits may be transferred for courses studied in an appropriately accredited college or university. An official transcript must be sent directly to

Program	Maximum transfer credit
Certificate	6 credit hours
Advanced Certificate	28 credit hours
Diploma	50 credit hours

INSTE from the institution in which that credit was earned.

Transfer credit is granted only for courses for which a "C" (see the grade scale) or better has been earned. All transfer credit must fit INSTE's academic program requirements. No course may be substituted for Discipleship 1 (certificate program) or Church Leadership (advanced certificate/diploma programs). INSTE reserves the right to determine whether or not it will accept transfer credits from another academic institution.

Maximum Credit Accepted

The maximum number of credit hours that can be

accepted in transfer is as follows.

A-Level Courses. The high school curriculum in the United States prepares college-bound students for a four-year bachelor's degree program. However, in many other countries, the school system prepares qualified high school students for a three-year bachelor's degree program by providing advanced courses in high school (A-Levels). INSTE accepts A-Level certificates as transfer credit to meet General Education requirements.

College-Level Examination Program (CLEP). INSTE accepts up to 32 credits for examinations nationally administered by the College Level Examination Program (CLEP). Students wishing to transfer CLEP credit must earn scores recommended by the American Council on Education (ACE).

Beyond Academics. Credit may be given for adequately documented and validated experiential learning equivalent to that described in the Beyond Academics manual. In no case will the award of experiential credit exceed the 12 credits required for Beyond Academics, nor will experiential credit substitute for academic courses required by INSTE.

Transfer credits to other institutions. The transfer of academic credits to any institution is determined by the receiving institution. The student who plans to transfer INSTE credits is advised to check with the receiving institution.

Tests and Exams

Evaluation is built into each step of the INSTE curriculum. Objectives point the student to desired learning outcomes. The interactive material presents content and directs the student to respond in writing to what he or she is learning. Reviews at the end of the lesson test the student's mastery of content. The lesson exams are based on the review and the final exam is based on the lesson exams. This concentric exposure builds both formative and summative evaluation into each course.

The group leader sends the final exams, along with the Record of Attendance and Exams, the evaluations and the lesson exam answer keys to the INSTE office the week

after the exams are taken. A student **must pass** the final examination to receive a passing grade.

Final exams. At the end of the course, the group leader proctors the final examination. The group leader has the option of reviewing the examination with the group immediately afterward, *provided no answers are changed*. This option gives students immediate feedback on questions they missed, thus providing a learning opportunity. The leader sends the final examinations to the INSTE office for grading.

If a student is not present for the final exam and has a valid excuse for his/her absence, the group leader will set a date for the student to take the final exam, not more than 15 days after the end of the course. Only students who have been faithful in attendance and have fulfilled all study requirements will be given the opportunity to make up the final exam.

Suspension for absenteeism. The student who failed by missing more than one fourth of the weekly meetings of a course will not have the opportunity to take a make-up test. He/she will have to repeat the course. See also *Attendance*.

Reexamination. A student who has studied faithfully but fails the final exam may take a make-up exam. The *Petition for Reexamination* must be turned in to the INSTE Office before the time limit for the course is over. A processing fee of \$25 per student must accompany the petition. If a *Petition for Reexamination* is received after the time limit has passed, the student will have to request an extension for the course. See *Study Extension*. The student will be given six weeks from the date the *Petition for Reexamination* was received to complete the make-up exam. The group leader must administer the exam to the student. A final grade no higher than a C will be awarded for reexamination. A student may not retake the final exam to get a higher grade.

Repeating a Course

A student who wishes to repeat a course must re-enroll in that course and pay all fees. The grade on the previous course will be changed to an R (repeat) and credit

removed. The repeated course grade and credit will appear on the transcript.

Right to Appeal

A student who has a question about a grade may make a written appeal for review to the office of the Registrar. Such an appeal must be made within thirty days of the

<i>Letter Grade</i>	<i>Percent Value</i>	<i>Point Value</i>	<i>Comments</i>
A+	100	4.0	Outstanding
A	94-99	4.0	Excellent
A-	90-93	3.7	Superior
B+	87-89	3.3	Very Good
B	84-86	3.0	Good Work
B-	80-83	2.7	Moderately Good Work
C+	77-79	2.3	Solid Average
C	74-76	2.0	Average
C-	70-73	1.7	Marginally Acceptable
D+	67-69	1.3	Below Average
D	64-66	1.1	Poor Work
D-	60-63	1.0	Barely Passing
F	59	0.0	Failure

issuance of that grade. After that time, all grades are considered final.

Grading Scale

See the following chart to see the grading scale. Three other letter grades may appear on the grade card: R for repeat, W for withdraw and I for incomplete. The latter becomes an F when the time limit for completing a course is reached. All Beyond Academics credit in the Advanced Certificate and Diploma programs is pass/fail.

Academic Probation

The purpose of academic probation is to encourage students to increase their GPA to the minimum required and/or to warn students to complete any pending coursework. Students whose cumulative GPA is below the required 2.0 after completing one-half of their program will be placed on academic probation. A student with four or more courses with incomplete

coursework, including Beyond Academics, will be placed on academic probation. Before enrolling in additional courses, students on academic probation must sign a statement acknowledging that they must raise their GPA to the minimum 2.0 in the next four courses. In the case of those with incomplete work, they must agree to fulfill their pending coursework in the next six months in order to continue their studies.

Academic Dismissal

INSTE does everything possible to admit only those who are capable of doing the required work. If, however, a student's GPA at the end of 16 courses is below the required 2.0, he/she will have 4 courses to raise the GPA. If at the end of 20 courses the student has made satisfactory progress, academic probation will be removed. If not, the student will be allowed to continue only after academic counseling with a faculty advisor, his/her group leader and ministry mentor. Depending on the circumstances after counseling, the student may be dismissed. The Academic Dean will notify the student, the group leader, and the ministry mentor in writing of the dismissal.

