



UNDERGRADUATE
STUDENT HANDBOOK

2024-2025



PREPARING COMPETENT CHRISTIAN LEADERS

Master's College and Seminary is chartered by the Government of Ontario to offer theological degrees (Master's College and Seminary Act, 2001.), for the purpose of the education and training of men and women for vocational ministry and other forms of Christian service, and to award certificates, diplomas and degrees towards the fulfillment of these purposes.

Published by Master's College and Seminary
2024-2025 Academic Year

The information in this catalogue is intended to be accurate and complete as of the date of its publication, October 8, 2024. However, the college reserves the right to make corrections and changes, as it deems necessary, should conditions so warrant. It also reserves the right to follow its discretion in the interpretation and enforcement of all standards and expectations relative to college life and pursuits, however communicated, in keeping with the ministry goals of the college

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GENERAL INFORMATION

MISSION STATEMENT

To create a learning community that provides programs and services that equip Pentecostal leaders for ministry.

STATEMENT OF FAITH

It takes the Bible as its all-sufficient source of faith and practice and subscribes to the historic creeds of the universal church. In common with historical, evangelical Christianity, it emphasizes Christ as Saviour and coming King. It also presents Christ as Healer, and it adopts the distinctive position that speaking in tongues is the initial evidence when Christ baptizes in the Holy Spirit. As a PAOC-affiliated Bible College, Master's College & Seminary adheres to the full [Statement of Essential Truths](#).

GOVERNANCE

MCS is overseen by a Board of Governance comprised of the Superintendents and representatives from each of the four supporting constituent districts of the Pentecostal Assemblies of Canada (Maritime District, District of Quebec, Eastern Ontario and Western Ontario).

NONDISCRIMINATION

Master's College & Seminary practices nondiscrimination on the basis of biological sex, race, disability, or national origin. See further the Community Covenant and the Statement on Human Sexuality and Gender.

MCS-HORIZON PARTNERSHIP

In November 2023, MCS and Horizon began a partnership aimed at offering prospective Christian leaders innovative, accessible, and affordable pathways to develop or hone leadership competencies at both undergraduate and seminary levels, preparing leaders with the knowledge and skills to lead competently in professional ministry, co-vocational ministry, and marketplace contexts. MCS and Horizon will continue operating in Ontario and Saskatchewan respectively, granting degrees under their distinct names.

ACCREDITATION AND AFFILIATIONS

Master's College and Seminary is accredited by the Association for Biblical Higher Education (AB-HE) Commission on Accreditation (5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407.207.0808) to grant certificates and degrees at the Baccalaureate level. ABHE is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.



Chartered by the Government of Ontario to offer theological degrees.



We are an accredited ministerial training college of the Pentecostal Assemblies of Canada.



We are a joint-venture partner with Horizon College & Seminary



We are a constituent member of the Evangelical Fellowship of Canada.



We are a member of Christian Higher Education Canada.



We are a participating institution in the Canada Student Loan Program.



We offer Youth Ministry degree programs in partnership with The Coalition for Youth Ministry Leadership.



Master's Seminary was launched in 1996 in a partnership agreement with Tyndale Seminary (Toronto). This allows us to offer graduate courses that are accredited through Tyndale, which is accredited with the Association of Theological Schools (ATS)



We offer numerous degree programs in partnership with Mohawk College.



FACULTY



Dr. Stephen Barkley - Assistant Professor of Bible & Practical Theology; Internship Supervisor

D.P.T. (McMaster Divinity College)

M.Div. (Tyndale Seminary)

B.Th. (Eastern Pentecostal Bible College)



Stephanie Christianson - Instructor

M.A. (Briercrest Seminary)

B.A. (Bethany College)



Dr. Andrew Gabriel - VP Academics; Professor of Theology

Ph.D. (McMaster Divinity College)

M.A. (McMaster Divinity College)

B.Th. (Master's College and Seminary)



Rev. Graham Gibson - Professor Emeritus

Ph.D. Studies (ABD)

M.T.S. (Ontario Theological Seminary)

M.A. (Wilfrid Laurier University)

B.R.E., B.Th. (Emmanuel Bible College)



Dr. Carmen Kampman - VP Community Relations; Assistant Professor of Leadership & Spiritual Formation

D.Min. (George Fox University)

M.A. (Briercrest Seminary)

Dip. Christian Studies (Horizon College & Seminary)



Dr. Mykhaylo Khromyak - Associate Academic Dean; Associate Professor of Theology

Ph.D. (Ukrainian Equivalent: Candidate of Science, Dragomanov National Pedagogical University)

Master of Non-profit Organization Management (Ukrainian Catholic University)

M.A. (Evangelische Theologische Faculteit)

M.Th. (Lviv Theological Seminary)

M.A. (Ukrainian Equivalent: Specialist in History, Ivan Franko National University of Lviv)



Dr. Todd Manuel - Executive Vice President; Assistant Professor of Pastoral Leadership

Ph.D. (Wilfrid Laurier University)

M.Div. (Tyndale University)

Graduate, Eastern Pentecostal Bible College



Dr. Jeromey Martini - President; Professor of New Testament

Ph.D. (University of Edinburgh)

M.T.S. (McMaster University)

B.A. (Briercrest College)



Ryan Morgan - Director of Youth Ministry; Director of Integrated Strategy

M.Th. (Middlesex University and London School of Theology)

B.Th. (Master's College & Seminary)



Rev. Rick Schellenberg - Instructor

S.T.M. (Lutheran Theological Seminary)

M.Div. (Providence Seminary)

B.A. (Providence College)



Dr. Susan Wendel - Professor of New Testament

Ph.D. (McMaster University)

M.A. (Briercrest College and Seminary)

B.Ed. (University of Regina)

Diploma - Dietary Technology (SAIT)



Rev. Eldon Wright - Dean of Students

Dip. Theo. (Central Pentecostal Bible College)

Adjunct Faculty information is available on our [website](#).

FACULTY & STAFF DIRECTORY

Faculty/Staff Member	Position	Email:
Jan Andreae	VP Operations	business@horizon.edu
Donna Barkley	Executive Assistant to the Lead Team	donna.barkley@mcs.edu
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Rianne Quiring	Registrar	rquiring@horizon.edu
Rick Schellenberg	Instructor	rschellenberg@horizon.edu
Julie Sejrup	Finance Manager	
Shelley Tinlin	Admissions Counsellor	shelley.tinlin@mcs.edu
Susan Wendel	Professor of New Testament	swendel@horizon.edu
Eldon Wright	Dean of Students	eldon.wright@mcs.edu

ADMINISTRATIVE INFORMATION

Main Office hours:

8:30am - 4:30pm Monday - Thursday

8:30am - 3:30pm Fridays

The office is closed statutory holidays and between Christmas Eve and New Year's Day annually.

Summer Office hours:

8:30am-3:30pm Monday - Friday



ADMISSIONS INFORMATION

COLLEGE ADMISSIONS REQUIREMENTS & GENERAL INFORMATION

All applicants:

- Will have a definite experience of Christian conversion and be a professing and practicing Christian.
- Are expected to have lived a consistent Christian life for at least one year prior to coming to College.
- Give evidence of a cooperative attitude and an approved Christian character, free from questionable habits and practices.
- Have a Grade 12 standing or its equivalent, with a minimum overall Grade 12 average of 65%, including a minimum grade of 65% for English. Students from Quebec are required to have one year of CEGEP.
- Students applying to a Bachelor of Theology (BTh) or Bachelor of Religious Education (BRE) degree are required to have successfully completed Grade 12 in the university preparatory program of their province of residence (students from Quebec need twelve academic CEGEP courses).
 - Ontario Secondary School Diploma (OSSD)
 - A minimum of six Grade 12 4U or 4M courses, including program specific prerequisites
 - A minimum 70% overall final average
 - ENG 4U with a minimum of 60%
 - Applicants who have NOT successfully completed the university preparatory program may be accepted into a certificate program. Once they have successfully completed their first year, they can submit a Program Change form and enroll in the BTh or BRE program of their choosing.
- Applicants who do not meet academic admissions requirements may be considered, please see below.
- Complete and submit all portions of the online application. Submission of the application does not guarantee admission. The online application includes submission of:
 - Original transcripts
 - Pastoral Reference & Personal Reference
- Will agree to be subject to the rules and regulations of the College as stated in the College Student Handbook, including the Code of Conduct.

Applicants who do not meet the academic admissions requirements, including mature students, will be considered on a case by case basis.

Mature Students:

Applicants 21 years of age or older who do not meet the academic admissions requirements may be eligible for admissions. The Admissions Office may request further information to evaluate an applicant's readiness for undergraduate study. This may include a resume, a written statement about their readiness for study, work experience, certification or training, etc. Each applicant will be considered on an individual basis.

Conditional Acceptance:

Applicants who do not meet the academic admissions requirements, including mature students, will be considered on a case by case basis. The Admissions Committee may offer conditional acceptance or suggest that the applicant engage as an Open Studies student in order to demonstrate their academic readiness before acceptance into a program. The Registrar's Office may request further information at any point during the application process before an acceptance decision is made (educational assessments, references, etc.).

Conditional acceptance may consist of the following:

- Students may be required to register for a reduced course load (8-12 credits or less) in the first semester. Student progress will be evaluated throughout the first semester to determine academic readiness.
- Students may be required to meet regularly with an Academic Coach, Student Life, or other professionals as needed for support.

Home Educated Students:

Students who have been home educated are eligible for admission with regular student status. Home educated applicants can demonstrate their academic readiness in two ways:

1. Graduating with a Provincial Diploma - If your grade 12 studies are officially registered with your province's Ministry of Education, the Admissions Office will need to receive an official transcript from the province.
2. Graduating without a Provincial Diploma - If applicants are not registered with their province, they will be considered for admission on the basis of one or more of the following assessment tools:

1. Home Educated Learner Transcript

- Applicants must submit an official transcript from an outside party such as a home educator's organization or school board with details of all grade 11 and 12 courses taken.
- We also accept independent third-party examinations, including standardized achievement tests such as:
 1. SAT Test (www.collegeboard.com) - Minimum average of 1100
 2. ACT Test (www.act.org) - Minimum score of 24
 3. GED (General Education Diploma) - Minimum score of 500 (with no less than 450 in any of the 5 individual tests)
- Each applicant must submit transcripts for courses taken at other post-secondary institutions.

2. Educational Portfolio

- A complete list of high school subjects completed, with grades (independent third party statement of grades preferred).
- Each applicant must submit a 3-page (double spaced) writing sample. The paper must demonstrate the student's ability to research and think critically as well as his or her English composition skills. The assignment should cover a topic related to a field such as Bible, History, Christian Studies, or English; as opposed to Chemistry, Physics or Mathematics. This paper can come from the student's final year of education (grade 12 equivalent) or it can be written specifically for the sake of admission to the college.
- A resume that includes other training, work experience, volunteer experience, etc.

The Admissions Office will judge whether a portfolio is sufficient for acceptance.

Re-Entry Students:

Re-entry students are those who have been away from MCS for more than one year (12 months). We understand that students may step away from study for a period time for a variety of reasons. We are committed to helping students re-engage with Horizon College & Seminary when the time is right.

To Continue as a Re-Entry Student:

1. Review the admissions requirements and process.
2. Complete the Re-Entry Application found here <https://mcs.edu/re-entry-application/>
3. Submit transcripts for any other post-secondary education you have completed since you last studied at MCS.

Please contact us if you have any questions about the application process as a re-entry student. If it has been less than one year since you've studied at MCS and you wish to continue your studies, please contact the Registrar's office.

English Language Policy:

The language of instruction and examination at MCS is English. In order for students to understand, communicate, and be successful in our programs, an acceptable level of academic English is required.

International Applicants

Accepted international students may only defer their start date as far as the beginning of the following academic year. If denied their visa, they must send Horizon a copy of the official visa denial letter before being permitted to defer acceptance and reapply for their visa. If denied their visa a second time, Horizon will not permit a further deferral, but would rescind acceptance and begin the tuition deposit refund process. See the full policy on the [website](#).



TRANSFER CREDIT POLICY

MCS considers transfer credit from a variety of post-secondary institutions. Applicants desiring advanced standing at MCS on the basis of previous work must have official transcripts forwarded directly from the institution where the credits were earned. Photocopies are adequate for an unofficial transfer assessment, but transfer credits can only be confirmed and awarded with official transcripts. MCS's Registrar's office will determine if a course is comparable to an MCS course.

General Policies

1. MCS is a competency based school, requiring the equivalent of at least a B- grade (Meeting Competency) for every college course to qualify for graduation. However, potential transfer credits will be considered with a minimum of a C grade (63 or higher), as outlined in the college grading scale.
2. A student from an Association of Biblical Higher Education accredited school will receive full credit for equivalent courses provided grades were at least a C (63 or higher) or above, and that the courses parallel requirements outlined in the program selected.
3. To be transferable, a course must be the equivalent or near to the equivalent of the MCS course. Most 3-credit courses at the college level require 90 to 100 hours of learning.
4. Courses can be considered for electives but must fit within the maximum number of elective hours in the particular program selected.
5. Students wishing to graduate from MCS must take at least 25% of their courses at MCS.
6. Grades for credits transferred will not appear on the transcript nor will they be considered when calculating a student's grade point average.
7. For college plus programs (2+1, 2+2, or 3+1), additional studies outside of MCS must be completed within 5 years of the MCS portion of studies.

Transfer Credits from Unaccredited Schools

Transfer requests from unaccredited institutions such as discipleship training schools, church-based institutions, leadership organizations, correspondence schools, etc., will be governed by the following policies:

1. At the college level only, MCS is prepared to give up to 9 credit hours, and potentially more, depending on the school, work load, ministry, leadership, relationship to MCS, and association with other academic institutions, etc. Unless indicated otherwise, transfer credit from unaccredited schools will be considered on a case-by-case basis.

Transfers are more likely to be granted where the unaccredited institution is characterized by some or all of the following:

- a. Consistency of program delivery over an extended period of time.
 - b. Strength in faculty credentials.
 - c. Relational and/or partnership connection to MCS.
 - d. Past positive experiences with transfer credits from the sending institution.
 - e. Course equivalency to MCS program requirements.
2. First year's college courses that would most lend to transfer include:
- a. Introduction to Spiritual Formation- 3 credits
 - b. Introduction to Christian Mission- 3 credits
 - c. Personal and Christian Life Management- 3 credits
 - d. Foundations of Leadership- 3 credits
 - e. Introduction to the Old Testament- 3 credits
 - f. Introduction to the New Testament- 3 credits
 - g. Ministry Formation- 2 credits

Criteria for a 3-credit course transfer would include the following:

- a. Outcomes that align, or are at least similar, with the outcomes associated with MCS college courses.
 - b. Course work totaling 90 to 100 hours for classroom instruction, assignments, readings, and practicums.
 - c. Validation of the work done which could include, but is not limited to the following: review of syllabi, faculty credentials, grading standards, and other learning resources from the sending institution.
 - d. The courses must meet MCS's transfer credit criteria of a minimum C letter grade (63 or higher) and must parallel courses in their chosen program of study as core or elective credit.
3. MCS will retain documentation in the student's permanent file (Populi or hard copy) outlining the process used to validate credits accepted from unaccredited sending institutions.

Appealing Transfer Credit Decisions

If an applicant thinks they have a valid basis for appealing a transfer credit evaluation, they can appeal through the Registrar's office. The student will likely be asked to provide additional evidence or documentation that an adjustment to the transfer credit decision is merited.

Failing an appeal, a student could also potentially consider PLAR (Prior Learning Assessment and Recognition) which might provide credit for previous life learning. PLAR consideration is only available for College level studies. More information can be secured from the Registrar's office or online.

Post-Admission Credits

(Transfer of Credits for Courses Taken after Admission)

Admitted full or part-time students, and students on leave, who wish to take courses offered by other post-secondary institutions towards their program at MCS must apply through the Registrar's office for a letter of permission to be a visiting student. The courses to be taken must be specified. Following completion of the approved courses, an official transcript must be sent from the host institution to MCS in order for any transfer credits to be applied to the student's file.

Credit Transfer To Other Colleges and Universities

MCS students have been able to transfer courses to other colleges, seminaries, or universities. Each institution determines which credits taken at MCS will transfer into a student's program of study based on the program requirements of the chosen degree. It is advisable for students to consult with the school they are applying to regarding transfer credits.



FINANCIAL INFORMATION

Financial stewardship is a direct reflection of our obedience to God and His Word. Your education will cost you, financially and personally, and you must count (prepare for) the cost. It is worth it if you give yourself fully to the process of being transformed into the unique and amazing person you were created to be.

FINANCIAL POLICIES FOR 2024-2025

All tuition and student fees are due and payable one week prior to the start of courses for each semester. If scheduled payments are not received, access to the student's marks and transcript will be locked. Payment is accepted via direct bank payment, e-transfer, debit, cheque, money order, bank draft or automated account withdrawal. Please note we do not accept credit cards.

Tuition & Fees

A list of current tuition and fees are available on our website here: <https://mcs.edu/college/tuition-fees/>
The following are the current academic year rates:

Tuition	\$230.00 per credit hour
Onsite Student Fee	\$54.00 per credit hour (\$810.00 max per semester)
Offsite Student Fee	\$40.00 per credit hour (\$600.00 max per semester)
Digital Library Fee	\$12.50 per credit hour

Payment Plan Option

Students unable to pay in full at the beginning of a semester may choose our Payment Plan option for an additional fee of \$75, provided they are taking a minimum of 9 credit hours.

Penalties for Outstanding Accounts

Students with unpaid accounts at the College are:

- Charged interest at the rate of 2% monthly on outstanding balances
- Unable to receive or access marks or transcripts.
- Ineligible for scholarships and awards.
- Unable to finalize registration for another semester.
- Unable to receive certificates, diplomas, degrees, or awards.
- Failure to meet payment deadlines may result in dismissal from the college.

CANADA STUDENT LOANS

Master's College & Seminary is a designated college under the Canada Student Loan program for financial assistance to supplement your postsecondary education. Assistance is based on many factors including your (and your family's) financial resources.

Students planning to apply for student financial assistance are encouraged to submit their application in early June/July to ensure the loan is available for the start of the semester. If your financial assistance is not available before the first day of classes, you will need to arrange for interim funding or connect with the finance office to set up a Payment Plan.

Disability Funding Options

Master's College & Seminary is designated as an eligible institution member under the Canada Student Loan Act. This status means that students with a documented permanent disability may be eligible to receive disability funding, as well as equipment and services funding. To apply for disability or equipment and services funding, a student must first apply for student loans with their province of residence. It is the student's responsibility to ensure that all required documentation for funding is completed. For more information, please contact Donna Haug in the Financial Aid Office (donna.haug@mcs.edu), or search your provincial government website for "Canada Student Grant for Services and Equipment for Students with Disabilities", and/or "Canada Student Grant for Students with Disabilities".

As well, <https://disabilityawards.ca/> lists other Canadian sources of potential funding.

SCHOLARSHIPS & AWARDS & PROFESSIONAL DISCOUNTS

There are a variety of entry and earned scholarship opportunities available to students. For an up-to-date list of available scholarships and awards, MCS professional discounts, and external scholarship opportunities, please check the website (<https://mcs.edu/college/tuition-fees/>).

TUITION REFUNDS

100% tuition refunds are granted prior to the start of class only. All fees are non-refundable.

Module Refunds

By end of 1st day: 80%
By end of 2nd day: 50%
After 2nd day: 0

6 Week Term Refunds

By end of 1st week: 80%
By end of 2nd week: 50%
After 2nd week: 0

Semester & DE Refunds

By end of 2nd week: 80%
By end of 3rd week: 50%
After 3rd week: 0



ACADEMIC INFORMATION

Academic Calendar

The current academic calendar can be viewed here: <https://mcs.edu/courses/>

Course Changes

Students may change courses within the first week of classes. Following the first week, students must officially withdraw from the course before the withdrawal cut-off date and the designation WD will appear on the transcript. Withdrawals after the cut-off result in a "Failure," designated F on the transcript. For ALL course changes and withdrawals, students will need to submit the Course Withdrawal form on Populi.

Please review the 'Refund Policy' to see if you are eligible for any tuition refunds.

Withdrawal from Courses:

Modules: Before the second day of classes

Weekend Courses: Within the week following the first weekend of classes

Term A: Thursday, September 26, 2024

Term B: Thursday, November 21, 2024

Term C: Thursday, January 23, 2025

Term D: Thursday, March 20, 2025

Changing Programs

Students desiring to change from one program into another, or to change majors within the same program, must consult with the Registrar and submit the Program Change form in Populi.

Intellectual Freedom

To support both intellectual and spiritual development, students at MCS-Horizon have the intellectual freedom to explore, engage, and decide for themselves what and how they think about the topics they study. An intellectual freedom that is grounded by faith in Christ enhances students' capacity for critical thought and their abilities to establish informed beliefs. Therefore, while MCS-Horizon advocates for evangelical theological convictions, students are not required to affirm a particular denominational statement of faith. Students do not all agree with one another or with their professors, and disagreements that are expressed in love will not affect a student's standing at MCS-Horizon or course grades. At the same time, consistent with MCS-Horizon's mission to prepare competent Christian leaders, MCS-Horizon students are expected to be Christians who confess faith in Jesus Christ as Lord and who are seeking to grow in spiritual maturity.

Class Attendance

Students should attend all classes in order to facilitate competency development. Students are expected to be present through the delivery method that they registered for, either on campus or through livestreaming with their camera on. A student must be present for the full duration of a class period in

order to be registered as present for the class. In the case of illness or other unforeseen circumstances, students may miss the equivalent of six hours of class (e.g., one day of a module course or two three-hours classes) without academic penalty. Students who are absent for more than this will automatically fail the course. Students wishing to be exempted from this policy due to extenuating circumstances may make an academic appeal, where they will need to document and verify those circumstances. Students who miss a class are responsible to get missed notes or handouts from another student, rather than from the professor.

Assignment Completion

Professors usually will not accept assignments that have not been completed according to the instructions given in the syllabus. If a professor informs a student that a submitted assignment is incomplete, the student will be given the opportunity to complete and resubmit the assignment quickly. If this is not possible, the assignment will be regarded as submitted late.

Assignment Revisions

Students can generally submit up to two revisions for each assignment, although a professor may accept more revisions if the professor determines the student is addressing all of the professor's instructions and making significant progress toward achieving competency.

Late Assignments & Extensions

Students are expected to submit work by the assigned due dates, as part of their development of the Leadership and Administration competency. To submit extension requests, students must submit the Assignment Extension Request Form on Populi and before the due date. Professors may grant extensions in the case of extenuating circumstances, such as significant illness or a family emergency. Furthermore, no extensions will be granted beyond the final day of a term or semester unless approval is granted by the Associate Academic Dean (MCS) or Assistant Academic Dean (Horizon).

