Pastoral Training Institute
Program Manual

This manual contains relevant information concerning policies and procedures for the Pastoral Training Institute program offered by Winebrenner Theological Seminary.
(Effective 2/1/18)

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Winebrenner Theological Seminary

"Winebrenner Theological Seminary serves God's mission of reconciliation in changing the world by preparing servants of the Lord Jesus Christ to lead the Church."

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PASTORAL TRAINING INSTITUTE—General Information

Purpose
The PTI program is designed to meet the needs of candidates for pastoral ministry who are serving in, or are interested in, church vocational ministry. Typically, PTI students are non-traditional adult learners who have not had the opportunity for formal higher education. The PTI provides basic theological, biblical, and ministerial skills training to those called to serve in diverse ministry settings. The PTI is also designed for laypersons seeking to enhance their biblical knowledge and/or pastoral skills. A strength of the program is the use of mentors who companion the student throughout their program of study, evaluating ministry preparation and academic progress, reflecting on the student's call, and providing regular prayer and guided conversation.

Outcomes
Winebrenner has established student learning outcomes for all programs with a focus on knowing (Gain knowledge), being (Pursue wholeness), and doing (Change lives). The following PTI program outcomes correspond with these Student Learning Outcomes:
- PTI graduates demonstrate an essential understanding of biblical, spiritual, theological, historical, and Christian ministry disciplines in a spirit of generous evangelicalism.
- PTI graduates demonstrate a commitment to formation that is holistic and manifested in their character as leaders.
- PTI graduates demonstrate compassion, theological self-identity, and wisdom in their ministry praxis.

Admission Requirements
Students taking courses for academic credit in pursuit of a diploma in pastoral training will be admitted to the PTI program on the approval of the Admissions Committee. Receipt of an application form, application fee, and a high school transcript or academic record is required prior to the committee's review and decision. A high school diploma or its equivalent is required for admission.

Curriculum
The curriculum plan has been designed to incorporate a formational perspective that affords time for ministry, family and friends, and focused theological education over a four-year period. Fourteen courses plus seven one-credit Mentored Ministry courses and one course in Foundations for Seminary Studies (one-credit) spread over the four years comprises the 50 credit hours of this diploma program.

The PTI diploma program has several delivery formats. Students have the opportunity to take courses at the Winebrenner campus in Findlay, Ohio, or in other designated locations. Courses are offered in hybrid one-week or weekend formats, twelve-week formats, and as online courses. Regional programs are designed to take maximum advantage of courses available in the geographic region.

Supervised Ministry

PTI students are required to demonstrate the integration of their previous and current seminary course work with the practice of ministry under direct supervision. Students will spend the final year of their program doing the work of ministry in an approved parish or non-parish site or setting, and through the preparation of written case studies engage in a theologically reflective practice of ministry. Supervised Ministry draws upon the best principles and practices of adult education such as learning contracts, collegial dialogue and interaction, peer consultation, and self-review. Various methods will be used to evaluate students' personal and professional growth.

The classroom portion of Supervised Ministry is conducted using Blackboard, an online learning management system, and will require the student to have high-speed (cable or wired, no dial-up) internet access on a weekly basis. All students in Supervised Ministry are required to complete a background check before they begin work in their approved setting. Details will be provided by the Supervised Ministry instructor.

Communication

Students in the PTI program are required to use a seminary issued UF email account. Email is a vital means of communication between the seminary, instructors, and students. It is so important, in fact, that students are provided with a free email account upon their admission to Winebrenner, which is used exclusively by seminary personnel in emailing them. Students are encouraged to check their emails on a regular basis, as they will receive a variety of items of interest, including information on registration and billing, both of which are online. Students should contact the seminary registrar, either by telephone or by email, with any questions.

Registration

Students in the PTI program are expected to register for courses online via WebConnect during the official registration period of the seminary. The registrar emails registration materials to students prior to the registration period. All outstanding balances must be paid prior to registration for a new term. Continuing and returning students who do not register by the cut-off dates shown below will be assessed a $50 Late Registration Fee.