Time Limit for a Course

Certificate Program. Each course consists of 14 lessons plus an orientation and final exam. A group must finish a course and submit the final exams with the accompanying forms to the INSTE office within **six months** of the start date for that group to receive credit for the course.

Advanced Certificate and Diploma Program. Each course is comprised of four units plus an orientation, integrative paper and final exam. A group must finish and send the final exams with accompanying forms for the course within **three months** of the start date to receive credit for the course. The time limit is the same whether the group follows a 7, 8 or 10 week plan.

The 7, 8 or 10-week study plans. The accelerated 7-week plan begins with an orientation, followed by the four units, one each week, plus the presentations of the integrative papers in the 6th week and the final exam. The 8-week plan allows for one week between courses. The more relaxed 10-week plan follows the same order with

the exception that each unit is divided in two weeks. Call the office for more details.

Study Extension. If circumstances merit, an extension of up to six months (certificate program), three months (adv. cert./diploma program) will be granted upon request. The request must be made before the time expires for the course. A processing fee of \$25 per student must accompany the *Petition for Time Extension*. Additional extensions are not permitted.

Requirements for Continued Study

Continued study is contingent upon the student's fulfillment of the initial prerequisite of faithfulness to his/her local church. Diploma students are required to continue serving in some type of leadership or service responsibility (ministry) during their studies in INSTE.

Students who do not complete a course may continue with their group in the following course. They will have to retake the dropped or failed course to be able to graduate.

Certificate Program. Students who change churches during their studies in INSTE may continue studying with an existing group if they left the former church in good standing, are faithful in attendance to and support of the receiving church, and have the approval of the new pastor or group leader to continue studying.

Advanced Certificate and Diploma Programs. Students who change churches may continue their studies provided that they leave in good standing, demonstrate submission to the leadership of the receiving church, and are immediately incorporated into leadership or service in the receiving church.

If they go to a church in which they are not known, and therefore not immediately functioning in leadership or service they may request in writing to be placed on provisional status for one semester. If at the end of that time, they are once again active in leadership or service, they may return to regular status.

Reactivation of Student Status (Advanced Certificate, Diploma)

If a student's record shows no course enrollments for a

period two years or longer, the student status becomes inactive. To reactivate the student must submit an *Application for Admission* along with the enrollment form for a new course. Once reactivated, the student must fulfill the requirements of the current program of study to earn a diploma. For instance, if a student enrolled in 2000 but became inactive, when that student's record reactivates, he or she would need to complete the requirements for the current program of study.

Code of Conduct

Inste Bible College exists for the purpose of making disciples and developing leaders for the extension of the Kingdom of God. It is essential, therefore, that the attitudes and behaviors of all members of the INSTE community reflect the character of Jesus Christ at all times.

By enrolling in an INSTE course, students voluntarily assume the responsibility to abide by all regulations in the Student Handbook and to be careful not to be involved in any activity which would be morally or spiritually destructive or reflect poorly on the cause of Jesus Christ, INSTE or their local church. In particular, INSTE expects students and leaders to refrain from being under the influence of intoxicants, using or possessing illegal drugs, and unbiblical sexual behavior, including sexual harassment. In addition, all students and leaders must abide by INSTE's Statement on Human Sexuality found on our website. (See About / Declaration of Faith).

All students, leaders and staff represent Christ and INSTE wherever they are, and are expected to exhibit a distinctively Christian lifestyle in all their activities, both in the INSTE group itself as well as in their church and community.

INSTE is prepared to take action to prevent and correct any violation of this policy. Any member of the INSTE community—whether faculty, staff, leader or student—found in violation of this code of conduct will be subject to discipline and possible dismissal.

Academic Integrity

All students are expected to adhere to high standards of

integrity at all times. INSTE's motto states it simply: "Excellence in character, knowledge and ministry."

Character development is the primary focus of the certificate program and the foundation of the advanced certificate and diploma programs. The development of Christ-likeness in all areas of the student's life is the ultimate goal of every course. Therefore, behavior such as cheating, plagiarizing, falsifying information, are never acceptable. Examples of this type of conduct are as follows:

1. Using any type of unauthorized help or collaboration, during an examination or in the completion of any assignment.
2. Copying and submitting someone else's work as his or her own, as well as neglecting to identify the source of copied material in a written assignment. Plagiarism, whether it is deliberate or unintentional is totally unacceptable.
3. Falsifying or inventing any type of untrue information.
4. Circulating, reproducing, and using copies of previously given exams, study guides or copyrighted material without the consent of the INSTE Office is unacceptable.

Any student found to be in violation of this policy will be subject to discipline, which may range from lowering a grade to expulsion, depending on the circumstances of the case.

Complaint Policy

Inste Bible College does everything within its power to assure that the student's experience in INSTE is fruitful and satisfying. However, if there is a complaint or grievance, the following policy applies.

Most complaints fall within the following areas:

Questions about course content, exams and related issues are referred to the Dean's office. The complaint is examined and an explanation of the point in question is sent to the student and the student's group leader via mail, email or phone by the Dean or a faculty member.

Questions relating to online issues are handled by the

office of the Director of Online Services. The issue is researched and resolved and the answer communicated to the student and group leader via mail, email or phone by the Director or a staff member.

Questions relating to delivery of course materials are directed to Shipping and Production. The solution is communicated to the student and group leader by a staff member.

Questions involving enrollments or grades are referred to the Registrar's office. Most issues are quickly resolved with a simple phone call or email by the Registrar.

In more complex situations, such as a complaint against a faculty member, administrator, or group leader, the President may become involved. The person to whom the complaint refers is given the opportunity to respond to the complaint. After a thorough investigation the President's decision is communicated in writing to the aggrieved persons within a period of 30 days.