Late submissions will be tracked across each student's program. If a student incurs multiple instances of late submissions, it will result in academic discipline, such as required tutoring, academic probation, failure of the course, or failure to qualify for graduation. Similar to standard human resource employment practices, students will receive warnings and conditions with increasing severity of academic discipline. If one assignment is submitted more than five days late, the student will fail the course.

Student Coaching & Academic Coaching

Student Coaches: Each first-year student and new DE student is assigned a student coach to help provide ready access to information about general academic life, model academic discipline, and support student accountability for academic success.

Academic Coaching: The Director of Academic Success is available to assist students in assessing their academic performance, skills, habits, and goals and to provide guidance, training, encouragement, and referrals as needed.

Live Streaming Etiquette Policy

Students taking the course through live-streaming are required to indicate this during their course registration. While live-streaming access is available for on-campus students who are unable to attend class due to illness, on-campus students are expected to attend class in person following the class attendance policy. If attending class online via live-stream, in order to be marked present for class, you must keep your camera on and stay present and attentive throughout the class session, extending the gift of engagement. Access your class with a computer (preferably) or tablet, not a cell phone. Arrive to class on time, and dress as you would if you were attending class on campus. Join the class from a quiet space with minimal background noise, and mute your microphone until you wish to speak to the class.

COURSE WORKLOADS

The Faculty uses a formula system, with specific guidelines, for the purpose of directing all instructors in the preparation of course syllabus outlines. They are intended to assist students in the pacing of their work so as to fulfill all course requirements in a balanced manner through the semester. Time considerations at MCS, which are not emphasized at public universities, include:

- Saturday evening or Sunday morning church services (3 hrs)
- Christian Service (3-5 hrs)
- Chapel services (1.5 hrs)
- Prayer meetings and Bible studies (1 hr)
- Personal devotions (3.5 hrs)

Time Estimate Guidelines for Course Workloads

We expect our students to spend approximately 2 hours of academic work for every 1 hour of class. As an overall guideline for all undergraduate courses, instructors are to limit their time expectations to 90-100 hours of work per 3 credit-hour course.

Time Estimates for Assignments

Reading

*Very difficult, with note-taking	5-8 pages per hour
*Difficult	10 pp/h
*Moderately difficult	12 pp/h
Medium (semi-popular novel)	15 pp/h
Light (historical novel)	18-20 pp/h

*The average text falls within these categories.

Essays

One quick "rule of thumb" is to estimate 3.5 hours of work for every page required (i.e. a 10-page essay requires 35 hours of work). A breakdown of time for a 10-page essay is suggested as follows:

- Research 18 hours
- Writing 12 hours
- Typing 5 hours

Total estimated time: 35 hours

Book Reviews

After thoroughly reading the assigned book (see above for approximate reading time estimates), appropriate time for reflection, writing and typing, the review is estimated at approximately 2 hours per page. The example of a 6-page report on a difficult, 300-page book can be broken down as follows:

- Reading time 30 hours
- Reflection, writing & typing 12 hours

Total estimated time: 42 hours

Practical Projects

Many assignments do not fit neatly into any of the above categories (i.e. individual or group presentations, position papers, sermons, and worship service preparations). While there is too much divergence in this category to specify precise criteria in detail, some guidelines can be noted:

- Where writing and typing are involved, they can be calculated at the normal rate which is 2 hours per page of assignment.
- Where research is involved, it can be calculated at the normal rate for essays, for equivalent expectations (i.e. if a presentation involves approximately the same level of research as a standard 10-page essay, 18 hours ought to be considered a reasonable length of time for research).
- Oral presentations of any type require organization time as well as practice of the presentation. In general, both organization time (preparation of props, notes, etc.) and practice time should be estimated at twice the length of the presentation time.

Course Work

The faculty attempts to balance the scheduling of student's course work throughout the semester. However, the ultimate responsibility for completing all course work rests with the student. Assignments should be submitted on Populi by 11:59pm on the due date unless another time of day is indicated.

COURSE COMPLETION POLICY

For college students who have been given a non-finalized grade of C+ or less, but have met at least 75% or more of outcomes for a course or have passed all but one assignment, opportunity exists to potentially meet all outcomes through Course Completion. Rather than having to repeat the full course, students would focus only on those learning outcomes that need attention. Course Completion is consistent with the spirit and practice of competency-based education.

The initiative to pursue Course Completion comes primarily from the professor. The faculty person makes this decision based on the determination that the threshold has been met and the student is capable of completing the remaining outcomes without redoing the full course. A student might also take the initiative of raising the possibility with the professor. However, the final decision to move forward rests with the Assistant Academic Dean (Horizon) or the Associate Academic Dean (MCS). Course Completion is meant to be done over a four-week period immediately following the term or semester

where the student fell short of the required B- or higher grade.

If the Dean approves Course Completion, the student would submit a Course Completion Request form to the Registrar's office, accompanied with payment to the financial office. Students are encouraged to submit the Course Completion Request and payment as soon as possible. The Course Completion Request and payment MUST be submitted to the Registrar's office by the first day of the following term (after Module week). Course Completion requests for Spring/Summer courses must be submitted within two weeks of the course end date. Requests submitted after these dates will not be granted.

Example: If a student is approved for Course Completion for a Term B course, the student must submit the Course Completion Request/payment by the first day of Term C (after Module week).

The professor will outline outstanding assignments and the setting of agreed-upon due dates, with completion within a month from the date that Registrar's Office communicates course completion approval to the student. If a student is unable to finish Course Completion in the one-month time frame they may request an additional one-month extension for a fee of \$100.

The fees for Course Completion are non-refundable, non-transferable and must be paid at the beginning of the process. The administrative fees are as follows:

- \$200 for every 3-credit course.
- \$100 for 1-credit courses such as Ministry Formation or Writing for Academic Success.
- \$100 for a one-month extension (paid only if the student requests an extension)

Engagement in Course Completion may impact present course registration. The Registrar's Office, with input from the Dean, would need to feel confident that a student could do the Course Completion alongside present courses. If not, a student would be asked to reduce the course load.

DEFERRAL OF COMPLETION POLICY

If a student has extreme circumstances beyond their control that do not allow him or her to complete a course within two weeks of the course end date, and if the student has demonstrated consistent engagement with the course, including assignments, a faculty member may submit a written request to the Assistant Academic Dean (Horizon) or the Associate Academic Dean (MCS) to defer the completion of the course. This request will include a description of what the student has already completed in the course, a listing of all outstanding assignments (including those needing revisions), and the student's course grade based upon the assignments that the student has already completed. The student must provide documented evidence of their extenuating circumstances.

If the Dean approves the course deferral, to complete the course the student must submit all remaining assignments at least two weeks before the end of the fall, winter, or summer semester following the deferred course, and any necessary revisions must be completed by the end of the final week of the semester (typically, revision week). If the above conditions are not met, the student will receive a grade for their course based on the work that they submitted prior to the end of their course deferral.

Deferrals only count as class registration in the original semester of registration and cannot be used to achieve full-time student status in a subsequent semester. In the semester following the deferred course,

the combination of incomplete deferrals and new course registrations may not exceed 15 credit hours, aside from registration in Ministry Formation and Writing for Academic Success.

Courses can only be deferred once, and they cannot be deferred beyond the above-stated timeframe. Beyond the end of the semester following the incomplete course, the student may reengage the course only by registering for the course the next time it is offered.

If the Dean does not approve a course deferral, the student will receive a course grade based upon the assignments that he or she submits before the end date of the course.

USE OF TECHNOLOGY

MCS-Horizon encourages the use of electronic devices in the classroom to enhance learning. Careful consideration must be given to privacy issues, copyrighted materials, and the general care and concern for others. Please respect the following classroom policies:

- Please use online access for course learning only. This is a matter of respect for the instructor's teaching, your own learning, and fellow students who may be distracted by other uses.
- Students should secure permission from the instructor to record any teaching material. This includes PowerPoint slides, white board illustrations, notes, and any form of audio or video.
- Student feedback is a valuable input for course improvements. Please resolve any classroom grievance about the instructor or course with the instructor personally, through the MCS-Horizon grievance procedures, or the Populi-based course evaluations. It is inappropriate to air classroom grievances on a social media platform.
- When instructors use recording mechanisms in the classroom, recorded materials will be used for the sole purpose of instruction and cannot be released to any social media outlet without the written consent of the students whose images have been recorded.
- In general, it is not acceptable to share photographs or videos of students in the classroom setting without permission from those whose images appear in such media.

SATISFACTORY ACADEMIC PROGRESS POLICY

Students are expected to maintain satisfactory academic progress as they work toward program completion at MCS. Students are expected to maintain consistent enrolment and must re-apply if they have been disengaged from study for more than one year (12 months). Satisfactory academic progress also includes maintaining a GPA of 2.7. A maximum of ten years will be allowed for the completion of a Bachelor's degree at MCS, whether the student is enrolled in full-time or part-time studies. Exceptions may be made at the discretion of the Academic Dean.

ACADEMIC PROBATION POLICY

A full-time student who does not pass more than 50% of his/her courses, or does not pass more than two courses, whichever is less, in any semester may be refused re-admittance for the following semester. If allowed to continue in the program, the student will automatically be placed on academic probation with a possible reduction in academic hours per semester. If a full-time student's weighted percentage average for any semester falls below 60% or their grade point average falls below 2.7, the student will be put on academic probation with a possible reduction in academic hours per semester.

In the case of part-time students, academic probation might apply if the student fails two courses in a row or after a student has completed 5 courses or more. In such cases, the cumulative GPA would be the indicator of academic probation, rather than the GPA for a single semester.

GRADING SYSTEM

The goal of courses is to help students develop their competency, not earn letter grades. Assignments are the means by which instructors evaluate development of competency by assessing learning outcomes as outlined in the syllabus and each assignment rubric. Once a student's assignment has met all competency requirements, the professor will assign a grade for that assignment. Likewise, a final course grade is not calculated until the end of the course. Students pass a course (with a B- or higher) only after they have demonstrated that they have met or exceeded all competency requirements for that course and, therefore, only after they have passed all assignments. The following tables explain MCS-Horizon's approach:

MCS-Horizon CBE Scale		Letter Grade	Grade Point	U of S Equivalency
E Exceeding expectations	Student demonstrated exceptional achievement of the learning outcomes.	A+	4.0	90-100
	Student demonstrated excellent achievement of the learning outcomes.	A	4.0	85-89
		A-	3.7	80-84
M Meeting expectations	Student demonstrated good achievement of all learning outcomes.	B+	3.3	77-79
		B	3.0	73-76
		B-	2.7	70-72

If the student does not meet all competency requirements in a course and, therefore, does not pass all the assignments in a course, the course will not be sufficient to fulfill their program requirements at MCS-Horizon. Nevertheless, for transferability purposes, the student will receive a letter grade of C+ or below according to the scale below.

MCS-Horizon CBE Scale		Letter Grade	Grade Point	U of S Equivalency
BTM Beginning to Meet expectations	Student was beginning to meet one or more learning outcomes.	C+	2.3	67-69
		C	2.0	63-66
		C-	1.7	60-62
NYM Not Yet Meeting expectations	Student made insufficient progress toward meeting learning outcomes.	D+	1.3	57-59
		D	1.0	53-56
		D-	0.7	50-52
		F	0.00	0-49

ACADEMIC INTEGRITY

Students learn best when practicing academic integrity. A lack of integrity is displayed in acts such as deception, abuse of confidentiality, cheating, inappropriate collaboration, or plagiarism. Plagiarism occurs when a student presents the words or ideas of another person or an artificial intelligence (AI) tool in such a way as to give others the impression that it is their own words or ideas. In academic writing, there should be no doubt which words or ideas are the student's and which are drawn from other sources or AI. Students are expected to submit their own original work and give due recognition to sources from which all substantial phrases, sentences or even ideas are drawn. Note also that you may not submit work done in one course to satisfy the requirements of another course (unless both instructors agree beforehand to accept such work).

Faculty will respond to concerns regarding academic integrity in relation to the seriousness of the infraction. The faculty member, Assistant Academic Dean (Horizon), or Associate Academic Dean (MCS) will attempt to deal informally with allegations which are clearly minimal in nature. However, they will not disregard any situation which has significant implications for the respondent, the complainant, or the institution. Each instance may result in the revocation of previously awarded credits or the revocation of a degree.

With respect to plagiarism, various degrees exist:

Level 1: Exists when there no deliberate intention to represent borrowed material as one's own, but where one is simply careless in presentation and use of proper citations. Students presenting papers in such form will be counselled by their instructors and will be required to rewrite the paper by making the necessary corrections in acceptable form. The assignment will receive a grade of 0 until the instructor is satisfied that the student has made adequate revision. Repeat offences of this level may result in more severe penalties.

Level 2: Exists where the writer gives no recognition to sources, including AI, from which substantial phrases, sentences or even ideas are drawn. Students presenting papers in such form will be counselled by their instructors and will be required to rewrite the paper by making the necessary corrections in acceptable form. The assignment will receive a grade of 0 until the instructor is satisfied that the student has made adequate revision. Repeat offences of this level may result in more severe penalties.

Level 3: Exists where most or an entire paper is paraphrased or copied from an author(s) or composed by another person or AI and represented as original work. Students presenting papers in such form will be counselled by their instructors and will be required to write a new paper (on a different topic). The assignment will receive a grade of 0 until the instructor is satisfied that the student has made adequate revision. A repeat offence will result in suspension or expulsion from Horizon and a suspended or expelled designation will be indicated on the student's transcript.

When a faculty member discovers Level 2 or 3 plagiarism or any other infraction with respect to academic integrity, the faculty member will inform the Assistant Academic Dean (Horizon) or Associate Academic Dean (MCS) who will review the case. The following actions will be taken:

1. An Allegation of Academic Integrity Infraction will be drafted detailing the accusation and the recommendations of the faculty member.
2. The Dean or the Dean's designate will arrange a meeting with the student to discuss their findings.
3. The student will be given the opportunity to respond.
4. The Dean or the Dean's designate in consultation with the faculty member, and possibly with the Academic Affairs Committee, will render a decision. A report on the incident, and possibly a letter, will be kept in the student's file.
5. In cases where Level 2 or 3 plagiarism have occurred, the student will be required to complete a Plagiarism Workshop.

Every effort will be made throughout the process to ensure the confidentiality of the proceedings as a means to protect both those who make an allegation and those who are accused. Should a student wish to appeal a decision with respect to academic integrity, the student may follow the process is outlined in the Academic Appeals policy.

ACADEMIC APPEALS

You may appeal any academic decision made by MCS-Horizon, including but not limited to, final grades, academic integrity decisions, transfer credit assessments, continuation or status in a program at the College or Seminary. It is MCS-Horizon policy that you will be given a fair hearing when you proceed with an academic appeal.

Academic Appeal Procedures

If you disagree with any academic decision, you must discuss the matter with the faculty member(s) as soon as possible to see if a mutually satisfactory solution can be reached.

It is best for both you and MCS-Horizon to resolve differences quickly and informally. Therefore, if you disagree with any College academic decision you must discuss the matter with your faculty member(s) as soon as possible to see if a mutually satisfactory solution can be reached. If you are unable to resolve the matter informally, you may file an appeal with MCS-Horizon. You must file your appeal no later than 30 days after the final grade is posted for the course you reference in your appeal.

Submit your appeal to the Associate Academic Dean, and include the following information:

- the nature of your appeal,
- the reasons for your appeal, and any information which would help the committee when considering your appeal.
- a statement indicating that you have completed the informal process.
- any relevant documentation, assignments, tests or examinations.

In accordance with the Freedom of Information and Protection of Privacy Act your appeal authorizes the committee to refer to these records and documents during the appeal process. These records and documents will be distributed to the Academic Affairs Committee members.

Your appeal will be considered as soon as possible by the Academic Affairs Committee made up of the Associate Academic Dean, Registrar, and an academic staff/faculty who were not involved in the original decision. You will be notified of the date, time, and place of the meeting and invited to confirm your participation at the meeting.

In the event that there is no Dean or interim dean employed by MCS-Horizon, if a MCS-Horizon student wants to appeal an academic decision (e.g., the denial of an extension for a late assignment), they can submit their appeal to the MCS office.

The Chair of the Academic Affairs Committee will gather information from relevant parties.

Both you and the faculty member involved in the academic decision under appeal will be invited to address the Academic Affairs Committee (you and the faculty member will be scheduled at different times so as not to be in the meeting at the same time). Each of you may elect to bring an observer to accompany you to the appeal meeting. The observer will not be permitted to speak.

The outcome of the appeal will be communicated to you in writing within two weeks of the appeal meeting.

You may appeal to the President regarding a decision rendered by the Academic Affairs Committee within two weeks of the decision. Such appeals must be based on the following grounds:

- Substantial procedural error has been committed by the Academic Affairs Committee which has denied you a fair hearing.
- New evidence is available that, through no fault of yours, was not available at the time the appeal was heard by the Academic Affairs Committee.
- The sanctions imposed by the Academic Affairs Committee are patently unreasonable or substantially disproportionate to the circumstances or offence.

The President will determine if there are grounds for reconsideration. The decision of the President will be final.

FINAL EXAMS

CBE does not naturally lend itself to final exams. Nevertheless, when they are included in a course, final examination papers might not be returned to students. In accordance with the policy of the University of Saskatchewan, final exams may be retained by the faculty for a period of at least one year following the official examination period.

PLAR

(Prior Learning Assessment Recognition)

MCS is student-centric, with a genuine desire to minimize redundant education for individuals who have acquired skills and knowledge via learning from life and vocational experiences. MCS therefore strives to accommodate mature students who have clearly mastered learning outcomes related to a course or courses. At the same time, all assessment of previous learning (and potential recognition for credit)

must be done in a way that maintains MCS's integrity with credentialing and graduation standards. Recognition of credit can only be given where learning outcomes have clearly been demonstrated. Therefore, PLAR calls for more than the tabulation of experience. It calls for reflection, articulation, and documentation of learning from experience. Where there is sufficient alignment between life learning, and outcomes, credit can be granted. It should be noted that PLAR is only available for College-level courses for those who are students or who are in the process of applying for college entrance. There are six main steps to a successful PLAR process:

- Consultation
- Self-Audit and Application
- Determination of PLAR Suitability
- Outlining of Requirements
- Fulfillment of Requirements 3/11/2022
- Assessment.

The procedures for PLAR can be found here: <https://mcs.edu/transfers/>

GRADUATION REQUIREMENTS

Students may be recommended for graduation by the Faculty provided they meet the following conditions:

- Give evidence of a Christian life and character above reproach.
- Have met all competency requirements in their program.
- Have satisfactorily fulfilled all program requirements.
- Complete a minimum of 25% of their total program requirements at MCS-Horizon (this pertains to transfer of credit).
- Complete at least 10% of their total program requirements (minimum of 4 three-credit courses for degrees) at MCS-Horizon within the previous six years (this pertains to currency of studies with MCS-Horizon).
- Be entirely free of all financial obligations to MCS-Horizon or have established and consistently maintained their payment plan throughout the year.

NOTE: Graduation requirements are subject to change.

GRADUATION WITH HONOURS

The following categories describe the two grades of honours with which diploma/degree students may graduate:

Honours — WPA of 80 - 89% or GPA of 3.5 – 3.79

Highest Honours — WPA of 90% and higher or GPA of 3.8 – 4.0

GRADUATION PARTICIPATION

In order for students to participate in the graduation ceremony, they must have completed all course requirements, except in extenuating circumstances, and only by faculty approval. Students who have

unpaid accounts at Horizon or MCS or have not established and consistently maintained their payment plan through the year are:

- Not recommended for any degree, diploma or certificate.
- Not recommended for awards or scholarships.
- Not permitted to participate in graduation banquet speeches, nor receive certificates, diplomas, degrees or awards, or walk-the-line at convocation.
- Not permitted to receive final transcripts or marks.

ACCESSIBLE LEARNING SERVICES INFORMATION

MCS aims to provide an accessible learning environment for all our students. If you would benefit from learning accommodations due to temporary or ongoing physical or mental health conditions or learning disabilities, please contact us as soon as possible to schedule a conversation.

A temporary or ongoing condition that might interfere with academic learning could include:

- Attention-Deficit/Hyperactivity Disorder
- Hearing impairment
- Specific Learning Disability, such as Dyslexia
- Psychiatric or mental health disability
- Physical/medical disability (including brain injury and chronic health conditions)
- Visual impairment
- Mobility Impairment

Reasonable accommodations and services may include:

- Extra time or extensions for assignments, reading, and exams
- Quiet or private space for exams
- A reader and/or scribe for exams
- Reduced course load
- Peer note-taker
- Alternate-format course materials
- Use of assistive or adaptive technology, such as screen readers
- Assignment format alternatives
- Recorded lectures
- Allowance of break periods as needed to relieve stress, anxiety, or other conditions

In all cases we ask that you provide current [documentation](#) of the disability or condition you wish to disclose. MCS takes appropriate care to ensure confidentiality about any such disclosures. For more information, contact Wendy Holmes at wendy.holmes@mcs.edu.

GLOBAL LEADERSHIP SUMMIT

The Global Leadership Summit (GLS) is a two-day event which features well-known and highly regarded speakers and leaders. It is an important learning opportunity for MCS students to grow in the core competency of Leadership and Administration. GLS fees are included in student fees.

GLS is a required element of the following courses: Ministry Formation Years 1-3, Foundations in Leadership, and Contemporary Approaches to Leadership.

RECORD RETENTION POLICY

MCS will permanently hold all student records.



LIBRARY

THE ROBERT & SHIRLEY TAITINGER LEARNING COMMONS

<https://mcs.edu/students/library/>

Library - MCS campus

2450 Milltower Ct., Mississauga, ON L5N 5Z6

Tel: 705-749-0725 ext. 248 (library extension)

library@mcs.edu

The library offers a collection of over 36,000 volumes, nearly 600 academic journal titles are available in full text. The library's holdings can be accessed [online](#) and through a link on the College's [web page](#). The library is open Monday through Friday during the school term and operates on a modified schedule during the summer months. Our staff are always ready to assist. The library is an invaluable asset to the College, providing essential resources for theological students who will spend considerable time utilizing its materials.

Hours of Operation:

Monday 9:00am – 4:00pm

Tuesday 9:00am – 6:00pm

Wednesday 9:00am – 6:00pm

Thursday 9:00am – 4:00pm

Friday 9:00am – 4:00pm

Closed on weekends and statutory holidays. Changes in scheduled library operating hours, if needed, will be posted on the library door and MCS Website. Please regularly check the website for library updates, new resources, and changes in operating hours.

Mission

The purpose of the MCS Library is to provide learning resources and services that support the Master's College mission and academic priorities. This aligns with the college's mandate to foster an effective learning community and offer programs and services that equip Pentecostal leaders for ministry.

LIBRARY SERVICES

Circulation Collection: These items can be borrowed. All library books are catalogued and arranged according to the Dewey Decimal Classification System. The library also has back issues of some periodicals and journals. However, the primary source for articles will be the Digital Theological Library.

