

# WEST TEXAS BIBLE INSTITUTE

## MAPPING YOUR JOURNEY

### 2024 Student Handbook

Your word is a lamp to my feet and a light to my path.

Psalm 119:105



ASSOCIATION of DISTRICT  
SCHOOLS of MINISTRY

# WEST TEXAS BIBLE INSTITUTE

Welcome to the West Texas Bible Institute, WTBI. We are honored to have you as a student in this growing ministry of our District.

***God has placed a call upon your life to serve Him in ministry.  
WTBI is here to help you process the call of God on your life.***

Your calling may be as a full-time minister and pastor or as an equipped layperson. We are here as a District and as a school to help you process the call of God on your life and prepare you to fulfill that call. WTBI exists to help you develop skills, talents, and gain knowledge needed for effective ministry. Your own spiritual, physical, social and emotional disciplines will determine your future. WTBI is open to any person age 16 or older who has made a profession of faith in Jesus Christ.

The information in this handbook is a key component in your studies and educational process. It is important that you READ and FOLLOW all the information in this Student Handbook. Being fully prepared for each class is essential for receiving the maximum impact upon your life. In many ways the process of WTBI will help you develop the disciplines you will need in ministry.

WTBI instructors will invest into your life through experiences and knowledge. Classes are designed to be interactive in order to engage and stimulate your retention. I trust that you will find not only a friendly and yet challenging environment, but a class that gives you practical and useful knowledge that will enable your ministry to expand and be fruitful. A growing relationship with God and others awaits you in WTBI. ***Thanks for joining the journey!***

Tracy McWilliams  
Director of Church Ministries

Glenn R. Beaver  
District Superintendent

## Endorsements

The West Texas Bible Institute (WTBI) has been recognized and endorsed by the Executive Presbytery Board of the General Council of the Assemblies of God as a District-Based Bible Institute. The West Texas Bible Institute has also been recognized and endorsed by the Executive Presbytery of the West Texas District Council of the Assemblies of God as an official ministerial training program for those seeking credentials through the West Texas District Council of the Assemblies of God.

## Disclaimer

Required credential courses completed through the West Texas Bible Institute meet the educational requirement of The General Council of the Assemblies of God for the respective level of credential with the Assemblies of God. Many other aspects enter into the granting of a credential, and those aspects must also be met before a credential will be granted. The credentialing process is separate from the completion of the educational requirements. Taking classes through the West Texas Bible Institute **does not** automatically qualify students to receive a credential with the Assemblies of God, nor does participation and completion of the classes give preference in the credentialing process.

While endorsed by the Executive Presbytery of the General Council of the Assemblies of God for ministerial training, courses completed through the schools do not automatically qualify for college credit. Most of the Partnership Agreements with Assemblies of God Universities/Colleges will recognize the completion of a specific ministry track (approximately 9-10 (WTBI courses) and transfer up to 9 credit hours per ministry track completed. Each Partner School has specific requirements that may change from other Assemblies of God Universities/Colleges. If you are interested in transferring credits to a partner AG University/College, you should contact that specific school and receive their specific qualifications.

## Student Policies

Students are to enroll **no less than three weeks prior** to the course they wish to take. The course must be paid for at the time of the registration. Registrations will be accepted in person at the WTBI site, email, mail or fax.

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Students must pay for their course fee and tuition in person at the WTBI site or online at wtaog.org using the secure give payment system.

Once a student enrolls for a class, they will receive a **Text Overview** of approximately 50-60 questions. A minimum of 10 hours of preparatory self-study is required in advance of the class session. Students are required to read the course textbook(s) and to complete the course text overview prior to class.

Students are to bring **two completed** copies of their assignments to class. Students will retain one copy and the other copy will be turned in to be graded. The text overviews can be typed or hand-written. Please write legibly; credit will not be given if grader cannot read the responses. These must be completed when the student arrives for the class to receive credit.

Students must attend all class sessions, complete the required assignments, and successfully pass the course final exam in order to receive credit for the course. The final grade is calculated as follows: **Attendance (20%), Text Overview (40%)** and **Final Exam (40%)**.