A record of the complaint and its resolution is logged by the staff member handling the complaint. A complaint file is kept in the Dean's office. Any necessary follow-up action is also logged in the complaint file and supervised by the Dean.

If a student is not satisfied with a resolution, he or she may appeal to the President, whose decision will be deemed final. Most complaints are satisfactorily resolved within two weeks. Decisions appealed to the President may take up to 30 days to resolve.

How To File a Complaint

Students wishing to file a grievance or complaint with INSTE may do so by mail, email, phone, fax, or in person.

If a student has a question about INSTE or a concern he or she may also contact the Iowa College Student Aid Commission, 430 East Grand Ave., FL 3, Des Moines, IA 50309-1920 or by phone at (877) 272-4456) or email at info@iowacollegeaid.gov

Rights under FERPA

The Family Education Rights and Privacy Act (FERPA) protects students' rights with respect to their academic records.

The student has a right to inspect and review his or her academic records within 45 days of the receipt by INSTE of the request for access. That request must be submitted in writing by the student to the Registrar indicating the record he or she wishes to inspect. The time and place of inspection is communicated to the student by the Registrar. The student may request that the record be copied and mailed. A fee of 25 cents a page plus postage will be assessed.

The student has a right to request an amendment of his or her record that he or she believes is inaccurate. The request sent to the Registrar must clearly identify the part to be changed and specify why he or she believes it to be inaccurate or misleading. If INSTE decides not to amend the record as requested, the student is notified of that decision and advised of their right to a hearing.

The student has a right to consent to disclosures of personally identifiable information contained in the student's records. Exceptions authorized by FERPA that do not require the student's consent include such exclusions as record disclosure to INSTE faculty, staff, administrative staff or support staff for the purpose of fulfilling their professional responsibility. At the time of enrollment, the student authorizes in writing the group leader's access to his or her grades for that course.

Directory Information is information which can be publicly released without needing to seek the student's consent. At INSTE, Directory Information is considered to be, but is not limited to, name, address, telephone listing, email address, date and place of birth, marital status, preferred language of study, occupation, educational level, church affiliation, program of study, dates of attendance, enrollment status (active, inactive, full-time or part-time), location of study (church's name, city, state or online), degrees completed, and graduation dates. Private or "Non-Directory" information may only be released by the student's

written request. Private information is considered to be courses completed, financial transactions, grades and G.P.A.

The student has a right to “Block” the release any public “Directory Information.” The “Block” has to be submitted in writing to INSTE, with the student’s personal information, date, signature and any specific type of information that the student chooses to restrict from being released.

The student has a right to file a complaint with the U.S. Department of Education concerning alleged failures of INSTE to comply with the requirements of FERPA.

The address is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Disciplinary Action

In all disciplinary matters, INSTE seeks to find resolution and restoration following biblical guidelines. Disciplinary measures leading to correction and holy living will always be sought whenever possible.

However, INSTE reserves the right to expel a student for reasons such as a flagrant breaching of the code of conduct or standards of academic integrity, evidence of abandoning the Christian evangelical faith, attitudes that harm the unity of the INSTE group and/or the local church, expulsion from the local church on biblically-proven grounds, or abandonment of faithful communion in a local evangelical church.

Evidence of a possible cause for expulsion should be presented to INSTE in writing, signed by the group leader and responsible leaders in the local church. The administration will investigate the allegation and interview the student. If the accusations are proven to be true, the student will be expelled from INSTE.

Throughout the process, the student and parties involved will have the right to have a prompt, confidential and fair investigation. They will receive written notice of the charges, the process involved and the decision of the Administration. They will also have

an opportunity to make an appeal or schedule a hearing.

In the case of expulsion, the student and parties involved will be notified in writing. The student will be allowed to re-enroll in INSTE if and when he/she demonstrates repentance and restoration and, during a period of time determined by INSTE and the local church leaders, gives evidence of a good testimony and of his/her spiritual and moral restoration.

Textbooks

The interactive texts and corresponding exams are created for the exclusive use of the INSTE program. For this reason, only INSTE students may purchase books. All INSTE material is copyrighted and may not be duplicated without the express written consent of the authors.

Transcripts

All graduates receive a free transcript with their certificates or diplomas. All other transcripts must be solicited in writing, accompanied by the payment of the \$5 transcript fee. The student or graduate requesting the transcript should also indicate to the office of the Registrar where the transcript is to be sent. The transcript request form is available on the website. Unofficial transcripts may be sent by email or fax without charge, after the student has submitted a transcript request form.

Graduation Requirements

To receive the Certificate in Christian Ministry, the student must receive a passing grade in all courses (see Grading Scale) and pay all fees.

To receive the Advanced Certificate in Bible and Theology or a Diploma in Bible and Theology, the following requirements must be fulfilled:

1. Successfully complete all required courses with a cumulative GPA of 2.00 or above.
2. Earn at least one-quarter of the required credits of that program at INSTE.
3. Complete the Intent to Graduate form and send to the Registrar’s office with the graduation fee.

Graduation Ceremony. All exams and projects of the candidates for a diploma must be received before the official end of the school year on June 30th. A student who fails to complete all assignments by that date, becomes a candidate for graduation at the next annual graduation ceremony.

Certificates are awarded by INSTE upon receipt of a Certificate Request Form with the required fee. The form is submitted either with the final exams or after receiving the final grades. Certificate requests are processed at the end of each month.

The certificate program graduation is celebrated at the group's local church. The INSTE office provides guidelines and suggestions to the church to help make the graduation a significant event for those who finish their studies in this program. All graduates are listed in the commencement bulletin at the annual graduation in June.

Advanced Certificates and Diplomas are granted once a year only after a review of the student's record and certification that all requirements have been met. Diplomas are sent directly to the student the second week of July.