Reference Collection: This section includes commentaries, encyclopedias, dictionaries, lexicons, atlases, and similar resources that provide definitions, documentation, and other “quick” information. These titles are for in-library use only.

Reserve collection: One copy of each required reading title from a course syllabus is held on the Reserve shelf in the library during the term the course is offered. These titles are for in-library use only, with a two-hour loan period. Reserve items must be checked out at the circulation desk to ensure equal access for everyone. If you have any questions, please speak with the library staff.

Student Computer: Provides online access to the library’s holdings, the College’s web page, the Digital Theological Library, and Populi.

Photocopier: Available for printing at \$0.10 per page for black and white, and \$0.50 per page for color. Payments can be made by debit at the Main Office or in cash at the library.

Library Orientation: Includes instruction on using the library catalogue, accessing online journals, and other relevant topics as needed.

Individual Consultations with the Librarian: Offered by appointment and may include advice on finding resources for specific essay thesis statements, research strategy options, locating materials for assignments, and other library instruction. Consultations can be conducted in person, over the phone, or via video. Contact staff at library@mcs.edu for more information.

Library Tutorials: Available on the [Library Services](#) page of the college website. These tutorials cover downloading eBooks, searching the online catalogue, using Zotero (an open-access reference management tool), and other library tasks.

Student Library Staffing: Students may be hired to work various library hours as needed.

Wireless Internet Access: Available in the library.

Hub Church/Distance Education/Off Campus Students: Distance education students have 24/7 access to the library catalogue. Digital resources (ebooks, journals, articles) are accessible anytime from an internet connection on the Digital Theological Library (DTL). Login and access instructions will be made available through Populi and Orientation. A distance student may request scans of books up to 20% of total book or a chapter of a book that is no more than 25%. If a distance student prefers print resources, check with your local public library as well as surrounding college and university libraries, as they may grant you borrowing privileges. For any additional information or help please contact Nataliia Khromyak library@mcs.edu.

LIBRARY CIRCULATION POLICIES

Loan Period

- Standard Loan Period: Library materials can be borrowed for two weeks (14 days) with up to two renewals of two weeks each, provided there are no holds or recalls. DVDs and videos have a loan period of one week with no renewals.

- Faculty Loan Period: Faculty may borrow materials for up to four months (120 days) with no renewals, assuming no holds or recalls.
- Reserve Collection Loan Period: Reserve materials have a two-hour loan period and must be checked out at the circulation desk.
- Non-Circulating Materials: Reference materials, periodicals, microforms, and 2-hour reserves must remain in the library.

Limits

A maximum of three items per Dewey Decimal subject category can be checked out on a single library card at one time by a single borrower. There is no limit on the number of different subject categories or the total number of books a student can borrow, provided there are no unpaid fines on the library card at the time of checkout.

Visitors, alumni, and pastors may borrow up to 15 items at one time, subject to the discretion of library staff. Note that certain subject areas may be restricted if they are in high demand by students.

Renewals

The standard loan period is 2 weeks (14 days) with up to two renewals, provided there are no holds or recalls. Students can renew items online through their library account; please do not wait until the due date. Overdue items cannot be renewed by email or telephone and must be returned physically to the library if a hold has been placed.

Renewals are typically available for up to two additional 2-week periods, unless the items are in high demand. For questions, please contact the Librarian by email at library@mcs.edu. Note that no renewals are allowed for reserve items, DVDs, or videos.

Holds

Students can place holds on circulating books. Once a hold is placed, there is a 3-day window to pick up the item, or it may be automatically made available to the next borrower on the holds list. Note that this timeframe may be adjusted during holiday weekends and on Sundays.

Interlibrary Loans

If there is a book or article you need for your research that isn't available in the library catalogue or the Digital Theological Library (DTL), please contact Nataliia at library@mcs.edu. She may be able to help you find the resource elsewhere.

Overdue Items & Fines

Borrowers are responsible for returning materials within 14 days of the check-out (or renewal) date or must provide email confirmation of renewal extensions granted.

- Overdue Fines: \$0.25 per day, per item.
- Replacement Costs: After 30 days, the replacement cost of the item plus a \$6.00 non-refundable processing fee will be automatically added to the borrower's account.
- Maximum Fine: A maximum fine of \$10.00 is allowed before borrowing privileges are suspended. Total fines must be paid in full before borrowing privileges can be restored.

- Reserve Items: \$1.00 per hour if overdue (loaned for 2 hours).
- Video/DVD and Special High-Demand Items: \$1.00 per day.
- Payment Deadline: All overdue/lost material fines must be paid in full 14 days prior to exam week.

Loss of Materials

By checking out library materials, the borrower assumes full responsibility for their return or replacement. Please report any lost library property promptly. For items that are still in print and lost, borrowers will be charged the replacement cost plus a \$6.00 non-refundable processing fee.

Borrower Responsibilities

The library holds the borrower whose name is on the computer circulation record responsible for:

- Returning Items: All items must be returned by their due date.
- Adhering to Policies: Following all library policies as outlined in the Student Library Handbook.
- Fines and Charges: Ensuring no outstanding fines or charges remain on the library account each term. Accounts must be paid in full at least two weeks before exams.
- Student ID Card: Providing your MCS Student ID card when borrowing items, if you are not a regular library user known by name. Cards are non-transferable; only the cardholder can check out materials.
- Updating Contact Information: Providing immediate notification of any changes to your address, email address, or phone number.

External Library Memberships Policy

Although Master's College & Seminary is a private institution, the library is open to all individuals for use of materials within the library. Borrowing privileges are granted to visitors only when the requested items are not needed for current curriculum requirements.

Food Restriction within Library

Students are encouraged to take breaks rather than bringing lunches, drinks, and snacks into the library. Reusable water bottles and beverage containers are permitted, provided they have secure lids.

REFERENCE & INFORMATION

MCS Evergreen Library Catalogue (print and some ebooks)

The library catalogue, [EVERGREEN](#), is accessible 24-7 from the college website at www.mcs.edu. Students are encouraged to enter keywords, click on the SEARCH tab, and explore titles and subject headings of interest. Be sure to note the Dewey Decimal call numbers for items you wish to find.

MCS Digital resources via the Digital Theological Library (DTL) (ebooks, journals, articles)

<https://libguides.thedtl.org/home>

The Digital Theological Library (DTL) is a co-owned digital resource specializing in religious and theological studies. It currently includes over 1.5 million books, 104 million articles, 61,000 journals, and 150 databases. New resources are continually added based on selections by member institutions. This

extensive collection of academic resources is accessible from anywhere with an internet connection by faculty, staff, and students.

Brill Encyclopedia of Global Pentecostalism Online

The Brill Encyclopedia of Global Pentecostalism Online is a comprehensive reference work covering Pentecostal research across various disciplines. It can be found by searching the title [Brill's Encyclopedia](#) in the library catalogue. It features:

- Articles on 62 significant themes and topics in Pentecostalism
- Biographies of 29 historical figures
- Information on nearly 70 Pentecostal movements and organizations
- The development of Pentecostalism in 78 countries
- Regional articles on Africa, Asia, Europe, Oceania, and Latin America

Please email library@mcs.edu with any suggestions for improving our library services. We are committed to meeting the information and research needs of our students, faculty, and other library users. If you have specific research needs that the library can address or if you have recommendations for books that should be added to our collection, please send your suggestions to the Librarian.

THANK YOU for helping us enhance the library as a valuable resource and a place where excellence is pursued by all.

ACADEMIC SUCCESS

Wendy Holmes is the Director of the Academic Success Centre, which offers tutoring, workshops, and assistance with research and writing. For more information or to seek help, please contact wendy.holmes@mcs.edu.

Please contact library@mcs.edu for in-library assistance with research-related queries or help locating relevant resources. We welcome your questions and are here to support students who need help finding books on specific topics.

APPENDIXES

Pathfinder to Potentially Helpful Internet Resources:

- Apologetics.com <http://www.apologetics.com/>
- Atla Digital Library <https://www.atla.com/research-tool/atla-digital-library/>
- Catholic Encyclopaedia <http://www.newadvent.org/cathen/>
- Christian Classics Ethereal Library <http://www.ccel.org/>
- Digital Book Index <http://www.digitalbookindex.com/search001a.htm>

- DOAJ Directory of Open Access Journals <https://doaj.org/>
- Early Christian Writings <http://www.earlychristianwritings.com/>
- Google Scholar <http://scholar.google.ca/schhp?hl=en&tab=ws>
- New Testament Gateway <http://www.ntgateway.com/>
- Open Access Digital Theological Library (OADTL) <https://oadtl.org/>
- Project Gutenberg http://www.gutenberg.org/wiki/Main_Page
- Religion-Online <http://www.religion-online.org/>
- Theological Journal Search <http://www.google.com/cse/home?cx=018443097211386924752%3Aluwi5uy2qbe>
- Wesley Center Online <http://wesley.nnu.edu/>

Please NOTE that this list is not exhaustive and will be updated periodically as new suggestions from students and faculty are received. Open access books are available through the [EVERGREEN](#) library catalog and can be downloaded directly in PDF format.



STUDENT LIFE

The mission of Master's College Student Life Department is to work collaboratively with the institution to create and maintain a safe, empowering culture that effectively supports the holistic development of our diverse student body to realize their educational goals and personal ministry potential.

In summary, Student Life supports the student outside the classroom and finance. Under the new model of multiple educational options, opportunities will be offered to ensure there are strong supports for students studying at the Mississauga campus, in Church Hubs and online. The Student Life Department is located at the Mississauga campus where the Dean of Students office resides. Student Life is led by Eldon Wright, the Dean of Students in coordination with the Student Life Council and the Student Leadership Team.

STUDENT LIFE COUNCIL (SLC)

The purpose of the Student Life Council is to assist the Student Life Department in meeting its mission, which is to establish and maintain a positive living and learning environment so that students can reach their potential as they train for Christian service.

The Student Life Council consists of The Dean of Students (Chair), President or Vice-President, Associate Academic Dean, a faculty representative and the current Student President.

STUDENT LEADERSHIP TEAM

The MCS greatly values student's voices in the overall institution and involvement in the student community. This looks different and unique in the new diversified model of education throughout eastern Canada.

Student leadership roles give students opportunities to learn and implement practical concepts taught in the classroom, while practicing skills of administration, leadership, planning and programming. Your involvement at MCS also provides opportunities for you to connect with and be mentored by faculty and staff, who will be your greatest supporters.

The organization of Student Leadership:

Level 1 – Church Hub Representatives

- Each church hub will have one student representing their church hub in the General Assembly of students. This assembly will meet occasionally to connect across our entire MCS student community, to contribute helpful feedback and ideas and to discuss relevant concerns
- The General Assembly meets online 1-2 times per semester

Level 2 – Regional Student Representatives

- Within each geographical grouping of church hubs, a Regional Student Representative will be identified to occasionally coordinate students in their region and plan 1-2 regional chapels and events during the academic year
- The Regional Reps Team will meet 2-3 times per semester to report on their region and to coordinate chapels and events to be conducted in their region and possibly shared via livestream across the MCS student community.

Level 3 – Student Executive Council

- 2-3 upper year students are elected by the student body and form the Executive Council to coordinate and give leadership to all levels of the Student Leadership Team. This council will also provide valuable feedback, suggestions and objectively voice student concerns to be heard by the MCS administration.
- The Executive Council will meet regularly throughout the academic year.

This student leadership structure will continue to develop as we further adapt to the new model of education and structure.

Guidelines used to determine eligibility to serve on Student Leadership Team:

1. As defined in the Student Constitution, any name nominated for a position on the Student Leadership Team must already be an eligible voter.
2. Must be in good academic standing.
 - Student should not serve if under academic probation.
 - Should a student be placed on academic probation while serving, their current position may be forfeited, to be reinstated upon the lifting of such probation. In each case, the final conditions and requirements will be stipulated by faculty council.
3. Must be in good financial standing.
 - A student in good financial standing will have outstanding invoices paid in a timely manner and/or have plans (approved by the business office) in place to discharge outstanding debt.
4. Must possess a clear Christian testimony and a maturing relationship with Christ.
5. Must live in adherence to the Master's College Student Handbook.
6. Must be willing to work in harmony with the staff, faculty and student body of MCS and be a positive reflection of the institution to the surrounding community.

MINISTRY FORMATION

For each year of their studies at MCS, students will have opportunity to engage in meaningful, practical ministry under the supervision of a mentor. These opportunities will come from local churches, community services, para-church organizations and in-college ministries.

As part of the student's requirements in their "Ministry Formation" course, they will submit a weekly "ministry log" where they will report on the time they have been involved in ministry and mentoring that week. These reports will be reviewed regularly by the course instructor (Dean of Students) where inconsistencies will be noted as well as when required ministry and mentoring time is significantly or regularly higher or lower than agreed to in the signed Church Hub-Student Agreement.

The Dean of Students will contact the student for further discussion regarding time commitments and if necessary, to discuss decide how this concern may be addressed with the student's Supervisor-Mentor.

MINISTRY TRAVEL TEAMS

To broaden students' ministry experiences and provide significant promotional opportunities for MCS, travel teams will be planned, coordinating team members from the Main campus and from various church hubs. These teams are often worship teams invited to travel to churches or retreats to lead worship on a weekend but may also include requests for students to serve at conferences, youth conventions, etc.).



STUDENT SERVICES

Communications

Our primary, formal means of communication will be through Populi, our online learning management system, used for the administration, documentation, tracking, reporting, and delivery of college courses and programs. The Populi Feed will also be used for important announcements on a regular basis.

Our secondary, informal means of communication for all Student Life and Student Leadership communication will be through the use of Microsoft teams. Every student, when receiving an mcs.edu email address has access to Microsoft Office 365 through which they will be expected to download MS Team and activate notifications on their primary devices.

Student Housing

MCS no longer has dormitory residences. Student housing is now at home, or in the community of their church hub. At this point, there is not housing options for students in Mississauga, although our plan is to gradually build a list of housing options for students who wish to attend classes near the main campus

We also have a Facebook Group called MCS Housing Network. This group is a great way to help you find

a roommate and a cozy place to live! If you want to be part of the MCS Housing Network, simply request to join, and your request will be approved. For more information, contact the MCS office.

Guidelines For Student Living

Students living in accommodations other than their family home should acquaint themselves with the regulations governing rental agreement, damage deposit, official notice of terminating a lease, guest privileges, and guidelines set out by the homeowners.

MCS highly values a respectful student living environment, based on an attitude of humility and servanthood toward one another. In keeping with MCS's Community Covenant, this includes

- Honour and support the roles of and guidelines established by landlords or hub churches (if the hub provides a residence) to oversee and regulate all student living environments.
- If a hub provides a residence, be prepared for and participate in any residence meetings organized by the hub church.
- Arrange shared housing only with students or persons of the same sex.
- Communicate openly and respectfully with roommates to resolve any conflict that arises.

Student Support & Counselling Services

It is an assumption that the first source for student support is the Supervisor-Mentor or other resource persons in the Church Hub or home church. There is always a second source for students who need support. Options are listed below, but students should be aware that the Dean of Students is always available to connect with you directly or recommend someone to you.

- Spiritual Guidance – pastoral care is available through the faculty and staff to all students who need spiritual guidance or would just like to have someone to talk with.
- Academic Advising – The Associate Academic Dean, Associate Registrar and the Director of Academic Success are available
- Financial Advising – The Executive Vice President is available.
- Mental health support or personal counselling services – the Dean of Students is able to connect students to one of our partner registered psychotherapists. Students may see a psychotherapist up to three times with MCS financial support. MCS will pay for the first appointment and the students will be expected to pay \$20 towards each of the next two appointments. Note: if a student fails to show up to a scheduled appointment, they will be charged to full price of the missed appointment.

Student concerns with Hub Church

Should a student have a disagreement or concern with their Supervisor-Mentor or has an issue with the Church Hub, the student is encouraged to address their concerns directly with their Supervisor-Mentor whenever possible and is expected to deal with this in a professional manner, not sharing their concerns with other students or persons in the Church Hub.

The student may contact the Dean of Students, at any time regarding any situation they are facing especially if the student has addressed their concerns with their Supervisor-Mentor and the situation has not been satisfactorily resolved or for some reason, the student is not able to address the situation with the Supervisor-Mentor. The Dean of Students will assist the student to find a way forward in their situation, by offering advice, helping to design a plan with the student or if necessary, suggest some kind of mediation.

Community Meals

Once a month MCS provides a hot lunch for students and staff to enjoy together. This is a great time of fellowship & community building. Please contact the MCS office if you have any allergies or dietary needs.

Spiritual Formation

Students are students in their church hub or ministry location of their choosing, while also being students of MCS. There will be some spiritual formation options available for students across our student community network including:

- Chapel – Student chapel services will be planned in the semester schedules. These will be live at the Mississauga campus, at a designated church hub or via livestream. We strongly encourage students to attend, but attendance is not required. Students must also have the approval of their Supervisor-Mentor to participate in MCS chapels
- Spiritual emphasis events – These are specific times planned by student leadership to encourage and facilitate student spiritual formation, such as times for prayer, fasting, worship or serving.

Fall Orientation & Retreat

Every new student is required to attend Orientation sessions before they begin attending classes. This is may be done by attending Orientation at the Main campus (strongly encouraged but not required), via livestream when orientation is taking place at the Main campus or via pre-recorded video sessions.

This year (Fall 2024) Orientation will also be provided for all MCS continuing students at the Mississauga campus

Each year Student Life will host a spiritual emphasis retreat for all students who are able to attend (strongly encouraged but not required). This year (Fall 2024) a one-day retreat is scheduled as part of Fall Orientation week.

Student Connection

At least once per semester the Student Leadership team will attempt to coordinate the planning of a one-day event in a geographical area of hub churches and students living in that area. This may include a chapel service that is livestreamed across our student community network or social / recreational activities.

Textbooks

Students are required to purchase their textbooks prior to the start of each class. The majority of textbooks can also be accessed on the Digital Theological Library (DTL).

STUDENT HEALTH SERVICES

First Aid Kits are available in at the reception desk at the main campus. Students at Hub churches should learn where to find first aid supplies.

For care at hospitals and walk-in clinics, Canadian students must have their provincial health care number. International students are required to pay cash for services and may contact their insurance company for reimbursement. The college does not provide medical coverage. It is the responsibility of each student to ensure they have adequate health coverage. Student may be covered under their parents' policy up to the age of 25 depending on their coverage.

Hospitals

Trillium Health Partners – Credit Valley Hospital
2200 Eglinton Avenue (Eglinton Ave and Erin Mills Parkway)

Trillium Health Partners – Mississauga Hospital
100 Queensway W. (Queensway and Hurontario)

Milton District Hospital
725 Bronte St S., Milton

Walk-In Clinics

Students should call or visit a clinic's website to verify hours and the availability of a physician.



CAMPUS COMMUNITY

Integrity, truth, honour, and commitment are biblical virtues that cannot be compromised. As Christians, our word is a declaration of our integrity and indicates our commitment to the Lord. Therefore, each student and faculty member of MCS is required to sign the MCS Code of Conduct, which reflects the biblical standards we uphold.

No person can fulfill this code perfectly, but our signature upon it confirms our intent to strive diligently towards its high calling, to seek forgiveness and restitution when we fail and to be reminded that we can do all things through Christ who strengthens us.

COMMUNITY COVENANT

MCS Master's College and Seminary, a theological institution that exists to train Christian leaders for Pentecostal ministry, values a lifestyle of Christ-like discipleship lived out within community. As an institution that adheres to the Statement of Essential Truths and the Positions and Practices* of the Pentecostal Assemblies of Canada, Master's expects all students to abide by the community standards as outlined in this covenant.

- Exercise Christ-like attitudes of love, humility, honour, thoughtfulness, and kindness toward others, in ways that uphold their God-given worth from conception to death.
- Respect the authorities that have been established within the Master's community.
- Exercise godly wisdom in all lifestyle choices and take responsibility for personal choices and their impact on others.
- Honour fellow students by respecting each person's individualities, abilities, and gifts, while observing modesty and respect in all relationships.
- Avoid any behaviour or alignment with identity that contradicts the biblical teaching of God's original and ongoing design for humanity as two distinct sexes, male and female. The basis and the intent for this is the conviction that the matter of human sexuality and gender is fundamental to biblical cosmology, not merely biblical morality. Due to human sin and brokenness, our experience of our sex and gender is not always that which God the Creator originally designed. In light of this foundational understanding of creation, fall, and redemption, we do not affirm the resolution of tension between one's biological sex and one's experience of gender by the adoption of an identity contradictory with one's birth sex.
- Respect our fellowship's egalitarian position that celebrates the unrestricted leadership capacity of women in the church and avoid maligning or denigrating the same. *
- Reserve sexual expressions of intimacy for marriage, as ordained by God as a special, exclusive,

lifelong union between a female and a male within marriage and take every reasonable step to resolve conflict and avoid divorce.

- Maintain ethical standards consistent with biblical principles, including integrity in relationships, refraining from improper behaviour including, but not limited to, the use of alcohol, tobacco, all forms of vaping, non-prescribed cannabis, illegal drugs or the abuse of prescription drugs, pornography, gambling, involvement with the occult, stealing, obscene and profane speech, dishonesty, lying, cheating, plagiarism, violence, abuse and all forms of harassment (See Bylaw 10 in the PAOC Constitution).
- Use Christian wisdom when it comes to involvement with print, electronic, and digital media and other forms of entertainment with a view toward honouring Christian values and nurturing spiritual growth.
- Reflect Christ accurately in their attitudes and behaviour in relationships outside the Master's community, including demonstrating courtesy, grace, service, humility, respect, and care.
- Commit to personal spiritual growth, as well as participation in weekly chapels and the ministry of the local church. (Students are expected to attend a PAOC church unless they are already affiliated with a different denomination).
- Demonstrate financial responsibility by being wise with the use of money, paying bills on time, and requesting financial advice when needed.
- Encourage and support other members of the community in their pursuit of these values and ideals, while extending forgiveness, accountability, restoration, and healing to one another.

Students, whether on campus or off, agree to live within the framework of this Community Covenant while enrolled at Master's, including all scheduled breaks, or until the student officially withdraws from Master's.

* PAOC Statement of Affirmation Regarding the Equality of Women and Men in Leadership (approved by the General Executive, June 2018) <https://paoc.org/services/desk-of-the-general-secretary-treasurer/position-papers>

Latest Revision: November 2022.

STATEMENT ON HUMAN SEXUALITY & GENDER

Master's College & Seminary is a full member of the Pentecostal Assemblies of Canada and authorized by the Province of Ontario to confer degrees in divinity. It is a distinctly Christian institution of higher education centered around Christian ideals, ministry, and theology as understood in the Evangelical and Pentecostal tradition. As such, Master's College & Seminary has adopted a Christian sexual ethic based on church tradition and Scripture. According to this ethic, sexual activity is designed for full expression in a committed, loving marriage relationship between a man and a woman. During the admissions process, prospective students are given the opportunity to review our Community Covenant, which articulates

core values and expectations for students, including the Christian sexual ethic. Prospective students provide informed consent regarding the Mission, Vision, and Values as well as the Community Covenant when they apply for admission.