## Grading

<b>AVERAGE</b>	<b>LETTER GRADE</b>	<b>GPA</b>
97-100	A+	4.00
93-96	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	0.67
0-59	F	0.00

## **Absences**

Due to the limited amount of classroom time in the WTBI ministry training program, it is imperative that students adjust their personal schedules to ensure that they are able to attend the Saturday sessions in their entirety. However, we all know that situations may arise making it impossible for a student to attend. To clarify the matter of student attendance and absences, the following policies have been developed and implemented.

- Students are allowed two absences per school year. If a student cannot attend a Saturday sessions, they should contact the Administrator to submit their overview and arrange to take the makeup exam. If a student should incur more than two absences in a year, the student will need to make up the class the next time it is offered.
- If a student cannot attend a Saturday session, for any reason, they can apply their unused tuition payment towards any future course within one year of the original absence.

## **Textbooks**

WTBI has partnered with Christianbook.com so that students may purchase books through their website at a discounted rate. Students are responsible to purchase their own books; however, couples may choose to share a book. We will provide a list of books, authors and ISBN #'s at enrollment. You may use the following link to order through Christianbook.com:

<https://agsom.christianbook.com?p=1198352>

Students may also purchase their own books through other vendors as long as they are purchasing the correct version of the book. Some books are also available in E-format as well.

## **Structure**

Classes are conducted once a month on a Saturday from 9:30 am to 2:30 pm. Lunch is included in the registration fee.

Class discussion includes both text materials and practical applications of the topic with discussions of relevant issues in ministry today. Students are encouraged to ask questions as well as glean from the experiences of our teaching staff. The final exam is administered at the end of the Saturday afternoon sessions.

## **Instructors**

Our instructors are ordained ministers. As such, they will become natural mentors as they as they build relationships and share experiences with our students.

## **STUDENT FEES**

- Registration is \$25 per credential level.
- Tuition is \$50 per course. Includes lunch.
- Textbook costs will vary depending on the book and the supplier and are the student's responsibility.
- Fees are non-refundable.
- Tuition is transferable to another course for up to 1 year.

## **REGISTRATION GUIDELINES**

### **How to Register**

If you are ready to join the West Texas Bible Institute as a student, whether for personal studies or for fulfillment of the credentialing process, you will need to do the following:

### **Step 1 – ENROLL**

In order register for a class, you must first enroll in the West Texas Bible Institute. You can download our enrollment form at [wtaog.org](http://wtaog.org) under West Texas Bible Institute or call 806-792-5835 to request an enrollment form. There is a \$25 enrollment fee per study level.

### **Step 2 – REGISTER FOR CLASS**

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Students are to sign-up **no less than three weeks prior** to the course they wish to take. The course must be paid for at the time of registration. The cost is \$50 per course. **Students will be required to purchase their own books.**

## INTERNSHIP

Students desiring ministerial credentials through the Assemblies of God must also complete an Internship Program for each credential level. The WTBI Internship Program enables students to confirm God's call, develop a Christ like character, gain competencies of ethical and effective ministry and develop the persona; disciplines essential to successful life and ministry. The program uses guided "hands on" ministry experiences, interaction with qualified pastors/mentors, reading and the exercise of personal spiritual disciplines to accomplish its mission.

Students may enroll in the Internship Program only after they have successfully completed two courses through the West Texas Bible Institute. Students will meet with their pastor/mentor over a period of three months. Additional details and guidelines will be provided at the time a student enrolls in the Internship Program.

The Internship Program consists of 8 Standards at the Certified and License levels and 7 Standards at the Ordination level. The standards designated in this internship program are **mandatory** components of the credentialing requirement for the General Council of the Assemblies of God. Students who feel, based on previous training or ministerial experience that they have attained the competency described in a standard or standards may request, in writing, "**credit for life experience.**" The request must include a clear statement of how the standard has been met and documentation (if possible and appropriate).