Annual National Graduation

Each year INSTE celebrates a national graduation. The event begins on Friday evening with a graduation banquet and ends with the graduation ceremony on Saturday. Students, alumni, group leaders and mentors come together to celebrate commencement and to get to know INSTE students from around the nation.

National graduation activities are customarily held in Des Moines, Iowa. However, if there is a cluster of graduates in a region, commencement ceremonies may also be scheduled elsewhere. Check with INSTE about the possibilities of an additional regional celebration.

Group Leader Certification (DLT—Distance Leader Training)

INSTE is not like other programs that require the leader

to prepare lectures, or be the "sage on the stage." The academic material to be learned in INSTE is in the interactive text. Group meetings are focused on dynamic reflection on the content studied during the week. That is why the major focus in group leader training is on group interaction.

The INSTE didactic system is based on small groups facilitated by group leaders. The group leader's major responsibilities include the following:

1. oversee the spiritual well-being of the group,
2. foster Christ-like relationships within the group,
3. promote critical thinking as students analyze with other group members what they studied during the course,
4. lead discussions based on the students' study and experience,
5. proctor exams
6. fulfill the administrative responsibilities related to leading a group.

Group leaders are not instructors. They are facilitators *i.e.* persons who help link the content of what the students learn to their life and ministry experience. The most important qualities of a group leader are spiritual maturity, a consistent walk with the Lord and a desire to disciple others and prepare leaders.

Steps to Certification

In order to lead a group, the leader must be certified by INSTE. Certification is a simple seven-step process.

1. The prospective leader applies for certification training. Qualifications for leading a group are found on the website. An application may be downloaded from that site or may be requested from the INSTE office (inste@inste.org or 515-289-9200).
2. The materials for certification are sent to the applicant who studies the Group Leader Manual using the five-day plan.
3. The applicant discusses what he/she has learned with a small group of leaders in his/her church.
4. He/she takes the certification examination proctored by a leader in his/her church.

5. The proctor returns the exam to INSTE in the included return envelope.
6. The Assistant Dean interviews the candidate via phone and coaches him/her based on the results of the exam.
7. The certificate is sent to the church to be presented publicly to the new group leader.
The new group leader recruits and enrolls his/her group following INSTE guidelines.

Levels of Certification

There are three levels of certification based on the group leader's training and experience in leading INSTE groups.

1. Certified Leader. Initial certification to lead a group follows the steps as outlined on this page. The leader must begin a group within a year of the date of certification. Otherwise, the certification will need be renewed by retaking the exam for certification.

Initial certification is valid for three years (Certificate program) or five years (Diploma and program). After the leader has facilitated four courses (Certificate program) or 24 courses (Diploma program) he/she will be eligible for certification as an Advanced Leader.

2. Advanced Leader. Leadership of INSTE groups and successful reexamination entitles the leader to receive certification as an Advanced Leader. Recertification is valid for another three years (Certificate) or five years (Diploma).

When the leader has facilitated another four courses (Certificate program) or 24 courses (Diploma program) as an Advanced Leader, he/she is eligible for certification as a Master Leader.

3. Master Leader. As a Master Leader, the group leader has lifetime certification.

Cost of Certification

Certificate program. Initial Certification online costs \$25 which includes the Distance Learning Training via Moodle and the certification. A certified leader may purchase the books for the entire program (Discipleship 1 and 2 plus Old and New Testament) at the greatly reduced cost of \$30 each which includes shipping and handling .

Recertification as an Advanced or Master Leader is overseen by the Academic Dean without cost to the leader.

Diploma program. Initial certification as a group leader for the advanced certificate and diploma program costs \$40 per applicant which includes the Manual, shipping and Certification. A certified leader may purchase the Level 2 books of the sequence he/she will facilitate at the greatly reduced cost of \$20 per book, which includes shipping.

Recertification as an Advanced or Master Leader is overseen by the Academic Dean without cost to the leader.

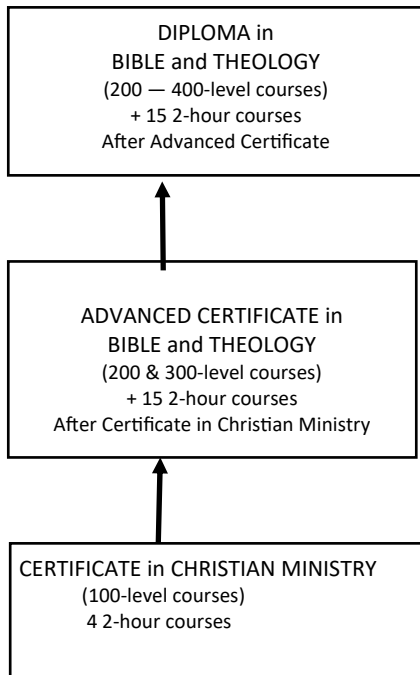
Programs of Study

Three Academic Programs

The Certificate in Christian Ministry program consists of four entry-level courses focused on discipleship skills which are foundational for ministry and leadership. This program is ideal for all believers who desire systematic, growth-inducing Bible training.

The Advanced Certificate in Bible and Theology program, consisting of an additional 15 courses, is designed for lay leadership in the Body of Christ.

Another 15 courses lead to the Diploma in Bible and Theology. This program provides robust training for church ministry both in service and leadership. For many of graduates, this is a path toward ministerial credentials.



Academic Calendar

INSTE operates on a six-month sequence system:

- First Sequence: July 1 to December 31
- Second Sequence: January 1 to June 30

A group may begin a course at any time during the sequence. The starting date of the group determines the sequence. Courses are designed vertically, which means a student studies only one course at a time. If the need arises to take more than one course per term, the student may contact the office for consultation.

Course Abbreviations and Numbering

- BIB – Bible MIN– Ministry THE – Theology
- HIS– History REL – Religion

Courses are numbered as follows:

- 100 Level Courses
- Certificate in Christian Ministry. The Certificate is required to continue in the following programs.