Master's College & Seminary recognizes that some students may self-identify as having same-sex attraction, and this alone is not in contradiction with the Mission, Vision, and Values or the Community Covenant. Master's College & Seminary welcomes these students into the learning community, along with other minority groups, and will not tolerate any form of harassment or discrimination. Master's College & Seminary believes that a diverse learning community is a healthy learning community. However, regardless of sexual orientation or identity, all students are expected to abstain from sexual activity outside of marriage. Comments and/or questions can be brought to the MCS office, and you will be directed to speak further with an appropriate staff or faculty member.

Master's College & Seminary adheres to the PAOC position on gender which is as follows: We believe in the biblical teaching of God's original and ongoing design for humanity as two distinct sexes, male and female, determined by genetics. The basis and the intent for this is the conviction that the matter of human sexuality and gender is fundamental to biblical anthropology, not merely biblical morality. Due to human sin and brokenness, our experience of our sex and gender is not always that which God the Creator originally designed. In light of this foundational understanding of creation, fall, and redemption, we will avoid any behaviour or alignment with identity that contradicts the biblical teaching. We do not affirm the resolution of tension between one's biological sex and one's experience of gender by the adoption of an identity contradictory with one's birth sex.

COLLEGE PROPERTY

MCS is privileged to share facilities in the Pentecostal Assemblies of Canada with our own classrooms, offices, library and Student Lounge, which is a shared space with PAOC personnel.

If any property is damaged intentionally, accidentally or because of negligence, the student(s) known to have caused the damage is responsible to completely pay for the repair or replacement. In cases where the damage is done intentionally, the matter will be referred to the Dean of Students.

Student Use of College Equipment

Students are not permitted to use college equipment for personal needs. Equipment may be used for college sponsored events and activities provided approval is given in advance by the MCS office. An approved operator will oversee the use of such equipment. Equipment must not leave the campus for any reason without approval of the MCS office. Use of college equipment for academic purposes must be approved by the appropriate faculty member.

College Security, Guests and Visitors

It should be reminded that every individual on campus bears responsibility for the protection of college property and the safety of the people on the premises. Please respect the guidelines governing the security of the building for the security of all. If at any time you notice suspicious activity on the college

premises, notify the main office or call the police after office hours.

Students must enter through the main doors at the front of the building (facing Milltower Court). Students are provided access to the campus through these doors with a fob issued by the PAOC administrator through the MCS office. All concerns regarding safety and security should be promptly reported to the Executive Vice President.

Students must never allow building entry to any person who is not part of the MCS community. If a person is not recognizable as a student, faculty or staff member or adjunct faculty member, you must refuse them to enter.

All exterior doors should be kept closed and never be left propped open. Personal items cannot be left in the hallway or stairwells.

Any visitor or guest on the MCS campus must be accompanied at all times by the student who invited them. The student who has invited a visitor is responsible for their guest(s) while on campus.

Personal Space

At MCS we respect the personal space and privacy of others. This includes computers, social media accounts, backpacks, food items, residence rooms, personal items, musical instruments, etc. It is expected that in community one would ask before using someone else's belongings.

Student Facility Access Policy

The MCS facility houses significant and expensive technical equipment requiring care and training to use. The functioning of this equipment is critical to our program delivery. Policies are in place to ensure the protection of equipment, safety of use and access for everyone. Care must be taken to ensure our ongoing ability to lease the facility as well as to represent well to the community around us.

1. Main entry doors are scheduled to open at 8:30 am weekdays and lock at office closing time - 4:30 pm (Mon-Thurs) and 3:30 pm (Friday).
2. When entering the building with other persons, it is important that each person scans their individual fob so there is an electronic record of each individual in the facility.
3. The library, main foyer area and Common Room are open to students until library closing time daily. Library staff assume responsibility to clear the building at closing time, aside from classes in process. A staff contact is available if the library worker requires assistance.
4. Classrooms are not available for general student use outside of office hours. Doors will be locked at time of office closing.
5. Requests for after hour student group use of the chapel, classrooms or boardroom must be submitted to the office for consideration in advance. Upon approval, the room will be booked in the facility calendar. All requests must include authorized supervision for the full duration of the event.

6. The outer kitchen space is a shared space for all persons in the facility. Students are welcome to store personal meals in the refrigerator, use the coffee maker and microwaves and access the vending machine for purchasing beverages. The inner kitchen office is designated for use by the PAOC staff, though students may enter for water access and use of the sinks. Students or student groups may request use of the kitchen through the college office.
7. Student requests to store personal items (such as musical instruments) onsite will be dealt with on an individual basis and at the student's own risk.
8. Exterior exit doors may not be propped open at any time. Please ensure they are securely locked when used.
9. Under no circumstances will staff permit student facility use contrary to this policy

DISCIPLINARY MEASURES

Master's College & Seminary's (MCS) primary approach to discipline is to be educational and restorative with the purpose of developing Christian competencies. Sanctions will be issued as appropriate to the conduct involved. More than one sanction may be applied and repeated breaches of the College Code of Conduct will normally result in progressively more severe sanctions. Further, as an organization associated with the Pentecostal Assemblies of Canada (PAOC), MCS recognizes its responsibility to govern and provide policy that are in alignment with that of the P.A.O.C. This policy defines the steps that shall be undertaken to resolve any potential student disciplinary issue arising at MCS.

When a Code of Conduct Violation Occurs:

1. Any individual may report a violation of this policy (hereafter, the Complainant) to the Dean of Students.
2. All parties will be considered and treated as innocent until evidence should prove otherwise.
3. Confidentiality of all parties will be respected to the degree that the process of investigation allows, but cannot be guaranteed.
4. The right of a Complainant to rescind their accusation will be respected, but MCS reserves the right to continue its own internal investigation if warranted.
5. The process of investigation should commence within three business days of receipt of the allegation.

Levels of Disciplinary Action

All discipline will be carried out in a manner that strives to treat the individual with dignity and the right to confidentiality.

Certain choices individuals make and attitudes and behaviours that are displayed, carry consequences that may render students liable to one of three levels of discipline:

Level:	Discipline Administered By:	Possible Action:
One		

- Failure to meet general expectations, not including serious behaviour infractions
- Dean of Students or Church Hub Supervisor-Mentor
- Advise/warn
- Teach/counsel
- Record infraction
- Limit privileges
- Campus work

Two

- More serious indication of negative attitude or behaviour pattern
- Consistent disregard of expectations
- Restricted behaviour infractions
- Dean of Students or Church Hub Supervisor-Mentor
- Student Accountability Committee
- As above
- Non-academic probation

Three

- Severe, repeated flagrant disregard of expectations in attitude/actions
- Serious restricted behaviour infractions
- Dean of Students
- Student Accountability Committee
- President
- Probation
- Suspension
- Dismissal

Level One

Disciplinary infractions include:

- Causing a disturbance
- Dress code/personal appearance violation
- Misuse or unsafe behaviour
- Misuse of any school property, equipment or appliance
- Minor pranks/practical jokes
- Library disturbances

Level Two

Disciplinary infractions include:

- Consistent disregard for the guidelines listed in level one
- Abuse of any school property, equipment or appliance
- Stealing supplies
- Compromising security
- Fire hazards (firecrackers, candles, starting fires, etc.)
- People of opposite gender together at inappropriate times or places
- More serious practical jokes/pranks
- Notably stirring up relational strife and gossip (Gal. 5:19-21)
- Unauthorized possession of or use of College keys/equipment
- Smoking/drug use
- Drinking alcoholic beverages

Level Three

Disciplinary infractions include:

- Consistent disregard for the guidelines listed in level one and two
- Viewing any form of pornographic material
- Harassment and acts of violence
- Illegal drug use
- Immoral or unchristian restricted behaviours outlined in the Community Covenant (see also 1 Cor. 6:15-18; Rom. 1:21-24, 27-31; Gal. 5:19-21; 1 Thess. 4:3-8; Heb. 13:4; etc.)

The Student Accountability Committee

The Committee is composed of the Dean of Students (Chair), or the dean's designate, and two other Faculty or staff members. When a student is to meet with the Student Accountability Committee (SAC), the following procedures will be followed:

- a. Minutes will be kept detailing the proceeding and outcomes. These minutes will be kept in the student file managed by the Registrar.
- b. The committee may hear testimony from the Complainant, the Accused and any corroborating testimony for witnesses. The Accused will be permitted to have another individual with them during these proceeding, not to act as an advocate, but for the purpose of emotional support.
- c. After all evidence is heard, the team will meet again to render their findings.
- d. Should the accusation be found to be true, then the team will proceed to affix a suitable disciplinary measure from the following possible choices:
 - Written warning or reprimand
 - Probation, during which conditions must be fulfilled and appropriate behavior demonstrated
 - Financial remuneration for damaged property or injury, or imposition of a fine
 - Issuance of an apology (either private or public)
 - Loss of privilege
 - Restriction of access
 - Suspension or expulsion
 - Withholding of the privilege of convocation
 - Deferral or disallowance of graduation
 - In some criminal situations, the police may be contacted
- e. Matter of suspension and expulsion should be brought before Faculty Council to ensure all policies and procedures have been adhered to.
- f. The Accused shall meet with the committee and receive a written summary of the findings and consequences of the investigation within three business days of the committee's completion of such.

Non-Academic Probation

It is the desire of the college to foster a lifestyle of accountability to assist students in their Christian development. Therefore, in the event that a student violates the covenant by displaying behaviour that merits more serious response, the student may be placed on non-academic probation. A non-academic probationary period will be defined as one or more semesters of character accountability (or the remainder of the semester if more than one month still remains). If a student is placed on non-academic probation, they will receive a letter that indicates the infraction, the terms of the probationary period, and the conditions that must be met in order for the student to be allowed to continue studies at MCS.

Appealing Discipline

A decision rendered by the SAC may be appealed to the Dean of Students within two weeks of a judgement. A decision rendered by the Dean of Students may be appealed to the President within two weeks of a judgement. Any appeal ruling will be considered final.

There are four possible reasons for an appeal to be considered:

1. There is new, additional information applicable to the event in question that has not been considered.
2. There was a problem in the procedure followed by the examination committee.
3. The substance of the case was not considered correctly (regulations were not correctly applied).
4. The resulting decision was unfair or unreasonable.

Handling Student Grievances

The college is interested in providing an atmosphere consistent with its goal of preparing workers for Christian ministries. Policies and guidelines are established as a framework within which all may live harmoniously and with consideration for one another, and for the ongoing purposes of the college. Accordingly, the college desires to deal fairly with all students. Should a student have a grievance, he or she is urged to follow scriptural patterns for the solutions of problems. The following guidelines are considered appropriate:

Consider the Matter:

Remain calm. Do not do or say things for which you will be sorry, or which will make the solution or reconciliation more difficult (James 1:19) Pray about the matter. God is interested in you as a person, and in the kind of person you are becoming. Let God help you find the right approach to the solution of the problem. Discuss the matter with the person or people involved. Try to settle the matter early. Do not let problems build (Eph. 4:26b). If an understanding is not reached, discuss the matter with the Associate Academic Dean

Petition the Matter:

If the issue is still unresolved, have the Dean of Students sign the written concern, and take it to the President. The President will then:

- Meet with the student (and a representative if desired) and the department administrator to resolve the issue.
- If the issue is not resolved, the President will present his findings to the Faculty Committee for a decision. The complainant and a representative may be asked to present their concern.
- The President will then communicate, in writing, the decision of the Faculty Committee to the complainant.

Appeal the Matter:

If the concern remains unresolved the complainant may present his or her concern in writing to the Board of Governors Chair (or designate). The Board Chair will then obtain information as required to make the final decision. This decision, in writing, will be binding.

Additional Notes: The college personnel cannot always create instant solutions to all problems. You are among friends who care, and who will take all reasonable steps toward the resolution of all legitimate problems you may encounter. A record of formal complaints and actions taken to resolve the issue shall be maintained.

ABUSE POLICY

Purpose:

Master's College and Seminary has a responsibility to provide, insofar as is reasonable, an environment free from any and all forms of physical, sexual, emotional, verbal or psychological abuse as well as any form of neglect or harassment. We will not condone any act perpetrated directly or indirectly against any person in the context of their employment and/or studies at Master's College and Seminary. All complaints will be taken seriously and investigated to the fullest extent possible with appropriate actions taken.

This policy applies to all MCS employees, students, residents, board members, contractors, and guests to our campus.

Definitions:

Definitions include but are not limited to the following examples:

- Physical abuse - the use of intentional force that can result in physical harm or injury to an individual. It can take the form of slapping, hitting, punching, shaking, pulling, throwing, kicking, biting, choking, strangling, or the abusive use of restraints.
- Sexual abuse – any unwanted touching, fondling, observations for sexual gratification, verbal or written propositions or innuendos, exhibitionism, or exploitation for profit including pornography.
- Emotional abuse – a chronic attack on an individual's self-esteem. It can take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing, or blaming.
- Verbal abuse – humiliating remarks, name calling, swearing at, taunting, teasing, or continual put downs.
- Psychological abuse – communication of an abusive nature, sarcasm, exploitive behaviour,

intimidation, manipulation, insensitivity to race, gender, sexual orientation, or family dynamics.

- Neglect – any behaviour that leads to a failure to provide necessary services such as withdrawing basic necessities as a form of punishment, failure to assess and respond to changes in health status, and refusing or withdrawing physical, or emotional support.
- Harassment - any inappropriate or unwanted physical or verbal conduct, comment, display, action, or gesture by a person that is either:
 - made on the basis of race, creed, religion, colour, sex, gender, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry, or place of origin; or
 - adversely affects the psychological or physical wellbeing and that the person knows or ought reasonably to know would cause another person to be humiliated or intimidated; and,
 - constitutes a threat to the health or safety of the other person.

For cases involving sexual assault, see MCS's Sexual Assault Policy.

Governing Legislation

This policy is in accordance with the spirit of The Pentecostal Assemblies of Canada [Code of Ethics](#), the [Ontario Human Rights Code](#), the [Ontario Occupational Health & Safety Act](#), and the [Criminal Code of Canada](#).

Reporting Procedure

If you feel you are experiencing abuse of any nature as defined above, the first step is to tell the individual to stop and document the conversation. If the abuse continues, a formal complaint should be lodged with your supervisor (staff), any staff or faculty member (student) or the President of the college.

Reporting Protocol

Complaints will be taken seriously and investigated in a timely manner by the President or authorized designate. Both the complainant and alleged abuser have the right to a thorough and unbiased investigation including discussion with the person(s) involved in or witness of the alleged abuse. Conducted in a safe, sensitive and confidential manner, the results of the investigation will be shared with the complainant and alleged abuser, verbally and in writing. If necessary, further investigation will be conducted by the Lead Team.

Investigative and Disciplinary Procedures

In the case of suspected or alleged abuse, the alleged perpetrator will be immediately suspended, with pay (staff) and from all on-campus activity (students), pending the outcome of an investigation. The college will seek legal advice and notify our insurance company immediately.

Following the investigation, appropriate corrective measures will be taken, up to and including termination of employment or studies. If either party is unsatisfied with the conclusion, they have the option of filing a complaint with the Ontario Human Rights Commission or to start proceedings through other legal avenues.

There will be no penalty or retaliation for making a legitimate abuse complaint, or for resisting or objecting to abuse. Every reasonable effort will be made to protect confidentiality while conducting a thorough investigation. All written records and materials relating to a complaint will be filed with the President and kept in confidence except as may be required by law.

Policy Review

This report will be reviewed annually and include an annual signed acknowledgement by all applicable parties.

SEXUAL ASSAULT POLICY

Purpose:

Master's College & Seminary (MCS) is committed to upholding the integrity of our mission by maintaining and promoting a safe and healthy educational, living and working environment for our students, faculty, staff, residents, governors, and visitors. We value respect for all individuals and condemn all forms of sexual violence. MCS takes seriously our commitment to supporting those who experience sexual violence and encourages students, faculty, and staff to regularly review policies, protocols and services designed to promote a safe and healthy environment

This policy applies to all members of the MCS community including faculty, staff, governors, students, residents, contractors, suppliers of services, visitors and individuals directly connected to any MCS initiatives.

Definitions:

References to the Criminal Code of Canada are noted by the applicable section.

- Disclosure: When a survivor of sexual assault/violence shares with an employee of MCS and is supported in addressing their needs, safety concerns, and in accessing resources. The survivor may, or may not, choose to formally report the incident.
- Reporting: When a survivor of sexual assault/violence activates MCS's formal policies and process for internal investigation and/or legal procedures.
- Sexual Assault: Sexual assault is prohibited by section 271. It is any unwanted sexual act done by one person to another and is characterised by a broad range of behaviours which make a person feel uncomfortable, distressed, frightened or threatened. Any sexual activity without consent is sexual assault.
- Sexual violence: A broad term that describes any violence, physical or psychological, carried out through sexual means or by targeting sexuality.
- Sexual Harassment: any inappropriate or unwanted physical or verbal conduct, comment, display, action or gesture by a person that adversely affects the psychological or physical wellbeing and, that the person knows or ought reasonably to know would cause another person to be humiliated or intimidated. Sexual harassment may include, but is not limited to:
 - Unwelcome sexual advances or attention
 - Implied or expressed benefits or rewards for sexual favour, or threats if denied

- Verbal, non-verbal or physical conduct of a sexual nature
- Indecent exposure or voyeurism
- Unwelcome or vexatious comments about one's sexuality, appearance, bodily presentation, gender or gender expression
 - Display of pornographic or suggestive calendars, signs, posters and/or photographs
 - Non-consensual posting of pictures, aggressive comments or stereotypes and slurs on social media, including but not limited to: email, Facebook, Twitter or Instagram

Consent: the voluntary and explicit agreement to engage in the sexual activity in question. This means there must be an understandable exchange of affirmative words which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must always be informed, freely given and active. It is the responsibility of the initiator of sexual activity to obtain clear and affirmative responses at all stages of sexual engagement. It is imperative the following is understood:

- Consent can never be assumed or implied
- Silence or the absence of 'no' can never be interpreted as consent
- A person in a state of diminished judgement cannot give consent
- A person is unable to give consent if they are asleep, unconscious, incapacitated by alcohol or drugs, or otherwise unable to communicate
- A person who is threatened or coerced is not giving consent
- A person is incapable of giving consent to a person in a position of trust, power or authority
- Consent can never be assumed from previous consent to similar activities
- Consent cannot be given on behalf of another person

Coercion: In the context of sexual violence, coercion is unreasonable and persistent pressure for sexual activity. Coercion is the use of emotional manipulation, blackmail, threats to family or friends, or the promise of rewards or special treatment to persuade someone to do something they do not wish to do such as being sexual or performing particular sexual acts.

Stalking: A form of criminal harassment prohibited by section 264. It involves behaviors that occur on more than one occasion and which collectively instill fear in the targeted survivor or threaten their safety or mental health. Stalking may also include threats of harm to the target's family and/or friends. Stalking behaviours may include:

- Non-consensual communication including face-to-face, texting, phone, email or social media
- Threatening or obscene gestures
- Surveillance and/or pursuit
- Sending unsolicited gifts (romantic, bizarre, sinister or sexualized)
- 'Creeping' via social media or cyber-stalking
- Uttering threats

Complaint and Investigation Process

Any member of the MCS community can file a complaint of sexual violence under this policy. With the desire to maintain procedural fairness in dealing with complaints, anyone accused of violating this policy will be informed of the full allegation against them and provided opportunity to respond to the allegations. No disciplinary action will be taken against a person related to a violation of this policy without their knowledge.

A complainant has the right to withdraw a complaint at any stage in the process, however MCS may choose to continue to investigate the issue raised they considers it a safety risk to the MCS community.

If a person, in good faith, discloses or reports a sexual violence complaint that is not supported by evidence gathered in the course of the investigation, the complaint will be dismissed with no record placed in either parties file.

Confidentiality

The confidentiality of all persons involved in a disclosure or report of sexual violence must be protected by MCS employees except in the following circumstances:

- An individual is at imminent risk of self-harm;
- An individual is at imminent risk of harming another; and/or
- There are reasonable grounds to believe that others in the MCS or wider community may be at risk of harm.

In such circumstances, information would only be shared with necessary services to prevent harm, and the name of the survivor would not be released to the public.

If the survivor seeks accommodation, staff will protect the confidentiality of all those involved. If an investigation is carried out, the names of those involved will not be released except as required to conduct the investigation and to comply with MCS's legal obligations. At the completion of the investigation, the name of an adult determined to be in violation of the sexual assault policy may be released by the school as part of any disciplinary outcome.

If You Have Experienced Sexual Violence

If you have experienced any form of sexual violence, please call 1-705-749-0725 to speak with any staff or faculty person, or stop by their office, and they will assist you in accessing the resources and support you need. The staff or faculty member will present the issue to an appropriate MCS-Horizon Lead Team representative.

It is difficult to talk about sexual violence when you have experienced it. It is entirely your decision to report the incident; however, we strongly encourage you to do so. It is important for you to feel in control of what happens to you moving forward so you can make the decision that is best for you. We can help to support you, provide information about your options and whether you want to report the incident. When you disclose the incident to a MCS staff or faculty member, they will provide personalized support in a prompt and compassionate manner by:

- Ensuring your safety and help with counselling and/or medical care;
- Acting as an advocate on your behalf in making requests for accommodations;
- Ensuring sensitive and timely communication with you, and your family members if desired, as to the status of the process or investigation.

In addition to the support provided by MCS staff & faculty, the following resources are available to you:

- 9-1-1 for emergencies
- Ontario crisis help line: 1-866-863-0511 (24-hour crisis line) or 2-1-1. Further resources for the province of Ontario are found here: <https://www.ontario.ca/page/sexual-violence>

If you have experienced sexual violence, you have the right to:

- Be believed and treated with dignity, respect and compassion;
- Be informed about on and off-campus (community) services and resources;
- Decide whether or not to access available services and to choose those services you feel will be most beneficial;
- Decide whether to report the incident to the police;
- Have an on-campus investigation with the institution's full cooperation;
- Formulate a safety plan;
- Have reasonable and necessary actions or accommodations taken to prevent further unwanted contact with the alleged perpetrator(s);
- Know that what you disclose will be kept confidential and only shared with those who will provide your support, consider requested accommodations or investigate the incident.

If You Would Like to Report a Complaint

Any staff or faculty person can assist you with filing a complaint. Please call 1-705-749-0725 and ask for your preferred staff or faculty member, or go directly to their office. If the accused perpetrator is a member of the MCS community, you may file a complaint under this policy.

Individuals who have experienced sexual violence may also wish to press charges under the Criminal Code of Canada. MCS staff and faculty can also assist you with calling the local police.