Fall Courses   August 1
Spring Courses   December 1
Summer Courses   April 1

FINANCIAL INFORMATION
Tuition and Fees
The cost of theological education by Winebrenner Theological Seminary is borne in large measure (over 50%) by direct support of the Churches of God, General Conference, gifts from individuals, income from endowments, and tuition paid by students. The seminary expects students to assume a responsible portion of the cost for their professional theological education.

The tuition rates normally change each academic year, with one notable exception: military servicepersons called to active duty during their enrollment at Winebrenner will, upon their return to Winebrenner, be charged the same tuition rate they were paying prior to deployment, until he or she completes their program.

2017-2018 Tuition
PTI courses, $222/credit hour

Mandatory Fees
Application fee (non-refundable), $30
Audit fees, $150/course
Course replacement fee, $75/course
Change of course status fee, $30
Drop fee (per course after 1st session), $30 (Foundations for Seminary Study course dropped after attending the day's session will result in the audit fee and change of status fee being charged)
General service fee/term, $150
Graduation fee, $130
Late registration fee/term, $50
No show fee/course, $50
Transcript fee, $6

Supplemental Fees
Some courses may require additional fees for supplemental materials purchased by the seminary at a discount, or lab materials essential to the course of study. These fees will be incorporated into the tuition charged for the appropriate course. These additional materials will be listed in the syllabus as supplemental.

PLEASE NOTE: The Board of Trustees and administration of the seminary have the right to make changes in fees, charges, and tuition.

Payment of Tuition and Fees

Tuition and fees for each term are due prior to the first day of class. A deferred payment plan may be arranged with the business office, which allows a minimum payment of 25% of assessed fees paid prior to the first day of classes, 50% of the balance paid prior to final exams. All accounts must be paid-in-full by the end of each term. Unpaid accounts will accrue a 0.5% monthly finance charge. Students having outstanding obligations to the business office or library are not permitted to register for a new term of study until outstanding balances are paid. To avoid late registration fees, student accounts should be paid in full prior to mid-July for fall registration, mid-November for spring registration, and mid-March for summer registration.

Students with any outstanding balance with the business office or library will also not be able to view a report of their grades in WebConnect. Viewing grades in person may be arranged by appointment with the registrar at any time although a copy will not be issued, a diploma will not be bestowed, and a transcript or recommendation may not be requested until all obligations are met. Students having unusually difficult financial hardships may request special arrangements with the business office.

Refund of Tuition and Fees

Refunds will be granted on the following scale, if the student follows the withdrawal procedure. The following information is also available on the Winebrenner website:

Twelve-Week Courses:
Withdrawal **before** session three – 85%
Withdrawal **before** session four – 70%
Withdrawal **before** session five – 55%
Withdrawal after session five – no refund
Any withdrawal from class *after* 1st session will cause a $30 drop fee.

All changes in registration and adjustment of the student's academic schedule must be made through WebConnect. Courses dropped after the first session will be recorded as *withdrew passing (WP)* or *withdrew failing (WF)*. Courses dropped after the fifth session will be automatically recorded as *F*, which can be commuted to *WP* or *WF* only by action of the faculty.

One-Week Intensives:
Withdrawal **before** day two – 80%
Withdrawal **before** day three – 60%
Withdrawal after day three – no refund
Any withdrawal from class *after* 1st day will cause a $30 drop fee.
All changes in registration and adjustment of the student's academic schedule must be made through WebConnect. Courses dropped after the first day will be recorded as

withdrew passing (WP) or *withdrew failing (WF)*. Courses dropped after the third day will be automatically recorded as *F*, which can be commuted to *WP* or *WF* only by action of the faculty.

Other Formats:
Withdrawal with 25% of course sessions complete – 85%
Withdrawal with 33% of course sessions complete – 70%
Withdrawal with less than 50% of course sessions complete – 55%
Withdrawal with more than 50% of course sessions complete – no refund
Any withdrawal from class *after* 1st session will cause a $30 drop fee.

All changes in registration and adjustment of the student's academic schedule must be made through WebConnect. Courses dropped after the first session will be recorded as *withdrew passing (WP)* or *withdrew failing (WF)*. Courses dropped after the half-way point will be automatically recorded as *F*, which can be commuted to *WP* or *WF* only by action of the faculty.