- 100 to 300 Level Courses
- Advanced Certificate

- 100 to 400 Level Courses
- Diploma

All courses are available in English and in Spanish. Certificate courses are available in Chinese. Check with INSTE about the availability of the courses in other languages.

Calculation of Credit Hours

The number of hours assigned to a course is determined by the amount of time required for directed study and class interaction, plus guided ministry experience. Students in the certificate program receive 2 semester hours of credit per course for 107 hours of directed study and class time.

Advanced certificate students receive a total of 2.5 credit hours per course for 64 clock hours of directed study, class interaction and guided ministry experience.

Diploma students receive a total of 2.5 semester hours per course for 128 clock hours of directed study, class interaction and guided ministry experience. All ministry experience credit is related directly to the courses the student is studying that semester.

An advanced certificate or diploma student is expected to spend at least 18 hours a week (on the 7-week schedule) or 12-13 hours a week (on the 10-week schedule) on course work, quizzes, group meetings and Beyond Academics.

Study Sequence

Students generally follow the normal sequence of courses

The Certificate Program

- Sequence 1: MIN101 Discipleship 1
- Sequence 2: THE102 Discipleship 2
- Sequence 3: BIB103 Old Testament
- Sequence 4: BIB104 New Testament

Advanced Certificate and Diploma Programs

Sequence 1:

- MIN201 Church Leadership
- THE202 Ecclesiology
- HIS203 Church History 1
- HIS204 Church History 2
- MIN209 Beyond Academics 1

Sequence 2:

- THE205 Christology
- BIB206 Luke-Acts
- BIB207 John and His Epistles
- BIB208 Colossians and Ephesians
- MIN210 Beyond Academics 2

Sequence 3:

- THE301 Soteriology
- BIB302 Romans and Galatians
- BIB303 Hebrews
- MIN304 Teaching the Bible
- MIN309 Beyond Academics 3

Sequence 4:

- THE305 Theology/Pneumatology
- BIB306 The Pentateuch

for both levels of study. However, under special circumstances, such as the lack of certified leaders or an insufficient number of students to form a new group, a leader or student may petition for permission to integrate a student into a continuing group.

The INSTE office will direct the group leader in the steps required for integrating the new student into a continuing group.

BIB307 Hebrew History

MIN308 Homiletics

MIN310 Beyond Academics 4

Sequence 5:

THE401 Anthropology/Hamartiology

REL402 Cults and Religions

BIB403 Poetic Books

MIN404 Counseling

MIN409 Beyond Academics 5

Sequence 6:

THE405 Eschatology

BIB406 Daniel and Revelation

BIB407 Prophets & Prophecy

MIN408 Church Administration

MIN410 Beyond Academics 6

Academic Programs

Certificate in Christian Ministry

Requirement: 8 credit hours

This certificate program is structured around four crucial discipleship habits: personal devotions, Bible study skills, relationships, and ministry. This program focuses on the character development of the disciple. Intensive discipleship (being) plus foundational Bible and theological input (knowing) lead to ministry (doing). Each believer has gifts, talents and skills that are to be used in the Kingdom of God. Through this program, maturing disciples find their places in the Body of Christ, in which they can serve the Lord with joy and effectiveness.

Program Objectives

Through this program INSTE proposes to:

1. Foster growth in discipleship toward spiritual maturity as evidenced in Galatians 5:22-23 and John 15:8.
2. Provide foundational biblical and theological knowledge to growing disciples of Jesus Christ.
3. Prepare believers for ministry (service) based on their giftedness.

Therefore, the student who successfully completes this program will be able to:

1. Demonstrate growth in discipleship toward spiritual maturity as evidenced in Galatians 5:22-23 and John 15:8 in his or her life and ministry.
2. Demonstrate a working knowledge of the Bible and theology at the level presented in this program.
3. Demonstrate an increasing ability to exercise ministry according to his or her giftedness.

Required Courses

- MIN101: Discipleship 1..... 2 hours
 Following Jesus in Committed Service
 THE102: Discipleship 2..... 2 hours

Finding your Ministry in the Body of Christ
 BIB103: The Old Testament 2 hours

Discovering Treasures in the Word of God

BIB104: The New Testament 2 hours

Exploring the Riches of the Word of God

Advanced Certificate in Bible and Theology

Requirement: 38 credit hours

This program is designed for laypersons desiring to continue their preparation for Christian witness in the marketplace and for lay leadership in the local church. The Advanced Certificate provides a short program for those who cannot commit to the full diploma program at the time of enrollment.

Program Objectives

Through this program, INSTE proposes to:

1. Provide robust Bible, theology and ministry preparation for those who will serve in lay leadership in the local church.
2. Prepare laypersons for effective Christian witness in the marketplace so they can share their faith with gentleness and respect (1 Peter 3:15).
3. Provide an intermediary certificate for those called to service in the local church as they continue their studies.

Therefore, the student who successfully completes this program will be able to do the following:

1. Demonstrate a growing ability to use the Word of God effectively in lay ministry.
2. Effectively give Christian witness to those who ask for a reason for the hope they have.
3. Continue to grow in knowledge and ministry throughout his or her lifetime.

Required Courses

The courses listed below are required for the Advanced Certificate in Bible and Theology.