How Will MCS Respond to a Report of Sexual Violence

Where a complaint of sexual violence has been reported to MCS, the college will exercise care to protect and respect the rights of both the complainant and respondent. MCS understands that individuals who have experienced sexual violence may wish to control whether and how their experience will be dealt with by the police and/or MCS. In most circumstances, the person will retain this control however, in certain circumstances, MCS may be required to initiate an internal investigation and/or inform the police of the need for a criminal investigation, even without the person's consent, if MCS believes that the safety of other members of MCS is at risk. The confidentiality and anonymity of the person(s) affected will be prioritized in these circumstances.

Please note that this is an abbreviated version of the Sexual Assault policy. A complete copy is available on the MCS College web site. A paper copy is always available upon request at the MCS office, and can be accessed by any student as required.

EMERGENCY PROCEDURES

When entering the building with other persons, it is important that each individual scan their fob so there is a record of every person in the building. This is required in case of emergency and building evacuation.

In case of crisis situations needing immediate evacuation (fire, dangerous substances spill/leak):

- Pull the fire alarm.
- Evacuate the building immediately. Do not stop to collect belongings.
- Close doors and leave unlocked, if possible.
- Proceed to the muster point

Other crisis situations on campus (major accidents, criminal activity, human death or injury, etc.):

1. Call 911.
2. During College office hours, inform the nearest faculty/staff member.
3. After office hours, contact the Dean of Students at 647-988-5662

Additional specific information will be provided to campus students during Fall Orientation



APPENDICES

COMPETENCIES FOR STUDENT LEARNING

Spiritual maturity is demonstrated by participating in and modeling a vibrant relationship with the triune God, practicing core spiritual disciplines, exercising spiritual gifts for the benefit of others, and remaining committed to lifelong spiritual formation, resulting in ever-increasing Christ-likeness.

Leadership and administration is demonstrated by a capacity for influencing and collaborating with others to execute a vision, and is marked by godly character in servant leadership, self-awareness, and comprehension of organizational leadership theories and practices.

Biblical and theological literacy is demonstrated by skilled interpretation of scripture and evaluation of theological issues in order to articulate how to think, live, and minister in light of who God is, who God's people are, and God's purposes for the world.

Ministry development is demonstrated by a capacity for advancing ministries with an awareness and use of effective ministry models for engaging with and equipping others in worship, witness, discipleship, care, and service to the world.

Skilled communication is demonstrated by the purposeful attention to and use of language, voice, imagery, bodily presence, and multimedia tools to discern meaning and to convey clear and effective messages to an audience.

Contextual awareness is demonstrated by a maturing orthodox Christian worldview, a healthy self-understanding, and engagement of people and cultures with wisdom and discernment.

COLLEGE STUDENT LEARNING OBJECTIVES

MCS aims to develop undergraduate students in the following six competencies:

- Spiritual Maturity (SM)
- Biblical and Theological Literacy (BTL)
- Skilled Communication (SC)
- Contextual Awareness (CA)
- Leadership and Administration (LA)
- Ministry Development (MD)

as students fulfil their specific program outcomes where they:

1. Gain leadership, administrative, communication, and ministry competencies necessary for effective Christian leadership. (SC, CA, LA, MD)
2. Develop self-awareness and foundational practices needed to support continued personal and spiritual development as a Christian leader. (SM, CA, LA)

3. Acquire knowledge and skill to interpret and communicate the Bible and theology for life and ministry. (BTL, SC, CA, MD)
4. Develop contextual awareness, critical thinking, and skills to appropriately address and respond to different settings. (CA, SC)

PROGRAM OUTCOMES

BTh Pastoral Leadership

CCC Motion 2020.02.25-03

Students will demonstrate the competencies necessary for entering professional pastoral leadership as they:

1. Gain a breadth of leadership, administrative, communication and pastoral competencies necessary to lead and pastor within a church.
2. Develop robust self-awareness and foundational practices needed to support continued personal and spiritual development as a pastoral leader.
3. Acquire extensive knowledge and skill to interpret and communicate the Bible and theology for life and ministry.
4. Develop robust contextual awareness and critical thinking to appropriately address and respond to the needs of different ministry settings.

BTh Ministry Leadership

CCC Motion 2020.02.25-03

Students will demonstrate the competencies necessary for entering vocational ministry leadership as they:

1. Gain a breadth of leadership, administrative, communication and ministry competencies necessary to lead and minister within a variety of vocational ministry contexts.
2. Develop robust self-awareness and foundational practices needed to support continued personal and spiritual development as a ministry leader.
3. Acquire extensive knowledge and skill to interpret and communicate the Bible and theology for life and ministry.
4. Develop robust contextual awareness and critical thinking to appropriately address and respond to the needs of different ministry settings.

BTh Youth Ministry

CCC Motion 2020.02.25-03

Students will demonstrate the competencies necessary for youth ministry leadership as they:

1. Gain a breadth of leadership, administrative, communication and ministry competencies necessary to minister to youth.

2. Develop a robust self-awareness and foundational practices needed to support continued personal and spiritual development as a ministry leader.
3. Acquire extensive knowledge and skill to interpret and communicate the Bible and theology for life and ministry.
4. Develop the robust contextual awareness and critical thinking to appropriately address and respond to the needs that arise in youth ministry settings.
5. Qualify for youth or family service work in educational, residential, social services or community-based agencies by completing a Youth Care Worker certificate.

BTh Children's Ministry

CCC Motion 2020.02.25-03

Students will demonstrate the competencies necessary for children's ministry leadership as they:

1. Gain a breadth of leadership, administrative, communication and ministry competencies necessary to minister to children.
2. Develop basic self-awareness and foundational practices needed to support continued personal and spiritual development as a ministry leader.
3. Acquire intermediate knowledge and skill necessary to interpret and communicate the Bible and theology for life and ministry.
4. Develop robust contextual awareness and basic critical thinking to appropriately address and respond to the needs that arise in children's ministry settings.
5. Qualify to become a licensed Level III Early Childhood Educator (ECE) through your provincial jurisdiction by completing an Early Childhood Education Diploma required to become a child care centre director.

Diploma in Pastoral Leadership

CCC Motion 2020.02.25-03

Students will demonstrate the competencies necessary for entering professional pastoral leadership as they:

1. Gain intermediate leadership, administrative, communication and pastoral competencies necessary to lead and pastor within a church.
2. Develop a breadth of self-awareness and foundational practices needed to support continued personal and spiritual development as a pastoral leader.
3. Acquire extensive knowledge and skill to interpret and communicate the Bible and theology for life and ministry.
4. Develop basic contextual awareness and critical thinking to appropriately address and respond to the needs of different ministry settings.

BRE Christian Studies

CCC Motion 2020.02.25-03

Students will demonstrate the competencies necessary for Christian life and volunteer ministry leadership as they:

1. Develop robust critical thinking and a mature Christian worldview as a foundation for Christian life or for further undergraduate studies in university, community college, or Christian higher education.
2. Acquire extensive knowledge and skill to interpret and communicate the Bible and theology for Christian living and academic study.
3. Develop a breadth of self-awareness and foundational practices needed to support continued personal and spiritual development as a Christian leader.
4. Gain basic leadership and communication competencies necessary for volunteer ministry.

Advanced Certificate in Ministry Leadership

CCC Motion 2020.02.25-03

Students will demonstrate the competencies necessary for volunteer ministry leadership as they:

1. Gain basic leadership and communication competencies necessary for volunteer ministry.
2. Develop basic self-awareness and foundational practices needed to support continued personal and spiritual development as a ministry leader.
3. Acquire basic knowledge and skill to interpret and communicate the Bible and theology for life and ministry.
4. Develop foundational academic and ministry skills as a basis for volunteer ministerial involvement or for further undergraduate studies in university, community college, or Christian higher education.

Advanced Certificate in Christian Studies

CCC Motion 2020.02.25-03

Students will demonstrate the competencies necessary for Christian life as they:

1. Develop foundational academic skills and a basic Christian worldview as a foundation for Christian life or for further undergraduate studies in university, community college, or Christian higher education.
2. Acquire basic knowledge and skill to interpret and communicate the Bible and theology for Christian living.
3. Gain basic leadership and communication competencies necessary for volunteer ministry.
4. Develop basic self-awareness and foundational practices needed to support continued personal and spiritual development as a Christian leader

Certificate in Christian Leadership

CCC Motion 2020.02.25-03

Students will demonstrate the competencies necessary for volunteer ministry leadership as they:

1. Gain introductory leadership knowledge and practice necessary for volunteer ministry.
2. Develop basic self-awareness and practices needed to support continued personal and spiritual development as a Christian leader.
3. Acquire introductory knowledge and skill to interpret the Bible and theology for Christian living.
4. Develop introductory academic and personal life skills as a foundation for Christian living or further undergraduate studies in university, community college, or Christian higher education.

Global Discipleship Certificate

CCC Motion 2020.02.25-03

Students will demonstrate the competencies necessary for volunteer ministry leadership as they:

1. Gain introductory leadership knowledge and practice necessary for volunteer ministry.
2. Develop basic self-awareness and practices needed to support continued personal and spiritual development as a Christian leader.
3. Acquire introductory knowledge and skill to interpret the Bible and theology for Christian living.
4. Develop introductory academic, cross-cultural, and personal life skills as a foundation for Christian living or further undergraduate studies in university, community college, or Christian higher education.

BTh in Entrepreneurial Ministry

CCC Motion 2020.02.25-03

Students will demonstrate the competencies necessary for entering entrepreneurial ministry leadership as they:

1. Gain a breadth of leadership, administrative, communication and ministry competencies necessary to lead within a variety of entrepreneurial ministry contexts.
2. Develop a robust self-awareness and foundational practices needed to support continued personal and spiritual development as a ministry leader.
3. Acquire extensive knowledge and skill to interpret and communicate the Bible and theology for life and ministry.
4. Develop basic contextual awareness and critical thinking to appropriately address and respond to the needs of different entrepreneurial ministry settings.
5. Acquire the fundamentals of business and the art of entrepreneurial thinking by completing a Certificate in Entrepreneurship.

BRE in Christian and Business Studies

CCC Motion 2020.02.25-03

Students will demonstrate the competencies necessary for Christian life as they:

1. Develop foundational critical thinking skills and a basic Christian worldview as a foundation for Christian life and business.
2. Acquire basic knowledge and skill to interpret and communicate the Bible and theology for Christian living.
3. Gain a breadth of leadership and communication competencies.
4. Develop basic self-awareness and foundational practices needed to support continued personal and spiritual development as a Christian leader.
5. Acquire the fundamentals of business and business strategy, by completing a Certificate in Business.

Certificate in Christian Leadership (Credential Track)

CCC Motion 2020.02.25-03

Students will demonstrate the competencies necessary for ministry leadership as they:

1. Gain introductory leadership and ministry knowledge and practice necessary for credentialed ministry with the Pentecostal Assemblies of Canada.
2. Develop basic self-awareness to support continued personal development as a Christian leader.
3. Acquire introductory knowledge and skill to interpret and communicate the Bible and theology for Christian living.
4. Acquire basic knowledge of Pentecostal history and theology, thereby earning the minimum academic requirements for the Recognition of Ministry credential with the Pentecostal Assemblies of Canada.

BTh in Media Ministry (a 2+2 program)

CCC MOTION 2021.09.30-05

This program combines 16 months of MCS's Ministry Leadership program with a 2-year Mental Health and Addictions Counselling Diploma program from an approved secondary institution. Students will engage in ministry and leadership training and learn to respond to emerging mental health and addiction trends in partnership with individuals, families, groups, and communities. Students graduate with both a B.Th. from MCS and a Diploma from elsewhere, opening the doors to either professional ministry or service in the public sector.

Students will demonstrate the competencies necessary for media ministry leadership as they:

1. Gain basic leadership and specialized communication competencies necessary for media ministry.
2. Develop basic self-awareness and foundational practices needed to support continued personal and spiritual development as a ministry leader.

3. Acquire intermediate knowledge and skill necessary to interpret and communicate the Bible and theology for life and ministry.
4. Develop robust contextual awareness and basic critical thinking to appropriately address and respond to the needs that arise in media ministry settings.
5. Obtain knowledge and skills for the professional media production by completing a two-year Media Production Diploma.

BTh in Mental Health and Addictions Ministry (a 2+2 program)

CCC MOTION 2021.90.30-05

This program combines 16 months of MCS's Ministry Leadership program with a 2-year Mental Health and Addictions Counselling Diploma program from an approved secondary institution. Students will engage in ministry and leadership training and learn to respond to emerging mental health and addiction trends in partnership with individuals, families, groups, and communities. Students graduate with both a B.Th. from MCS and a Diploma from elsewhere, opening the doors to either professional ministry or service in the public sector.

Students will demonstrate the competencies necessary for mental health and addictions ministry as they:

1. Gain basic leadership and communication competencies specific to mental health and addictions ministry.
2. Develop basic self-awareness and foundational practices needed to support continued personal and spiritual development as a ministry leader.
3. Acquire intermediate knowledge and skill necessary to interpret and communicate the Bible and theology for life and ministry.
4. Develop robust contextual awareness and basic critical thinking to appropriately address and respond to the needs that arise in ministry settings.
5. Obtain knowledge and skills for counselling by completing a two-year Mental Health and Addictions Counselling Diploma.

BRE in Christian Studies and Applied Technology (a 2+2 program)

CCC MOTION 2021.90.30-05

Students will receive Christian formation and leadership training as well as training in a focused area of technology. Students graduate with both a B.R.E. from MCS and a Diploma from an approved secondary institution. This program includes 16 months of MCS's Christian Studies program and two years of study elsewhere in an area such as:

- Library and Information Technology
- Mechanical Engineering Technology
- Mining Engineering Technology

- Power Engineering Technology
- Interactive Design and Technology
- Electronic Systems Engineering Technology
- Design and Manufacturing Engineering Technology
- Computer Systems Technology

Students will demonstrate the competencies necessary for Christian life as they:

1. Develop foundational critical thinking skills and a basic Christian worldview as a foundation for Christian life and a vocation in applied technology.
2. Acquire basic knowledge and skill to interpret and communicate the Bible and theology for Christian living.
3. Gain basic leadership and communication competencies necessary for volunteer ministry and a vocation in applied technology.
4. Develop basic self-awareness and foundational practices needed to support continued personal and spiritual development as a Christian leader.
5. Obtain knowledge and skills for a technical profession by completing a two-year diploma with a focus in technology.

BRE in Christian Studies and BioTechnology (a 2+2 or 3 program)

CCC MOTION 2021.90.30-05

Students will receive Christian formation and leadership training as well as training in a focused area of biotechnology. Students graduate with both a B.R.E. from MCS and a Diploma from an approved secondary institution. This program includes 16 months of MCS's Christian Studies program and two (or three) years of study elsewhere in an area such as the following:

- BioScience Technology
- Medical Radiologic Technology
- Pharmacy Technology
- Veterinary Technology
- Combined Laboratory and X-Ray Technology
- Chemical Technology
- Medical Lab Technology (3 years)

Students will demonstrate the competencies necessary for Christian life as they:

1. Develop foundational critical thinking skills and a basic Christian worldview as a foundation for Christian life and a vocation in biotechnology.
2. Acquire basic knowledge and skill to interpret and communicate the Bible and theology for Christian living.

3. Gain basic leadership and communication competencies necessary for volunteer ministry and a vocation in biotechnology.
4. Develop basic self-awareness and foundational practices needed to support continued personal and spiritual development as a Christian leader.
5. Obtain knowledge and skills for a profession in biotechnology by completing a two or three-year diploma related to biotechnology.

BRE in Christian Studies and Health Services (a 2+2 program)

CCC MOTION 2021.90.30-05

Students will receive Christian formation and leadership training as well as training in a focused area of health services. Students graduate with both a B.R.E. from MCS and a Diploma from an approved secondary institution. This program includes 16 months of MCS's Christian Studies program and two years of study elsewhere in an area such as the following:

- Health information Management
- Practical Nursing
- Mental Health and Addictions Counselling Diploma
- Therapeutic Recreation

Students will demonstrate the competencies necessary for Christian life as they:

1. Develop foundational critical thinking skills and a basic Christian worldview as a foundation for Christian life and a vocation in health services.
2. Acquire basic knowledge and skill to interpret and communicate the Bible and theology for Christian living.
3. Gain basic leadership and communication competencies necessary for volunteer ministry and a vocation in health services.
4. Develop basic self-awareness and foundational practices needed to support continued personal and spiritual development as a Christian leader.
5. Obtain knowledge and skills for a health profession by completing a two-year diploma related to health services.

BRE in Christian Studies and Office Administration (a 2+1 program)

CCC MOTION 2021.90.30-05

Students will receive Christian formation and leadership training as well as training in office administration. This program combines 16 months of MCS's Christian Studies program with an 8-month Office Administration Certificate program. Students graduate with both a B.R.E. from MCS and a Certificate from an approved secondary institution, opening doors to a vocation in the Church, non-profit setting, or public sector.

Students will demonstrate the competencies necessary for Christian life as they:

1. Develop foundational critical thinking skills and a basic Christian worldview as a foundation for Christian life and office administration.
2. Acquire basic knowledge and skill to interpret and communicate the Bible and theology for Christian living.
3. Gain basic leadership and communication competencies necessary for volunteer ministry and office administration.
4. Develop basic self-awareness and foundational practices needed to support continued personal and spiritual development as a Christian leader.
5. Obtain administrative knowledge and skills by completing a one-year Office Administration Certificate.

BRE in Christian and Support Services (a 2 +1 program)

CCC MOTION 2021.90.30-05

Students will receive Christian formation and leadership training as well as training in a focused area of support services. Students graduate with both a B.R.E. from MCS and a Certificate from an approved secondary institution. This program includes 16 months of MCS's Christian Studies program and one year of study elsewhere in an area such as the following:

- Disability Support Worker
- Educational Assistant
- Primary Care Paramedic
- Health Care Cook
- Continuing Care Assistant

Students will demonstrate the competencies necessary for Christian life as they:

1. Develop foundational critical thinking skills and a basic Christian worldview as a foundation for Christian life and a vocation in support services.
2. Acquire basic knowledge and skill to interpret and communicate the Bible and theology for Christian living.
3. Gain a breadth of leadership and communication competencies necessary for volunteer ministry and a vocation in support services.
4. Develop basic self-awareness and foundational practices needed to support continued personal and spiritual development as a Christian leader.
5. Obtain knowledge and skills for a profession in support services by completing a one-year certificate that focuses on assisting or supporting others.

BRE in Christian and Industrial Arts (a 2+1 program)

CCC MOTION 2021.90.30-05

Students will receive Christian formation and leadership training as well as training in a focused area

of industrial arts. Students graduate with both a B.R.E. from MCS and a Certificate from an approved secondary institution. This program includes 16 months of MCS's Christian Studies program and one year of study elsewhere in an area such as the following:

- Construction Techniques
- Construction Techniques - Plumbing
- Gas & Oil Burner Technician
- Heating, Refrigeration & Air Conditioning Techniques
- Mechanical Techniques (Welding & Fabrication)
- Motive Power Fundamentals
- Power Engineering Techniques
- Utilities System Operator

Students will demonstrate the competencies necessary for Christian life as they:

1. Develop foundational critical thinking skills and a basic Christian worldview as a foundation for Christian life and a vocation in industrial arts.
2. Acquire basic knowledge and skill to interpret and communicate the Bible and theology for Christian living.
3. Gain basic leadership and communication competencies necessary for volunteer ministry.
4. Develop basic self-awareness and foundational practices needed to support continued personal and spiritual development as a Christian leader.
5. Obtain mechanical and technical knowledge and skills by completing a one-year certificate related to industrial arts.



COURSE INFORMATION

COURSE CODES

Below is a list of all current courses offered at Master's College and Seminary along with their course codes.

B-BIBLE

B01-09 Biblical Languages
B205 Introductory Greek I
B206 Introductory Greek II
B10-19 Biblical Foundations and Backgrounds
B110 Introduction to the Old Testament
B115 Introduction to the New Testament
B119 Bible Study Methods
B20-39 Old Testament Exegesis
B220 Pentateuch
B320 Old Testament History
B321 Judges-1 and 2 Samuel
B322 1 Samuel - 2 Kings
B420 Old Testament Prophets
B423 Wisdom Literature
B430 Psalms
B60-69 New Testament Exegesis
B260 Synoptic Gospels
B262 Gospel of John
B266 Luke/Acts
B360 Hebrews
B362 Romans and Galatians
B363 Pastoral Letters
B364 Studies in Paul's Letters
B365 General Epistles
B462 Romans
B463 Johannine Literature
B464 Revelation
B90-99 Specialized Studies
B490- Biblical Communication

T-THEOLOGY

T01-09 Historical Theology
T101 Introduction to Theology
T10-29 Systematic Theology
T190 Thinking Theologically About Ministry
T220 Theology I
T221 Theology II
T311 Holy Spirit and the Church
T410 Doctrine of God
T30-49 Philosophical Theology
T80-89 Denominational Theological Emphases
T312 Anabaptist History and Thought
T90-99 Specialized Studies in Theology
T411 Soteriology
T491 Current Issues in Theology

P-PROFESSIONAL

P01-19 Preaching, Teaching, and/or Worship
P145 Personal & Spiritual Formation in Ministry
P212 Worship and the Arts
P302 Homiletics
P412 Theology of Biblical Worship
P490 Biblical Communication
P20-39 Pastoral Ministry and/or Leadership
P201 Communication Skills for Effective Ministry
P221 Introduction to Pastoral Life and Leadership
P226 Counseling Adolescents & their Families
P270 Youth Ministry Management: Principles & Practices
P293 Indigenous Ministry
P269 Understanding Cultural Diversity
P328 Coaching Others to Empower Others for Strategic Growth

P422 Leadership Theory and Practice
P425 Pastoral Care and Counselling
P431 Training Leaders in Ministry Organizations
P146 Spiritual Formation
P151 Ministry Formation
P152 Ministry Formation
P157 ACTION Program (seven credits)
P251 Ministry Formation
P252 Ministry Formation
P351 Ministry Formation
P352 Ministry Formation
P358 Internship (six credits)
P359 Community Practicum
P451 TREK Internship (six credits)
P452 TREK Internship (nine credits)
P458 Internship (six credits)
P459 Internship (six credits)
P160 Introduction to Christian Mission
P265 Church Planting Design
P369 Models of Ministry
P460 Rural Church Ministry
P272 Introduction to Family Ministries
P360 Global Missions Work: Principles & Perspectives
P370 Youth Ministry
P371 Children's Ministry

G-GENERAL

G01-09 English and Communication
G100 Writing for Academic Success I
G105 English Literature I
G106 English Literature II
G108 English Literature and Composition
G140 Worldviews & Conversational Apologetics
G200 Writing for Academic Success II
G207 Integrative Seminar with Portfolio (2+2 Programs)
G208 English Christian Literature Survey
G407 Integrative Seminar with Portfolio (4 year programs)

G209 Communication Skills
G212 Worship and the Arts
G10-19 History
G110 History of the Christian Era
G310 Pentecostalism and the Church in Canada
G20-29 Languages
G205 Introductory Greek I
G206 Introductory Greek II
G30-39 Philosophy
G230 Ethics and Morality
G240 Issues in Adolescent Faith Formation
G242 Indigenous Ministry
G330 Reason and Christian Belief
G40-49 Social and Behavioural Sciences
G143 Worldviews and Contemporary Culture
G144 Personal Christian Life and Management
G149 Foundations of Leadership
G241 Contemporary Approaches to Leadership/ Administration
G249 Understanding Cultural Diversity
G270 Understanding Today's Youth Culture
G50-59 Music Theory, History, Performance, and Fine Arts
G60-69 Natural Sciences, Mathematics, and Technology
G360 Technology and Communication for Ministry
G467 Finance, Governance, and Administration
G313 Pentecostalism & the Church of God
G90-99 Specialized Studies

COURSE CATALOGUE

B110: Intro to the Old Testament

This course is a general introduction of the content and theology of the Old Testament/Hebrew Bible. It will survey key portions according to the ancient near eastern cultural, social, religious, and literary environment and highlight the theological importance of the Old Testament, including the nature of God revealed, for Christian life and ministry in the present-day.