IS 510 Foundations for Seminary Study Course:
Students who participate in this course, and subsequently drop without submitting the assigned reflection paper will have their status in the course changed to audit. A $30 Change of Status Fee will be assessed and the student will be charged tuition appropriate for one credit hour of audit.

Academic Schedule
Each student will be provided a schedule of courses offered each trimester, listing course titles, instructors' name, and day and hour for each class meeting. Official interruptions of the class schedule for holidays, church meetings, and other recognized educational opportunities will be only for those days approved by the faculty and so listed in the seminary calendar.

Course Grade
A letter grade of **A – F** will be given for courses. A minimum grade of **C-** is required to meet the minimum hour requirement for the program. A required course which a student fails must be repeated. Plusses and minuses are regularly assigned.

Audit of Courses

Persons who want the opportunity to take one or more courses per trimester but have no interest in earning seminary credit or a diploma may apply as auditors. An auditor may participate in all class functions, but will not be held accountable for tests or assignments, nor will the student receive a grade or credit. To enroll as an auditor in the PTI program, students must submit an application and will register for the course(s) of their choosing. The seminary reserves the right to limit the number of auditors in any course, or to close some courses to auditors. Note that a course taken as an audit cannot later be converted to a course for credit. It will be re-taken in order to earn a grade.

Repetition of Courses

Students must repeat required courses in which a failing grade was received. After a course is successfully completed, only the passing grade will be utilized in calculating the student's GPA. The course that was repeated will be converted to "R" and will not be included in the calculation of the student's GPA. The record of previous coursework will not be expunged from the student's transcript.

Changes in Registration, Additions, and Withdrawal

Changes in registration and adjustment of the student's academic schedule must be approved by the registrar. Courses may not be added after the first class session. Courses dropped after the first session will be recorded as **withdrew passing (WP) or withdrew failing (WF).**

If a student wishes to change his or her registration status in a course (either from credit to audit or vice versa), the student must notify the registrar before the second class session meets. Courses dropped after the fifth meeting of a 12-week course, or after the midpoint of courses offered in other formats, will be automatically recorded as **F**. This grade can be commuted to **WP** or **WF** only by action of the faculty. (Such exceptions will be made only under extreme circumstances and after submission of a written petition to the academic dean with the approval of the instructor.) Any withdrawal due to extreme health issues or personal circumstances will be handled on a case-by-case basis by the president's council. The resulting WP or WF grade will not be expunged from the student's record if the course is retaken at a later date.

BA Equivalency/15% Enrollment

According to accreditation standards, students lacking a baccalaureate degree may be admitted to a certain Winebrenner masters programs (M.Div., MAPT, MAFM) as long as their enrollment is less than 15% of enrollment in that program and the institution has a process in place for evaluating students' preparedness.

Alternatively, such students may be admitted as BA equivalent if they've completed coursework and have a certain amount of "life experience" equaling 124 credits as determined by a standardized process of evaluation used at Winebrenner.

Currently students must, at a minimum, complete courses in the following six areas in order to be admitted as either a 15% student or as BA/BS equivalent: English Composition, Speech, History, Critical Thinking/Philosophy, Psychology/Sociology, and Computer Competency.

In order to be admitted into a master's degree program, students without a baccalaureate degree may satisfy the necessary prerequisites as a Limited Non-Graduate student by completing the following PTI level courses at Winebrenner with an earned grade of B or better:

Prerequisite Course	*Winebrenner PTI Course*
Speech	Homiletics
History	A Survey of the History of Christianity
Critical Thinking/Philosophy	A Survey of Christian Theology
Psychology/Sociology	The Ministerial Person

English Composition and Computer Competency may be satisfied by completing a bachelor's level course at UF or another institution.

Students admitted as Limited Non-Grads must also complete PTI 010 *Foundations for Seminary Studies*, in their first term. With the exception of PTI 010, prerequisite courses will not reduce the total number of degree credits required for program completion if admitted to a master's degree program.

Technology Standards
Students are expected to have access to a computer while in seminary, and will be required to have access to high-speed Internet (no dial-up) for online courses. A webcam and microphone are also necessary for many online courses.