Bible

BIB103: The Old Testament: Discovering Treasures in the Word of God	2
BIB104: The New Testament: Exploring the Riches of the Word of God	2
BIB206: Luke-Acts: To the Ends of the Earth	2
BIB207: John and His Epistles: The Universal Savior	2
BIB208: Colossians and Ephesians: The Christological Epistles	2
Two Bible Electives.....	<u>4</u>
Total Bible credit hours:	14

Theology

THE102: Discipleship 2: Finding your Ministry in the Body of Christ	2
THE202: Ecclesiology: The Church in the 21st Century	2
THE205: Christology: The Person and Work of Jesus Christ	2
One Theology Elective	<u>2</u>
Total Theology credit hours:	8

Ministry

MIN101: Discipleship 1: Following Jesus in Committed Service	2
MIN201: Church Leadership: Becoming the Leader God Wants You to Be:	2
MIN209-309: Beyond Academics 1 –3	6
One Ministry Elective	<u>2</u>
Total Ministry credit hours:	12

History and Religion

HIS203: Church History 1: From Pentecost to Protestantism	2
One History and Religion Elective	<u>2</u>
Total History and Religion credit hours:	4

Diploma in Bible and Theology

Requirement: 68 credit hours

This diploma program, designed for those whom God has called to leadership and ministry, helps develop the emerging leader/minister to be able to fulfill his/her leadership or ministry calling. It also satisfies the academic requirements for ministerial credentials with various denominations. The student is urged to check with his/her denomination concerning specific requirements.

Program Objectives

Through this program INSTE proposes to:

1. Produce Bible-centered leaders and ministers committed to life-long learning.
2. Prepare leaders and ministers based on their giftedness.
3. Individualize leadership and ministry preparation through mentor-guided experiences in ministry.
4. Provide a baseline of biblical and theological knowledge upon which the leader/minister may build throughout his/her lifetime.
5. Teach leaders and ministers how to find and learn from mentors throughout their life-time.

Therefore, the student who successfully completes this program will be able to:

1. Demonstrate a Bible-centric view of ministry.
2. Minister through giftedness from a solid base of biblical and theological knowledge.
3. Continue to grow in knowledge and ministry throughout his or her lifetime.
4. Develop the ability to identify and learn from mentors as well as mentor others.

Required Courses

The courses listed below are required for the Diploma in Bible and Theology.

Bible

Old Testament

BIB103: The Old Testament: Discovering Treasures in the Word of God	2
BIB306: The Pentateuch: The Books of the Law	2
BIB307: Hebrew History: The Historical Books	

of the Old Testament..... 2
 BIB403: Poetic Books: Expressions from the Heart..... 2
 BIB406: Daniel and Revelation: Windows
 to the Future 2
 BIB407: Prophets and Prophecy: Proclaiming
 God’s Word to the World..... 2

New Testament

BIB104: The New Testament: Exploring
 the Riches of the Word of God 2
 BIB206: Luke-Acts: To the Ends of the Earth 2
 BIB207: John and His Epistles: The Universal Savior..... 2
 BIB208: Colossians and Ephesians: The
 Christological Epistles..... 2
 BIB302: Romans and Galatians: Justified by Faith..... 2
 BIB303: Hebrews: Jesus Our Great High Priest 2

Total Bible credit hours: 24

Theology

THE102: Discipleship 2: Finding your Ministry
 in the Body of Christ 2
 THE202: Ecclesiology: The Church in the
 21st Century..... 2
 THE205: Christology: The Person and
 Work of Jesus Christ..... 2
 THE301: Soteriology: Our Great Salvation 2
 THE305: Theology / Pneumatology: The Doctrine
 of God and the Holy Spirit 2
 THE401: Anthropology and Hamartiology:
 Man and Sin..... 2
 THE405: Eschatology: Living in the Last Days 2

Total Theology credit hours: 14

Ministry

MIN101: Discipleship 1: Following Jesus
 in Committed Service 2
 MIN201: Church Leadership: Becoming the Leader
 God Wants You to Be..... 2
 MIN304: Teaching the Bible: Principles for Change..... 2
 MIN308: Homiletics: Practical
 Principles of Preaching..... 2
 MIN404: Counseling: How to be a People Helper 2
 MIN408: Church Administration:
 Principles of Responsible Stewardship..... 2
 MIN209: Beyond Academics 1 2
 MIN210: Beyond Academics 2 2
 MIN309: Beyond Academics 3 2
 MIN310: Beyond Academics 4 2
 MIN409: Beyond Academics 5 2
 MIN410: Beyond Academics 6 2

Total Ministry credit hours: 24

History and Religion

HIS203: Church History 1: From Pentecost to
 Protestantism 2
 HIS204: Church History 2: Renewal and Expansion
 in the Modern Age..... 2
 REL402: Cults and Religions:
 Man’s Answer to Sin’s Dilemma..... 2

Total History and Religion credit hours: 6

Total credit hours required for the
 Diploma in Bible and Theology..... 68

Course Descriptions

Bible and Theology

INSTE believes in the full and final authority of the Word of God. Disciples of Jesus Christ and leaders are to be Bible-centric, not only mastering the Bible but also allowing the Bible to master them. The courses in Bible and Theology are designed to provide students with the basic hermeneutical tools they need to effectively apply biblical principles to their own lives and to their ministries with the goal of accomplishing the Great Commission.

Old Testament

**BIB103: The Old Testament:
Discovering Treasures in the Word of God**

The purpose of this course is to provide the disciple with a solid foundation for studies in the Old Testament. The student learns the general content of each book, its relationship to the rest of the canon, and the place of each in the progressive revelation of God in the Old Testament.
All programs 2 hours

**BIB306: The Pentateuch:
The Books of the Law**

The study of the first five books of the Old Testament, with special emphasis on the first eleven chapters of Genesis. This course includes a thematic study of the Law of Moses, the Tabernacle in the desert, and the feasts prescribed in the Law as they relate to the New Testament.
All programs 2 hours

**BIB307: Hebrew History:
The Historical Books of the Old Testament**

An inductive study of the historical books of the Old Testament. Leadership lessons found in this portion of Scripture are stressed.
2 hours