B115: Intro to the New Testament

A foundational course introducing students to the literature, content, theology, and historical and social backgrounds of the New Testament. The course also introduces students to the processes behind the New Testament's composition, preservation, and canonization.

B119: Bible Study Methods

This course introduces students to the Bible's historical composition, canonization, and translation into English, and provides students the foundational framework for interpreting, understanding, and applying the Bible today.

B205/G205: Introductory Greek I

The purpose of this course is to introduce and to immerse the student into Koine Greek grammar and vocabulary that will aid in translating the New Testament. The learning resources and exercises are designed to prepare the student to be a competent reader of the New Testament, emphasizing the ability to read several passages from the Greek New Testament.

B206/G206: Introductory Greek II

As a continuation of Introductory Greek I, the purpose of this course is to immerse the student into Koine Greek grammar and vocabulary that will aid in translating the New Testament. The learning resources and exercises are designed to prepare the student to begin to become a competent reader of the New Testament.

B220: Pentateuch

This course is a study of the Pentateuch that provides orientation to the original context of the first five books of the Old Testament, as well as the influence these books had in the shaping of the Old Testament, the New Testament, and in our current context of biblical and theological studies.

Prerequisites: B110 Introduction to the Old Testament or B119 Bible Study Methods

B260: Synoptic Gospels

This course will examine the life, the ministry and the teaching of the historical Jesus as presented in the Synoptic Gospels. During this course, we will consider the society in which Jesus lived, as well as the religious context in which he taught. We will also ask questions like, "What is a Gospel?" and "Why are the Gospels so different?" In addition to these things, we will also engage with several scholars who seek to de-harmonize the Synoptic Gospels by questioning their authenticity. This course will not only equip the student to think critically about the Synoptic Gospels, but will also provide an opportunity to reflect on the teachings of Jesus for Christian faith and practice.

B266: Luke-Acts

In recognition of Luke's unique contribution as a literary artist, historian, and theologian, this course studies his account of the story of Jesus and the emergence of the nascent Christ-believing community. Besides exploring the genre and socio-cultural context of Luke-Acts, the course will invite students to respond positively to Luke's aim to inform and deepen the faith of Christ-followers.

Prerequisites: B115 Introduction to the New Testament or B119 Bible Study Methods

B320: Old Testament History

This course explores Israel's life in the land through characters and events from covenant gift to covenant failure and restoration. This course focuses on either the pre-exilic corpus (Joshua-Kings) or the post-exilic corpus (Chronicles, Ezra, and Nehemiah). Attention will be given to narrative art and theological themes, as well as critical questions of composition, history, and archaeology. Consideration will be given to the text's anticipatory role in Christian scripture. This course will focus on the post-exilic corpus (Chronicles, Ezra, and Nehemiah).

B321: Judges and 1-2 Samuel

This course will analyze the accounts of Israel's story as recorded in the books of Judges and 1-2 Samuel, and evaluate various attempts to harmonize that story with other historical evidence. Literary, textual and theological issues as well as an examination of archaeological evidence, social institutions, and ideology will provide the data for discussing the ideas contained in these books and their role as scripture for the Church.

B322: 1 Samuel - 2 Kings

This course will analyze the accounts of Israel's story as recorded in the books of 1 Samuel-2 Kings. Attention will be given to narrative art and theological themes, as well as critical questions of composition, history, and archaeology. The course also gives attention to broader questions of how to interpret Old Testament historical books and the role of 1 Samuel-2 Kings as scripture for the Church.

Prerequisites: Introduction to the Old Testament and Bible Study Methods

B360 Hebrews

B362: Romans and Galatians

A study of Paul's letters to churches in Rome and Galatia that engages its language, background, and theology with emphasis of Jesus' life and ministry, to contribute to the shaping of Christian character.

B363: Pastoral Letters

This course focuses on 1 & 2 Timothy and Titus but also introduces students to the Pauline epistles, paying attention to genre, background issues, purpose, and biblical theology. While the Pastoral Letters are relevant for all Christians, the focus is on the formation of a Pastoral Theology as well as applying the principles to contemporary pastoral responsibilities.

B364: Studies in Paul's Letters

This course explores key theological themes in the letters of Paul, especially as these relate to his Jewish heritage and Greco-Roman context. Special emphasis will be given to Paul's understanding of his mission, the Jewish scriptures, the end of the age, the work of the Spirit, and the Mosaic Law. Class

discussion will include a consideration of how Paul's instructions to various early Christian communities still inform the thinking and practices of the present-day church.

B365: General Epistles

The is course focuses on the New Testament books of James, 1 Peter, 2 Peter, and Jude. These General Epistles give a picture of the challenges early Christians faced in the Roman Empire. These challenges involve issues of ethics in the church community, warning believers against the influence of false teachers, and the call to persevere in the faith.

B420: Old Testament Prophets

An introduction to the method and message of the Old Testament prophets in light of the scholarly understanding of the social, religious, and political dynamics of Israel and Judah during the Assyrian, Babylonian, and Persian periods. Consideration will also be given to the relevance and implications of the Old Testament prophetic books for religious life and faith in the contemporary period. *Note: This course will take a textual approach as it explores the various themes, motifs, communication styles, and theology of the OT Prophets primarily through the case studies of Isaiah, Jeremiah, and Ezekiel.

B423: Wisdom Literature

This course explores the Wisdom Literature of the Old Testament. While the study explores historical, literary, and theological issues related to these texts, emphasis will also rest upon how ancient Israelite wisdom speaks to the everyday issues of human life, work, suffering, and loss. The course focuses on a particular portion of Wisdom Literature, which includes Job, Proverbs, Ecclesiastes, along with select psalms and prophetic writings.

Prerequisites: Introduction to the Old Testament and Bible Study Methods

B430: Psalms

This course explores the literary genres and theology of the Psalter. While the study covers different critical methods and approaches to reading the Psalms, it also considers how the Psalms are relevant to Christian worship, faith, and discipleship.

B462: Romans

A study of the major theological insights of the book of Romans with particular emphasis placed on the Pauline emphasis of grace, law, creation, justification, faith and the impartiality of God.

B463: Johannine Literature

During this course, the student will examine the Gospel of John as well as the epistles entitled 1st, 2nd and 3rd John. This course will expose students to a wide variety of scholarly opinions and equip them to explain subjects such as dates of composition, authorship, cultural contexts as well as the philosophical and theological underpinnings of both the Gospel and epistles. Students will also learn the reasons why John's Gospel differs considerably from the Synoptic Gospels, and be encouraged to think critically about its historicity, its theological claims, and devotional/ministry value.

B464: Book of Revelation

This course provides a close reading of the book of Revelation with sensitivity to its early Jewish context and literary genre in order to gain an understanding of how the text aims to shape the identity and

worldview of the early followers of Jesus. Throughout the course, students will gain the skill necessary to read biblical apocalyptic texts and will be challenged to discern how the message of Revelation still speaks to the contemporary church.

B490/P490: Biblical Communication

Biblical Communication focuses on teaching and preaching biblical truth, with particular attention to sound interpretation and application, thorough preparation, and effective delivery. The context is internship with assignments embedded within the field education experience. This is a directed study course, though there will be some cohort meetings. Though located primarily within the internship experience, the course will also give attention to the importance of continuing education as communicators of Scripture.

Prerequisites: P302 Preaching & Public Speaking

G100: Writing for Academic Success I

This course introduces students to the basics of academic writing with the aim of helping them express themselves clearly in academic and ministry settings. Students will learn the importance of clear writing as they practice basic grammatical principles, organizing their writing, and revising and editing their work.

G105: English Literature I

This course will introduce students to major forms of poetry in English, with emphasis placed on identifying and analyzing the particular features of poetic language. Students will learn to recognize different types of poems from different periods and to analyze formal and thematic elements in order to discern a poem's unique perception of its subject. In addition, students will study and practice the art of writing clearly, coherently, and persuasively.

G106: English Literature II

This course will introduce students to a variety of narrative forms in English, including the short story, the narrative essay, verse narrative, and the novel. Emphasis will be placed on identifying and analyzing the genres, modes, and techniques that story-tellers from different periods have used to explore the human experience and engage their readers. In addition, students will study and practice the art of writing clearly, coherently, and persuasively.

G108: English Literature and Composition

This course focuses on the major genres of narrative, non-fiction, drama, and poetry. In addition to learning the tools of critical analysis, students will be introduced to grammar and writing, with emphasis placed on classroom discussion and the practice of writing and revision.

G110: History of the Christian Era

This course provides an overview of the general history of Christianity from apostolic times to the present. Both external factors, such as names, dates, and movements, and internal factors, such as theological controversies, will be studied.

G140: Worldviews & Conversational Apologetics

G143: Worldviews and Contemporary Culture

An introductory exploration of worldviews as intellectual and value systems, especially in relation to culture. These powerful forces shape the lives and beliefs of people; they are often absorbed without clear reflection on the part of the holder. This course will help students identify worldviews in everyday life and develop their own worldview.

G144: Personal and Christian Life Management

The transition to college life is a challenging one. To best equip a student to excel in this environment, G104 will offer practical, maturing strategies in the realms of academics, community and selfhood, with the expected outcome of a greater physical, academic, emotional and spiritual vitality.

G149: Foundations of Leadership

This course helps prepare students for Christian leadership by making them aware of different leadership theories, skills, and disciplines. By attending the Global Leadership Summit, completing a CliftonStrengths Assessment, and other means, students will deepen their understanding of godly leadership and will articulate key insights about their personal leadership gifts and values.

G200: Writing for Academic Success II

In this course students will continue to develop their skill in academic writing so they can communicate effectively in academic and other settings. Students will learn and practice intermediate grammatical principles and continue to improve their writing style.

G208: English Christian Literature Survey

Christianity is a literary faith, and Christians have a unique understanding of the power of images and stories to communicate God's vision for his people. This course surveys the imaginative writing of English Christians from the seventh to the twenty-first century AD and explores the continuing value of Christian literature for faith and practice. Students examine the form and content of a diverse selection of narratives, dramas, and poems that have been shaped by a Christian worldview. In addition, students practice the arts of persuasive and creative writing.

G209: Communication Skills

This course equips students to understand, assess, and use the principles of effective communication. Considering both oral and written contexts, we will examine language as a system for making meaning, identify the role of genre in composition and interpretation, practice and evaluate the use of image, story, and logical patterns as tools for moving an audience, and analyze key elements of rhetorical situations. In doing so, we will develop techniques for active listening and for persuasive communication.

Prerequisite: B119 Bible Study Methods

G212/P212: Worship and the Arts

This course explores historical and biblical ways that the arts (including, but not limited to, music) have served as expressions of worship. During this course, students will develop an understanding and philosophy of the aesthetics and the arts as they relate to corporate worship practice and church ministry, while also practicing ways of integrating the arts and worship.

G230: Ethics and Morality

A survey of ethical systems with an emphasis on the development of an adequate Christian approach, followed by a discussion of current ethical and moral issues.

Prerequisite: G143 Worldviews & Contemporary Culture

G240: Issues in Adolescent Faith Formation

G241: Contemporary Approaches to Leadership and Administration

This course is an introduction to contemporary approaches to leadership. It is an undergraduate course offered in conjunction with attendance at the Global Leadership Summit. Students may take this course for credit towards an undergraduate diploma or degree.

G242: Indigenous Ministry

This course prepares students for success in ministry with Indigenous Peoples by contrasting recent and historical failed mission attempts with efforts that produced positive outcomes. Students examine various Indigenous ways of contextualizing the core tenets of Christian faith as well as the history leading up to the Truth and Reconciliation Commission's calls to action. Students also explore ways to act on these calls within the context of ministry.

G249: Understanding Cultural Diversity

G270: Understanding Today's Youth Culture

G310: Pentecostalism and the Church in Canada

This course provides an overview of the history of Pentecostalism, including the historical antecedents of Pentecostalism, the early growth of Pentecostalism in North America, and global developments in Pentecostalism. The course also situates Pentecostalism within the broader historical and sociological context of the Church in Canada.

G312/T312: Anabaptist History and Thought

This course provides an overview of Anabaptist history, spirituality, and thought. It includes the early growth of Anabaptist movements within the context of the Reformation along with historical and global developments in various streams of Anabaptism, with some focus on the Mennonite Brethren tradition. In conversation with early confessions and contemporary Anabaptist writers, students will examine the centrality of Christ, biblical interpretation, mission, discipleship, and peacemaking from within a framework of Anabaptist convictions.

G313 Pentecostalism & the Church of God: History, Thought, and Polity

This course provides an overview of the history of Pentecostalism, including the historical antecedents of Pentecostalism and the early growth of the movement in North America. Emphasis is placed on the development of thought, practice and polity within the context of the Church of God (Cleveland), from 1886 onward. The course will prepare students to complete the Exhorter's exam, an entry level requirement for licensure with the denomination of the Church of God. (All references to the Church of God apply specifically to the Church of God – Cleveland, Tennessee.)

Prerequisite: G110 History of the Christian Era

G330: Reason and Christian Belief

A study of philosophical issues arising from religious belief and practice, such as the relation between faith and reason, arguments for the existence of God, the problem of evil, the relation between religion and science, and religious pluralism.

Prerequisite: G143 Worldviews & Contemporary Culture

G360: Technology and Communication for Ministry

This course provides foundational instruction in the use of digital and electronic technology for communication in ministry. Students will learn essential information and develop practical skills through hands-on learning for effective use of technology, especially in the areas of sound reinforcement, lighting, projection, graphic design, social media, and video production. Ethical and philosophical issues related to the influence of technology in culture and the church will also be discussed.

Prerequisite: G209 Communications Skills

G407: Integrative Seminar with Portfolio

Students register for 'Integrative Seminar with Portfolio' during their final year of college. The purpose of this course is to reflect critically on all aspects of their program of study and to integrate knowledge of biblical and theological disciplines with skills and practice in life and ministry. Students consider future steps in their vocational and educational direction, refine and create selected artifacts for their personal Portfolio, and experience a summative interview (with several faculty members) that provides a comprehensive personal assessment of their growth in the six competencies. Integrated Seminar with Portfolio includes small group meetings to focus on integration assignments, to share the process and activity of creating new artefacts for their Portfolio, to explore denominational relationships and processes for credentials and ministry opportunities, and to finalize the content and shape of their personal Portfolio.

G467: Finance, Governance, and Administration

Charitable organizations of any size are responsible to develop and maintain effective systems of operations. In this foundational course, students will learn about and practice the basic principles and tools for effective church and non-profit finance, governance, and administration.

P145: Personal & Spiritual Formation in Ministry

P146: Intro to Spiritual Formation

This course will introduce students to a myriad of spiritual disciplines, both historic and modern from a wide variety of Christian expressions. Through the lens of Scripture and historical practices, students will appreciate why the disciplines are important, what fruit they produce and how they can be incorporated into a busy lifestyle. Multiple opportunities to practice these skills will be provided.

P151: Ministry Formation (Fall, 1st year)

Ministry Formation is involvement in field education where learning moves from the textual to the contextual, done so with input and guidance from a supervisor-mentor. Practical ministry experience is the primary text for field education where formation in ministry practice begins to take shape. Horizon's competencies are addressed throughout the six Ministry Formation courses with Biblical and

Theological Literacy as the emphasis for P151.

P152: Ministry Formation (Winter, 1st year)

Ministry Formation is involvement in field education where learning moves from the textual to the contextual, done so with input and guidance from a supervisor-mentor. Practical ministry experience is the primary text for field education where formation in ministry practice begins to take shape. Horizon's competencies are addressed throughout the six Ministry Formation courses with Spiritual Maturity as the emphasis for P152.

Prerequisite: P151 Ministry Formation

P157 ACTION Program

In partnership with MB Multiply, ACTION is six-week discipleship training and cross-cultural mission experience for young adults.

P160: Intro to Christian Mission

Because Christianity is by nature a missional faith, every Christian is called to participate in God's mission in the world. This course explores the biblical and theological basis for mission, the missionary movements in history, issues in communicating the gospel with cultural relevance, and various missional strategies and mission models. Finally, students will gain insight into identifying, integrating, and fulfilling their personal role in the Mission of God.

P201: Communication Skills for Effective Ministry

P212/G212: Worship and the Arts

This course explores historical and biblical ways that the arts (including, but not limited to, music) have served as expressions of worship in Judeo-Christian traditions. During this course, students will develop an understanding and philosophy of the aesthetics and the arts as they relate to corporate worship practice and church ministry, while also practicing ways of integrating the arts and worship.

P221: Intro to Pastoral Life and Leadership

This course introduces pastoral theology, which regards the health and life of the church and its leadership. Students will examine aspects of a healthy personal life, spiritual maturity, and the practical work of a pastoral leader in a local church.

P226: Counselling Adolescents & their Families

P251: Ministry Formation (Fall, 2nd year)

Ministry Formation is involvement in field education where learning moves from the textual to the contextual, done so with input and guidance from a supervisor-mentor. Practical ministry experience is the primary text for field education where formation in ministry practice begins to take shape. Horizon's six competencies are addressed throughout the six Ministry Formation courses with Contextual Awareness as the emphasis for P251.

P252: Ministry Formation (Winter, 2nd year)

Ministry Formation is involvement in field education where learning moves from the textual to the contextual, done so with input and guidance from a supervisor-mentor. Practical ministry experience

is the primary text for field education where formation in ministry practice begins to take shape. Horizon's six competencies are addressed throughout the six Ministry Formation courses with Skilled Communication as the emphasis for P252.

Prerequisite: P251 Ministry Formation

P265: Church Planting Design

This course increases students' knowledge and skills for initiating new churches and creating a multiplication environment for starting new initiatives. Students will discuss, envision, and develop several strategic resources for planting within the Canadian context. While the focus is on the Canadian context, the diversity of Canada provides an opportunity for many approaches to planting with global applications.

P269: Understanding Cultural Diversity

P270 Understanding Today's Youth Culture

P272: Intro to Family Ministries

This course will help the student to understand the unique needs of the various generations of people who are part of the local church. Students will explore how they can unite different areas of ministry in the church as they develop their own philosophy of family ministry. They will also develop strategies for thriving children's, youth, young adults, adults, and seniors' ministries.

P293: Indigenous Ministry

This course prepares students for success in ministry with Indigenous Peoples by contrasting recent and historical failed mission attempts with efforts that produced positive outcomes. Students examine various Indigenous ways of contextualizing the core tenets of Christian faith as well as the history leading up to the Truth and Reconciliation Commission's calls to action. Students also explore ways to act on these calls within the context of ministry.

P302: Preaching & Public Speaking (formerly Homiletics)

Effective public speaking in any forum is a combination of both art and science. Many leaders have the ability to 'wing it' and move an audience's emotions skillfully with little or no advance preparation. Preachers may be able to survive with this approach for a season but, eventually, the mandate of Jesus to 'feed my sheep' stares back at them in the mirror. The purpose of this course is to build foundational homiletical theory and practices into your life as a preacher and to meld that awareness with the God-given unction you have for processing and delivering the Word of God to people. The course also has relevance for students who may not be preachers but will use public speaking skills regularly in their life and work.

Prerequisite: B119 Bible Study Methods and G209 Communication Skills

P321 Leadership and Conflict

This course gives students a framework through which to view and engage conflict, a biblical foundation for understanding conflict, and a skill set with which to respond effectively to situations involving conflict. Our goal is the development of leadership capacity in situations of conflict from an Anabaptist framework, grounded in the Sermon on the Mount as Jesus' counter-cultural expression of God's

values and priorities. (Note: This course fulfills one of the Anabaptist Studies degree concentration requirements.)

Prerequisite: G149 Foundations of Leadership

P328: Coaching to Empower Others for Strategic Growth

This course will introduce students to coaching as a skill. The purpose of this skill is to empower individuals and teams to achieve their desired growth and development. An important part of this coaching skill will be for each student to develop deeper levels of self-awareness and personal participation in a team environment.

Prerequisite: G149 Foundations of Leadership

P351: Ministry Formation (Fall, 3rd year)

Ministry Formation is involvement in field education where learning moves from the textual to the contextual, done so with input and guidance from a supervisor-mentor. Practical ministry experience is the primary text for field education where formation in ministry practice begins to take shape. Horizon's six competencies are addressed throughout the six Ministry Formation courses with Leadership and Administration as the emphasis for P252.

P352: Ministry Formation (Winter, 3rd year)

Ministry Formation is involvement in field education where learning moves from the textual to the contextual, done so with input and guidance from a supervisor-mentor. Practical ministry experience is the primary text for field education where formation in ministry practice begins to take shape. Horizon's six competencies are addressed throughout the six Ministry Formation courses with Ministry Development as the emphasis for P352.

Prerequisite: P351 Ministry Formation

P358: Internship (six credits)

In internship students put into practice that which has been learned in the classroom setting. Internship moves learning from the textual to the contextual. It is a summative educational experience in ministry formation via extensive time in field education. Formation takes time. Internship is done under the guidance of an internship mentor who provides direction, encouragement, and assessment around six competencies. Internships are usually done towards the conclusion of a student's program.

Prerequisite: P221 Introduction to Pastoral Life & Leadership and P302 Homiletics

P359: Community Practicum

A 3-credit course that provides a practicum for students wishing to engage in contextual learning. The course is done with a supervisor-mentor who provides direction, encouragement, and ongoing input.

P360: Global Missions Work: Principles & Practices

The course prepares those exploring or preparing for global missions work. It exposes students to current realities and provides an on-boarding experience that is normally required by mission agencies. Students will study and engage topics such as motivation, ministry requirements, cul-tural adjustment, trends in global mission work, spirituality, disciple making, and effective com-munity development. In addition, students will consider ways that they might serve in global mis-sion work in the future.