Program Continuation
Students are required to maintain endorsement by their local church and regional administration (if applicable) in order to continue in their program. In the event that such endorsement is withdrawn at any time during the student's enrollment at Winebrenner, the student may be discharged from the seminary and an indication of the action will be noted on the student's permanent transcript.

Exit Interview

Students who for any reason consider withdrawing from Winebrenner need to schedule an appointment with the academic dean. Following the meeting, formal withdrawal procedures are to be completed. The withdrawal is not effective until final settlements with the business office have been made.

Requirements for Graduation

The student must complete 50 credit hours to graduate. The seminary confers the PTI diploma on those students who have met the requirements for graduation, who have been recommended by the faculty, and are approved by the Board of Trustees.

Course Offerings--Pastoral Training Institute
Findlay Campus Program and ERC/ARC Programs

PTI 010	Foundations for Seminary Studies	1
PTI 020-080	Mentored Ministry	7
PTI 104	Old Testament Foundations	3
PTI 106	New Testament Foundations	3
PTI 151	Church in Mission	3
PTI 152	The Ministerial Person	3
PTI 208	A Survey of the History of Christianity	3
PTI 209	Christian Theology	3
PTI 251	Christian Leadership	3
PTI 252	Pastoral Care and Counseling	3
PTI 253	Homiletics	3
PTI 254	Discipleship Ministries	3
PTI 257	Christian Worship	3
PTI 355	Churches of God History and Polity	3

Or

PTI 356	Denomination History and Polity	3
PTI 374	Spiritual Formation	3
PTI 486-OL	Supervised Ministry	3

Total credit hours   **50**

Pastoral Training Institute
A training program for Pennsylvania locations
(4-year program, total 50 credits)

The program consists of 13 three-credit courses, comprising 39 credits of classroom instruction, plus the one-credit PTI 010 Foundations for Seminary Studies orientation course taught via online delivery in the student's first trimester of study. Rounding out the curriculum are: PTI 020-080 Mentored Ministry (seven one-credit courses that students take each fall and spring they are enrolled) and PTI 486 Supervised Ministry (three one-credit courses that are taken one each term of the student's final year).

Year	Spring	Summer	Fall
2017	PTI 253 Homiletics PTI 209 Christian Theology*		PTI 252 Pastoral Care & Counseling
2018	PTI 151 Church in Mission or PTI 150 Navigating Leadership in a Complex World PTI 152 The Ministerial Person*		PTI 254 Discipleship Ministries
2019	PTI 257 Christian Worship PTI 104 Old Testament Foundations*		PTI 374 Spiritual Formation
2020	PTI 251 Christian Leadership PTI 208 A Survey of the History of Christianity*	PTI 355 or PTI 356 Church History & Polity# *(may be taken any May)*	PTI 106 New Testament Foundations

*These courses meet in a week-long intensive format at a Pennsylvania location
#This course is offered as a one-week intensive in Findlay
Remaining courses are offered as 12-week classes (3 hours of instruction per week at either a regional conference location), or as hybrid modules which combine a variety of instruction methods including face-to-face instruction on select weekends, online, and directed study. Hybrid modules may take place in PA or in Findlay.

Other Required Courses

- PTI 010 Foundations for Seminary Studies – orientation taken online (ERC or ARC) or at the Findlay campus the student's first term.
- PTI 020-080 Mentored Ministry – taken in seven successive terms. Every student chooses a mentor for support, guidance, accountability, and dialogue on her or his personal and ministry formation. Mentor meetings total at least 15 hours each term, for seven credit hours over the program.
- PTI 486-OL Supervised Ministry – one year internship spread over three consecutive terms (one credit per term) beginning one year prior to graduation.

Pastoral Training Institute
Findlay Campus
(4-year program, total 50 credits)

The program consists of 13 three-credit courses, comprising 39 credits of classroom instruction, plus the one-credit, one-day PTI 010 Foundations for Seminary Studies orientation course taken in the student's first trimester of study. Rounding out the curriculum are: PTI 020-080 Mentored Ministry (seven one-credit courses) and PTI 486 Supervised Ministry (three one-credit internship courses that are taken one each term of the student's final year).