**BIB403: Poetic Books:
Expressions from the Heart**

A hermeneutical study of the poetic literature of the Old Testament. Since a third of the Bible is written in poetic form, an understanding of the rules of interpretation of poetic literature is imperative for every spiritual leader. Also emphasized is the private and public use of poetic literature in the Christian community.
All programs 2 hours

**BIB406: Daniel and Revelation:
Windows to the Future**

An inductive study of Daniel and Revelation. The course begins with a study of the hermeneutical methods of interpretation of apocalyptic literature followed by an inductive study of these two books. Discipleship and leadership lessons found in Daniel and Revelation are discussed.
All programs 2 hours

**BIB407: Prophets and Prophecy:
Proclaiming God's Word to the World**

An introduction to the Prophets of the Old Testament. Relevant hermeneutical principles are applied to prophetic literature. Leadership principles are drawn from these books. The content of each book is overviewed.
All programs 2 hours

New Testament

**BIB104: The New Testament:
Exploring the Riches of the Word of God**

A synthetic approach to Bible study of each New Testament book. We consider key questions such as background, authorship, major themes, outlines, and personal application of biblical truth to the life of the disciple.
All programs 2 hours

**BIB206: Luke-Acts:
To the Ends of the Earth**

An inductive study of Luke's writings. This course underscores the fact that Luke-Acts is the continuation of the salvation history of the Old Testament. It deals with the development of the Church from its unique beginnings to its emergence as the universal people of God through the moving of the Holy Spirit.

All programs 2 hours

**BIB207: John and His Epistles:
The Universal Savior**

A hermeneutical study of John and his Epistles. The course begins with an introduction to the principles of inductive Bible study which are illustrated and practiced throughout the study. Emphasis is placed on the person and work of Jesus Christ, the One sent from God. The course ends with an inductive analysis of the Epistles of John.

All programs 2 hours

**BIB208: Colossians and Ephesians:
The Christological Epistles**

This course begins with an introduction to Paul's epistles. Also presented are hermeneutical principles for the interpretation of epistolary literature, with a special focus on the Christology of the twin epistles.

All programs 2 hours

BIB302: Romans and Galatians:

Justified by Faith

An inductive study of the soteriological epistles par excellence of the New Testament. Using the hermeneutical principles learned in earlier courses, the great themes of Galatians and Romans are studied in detail, with emphasis on the universality of the Gospel.

All programs 2 hours

**BIB303: Hebrews:
Jesus Our Great High Priest**

An introduction to the letters written to the Jewish Christians, with special attention to the Epistle to the Hebrews. The theme of the course points to Jesus Christ as the final revelation of God to humanity. Special emphasis is given to the hermeneutics of Hebrews in relation to the Old Testament.

All programs 2 hours

Theology

**THE102: Discipleship 2:
Finding Your Ministry in the Body of Christ**

This course focuses attention on the basic doctrines of the Christian faith. It begins with the doctrine of the Church with a special emphasis on how to discover and develop spiritual gifts in the Body of Christ. Also studied are vital doctrines such as the inspiration of the Bible, the nature of God, the person and work of Jesus Christ, man and sin, salvation and sanctification, the Holy Spirit, angels and last things. All doctrines are presented from a practical and apologetic viewpoint.

All programs 2 hours

**THE202: Ecclesiology:
The Church in the 21st Century**

A theological study of the Church with emphasis on the Church as the community of the people of God. The Church is studied in relation to the kingdom of God, its nature, structure, and mission.

All programs 2 hours

THE205: Christology:
Our Great Salvation

A theological study of the three phases of salvation from the moment of new birth until the glorious reunion with our Lord. The focus of this course is both missiological and soteriological. It includes a study of sanctification as an essential part of salvation.

All programs 2 hours

THE301: Soteriology:
Our Great Salvation

A theological study of the three phases of salvation from the moment of new birth until the glorious reunion with our Lord, The focus of this course is both missiological and soteriological. It includes a study of sanctification as an essential part of salvation.

THE305: Theology and Pneumatology:
The Doctrine of God and of the Holy Spirit

This course begins with a study of theology from an apologetic perspective, and deals with the Fatherhood of God and His Word, with a basic introduction to hermeneutics. The second part of the course deals with Pneumatology, i.e., the study of the Person and work of the Holy Spirit. Included in this section is an introduction to the Pentecostal / Charismatic movement.

All programs 2 hours

THE401: Anthropology and Hamartiology:
Man and Sin

Two related themes are developed in this course: The uniqueness of man made in the image of God and the human tragedy caused by sin. The destiny of man is also studied. The student develops a biblical perspective of man and his need for salvation.

All programs 2 hours

THE405: Eschatology:
Living in the Last Days

The study of the theology of last things. This course presents the various hermeneutical systems that have

been used throughout the history of the church. Emphasis is placed on the relation of eschatology to the Great Commission. Both the personal and corporate aspects of eschatology are studied.

All programs 2 hours

Ministry

Given the multi-cultural nature of INSTE, these ministry courses are introductory and foundational. The general principles presented here are applied specifically in different cultural settings as the student dialogues with the group and his/her mentor. The ministry courses lay the foundation for further development as the student pursues his/her calling and ministry.

MIN101: Discipleship 1:
Following Jesus in Committed Service

This course highlights the formation of basic skills and attitudes which characterize a disciple of Jesus Christ; i.e., devotional habits, personal Bible studies, the function of prayer in the life of a disciple, how to effectively witness, plus biblical attitudes toward others and oneself.

All programs 2 hours

MIN201: Church Leadership:
Becoming the Leader God Wants You to Be

The student is encouraged to examine his/her life and discover the means that God has used and continues to use to develop him/her as a leader. Emphasis is placed on the great importance of the character of leaders and their life-long development.