## LOCATION

All classes are held at:  
West Texas Assemblies of God  
6502 126<sup>th</sup> Street  
Lubbock, TX 79424

## **CONTACT INFORMATION**

West Texas Bible Institute

P.O. Box 64778

Lubbock, TX 79464

Email: [tracy.mcwilliams@sbcglobal.net](mailto:tracy.mcwilliams@sbcglobal.net)

Phone: 806-792-5835



## 2024 Class Schedule

<b>Class Date</b>	<b>Enrollment Date</b>	<b>Certified Minister Level 1 Courses</b>	<b>License Minister Level 2 Courses</b>	<b>Ordination Level 3 Courses</b>
February 10	January 19	New Testament Survey	Acts	Prayer & Worship
March 16	February 23	Introduction to Theology	Prison Epistles	The Corinthian Correspondence
April 20	March 29	Old Testament Survey	Evangelism	The Pentateuch
May 18	April 26	Ministerial Ethics	Romans	Poetic Books
June 22	May 31	Spirit Empowered Church	Homiletics	Preaching in Cultural Context
August 10	July 19	Life of Christ	Leadership Skills	Church Administration, Finance & Law
September 14	August 23	Hermeneutics	Eschatology	Pastoral Ministry
October 12	September 20	AG History, Missions & Governance	Theology of Mission	
November 9	October 18	Intro. To Pentecostal Doc.	Conflict Management	

## **Level 1 Track – Certified Minister**

### **New Testament Survey**

New Testament Survey will give students a background for understanding, teaching, and applying the principles of the New Testament. Key facts from each book of the New Testament are highlighted to further enrich the student's personal and ministerial life.

### **Introduction to Theology: A Pentecostal Perspective**

This course is a study of historic Christian doctrines as expressed through Protestant and Evangelical traditions. It provides a complete study of the "Statement of Fundamental Truths" of The General Council of the Assemblies of God.

### **Old Testament Survey**

As a practical approach to the Old Testament, this course gives students insight that they can use in teaching and preaching. It covers the significant details from every book of the Old Testament in an inspirational and informative way.

### **Ministerial Ethics**

This course will provide a general overview of the entire scope of ministerial ethics. Students will gain a biblical approach to the relationships that are important to the minister, both personally and professionally. This course will look at temperament theory and its relevance to human relations, examining relationships and ethics in view of the minister's personal growth, ministry challenges, people in the community, and other ministers.

### **Christ in the Synoptic Gospels**

This course is a study of the life and teachings of Christ based on Matthew, Mark, and Luke. After a brief introduction to the world into which Jesus was born, it provides a chronological study of His life. Emphasis is given to the context of His teachings and miracles. The content is arranged to help students apply the principles of the study to their own lives as well as in their preaching and teaching.

## **Assemblies of God History, Missions and Governance**

This course is a study of the historical development, governing policies and ecclesiastical structure of the Assemblies of God Fellowship. Attention is given to the General Council Constitution and Bylaws in relation to credentialed ministers, local churches and district councils.

## **Introduction to Pentecostal Doctrine**

In this course, students examine the four cardinal doctrines of the Assemblies of God: salvation, baptism in the Holy Spirit, healing and the second coming of Christ. After an introductory unit on the importance of doctrine, there is a unit of study on each of the doctrines. This course is essential to the further understanding of the complete Pentecostal message as presented in other courses.

## **Introduction to Hermeneutics: How to Interpret the Bible**

This course is an introduction to various methods of Bible study, with special attention given to basic principles of scriptural interpretation. It summarizes the need for hermeneutical principles and explores qualifications, tools, and goals of a biblical interpreter. This is followed by a historical survey of hermeneutics from early Jewish interpreters to the present. The course includes a unit on the general and specific principles for interpreting the Bible, a unit on genres, and a unit on applying the principles. Students develop their skills by practicing the principles in exercises that are provided.

## **Spirit Empowered Churches**

Through this course you will be pointed to the heart of the dynamic church growth: creating Spirit-Empowered disciples who are involved in five activities – connect, grow, serve, go and worship – to change individuals, families and communities with the love and power of God’s might Spirit.

## **Level 2 Track – License**

### **Acts: The Holy Spirit at Work in Believers**

This course is a thorough study of the content, purposes, principles, and applications of Acts. This course emphasizes the role of the Holy Spirit in the early church and today. Attention is given to the geographical, numerical, cultural, and theological growth of the church from Jerusalem to Rome. The journeys of Paul are examined as the background for his epistles.

## **The Local Church in Evangelism**

The local church is the origin of evangelism for reaching its community and the world. After gaining an understanding of the biblical theology of the Great Commission and the Holy Spirit's role in evangelism and discipleship, students will focus on a variety of evangelism methods, the evangelistic purpose of an organized fellowship of churches, and pastoral leadership in evangelism.