Suggested Course Sequence:

Year	Fall	Spring	Summer
1	PTI 152 The Ministerial Person PTI 010 Foundations for Seminary Studies	PTI 208 A Survey of the History of Christianity PTI 020 Mentored Ministry	PTI 104 Old Testament Foundations PTI 030 Mentored Ministry
2	PTI 106 New Testament Foundations PTI 040 Mentored Ministry	PTI 252 Pastoral Care & Counseling PTI 050 Mentored Ministry	PTI 151 Church in Mission or PTI 150 Navigating Leadership in a Complex World PTI 060 Mentored Ministry
3	PTI 374 Spiritual Formation PTI 070 Mentored Ministry	PTI 254 Discipleship Ministries PTI 080 Mentored Ministry	PTI 257 Christian Worship PTI 355 or PTI 356 Church History & Polity#
4	PTI 209 Christian Theology PTI 486.1-OL Supervised Ministry	PTI 251 Christian Leadership PTI 486.2-OL Supervised Ministry	PTI 253 Homiletics PTI 486.3-OL Supervised Ministry

#This course is offered as a one-week intensive at Findlay

Mentored Ministry is taken in terms two through eight. Every student chooses a mentor for support, guidance, accountability, and dialogue on her or his personal and ministry formation. Mentor meetings total at least 15 hours each term, for seven credit hours over the program.

Courses are offered as 12-week classes (3 hours of instruction per week at Findlay), as one-week intensives, online, or as hybrid modules which combine a variety of instruction methods including face-to-face instruction on select weekends, online, and directed study.

PASTORAL TRAINING INSTITUTE
COURSE DESCRIPTIONS

PTI 010 Foundations for Seminary
In this seminary orientation course students demonstrate understanding of research, critical thinking, writing, and computer skills through completion of a series of in class, out of class, and online assignments. They complete initial institutional requirements, are incorporated into the seminary community, and demonstrate proficiency in using academic tools and facilities. Students who do not demonstrate the minimum institutional standards of research, critical thinking, writing, and computer skills will receive remediation in appropriate areas through the Office of Student Academic Support. This course is the prerequisite for PTI 020 and must be scheduled during the initial semester of matriculation for all PTI students. *(1 hour)*

PTI 020-080 Mentored Ministry
Students demonstrate understanding of and willingness to evaluate their ministry preparation and reflect on their call, their academic progress, and their ministerial readiness by engaging in regular prayer and guided conversation with a qualified mentor. Time commitment equals 15 hours per term, for 105 over the program. *(1 hour)* [Students complete seven Mentored Ministry courses.]

PTI 104 Old Testament Foundations
Students demonstrate understanding of the major divisions of the Hebrew Scriptures: the Torah, the Prophets, and the Writings. They learn the basic types of genres through study of classic texts. Students also evidence comprehension of the Messianic promise as it is developed chronologically through the Old Testament. *(3 hours)*

PTI 106 New Testament Foundations
Students demonstrate understanding of the writings of the New Testament in view of their content, origin, literary form, theological value, and practical application. *(3 hours)*

PTI 150 Navigating Leadership in a Complex World
Students demonstrate an understanding of leadership principles and culture. They receive an injection of vision, experience skill development, and are inspired to impact their ministry context. Students attend the Willow Creek Global Leadership Summit (GLS), read assigned material supplementing the GLS learning, and integrate the GLS experience into their own ministry context. [This course is a suitable substitution for PTI 151 Church in Mission.] *(3 hours)*

PTI 151 Church in Mission
Students demonstrate understanding of God's mission of reconciliation and the role of the Church in fulfilling its missional calling via the gospel of Jesus Christ. They study missiological issues from biblical, theological, historical, ecclesiological, and cultural perspectives. Students implement faithful, holistic, and appropriate approaches in emergent and pluralistic contexts. [Students may substitute PTI 150 Navigating Leadership in a Complex World.] *(3 hours)*

PTI 152 The Ministerial Person
Students demonstrate understanding of their knowledge of, and attitudes toward, personal spiritual formation, emotional well-being, care of the physical body, and stewardship of time. They demonstrate confidence in their call to ministry and personal identity by articulating it and by expressing confidence in the Church's affirmation of their call. They engage in formative experiences through which they assess their progress toward personal wholeness. *(3 hours)*