All programs 2 hours

MIN304: Teaching the Bible:
Principles for Change

Although teaching methods are determined both culturally and temporally, there are certain biblical principles that are universally applicable; these are the principles that form the basis of this course. We include

principles for teaching children, youth, and adults.
All programs 2 hours

MIN308: Homiletics:
Practical Principles of Preaching

An introduction to the principles of sermon preparation and presentation. The students practice preaching skills in their churches and learn to use homiletical principles in the construction of three types of sermons: topical, textual and expository.
All programs 2 hours

MIN404: Counseling :
How to be a People Helper

This course teaches skills for ministering to people who need emotional and spiritual help. The student develops skills such as listening and questioning. Emphasis is placed on the work of the Holy Spirit and the Word both in the counselor and in the counselee.
All programs 2 hours

MIN408: Church Administration:
Principles for Responsible Stewardship

An introduction to the skills required for the healthy functioning of the church. Emphasis is placed on teamwork, the services and ceremonies of the church, how to prepare and maintain financial information and other important documents of the church, ministry ethics, and many other practical topics.
All programs 2 hours

History and Religion

These courses help the student understand the historic development of the church from a missiological viewpoint. The Great Commission is the underlying principle in all three courses.

HIS203: Church History 1:
From Pentecost to Protestantism

An introduction to the history of the first fifteen

centuries of the Church. Emphasis is placed on the fulfillment of the mission of the Church through two structures, modalities and sodalities. We also deal with nine principles that have affected the renewal and expansion of the Church throughout the centuries. *Non-All programs 2 hours*

HIS204: Church History 2:
Renewal and Expansion in the Modern Age

A continuation of the previous course, from the great mission century to the end of the twentieth century. The worldwide expansion of the Church is stressed. *Non-All programs 2 hours*

REL402: Cults and Religions:
Man's Answer to Sin's Dilemma

The major religions and cults are analyzed historically and apologetically, with the purpose of sharing the gospel in an effective way with their adherents.

Special attention is given to Islam. Traits that cults have in common are also presented.
All programs 2 hours

Beyond Academics

The six courses of Beyond Academics are eminently practical and individualized. Each student has a personal ministry mentor who oversees his/her development in three crucial areas: spiritual formation, ministry formation and value formation. Each academic course is accompanied by tracking and assessment evaluations to help guide the relationship between the ministry mentor and the student, as he/she develops Christ-centered integrity, gift-based ability, and Bible-shaped values.

Since each leader or minister-in-formation is uniquely gifted by God, the formation that occurs in these six courses will also be unique to the individual student. The purpose of INSTE is to provide guidance to the student in this process.

The student is automatically enrolled in Beyond Academics with each academic course. Upon successful completion of the requirements, the student earns 1/2

credit hour of Beyond Academics credit, based on the evaluation of the mentor of his/her Beyond Academics experience in light of the course just completed.

MIN209: Beyond Academics 1 The tracking and assessment sheets emphasize building relationships and learning from a mentor. Based on the guidelines presented in *Church Leadership*, the student begins to structure his or her own timeline, identifying the mentors in his/her experience. Assessments and competencies are analyzed.

All programs 2 hours

MIN210: Beyond Academics 2

The gifts, devotional life and spiritual formation, apologetics, Bible study skills, leadership and spiritual warfare are just a few of the topics the student and his/her ministry mentor will discuss in this course. The student's ministry is a principal source of topics to be discussed. The mentor and the student also use the list of competencies in the Beyond Academics Booklet as a guide to foster growth.

All programs 2 hours .

MIN309: Beyond Academics 3

Evangelism, apologetics, holiness, Christian ethics, and other important topics arising from the student's study and ministry are considered. Under the guidance of his/her mentor the student applies knowledge learned to doing and being. The assessment and tracking sheets help the student keep a record of his/her growth.

All programs 2 hours

MIN310: Beyond Academics 4

Spiritual and skill formation are emphasized. The student learns to identify life and ministry values. Leadership and ministry issues are analyzed. The student documents his/her growth in the tracking and assessment sheets.

All programs 2 hours

MIN409: Beyond Academics 5

Skills in apologetics and in working with people are emphasized. Using tracking and assessment sheets, the student with his/her ministry mentor identifies strengths and weaknesses. Spiritual formation is revisited.

All programs 2 hours

MIN410: Beyond Academics 6

This course integrates the learning of the previous five semesters into a "transcript" of leadership/ministry development. Following the guidelines presented in the course, the student prepares a portfolio of leadership and ministry experiences, skills and values that succinctly reflect his/her calling and preparation for ministry.

All programs 2 hours .

International Advisory Council

The International Advisory Council meets semi-annually to evaluate and advise the administration and staff on the currency of its objectives and programs.

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Board of Directors

The Board of Directors oversees the affairs of INSTE, as mandated by the Articles of Incorporation and the Bylaws of the College.

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Administration and Staff



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Víctor Colón

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Gina Reyna

Digital Course Designer

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Lois McCarty

Registrar and Office Manager

BA in Bible and Theology, Open Bible College



Mallory Peters

Finance Manager

BA in Accounting from Central College in Pella, IA.



Rylee Ward

Shipping, Production and Communication

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INSTE Global

The Great Commission is at the heart of our College. Born in Spain, INSTE now circles the globe. The national offices of INSTE listed below operate independently under the directions of administrative personnel and boards in that country. The scope of INSTE in each country is multi-denominational. The role of INSTE Global is to provide consultation and direction to national offices around the world.

Regional Director for Latin America

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- INSTE Ecuador
- INSTE El Salvador
- INSTE Guatemala
- INSTE Honduras
- INSTE México
- INSTE Nicaragua
- INSTE Panamá
- INSTE Paraguay
- INSTE Peru
- INSTE Uruguay
- INSTE Venezuela

The regional directors named below oversee the well-being of the INSTE offices in their respective regions. The regional directors also sit on the INSTE Global Advisory Committee, which meets periodically for training, consultation and evaluation. her region.

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INSTE Global

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