## **Prison Epistles: Ephesians, Colossians, Philippians and Philemon**

This is a practical study of the principles Paul wrote to the churches during his imprisonment. The concepts are presented in a language that is easy to understand with explanations, illustrations, and applications that make the concepts helpful to students in both their personal life and ministry.

## **Leadership Skills**

This course provides a biblical approach to the principles of leadership, applying those principles in the church setting and giving the student the practical skills needed to serve in a leadership role in the local church.

## **Romans: Justification by Faith**

This in-depth study of the book of Romans focuses on Paul's systematic explanation of the gospel to the Romans and offers insight into the doctrines of sin, salvation, and sanctification. The student will learn how union with Christ and the indwelling Holy Spirit leads to spiritual growth.

## **Conflict Management**

This course is offered as our District Seminar for those seeking their Licenses Minister credential. Students will gain a biblical approach to conflict resolution. This course offers a spiritual way to deal with the inevitable occasions when conflict arises, particularly in a church setting.

## **Eschatology: A Study of Things to Come**

A biblical study of end-time events written from a Pentecostal perspective. The course studies the Rapture, plus various views of the Tribulation and the Millennium. It provides excellent material for teaching and preaching on the Second Coming of Christ.

## **Introduction to Homiletics**

Introduction to Homiletics is a basic study of the principles of Christian preaching. This course emphasizes biblical exposition and deals with practical matters such as the preparation of sermons, the sources of materials, the construction of sermon components, the variety of sermon types, and the delivery of sermons.

## **Introduction to Assemblies of God Missions**

An introductory course in the science of missions> it is a survey of the theology, history and methods of Christian missions in general and within the Assemblies of God. There is a special emphasis on recent developments, crucial issues, current trends, and missions as they are carried out through national and local churches.

## **Level 3 Track – Ordination**

### **Prayer and Worship**

An overview of the biblical teaching on prayer and worship leads to practical considerations for cultivating intimacy with Christ in every aspect of life, from personal, private prayer to corporate celebration. Students will discover the joys and benefits of the dynamic prayer and gain a fresh appreciation for the many way in which the Holy Spirit makes prayer and worship both meaningful and powerful.

### **The Corinthian Correspondence**

A study of 1 and 2 Corinthians, providing the student with truths for teaching and preaching as well as practical assistance in dealing with issues facing today's church. The student will learn how Paul instructed the Corinthians to deal with division and difficulty. By applying these same principles, the student will be prepared to deal with the challenges of ministry in the twenty-first century.

### **The Pentateuch**

A study of Genesis, Exodus, Leviticus, Numbers, and Deuteronomy with a practical approach that will provide preaching and teaching material. The Pentateuch forms the foundation upon which the New Testament covenant is based and is an important study for anyone wishing to understand the entire Bible more completely.

## **The Poetic Books**

A study of the five books of poetry or wisdom: Job, Psalms, Proverbs, Ecclesiastes, and Song of Solomon. These books cover issues like suffering, parenting, and the fear of the Lord, teaching us how to live. The course is designed to help the student in his or her own walk with God and in ministering to others who need instruction.

## **Preaching in the Contemporary World**

The purpose of this course is to help preachers present life-changing messages that connect with the world around them. The course will focus on presenting messages that are true, clear, interesting, and relevant. Students will be challenged to present messages that are true to the intent and power of Scripture as well as relevant to the needs and concerns of this audience.

## **Church Administration, Law and Finance**

An introductory study of many principles, procedures and techniques used in today's business world as they apply to the local church and its leadership. Attention is given to organizing and staffing functions of the church, practical methods of raising money for the church's expenses, keeping good records, and managing the church's money, facilities, and equipment.

## **Pastoral Ministry**

This course is offered as our District Seminar for those seeking Ordination. This course examines pastoral ministry in three areas: preparation, responsibilities, and relationships. Topics covered in the course include a pastor's qualifications and responsibilities regarding credentials, devotional life, and personal life; preaching and teaching, worship, pastoral care, leading, training, forming cell groups, and special services; and relationships with lay leaders, staff, work and calling. This is a principle-centered study to lay a lifelong foundation for the pastoral ministry.