PTI 208 A Survey of the History of Christianity
Students demonstrate understanding of the general flow of Christian history (both East and West), from Pentecost to the present, including major figures and events. Some themes to be examined in greater detail include theological controversies, creeds, councils, Christianity and state, monasticism, liturgy, the marginalized, socio-political changes, calls for reform, modernity, globalization, and contemporary ecumenical dialogue. This course will look at the implications the history of Christianity has for life and thought today. *(3 hours)*

PTI 209 Christian Theology
Students demonstrate an introductory understanding of the central teachings of the Christian faith (East and West). Through a theological framework of creation, fall, redemption, and eschaton, this brief survey will focus on special topics, including the sources and norms of Christian belief, the Trinity, the incarnation, humanity, sin, salvation, the Church, and the last things. Students also learn and practice theological thinking in regard to unity and diversity. *(3 hours)*

PTI 251 Christian Leadership
Students demonstrate understanding of the principles and practices essential to leadership. They formulate a biblical basis for congregational mission, vision, and ministry, analyze personal and congregational strategies for ministry, and utilize administrative models designed for congregational management. Students demonstrate willingness to view all persons as called to ministry. *(3 hours)*

PTI 252 Pastoral Care and Counseling
Students demonstrate understanding of a biblical, theological, and theoretical base for pastoral care and counseling. They demonstrate a pastoral attitude toward caring, an appreciation for the centrality of biblical wisdom in pastoral care and counseling, and the ability to discern between appropriate and inappropriate issues, approaches, and techniques applicable to providing Christian care and counseling. *(3 hours)*

PTI 253 Homiletics
Students demonstrate understanding of a theology of preaching and the application of exegesis and hermeneutics in developing biblical sermons suitable for contemporary settings. They identify the biblical and theological basis for preaching; explore the nature of contemporary settings in which preaching takes place; and, prepare, deliver, and critique sermons. *(3 hours)*

PTI 254 Discipleship Ministries
Students demonstrate understanding of the biblical principles and methodology for developing, motivating and equipping people to become mature disciples. They will explore and apply contextualized models in a current ministry setting. *(3 hours)*

PTI 257 Christian Worship
Students demonstrate understanding of the principles and processes of designing and leading corporate Christian worship. They develop a biblical theology of worship that expresses itself in the practice of Christian worship; examine the background and practice of various styles of worship; design and lead worship services that are theologically and contextually appropriate; and administer the ordinances/sacraments. *(3 hours)*

PTI 355 Churches of God History and Polity
Students demonstrate understanding of the history of the Churches of God, General Conference. They analyze the origins, doctrinal developments, major trends, and contributions of key leaders of the denomination. Students also study the polity and the distinctive doctrine in the life of the Churches of God, General Conference. They define church polity, describe the nature and importance of the ordinances, and identify available denominational resources. *(3 hours)*

PTI 356 Denominational History and Polity
Students demonstrate understanding of the history of their respective denominational contexts through the study of origins, doctrine, trends, and demographics, with particular attention given to founders, key leaders, and defining events from the past to the present. Students also study the polity and distinctive structural aspects of their denominations, noting especially the prescribed definitions of ordination, sacraments or ordinances, local governance, and ecumenical relations. Students are expected to identify and utilize resources and authoritative sources (polity manuals, authorized prayer books, etc.) within their denominational settings. *(3 hours)*

PTI 374 Spiritual Formation
Students demonstrate understanding of and commitment to personal spiritual formation. They practice the inward and outward disciplines of the spiritual life; participate in a formation group, and in acts of service. Students demonstrate understanding of the Christian leader's role in guiding the spiritual formation of a Christian community by leading a spiritual formation group. *(3 hours)*

PTI 486-OL Supervised Ministry
Students demonstrate the integration of their previous and current seminary course work with the practice of ministry under direct supervision in an Internship. Students will spend 3 trimesters doing the work of ministry in an approved parish or non-parish site or setting, and through the preparation of written case studies engage in a theologically reflective practice of ministry. Supervised Ministry draws upon the best principles and practices of adult education such as learning contracts, collegial dialogue and interaction, peer consultation, and self-review. Various methods will be used to evaluate students' personal and professional growth. *(3 hours)* [The classroom portion of this course is delivered online with weekly assignments and postings.]

NOTES: