

WEST TEXAS BIBLE INSTITUTE

MAPPING YOUR JOURNEY

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

Psalm 119:105



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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.

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%)**.

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 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

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

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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 126th Street
Lubbock, TX 79424

CONTACT INFORMATION

West Texas Bible Institute
P.O. Box 64778
Lubbock, TX 79464

Email: tracy.mcwilliams@sbcglobal.net

Phone: 806-792-5835

2018 Class Schedule

Class Date	Certified Minister Level 1 Courses	License Minister Level 2 Courses	Ordination Level 3 Courses
February 3	Christ in the Synoptic Gospels	Intro to Theology	Prayer & Worship
March 10	Intro to Pentecostal Doctrine	New Testament Survey	The Corinthian Correspondence
April 21	Acts	Old Testament Survey	The Pentateuch
May 19	Introduction to Hermeneutics	Introduction to Homiletics	Preaching in Cultural Context
June 16	Prison Epistles	Romans	Poetic Books
August 18	Evangelism	Eschatology	Church Administration, Finance & Law
September 15	Assemblies of God History, Missions & Governance	Theology of Missions	Pastoral Ministry
October 20	Ministerial Ethics	Leadership Skills	
November 17	Spirit Empowered Churches	Conflict Resolution	