P369: Models of Ministry

This course explores the features of several models of ministry such as online, multi-site, rural, para-church, camp, and sports ministry. Students will learn the practicalities of running different models of ministry along with how to foster growth, health, and vitality in a new or existing ministry. To that end, students will evaluate the advantages and challenges of different models of ministry, establish healthy review processes, and consider which models of ministry will be effective for ministering in different contexts.

P370: Youth Ministry

This course is designed for those who might lead a youth ministry and for those who see them-selves volunteering in various student ministries. Students will develop their own biblically-based philosophy of youth ministry, various programming and counseling strategies, and a deeper understanding of today's youth culture. Students will also learn how to build effective relationships with students, parents, and volunteer leaders.

P371: Children's Ministry

The course helps students learn and engage in best practices and programming skills for developing and overseeing a healthy children's ministry that supports the discipleship and care of children.

P412: Theology of Biblical Worship

This course explores a theological understanding of worship as it relates to Christian practice over the past two millennia. Current worship trends in churches will be evaluated in light of this theological and historical perspective.

P422: Leadership Theory and Practice

This course examines the theory and practice of leadership. Students will study leadership wisdom in the Bible and contemporary leadership literature, including, examples of organizational theory and behaviour linked to effective leadership and management. Students will also create a plan for how they can lead people or an organization through change.

Prerequisite: G149 Foundations of Leadership

P425: Pastoral Care and Counselling

A study of counselling techniques with special emphasis on biblical principles of counselling. Specific problem areas are discussed and principles are considered in light of their application within pastoral settings. Students will also look at the pastor's role in the marriage preparation and performing of marriages as well as the pastor's role in ministering to families who have lost loved ones, which will include practical teaching on dealing with Funeral Homes, the Memorial Service, the Interment, and ongoing grief counseling with the family.

Prerequisite: P221 Introduction to Pastoral Life & Leadership

P431: Training Leadership in Ministry Organizations

Ministry organizations, including local churches, have a strong mandate for leadership training that will ensure the ongoing health of the organization and its ability to fulfil the stated purposes for its existence. This course will examine models for leadership development, elements of teambuilding

(and team dysfunction), as well as roles and responsibilities of effective leadership within a ministry organization.

Prerequisite: G149 Foundations of Leadership

P451: TREK Internship (six credits)

No course description available.

P452: TREK Internship (six credits)

No course description available.

P458: Internship (six credits)

This accounts for the first 6 credits of internship for programs that require 12 credits of internship. In internship students put into practice that which has been learned in the classroom setting. Internship moves learning from the textual to the contextual. It is a summative educational experience in ministry formation via field education. Internship is done under the guidance of a supervisor-mentor who provides direction, encouragement, and assessment around six competencies. Generally speaking, internships are done towards the conclusion of a student's program.

Prerequisite: P221 Introduction to Pastoral Life & Leadership and P302 Homiletics

P459: Internship (six credits)

This accounts for the final 6 credits of internship for programs that require 12 credits of internship. In internship students put into practice that which has been learned in the classroom setting. Internship moves learning from the textual to the contextual. It is a summative educational experience in ministry formation via field education. Internship is done under the guidance of a supervisor-mentor who provides direction, encouragement, and assessment around six competencies. Generally speaking, internships are done towards the conclusion of a student's program.

Prerequisite: P458

P460: Rural Church Ministry

No course description available.

P490/B490: Biblical Communication

Biblical Communication focuses on teaching and preaching biblical truth, with particular attention to sound interpretation and application, thorough preparation, and effective delivery. The context is internship with assignments embedded within the field education experience. This is a directed study course, though there will be some cohort meetings. Though located primarily within the internship experience, the course will also give attention to the importance of continuing education as communicators of Scripture.

Prerequisites: P302 Preaching & Public Speaking

T101: Intro to Theology

This foundational course introduces students to the study of God, also known as theology. Students will learn the value of theology, survey and understand the biblical basis for traditional Christian beliefs as outlined in the Apostles' Creed, and develop basic skills in reading theology.

T190: Thinking Theologically About Ministry

T220: Theology I

An examination of theological methodology followed by a study of the Christian doctrines of revelation, God, creation, providence, humanity, and sin. Students will think critically about areas of theological diversity and consensus, read primary sources, and begin to form their own statement of faith.

T221: Theology II

A study of the Christian doctrines of Christ, salvation, the church, and eschatology. Students will think critically about areas of theological diversity and consensus, read primary sources, and continue to form their own statement of faith.

Prerequisite: T220 Theology I

T311: Holy Spirit and the Church

An in-depth study of the person and work of the Holy Spirit, with particular attention to a Pentecostal interpretation and its emphasis on missional empowerment. Included are the gifts of the Spirit, Spirit baptism, and the doctrine of divine healing. Students construct and critically evaluate arguments and practices related to pneumatology.

Prerequisites: Theology I and Theology II

T312/G312: Anabaptist History and Thought

This course provides an overview of Anabaptist history, spirituality, and thought. It includes the early growth of Anabaptist movements within the context of the Reformation along with historical and global developments in various streams of Anabaptism, with some focus on the Mennonite Brethren tradition. In conversation with early confessions and contemporary Anabaptist writers, students will examine the centrality of Christ, biblical interpretation, mission, discipleship, and peacemaking from within a framework of Anabaptist convictions.

T410: Doctrine of God

Reflection upon the doctrine of the divine attributes as understood in Christian history and especially contemporary theology. Consideration is also given to the implications our understanding of God has for our understanding of godliness and for Christian ministry and Christian living in general.

T411: Soteriology

T491: Current Issues in Theology

An introduction to and evaluation of trends in contextual theologies and other pressing issues in contemporary theology and church life. Students evaluate these issues from a biblical and evangelical Christian perspective and develop their own theologically-informed responses to these trends. The key topics of discussion will vary.



PROGRAM REQUIREMENTS

See the following program sheets for program requirements.

Advanced Certificate – Christian Studies

Student: _____

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Bible Study Methods			3
B	Luke-Acts / Pentateuch			3
G	Personal & Christian Life Management			3
G	Worldviews & Contemporary Culture			3
G	Foundations in Leadership			3
P	Intro to Spiritual Formation			3
P	Intro to Christian Mission			3
P	Ministry Formation			1
P	Ministry Formation			1
G	Writing for Academic Success I			1
G	Writing for Academic Success II			1
				34

SECOND YEAR Core Courses		Term	Grade	Credit Hours
T	Theology I			3
T	Theology II			3
B	Luke-Acts / Pentateuch			3
B	Bible Elective			3
G	History of the Christian Era			3
G	Ethics & Morality / Reason & Christian Belief			3
G	Communication Skills			3
G	Christianity & The Arts			3
	Open Elective			3
	Open Elective			3
P	Ministry Formation			1
P	Ministry Formation			1
				32

Notes:

Courses separated by a “/” indicate that they are offered as alternating courses every other year.

Advanced Certificate – Christian Studies

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred

Program Summary	Current
Theology	9
Bible	18
General	23
Professional	10
Open	6
Total MCS Credits Required	66

Advanced Certificate - Ministry Leadership

Student: _____

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Bible Study Methods			3
B	Luke-Acts / Pentateuch			3
G	Personal & Christian Life Management			3
G	Worldviews & Contemporary Culture			3
G	Foundations in Leadership			3
P	Intro to Spiritual Formation			3
P	Intro to Christian Mission			3
P	Ministry Formation			1
P	Ministry Formation			1
G	Writing for Academic Success I			1
G	Writing for Academic Success II			1
				34

SECOND YEAR Core Courses		Term	Grade	Credit Hours
T	Theology I			3
T	Theology II			3
B	Luke-Acts / Pentateuch			3
B	Poetry, Wisdom, Apoc. / Epistles			3
G	History of the Christian Era			3
G	Ethics & Morality / Reason & Christian Belief			3
G	Communication Skills			3
P	Intro to Pastoral Life & Leadership			3
P	Intro to Family Ministry / Indigenous Ministry			3
P/G	Tech & Communication in Ministry / Models of Ministry			3
P	Ministry Formation			1
P	Ministry Formation			1
				32

Notes:

Courses separated by a "/" indicate that they are offered as alternating courses every other year.

Advanced Certificate - Ministry Leadership

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred

Program Summary	Current
Theology	9
Bible	18
General	20/23
Professional	16/19
Open	0
Total MCS Credits Required	66

Bachelor of Religious Education – Christian & Business Studies (2+1)

Student: _____

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Bible Study Methods			3
B	Luke-Acts / Pentateuch			3
G	Personal & Christian Life Management			3
G	Worldviews & Contemporary Culture			3
G	Foundations in Leadership			3
P	Intro to Spiritual Formation			3
P	Intro to Christian Mission			3
P	Ministry Formation			1
P	Ministry Formation			1
G	Writing for Academic Success I			1
G	Writing for Academic Success II			1
				34

SECOND YEAR Core Courses		Term	Grade	Credit Hours
T	Theology I			3
T	Theology II			3
B	Luke-Acts / Pentateuch			3
B	Bible Elective			3
G	History of the Christian Era			3
G	Ethics & Morality / Reason & Christian Belief			3
G	Communication Skills			3
G	Christianity & The Arts Elective ¹			3
	Open Elective			3
	Open Elective			3
P	Ministry Formation			1
P	Ministry Formation			1
				32

Bachelor of Religious Education – Christian & Business Studies (2+1)

Notes:

Courses separated by a “/” indicate that they are offered as alternating courses every other year.

The BRE in Christian & Business Studies requires the completion of a **1-Year Certificate in Business Studies** or similar certificate from an approved institution. The Certificate must be completed within 5 years of the Master's portion of studies.

¹Christianity & The Arts Elective Options include P212 or G212 Worship and the Arts, and G208 English Christian Literature Survey

Students may need to register for a course(s) in the Spring/Summer semester after their second year, pending their course load and course schedule.

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred
1-Year Certificate in Business Studies		Completed Program

Program Summary	Current
Theology	9
Bible	18
General	23
Professional	10
Open	6
Total MCS Credits Required	66

Bachelor of Religious Education – Christian Studies & Applied Technology (2+2)

Student: _____

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Bible Study Methods			3
B	Luke-Acts / Pentateuch			3
G	Personal & Christian Life Management			3
G	Worldviews & Contemporary Culture			3
G	Foundations in Leadership			3
P	Intro to Spiritual Formation			3
P	Intro to Christian Mission			3
P	Ministry Formation			1
P	Ministry Formation			1
G	Writing for Academic Success I			1
G	Writing for Academic Success II			1
				34

SECOND YEAR Core Courses		Term	Grade	Credit Hours
T	Theology I			3
T	Theology II			3
B	Luke-Acts / Pentateuch			3
B	Bible Elective			3
G	History of the Christian Era			3
G	Ethics & Morality / Reason & Christian Belief			3
G	Communication Skills			3
G	Christianity & The Arts Elective ¹			3
B/T	Bible or Theology Elective			3
	Open Elective			3
P	Ministry Formation			1
P	Ministry Formation			1
				32

Bachelor of Religious Education – Christian Studies & Applied Technology (2+2)

Notes:

Courses separated by a “/” indicate that they are offered as alternating courses every other year.

The BRE in Christian Studies & Applied Technology requires the completion of a **2-Year Applied Technology Diploma** from an approved institution. The Diploma must be completed within 5 years of the Master's portion of studies.

¹Christianity & The Arts Elective Options include P212 or G212 Worship and the Arts, and G208 English Christian Literature Survey

Students may need to register for a course(s) in the Spring/Summer semester after their second year, pending their course load and course schedule.

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred
2-Year Applied Technology Diploma		Completed Program

Program Summary	Current
Theology	9 or 12
Bible	18 or 21
General	23
Professional	10
Open	3
Total MCS Credits Required	66

Bachelor of Religious Education – Christian Studies & BioTechnology (2+2 or 2+3)

Student: _____

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Bible Study Methods			3
B	Luke-Acts / Pentateuch			3
G	Personal & Christian Life Management			3
G	Worldviews & Contemporary Culture			3
G	Foundations in Leadership			3
P	Intro to Spiritual Formation			3
P	Intro to Christian Mission			3
P	Ministry Formation			1
P	Ministry Formation			1
G	Writing for Academic Success I			1
G	Writing for Academic Success II			1
				34

SECOND YEAR Core Courses		Term	Grade	Credit Hours
T	Theology I			3
T	Theology II			3
B	Luke-Acts / Pentateuch			3
B	Bible Elective			3
G	History of the Christian Era			3
G	Ethics & Morality / Reason & Christian Belief			3
G	Communication Skills			3
G	Christianity & The Arts Elective ¹			3
B/T	Bible or Theology Elective			3
	Open Elective			3
P	Ministry Formation			1
P	Ministry Formation			1
				32

Bachelor of Religious Education – Christian Studies & BioTechnology (2+2 or 2+3)

Notes:

Courses separated by a “/” indicate that they are offered as alternating courses every other year

The BRE in Christian Studies & BioTechnology requires the completion of a **2 or 3-Year BioTechnology Diploma** from an approved institution. The Diploma must be completed within 5 years of the Master's portion of studies.

¹Christianity & The Arts Elective Options include P212 or G212 Worship and the Arts, and G208 English Christian Literature Survey

Students may need to register for a course(s) in the Spring/Summer semester after their second year, pending their course load and course schedule.

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred
2 or 3-Year BioTechnology Diploma		Completed Program

Program Summary	Current
Theology	9 or 12
Bible	18 or 21
General	23
Professional	10
Open	3
Total MCS Credits Required	66

Bachelor of Religious Education – Christian Studies & Health Services (2+2)

Student: _____

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Bible Study Methods			3
B	Luke-Acts / Pentateuch			3
G	Personal & Christian Life Management			3
G	Worldviews & Contemporary Culture			3
G	Foundations in Leadership			3
P	Intro to Spiritual Formation			3
P	Intro to Christian Mission			3
P	Ministry Formation			1
P	Ministry Formation			1
G	Writing for Academic Success I			1
G	Writing for Academic Success II			1
				34

SECOND YEAR Core Courses		Term	Grade	Credit Hours
T	Theology I			3
T	Theology II			3
B	Luke-Acts / Pentateuch			3
B	Bible Elective			3
G	History of the Christian Era			3
G	Ethics & Morality / Reason & Christian Belief			3
G	Communication Skills			3
G	Christianity & The Arts Elective ¹			3
B/T	Bible or Theology Elective			3
	Open Elective			3
P	Ministry Formation			1
P	Ministry Formation			1
				32

Bachelor of Religious Education – Christian Studies & Health Services (2+2)

Notes:

Courses separated by a “/” indicate that they are offered as alternating courses every other year

The BRE in Christian Studies & Health Services requires the completion of a **2-year Health Services** Diploma from an approved institution. The Diploma must be completed within 5 years of the Master's portion of studies.

¹Christianity & The Arts Elective Options include P212 or G212 Worship and the Arts, and G208 English Christian Literature Survey

Students may need to register for a course(s) in the Spring/Summer semester after their second year, pending their course load and course schedule.

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred
2-Year Health Services Diploma		Completed Program

Program Summary	Current
Theology	9 or 12
Bible	18 or 21
General	23
Professional	10
Open	3
Total MCS Credits Required	66

Bachelor of Religious Education – Christian Studies & Industrial Arts (2+1)

Student: _____

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Bible Study Methods			3
B	Luke-Acts / Pentateuch			3
G	Personal & Christian Life Management			3
G	Worldviews & Contemporary Culture			3
G	Foundations in Leadership			3
P	Intro to Spiritual Formation			3
P	Intro to Christian Mission			3
P	Ministry Formation			1
P	Ministry Formation			1
G	Writing for Academic Success I			1
G	Writing for Academic Success II			1
				34

SECOND YEAR Core Courses		Term	Grade	Credit Hours
T	Theology I			3
T	Theology II			3
B	Luke-Acts / Pentateuch			3
B	Bible Elective			3
G	History of the Christian Era			3
G	Ethics & Morality / Reason & Christian Belief			3
G	Communication Skills			3
G	Christianity & The Arts Elective ¹			3
	Open Elective			3
	Open Elective			3
P	Ministry Formation			1
P	Ministry Formation			1
				32

Bachelor of Religious Education – Christian Studies & Industrial Arts (2+1)

Notes:

Courses separated by a “/” indicate that they are offered as alternating courses every other year

The BRE in Christian Studies & Industrial Arts requires the completion of a **1-Year Industrial Arts Certificate** from an approved institution. The Certificate must be completed within 5 years of the Master's portion of studies.

¹Christianity & The Arts Elective Options include P212 or G212 Worship and the Arts, and G208 English Christian Literature Survey

Students may need to register for a course(s) in the Spring/Summer semester after their second year, pending their course load and course schedule.

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred
1-Year Industrial Arts Certificate		Completed Program

Program Summary	Current
Theology	9
Bible	18
General	23
Professional	10
Open	6
Total MCS Credits Required	66

Bachelor of Religious Education – Christian Studies & Office Administration (2+1)

Student: _____

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Bible Study Methods			3
B	Luke-Acts / Pentateuch			3
G	Personal & Christian Life Management			3
G	Worldviews & Contemporary Culture			3
G	Foundations in Leadership			3
P	Intro to Spiritual Formation			3
P	Intro to Christian Mission			3
P	Ministry Formation			1
P	Ministry Formation			1
G	Writing for Academic Success I			1
G	Writing for Academic Success II			1
				34

SECOND YEAR Core Courses		Term	Grade	Credit Hours
T	Theology I			3
T	Theology II			3
B	Luke-Acts / Pentateuch			3
B	Bible Elective			3
G	History of the Christian Era			3
G	Ethics & Morality / Reason & Christian Belief			3
G	Communication Skills			3
G	Christianity & The Arts Elective ¹			3
	Open Elective			3
	Open Elective			3
P	Ministry Formation			1
P	Ministry Formation			1
				32

Bachelor of Religious Education – Christian Studies & Office Administration (2+1)

Notes:

Courses separated by a “/” indicate that they are offered as alternating courses every other year

The BRE in Christian Studies & Office Administration requires the completion a **1-Year Office Administration Certificate** from an approved institution. The Certificate must be completed within 5 years of the Master's portion of studies.

¹Christianity & The Arts Elective Options include P212 or G212 Worship and the Arts, and G208 English Christian Literature Survey

Students may need to register for a course(s) in the Spring/Summer semester after their second year, pending their course load and course schedule.

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred
1-Year Office Administration Certificate		Completed Program

Program Summary	Current
Theology	9
Bible	18
General	23
Professional	10
Open	6
Total MCS Credits Required	66

Bachelor of Religious Education – Christian Studies & Support Services (2+1)

Student: _____

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Bible Study Methods			3
B	Luke-Acts / Pentateuch			3
G	Personal & Christian Life Management			3
G	Worldviews & Contemporary Culture			3
G	Foundations in Leadership			3
P	Intro to Spiritual Formation			3
P	Intro to Christian Mission			3
P	Ministry Formation			1
P	Ministry Formation			1
G	Writing for Academic Success I			1
G	Writing for Academic Success II			1
				34

SECOND YEAR Core Courses		Term	Grade	Credit Hours
T	Theology I			3
T	Theology II			3
B	Luke-Acts / Pentateuch			3
B	Bible Elective			3
G	History of the Christian Era			3
G	Ethics & Morality / Reason & Christian Belief			3
G	Communication Skills			3
G	Christianity & The Arts Elective ¹			3
	Open Elective			3
	Open Elective			3
P	Ministry Formation			1
P	Ministry Formation			1
				32

Bachelor of Religious Education – Christian Studies & Support Services (2+1)

Notes:

Courses separated by a “/” indicate that they are offered as alternating courses every other year

The BRE in Christian Studies & Support Services requires the completion of a **1-Year Support Services Certificate** from an approved institution. The Certificate must be completed within 5 years of the Master's portion of studies.

¹Christianity & The Arts Elective Options include P212 or G212 Worship and the Arts, and G208 English Christian Literature Survey

Students may need to register for a course(s) in the Spring/Summer semester after their second year, pending their course load and course schedule.

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred
1-Year Support Services Certificate		Completed Program

Program Summary	Current
Theology	9
Bible	18
General	23
Professional	10
Open	6
Total MCS Credits Required	66

Master's College & Seminary CBE Registration Form **2024-2025**
Bachelor of Religious Education – Christian Studies (2+1)

Student: _____

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Bible Study Methods			3
B	Luke-Acts / Pentateuch			3
G	Personal & Christian Life Management			3
G	Worldviews & Contemporary Culture			3
G	Foundations in Leadership			3
P	Intro to Spiritual Formation			3
P	Intro to Christian Mission			3
P	Ministry Formation			1
P	Ministry Formation			1
G	Writing for Academic Success I			1
G	Writing for Academic Success II			1
				34

SECOND YEAR Core Courses		Term	Grade	Credit Hours
T	Theology I			3
T	Theology II			3
B	Luke-Acts / Pentateuch			3
B	Bible Elective			3
G	History of the Christian Era			3
G	Ethics & Morality / Reason & Christian Belief			3
G	Communication Skills			3
G	Christianity & The Arts Elective ¹			3
	Open Elective			3
	Open Elective			3
P	Ministry Formation			1
P	Ministry Formation			1
				32

Master's College & Seminary CBE Registration Form **2024-2025**
Bachelor of Religious Education – Christian Studies (2+1)

Notes:

Courses separated by a “/” indicate that they are offered as alternating courses every other year

The BRE in Christian Studies requires the transfer in of **30 additional credits** (approved & competed) from an approved institution. “Plus” requirements must be met within 5 years of the completion of the Master’s portion of studies.

¹Christianity & The Arts Elective Options include P212 or G212 Worship and the Arts, and G208 English Christian Literature Survey

Students may need to register for a course(s) in the Spring/Summer semester after their second year, pending their course load and course schedule.

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred
Block Transfer		30

Program Summary	Current
Theology	9
Bible	18
General	23
Professional	10
Open	6
Total MCS Credits Required	66

Master's College & Seminary CBE Registration Form **2024-2025**
Bachelor of Religious Education – Christian Studies (3 Year)

Student: _____

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Bible Study Methods			3
B	Luke-Acts / Pentateuch			3
G	Personal & Christian Life Management			3
G	Worldviews & Contemporary Culture			3
G	Foundations in Leadership			3
P	Intro to Spiritual Formation			3
P	Intro to Christian Mission			3
P	Ministry Formation			1
P	Ministry Formation			1
G	Writing for Academic Success I			1
G	Writing for Academic Success II			1
				34

SECOND YEAR Core Courses		Term	Grade	Credit Hours
T	Theology I			3
T	Theology II			3
B	Luke-Acts / Pentateuch			3
B	Bible Elective			3
G	History of the Christian Era			3
G	Ethics & Morality / Reason & Christian Belief			3
G	Communication Skills			3
G	Christianity & The Arts Elective ¹			3
	Open Elective			3
	Open Elective			3
P	Ministry Formation			1
P	Ministry Formation			1
				32

Master's College & Seminary CBE Registration Form **2024-2025**
Bachelor of Religious Education – Christian Studies (3 Year)

THIRD YEAR Core Courses		Term	Grade	Credit Hours
T	Theology Elective			3
T	Theology Elective			3
B	OT Prophets / OT History			3
B	Bible Elective			3
B	Bible Elective			3
G	Ethics & Morality / Reason & Christian Belief			3
G	General Elective			3
G	Integrative Seminar with Portfolio			3
	Open Elective			3
	Open Elective			3
P	Ministry Formation			1
P	Ministry Formation			1
				32

Notes:

Courses separated by a "/" indicate that they are offered as alternating courses every other year

¹Christianity & The Arts Elective Options include P212 or G212 Worship and the Arts, and G208 English Christian Literature Survey

Students may need to register for a course(s) in the Spring/Summer semesters after their second year, pending their course load and course schedule.

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred

Program Summary	Current
Theology	15
Bible	27
General	32
Professional	12
Open	12
Total MCS Credits Required	98

Bachelor of Theology – Children's Ministry

Student: _____

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Bible Study Methods			3
B	Luke-Acts / Pentateuch			3
G	Personal & Christian Life Management			3
G	Worldviews & Contemporary Culture			3
G	Foundations in Leadership			3
P	Intro to Spiritual Formation			3
P	Intro to Christian Mission			3
P	Ministry Formation			1
P	Ministry Formation			1
G	Writing for Academic Success I			1
G	Writing for Academic Success II			1
				34

SECOND YEAR Core Courses		Term	Grade	Credit Hours
T	Theology I			3
T	Theology II			3
T	Holy Spirit & The Church*			3
B	Luke-Acts / Pentateuch			3
B	Bible Elective			3
B	Bible Elective			3
G	History of the Christian Era			3
G	Pentecostalism & The Church in Canada*			3
P	Intro to Pastoral Life & Leadership			3
P	Intro to Family Ministries			3
P	Ministry Formation			1
P	Ministry Formation			1
				32

Bachelor of Theology – Children’s Ministry

Notes:

*PAOC credential requirement

Courses separated by a “/” indicate that they are offered as alternating courses every other year.

Students may need to register for a course(s) in the Spring/Summer semester after second year. The number of Spring/Summer courses depends on their course load and the course schedule.

The BTh in Children’s Ministry requires an *additional* (approved) **2 Year Early Childhood Education Diploma** from an approved institution. The Diploma must be completed within 5 years of the Master’s portion of studies.

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred
2-Year Early Childhood Education Diploma		Completed program

Program Summary	Current
Theology	12
Bible	21
General	17
Professional	16
Open	0
Total MCS Credits Required	66

Bachelor of Theology - Entrepreneurial Ministry (3+1)

Student: _____

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Bible Study Methods			3
B	Luke-Acts / Pentateuch			3
G	Personal & Christian Life Management			3
G	Worldviews & Contemporary Culture			3
G	Foundations in Leadership			3
P	Intro to Spiritual Formation			3
P	Intro to Christian Mission			3
P	Ministry Formation			1
P	Ministry Formation			1
G	Writing for Academic Success I			1
G	Writing for Academic Success II			1
				34

SECOND YEAR Core Courses		Term	Grade	Credit Hours
T	Theology I			3
T	Theology II			3
B	Luke-Acts / Pentateuch			3
B	Poetry, Wisdom, Apoc. / Epistles			3
G	History of the Christian Era			3
G	Ethics & Morality / Reason & Christian Belief			3
G	Communication Skills			3
G	Pentecostalism & The Church in Canada*			3
G / P	Finance, Governance & Administration / Indigenous Ministry			3
P	Intro to Pastoral Life & Leadership			3
P	Preaching & Public Speaking			3
P	Ministry Formation			1
P	Ministry Formation			1
				35

Bachelor of Theology - Entrepreneurial Ministry (3+1)

THIRD YEAR Core Courses		Term	Grade	Credit Hours
T	Holy Spirit & The Church*			3
B	Old Testament Prophets / Old Testament History			3
B	Poetry, Wisdom, Apoc. / Epistles			3
B	Biblical Communication			3
G / P	Indigenous Ministry / Finance, Governance, & Administration			3
G	Integrative Seminar with Portfolio			3
P	Internship			9
P	Leadership Theory & Practice			3
				30

Notes:

*PAOC credential requirement

¹ ISP (Integrative Seminar with Portfolio) should be done: 1. as close to the end of the degree as possible OR 2. as close to internship as possible. Biblical Communication is done in conjunction with internship. Preaching & Public Speaking should be taken prior to internship but could be taken in conjunction with internship with permission from the Registrar's office.

Courses separated by a "/" indicate that they are offered as alternating courses every other year.

Students will need to register for a course(s) in the Spring/Summer semesters after second year. The number of Spring/Summer courses depends on their course load and the course schedule.

The BTh in Entrepreneurial Ministry requires the transfer in of a **1-Year Certificate in Entrepreneurship (24 credits)** from an approved institution. The Certificate must be completed within 5 years of the Master's portion of studies.

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred
1-Year Certificate in Entrepreneurship		Completed Program

Program Summary	Current
Theology	12
Bible	27
General	29
Professional	31
Open	0
Total MCS Credits Required	99

Bachelor of Theology – Media Ministry (2+2)

Student:

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Bible Study Methods			3
B	Luke-Acts / Pentateuch			3
G	Personal & Christian Life Management			3
G	Worldviews & Contemporary Culture			3
G	Foundations in Leadership			3
P	Intro to Spiritual Formation			3
P	Intro to Christian Mission			3
P	Ministry Formation			1
P	Ministry Formation			1
G	Writing for Academic Success I			1
G	Writing for Academic Success II			1
				34

SECOND YEAR Core Courses		Term	Grade	Credit Hours
T	Theology I			3
T	Theology II			3
T	Holy Spirit & The Church*			3
B	Luke-Acts / Pentateuch			3
B	Bible Elective			3
B	Bible Elective			3
G	History of the Christian Era			3
G	Pentecostalism & The Church in Canada*			3
P	Intro to Pastoral Life & Leadership			3
	Open Elective			3
P	Ministry Formation			1
P	Ministry Formation			1
				32

Bachelor of Theology – Media Ministry (2+2)

Notes:

*PAOC credential requirement

Courses separated by a “/” indicate that they are offered as alternating courses every other year.

Students may need to register for a course(s) in the Spring/Summer semesters after second year. The number of Spring/Summer courses depends on their course load and the course schedule.

The BTh in Media Ministry requires the completion of a **2-Year Media Production Diploma** from an approved institution. The Diploma must be completed within 5 years of the Master's portion of studies

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred
2-Year Media Production Diploma		Completed Program

Program Summary	Current
Theology	12
Bible	21
General	17
Professional	13
Open	3
Total MCS Credits Required	66

Bachelor of Theology – Mental Health & Addictions Ministry (2+2)

Student: _____

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Bible Study Methods			3
B	Luke-Acts / Pentateuch			3
G	Personal & Christian Life Management			3
G	Worldviews & Contemporary Culture			3
G	Foundations in Leadership			3
P	Intro to Spiritual Formation			3
P	Intro to Christian Mission			3
P	Ministry Formation			1
P	Ministry Formation			1
G	Writing for Academic Success I			1
G	Writing for Academic Success II			1
				34

SECOND YEAR Core Courses		Term	Grade	Credit Hours
T	Theology I			3
T	Theology II			3
T	Holy Spirit & The Church*			3
B	Luke-Acts / Pentateuch			3
B	Bible Elective			3
B	Bible Elective			3
G	History of the Christian Era			3
G	Pentecostalism & The Church in Canada*			3
P	Intro to Pastoral Life & Leadership			3
	Open Elective			3
P	Ministry Formation			1
P	Ministry Formation			1
				32

Bachelor of Theology – Mental Health & Addictions Ministry (2+2)

Notes:

*PAOC credential requirement

Courses separated by a “/” indicate that they are offered as alternating courses every other year.

Students may need to register for a course(s) in the Spring/Summer semesters after second year. The number of Spring/Summer courses depends on their course load and the course schedule.

The BTh in Mental Health & Addictions Ministry requires the completion of a **2-Year Mental Health & Addictions Counselling Diploma (60 credits)** from an approved institution. The Diploma must be completed within 5 years of the Master's portion of studies.

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred
2-Year Mental Health & Addictions Counselling Diploma		Completed Program

Program Summary	Current
Theology	12
Bible	21
General	17
Professional	13
Open	3
Total MCS Credits Required	66

Bachelor of Theology – Ministry Leadership (2+2)

Student:

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Bible Study Methods			3
B	Luke-Acts / Pentateuch			3
G	Personal & Christian Life Management			3
G	Worldviews & Contemporary Culture			3
G	Foundations in Leadership			3
P	Intro to Spiritual Formation			3
P	Intro to Christian Mission			3
P	Ministry Formation			1
P	Ministry Formation			1
G	Writing for Academic Success I			1
G	Writing for Academic Success II			1
				34

SECOND YEAR Core Courses		Term	Grade	Credit Hours
T	Theology I			3
T	Theology II			3
T	Holy Spirit & The Church*			3
B	Luke-Acts / Pentateuch			3
B	Bible Elective			3
B	Bible Elective			3
G	History of the Christian Era			3
G	Pentecostalism & The Church in Canada*			3
P	Intro to Pastoral Life & Leadership			3
P	Professional Elective			3
P	Preaching & Public Speaking			3
P	Ministry Formation			1
P	Ministry Formation			1
				35

Bachelor of Theology – Ministry Leadership (2+2)

INTERNSHIP¹ - Core Courses²		Term	Grade	Credit Hours
P	Internship			9
B	Biblical Communication			3
				12

Notes:

*PAOC credential requirement

¹ Internship details:

Internship between years 1 and 2: Students will register for Writing for Academic Success II, in addition to the Internship, during the summer semester between years 1 and 2, or in the Fall semester. (Student will register for Preaching & Public Speaking at the end of 1st year before Internship begins)

Internship following year 2: Students will register for Writing for Academic Success II during year 2. (Student will register for Preaching & Public Speaking at the end of 2nd year before Internship begins)

² Biblical Communication is done in conjunction with internship. Preaching & Public Speaking should be taken prior to internship but could be taken in conjunction with internship with permission from the Registrar's office.

Courses separated by a "/" indicate that they are offered as alternating courses every other year.

Students will need to register for a course(s) in the Spring/Summer semester after second year. The number of Spring/Summer courses depends on their course load and the course schedule.

The BTh in Ministry Leadership 2+2 requires the completion of a **2-Year Diploma** from an approved institution. The Diploma must be completed within 5 years of the Master's portion of studies

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred
2-Year Diploma		Completed Program

Program Summary	Current
Theology	12
Bible	24
General	17
Professional	28
Open	0
Total MCS Credits Required	81

Bachelor of Theology – Ministry Leadership (3+1)

Student: _____

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Bible Study Methods			3
B	Luke-Acts / Pentateuch			3
G	Personal & Christian Life Management			3
G	Worldviews & Contemporary Culture			3
G	Foundations in Leadership			3
P	Intro to Spiritual Formation			3
P	Intro to Christian Mission			3
P	Ministry Formation			1
P	Ministry Formation			1
G	Writing for Academic Success I			1
G	Writing for Academic Success II			1
				34

SECOND YEAR Core Courses		Term	Grade	Credit Hours
T	Theology I			3
T	Theology II			3
B	Luke-Acts / Pentateuch			3
B	Bible Elective			3
G	History of the Christian Era			3
G	Ethics & Morality / Reason & Christian Belief			3
G	Communication Skills			3
G	Pentecostalism & The Church in Canada*			3
G / P	Finance, Governance & Administration / Indigenous Ministry			3
P	Intro to Pastoral Life & Leadership			3
P	Preaching & Public Speaking			3
P	Ministry Formation			1
P	Ministry Formation			1
				35

Bachelor of Theology – Ministry Leadership (3+1)

THIRD YEAR Core Courses		Term	Grade	Credit Hours
T	Holy Spirit & The Church*			3
B	Biblical Communication			3
B	Bible Elective			3
B	Bible Elective			3
G / P	Indigenous Ministry / Finance, Governance, & Administration			3
G	Integrative Seminar with Portfolio ¹			3
P	Internship			9
P	Leadership Theory & Practice			3
				30

Notes:

*PAOC credential requirement

¹ ISP (Integrative Seminar with Portfolio) should be done: 1. as close to the end of the degree as possible OR 2. as close to internship as possible. Biblical Communication is done in conjunction with internship. Preaching & Public Speaking should be taken prior to internship but could be taken in conjunction with internship with permission from the Registrar's office.

Courses separated by a "/" indicate that they are offered as alternating courses every other year.

Students will need to register for a course(s) in the Spring/Summer semesters after second year. The number of Spring/Summer courses depends on their course load and the course schedule.

The BTh in Ministry Leadership 3+1 requires the **block transfer in of 30 additional credits** (approved & completed) from an approved institution. "Plus" requirements must be met within 5 years of the completion of the Master's portion of studies.

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred
Block Transfer		30

Program Summary	Current
Theology	12
Bible	27
General	29
Professional	31
Open	0
Total MCS Credits Required	99

Bachelor of Theology – Ministry Leadership

Student: _____

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Bible Study Methods			3
B	Luke-Acts / Pentateuch			3
G	Personal & Christian Life Management			3
G	Worldviews & Contemporary Culture			3
G	Foundations in Leadership			3
P	Intro to Spiritual Formation			3
P	Intro to Christian Mission			3
P	Ministry Formation			1
P	Ministry Formation			1
G	Writing for Academic Success I			1
G	Writing for Academic Success II			1
				34

SECOND YEAR Core Courses		Term	Grade	Credit Hours
T	Theology I			3
T	Theology II			3
B	Luke-Acts / Pentateuch			3
B	Poetry, Wisdom, Apoc. / Epistles			3
G	History of the Christian Era			3
G	Ethics & Morality / Reason & Christian Belief			3
G	Communication Skills			3
G / P	Tech & Communication in Ministry / Coaching to Empower Others for Strategic Growth			3
P	Intro to Pastoral Life & Leadership			3
P / G	Indigenous Ministry / Christianity & the Arts			3
P	Ministry Formation			1
P	Ministry Formation			1
				32

Bachelor of Theology – Ministry Leadership

THIRD YEAR Core Courses		Term	Grade	Credit Hours
T	Holy Spirit & The Church*			3
T	Theology Elective			3
B	Old Testament Prophets / Old Testament History			3
B	Poetry, Wisdom, Apoc. / Epistles			3
G	Pentecostalism & The Church in Canada*			3
G	Ethics & Morality / Reason & Christian Belief			3
G / Open	Finance, Governance, & Administration / Open Elective			3
G / P	Coaching to Empower Others for Strategic Growth / Tech & Communication in Ministry			3
Open	Open Elective			3
P / G	Indigenous Ministry / Christianity & The Arts			3
P	Preaching & Public Speaking			3
P	Ministry Formation			1
P	Ministry Formation			1
				35

FOURTH YEAR & INTERNSHIP - Core Courses ¹		Term	Grade	Credit Hours
B	Biblical Communication			3
G / Open	Open Elective / Finance, Governance, & Administration			3
G	Integrative Seminar with Portfolio ¹			3
P	Internship			6
P	Internship			9
P	Leadership Theory & Practice			3
				27

Notes:

*PAOC credential requirement

¹ ISP should be done: 1. as close to the end of the degree as possible OR 2. as close to internship as possible. Biblical Communication is done in conjunction with internship. Preaching & Public Speaking should be taken prior to internship but could be taken in conjunction with internship with permission from the registrar office.

Courses separated by a “/” indicate that they are offered as alternating courses every other year.

Students will need to register for a course(s) in the Spring/Summer semesters after second year. The number of Spring/Summer courses depends on their course load and the course schedule.

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred

Program Summary

Current

Theology	15
Bible	27
General	38
Professional	42
Open	6
Total MCS Credits Required	128

Bachelor of Theology – Pastoral Leadership (3+1)

Student: _____

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Bible Study Methods			3
B	Luke-Acts / Pentateuch			3
G	Personal & Christian Life Management			3
G	Worldviews & Contemporary Culture			3
G	Foundations in Leadership			3
P	Intro to Spiritual Formation			3
P	Intro to Christian Mission			3
P	Ministry Formation			1
P	Ministry Formation			1
G	Writing for Academic Success I			1
G	Writing for Academic Success II			1
				34

SECOND YEAR Core Courses		Term	Grade	Credit Hours
T	Theology I			3
T	Theology II			3
B	Luke-Acts / Pentateuch			3
B	Bible Elective			3
G	History of the Christian Era			3
G	Ethics & Morality / Reason & Christian Belief			3
G	Communication Skills			3
G	Pentecostalism & The Church in Canada*			3
G / P	Finance, Governance & Administration / Pastoral Care & Counselling			3
P	Intro to Pastoral Life & Leadership			3
P	Preaching & Public Speaking			3
P	Ministry Formation			1
P	Ministry Formation			1
				35

Bachelor of Theology – Pastoral Leadership (3+1)

THIRD YEAR Core Courses		Term	Grade	Credit Hours
T	Holy Spirit & The Church*			3
B	Bible Elective			3
B	Bible Elective			3
B	Biblical Communication			3
G / P	Finance, Governance, & Administration / Pastoral Care & Counselling			3
G	Integrative Seminar with Portfolio ¹			3
P	Internship			9
P	Leadership Theory & Practice			3
				30

Notes:

*PAOC credential requirement

¹ ISP (Integrative Seminar with Portfolio) should be done: 1. as close to the end of the degree as possible OR 2. as close to internship as possible. Biblical Communication is done in conjunction with internship. Preaching & Public Speaking (formerly Homiletics) should be taken prior to internship but could be taken in conjunction with internship with permission from the registrar office.

Courses separated by a “/” indicate that they are offered as alternating courses every other year.

Students will need to register for a course(s) in the Spring/Summer semesters after second year. The number of Spring/Summer courses depends on their course load and the course schedule.

The BTh in Pastoral Leadership 3+1 requires the **block transfer in of 30 additional credits** (approved & completed) from an approved institution. “Plus” requirements must be met within 5 years of the completion of the Master’s portion of studies.

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred
Block Transfer		30

Program Summary	Current
Theology	12
Bible	27
General	29
Professional	31
Open	0
Total MCS Credits Required	99

Bachelor of Theology – Pastoral Leadership

Student: _____

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Bible Study Methods			3
B	Luke-Acts / Pentateuch			3
G	Personal & Christian Life Management			3
G	Worldviews & Contemporary Culture			3
G	Foundations in Leadership			3
P	Intro to Spiritual Formation			3
P	Intro to Christian Mission			3
P	Ministry Formation			1
P	Ministry Formation			1
G	Writing for Academic Success I			1
G	Writing for Academic Success II			1
				34

SECOND YEAR Core Courses		Term	Grade	Credit Hours
T	Theology I			3
T	Theology II			3
B	Luke-Acts / Pentateuch			3
B	Poetry, Wisdom, Apoc. / Epistles			3
G	History of the Christian Era			3
G	Ethics & Morality / Reason & Christian Belief			3
G	Communication Skills			3
G / P	Tech & Communication in Ministry / Coaching to Empower Others for Strategic Growth			3
P	Intro to Pastoral Life & Leadership			3
P	Intro to Family Ministries / Indigenous Ministry			3
P	Ministry Formation			1
P	Ministry Formation			1
				32

Bachelor of Theology – Pastoral Leadership

THIRD YEAR Core Courses		Term	Grade	Credit Hours
T	Holy Spirit & The Church*			3
T	Theology Elective			3
B	Old Testament Prophets / Old Testament History			3
B	Poetry, Wisdom, Apoc. / Epistles			3
G	Pentecostalism & The Church in Canada*			3
G	Ethics & Morality / Reason & Christian Belief			3
G / P	Finance, Governance, & Administration / Pastoral Care & Counselling			3
P	Indigenous Ministry / Intro to Family Ministries			3
P / G	Coaching to Empower Others for Strategic Growth / Tech & Communication in Ministry			3
P	Preaching & Public Speaking			3
P	Training Leaders in Ministry Organizations			3
P	Ministry Formation			1
P	Ministry Formation			1
				35

FOURTH YEAR & INTERNSHIP - Core Courses		Term	Grade	Credit Hours
B	Biblical Communication			3
G / P	Finance, Governance, & Administration / Pastoral Care & Counselling			3
G	Integrative Seminar with Portfolio ¹			3
P	Internship			6
P	Internship			9
P	Leadership Theory & Practice			3
				27

Notes:

*PAOC credential requirement

¹ ISP (Integrative Seminar with Portfolio) should be done: 1. as close to the end of the degree as possible OR 2. as close to internship as possible. Biblical Communication is done in conjunction with internship. Preaching & Public Speaking should be taken prior to internship but could be taken in conjunction with internship with permission from the Registrar's office.

Courses separated by a "/" indicate that they are offered as alternating courses every other year.

Students will need to register for a course(s) in the Spring/Summer semesters after second year. The number of Spring/Summer courses depends on their course load and the course schedule.

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred

Program Summary	Current
Theology	15
Bible	27
General	35
Professional	51
Open	0
Total MCS Credits Required	128

Bachelor of Theology – Youth Ministry

Student: _____

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Bible Study Methods			3
B	Luke-Acts / Pentateuch			3
G	Personal & Christian Life Management			3
G	Worldviews & Contemporary Culture			3
G	Foundations in Leadership			3
P	Intro to Spiritual Formation			3
P	Intro to Christian Mission			3
P	Ministry Formation			1
P	Ministry Formation			1
G	Writing for Academic Success I			1
G	Writing for Academic Success II			1
				34

SECOND YEAR Core Courses		Term	Grade	Credit Hours
T	Theology I			3
T	Theology II			3
B	Luke-Acts / Pentateuch			3
B	Poetry, Wisdom, Apoc. / Epistles			3
G	History of the Christian Era			3
G	Ethics & Morality / Reason & Christian Belief			3
G	Communication Skills			3
G	Pentecostalism & The Church in Canada*			3
P	Intro to Pastoral Life & Leadership			3
P	Preaching & Public Speaking			3
P	Intro to Family Ministries / Indigenous Ministry			3
P	Ministry Formation			1
P	Ministry Formation			1
				35

Bachelor of Theology – Youth Ministry

THIRD YEAR Core Courses		Term	Grade	Credit Hours
T	Holy Spirit & The Church*			3
B	Old Testament Prophets / Old Testament History			3
B	Poetry, Wisdom, Apoc. / Epistles			3
B	Biblical Communication			3
G	Integrative Seminar with Portfolio ¹			3
P	Indigenous Ministry / Intro to Family Ministries			3
P	Internship			9
P	Leadership Theory & Practice			3
				30

Notes:

*PAOC credential requirement

¹ ISP (Integrative Seminar with Portfolio) should be done: 1. as close to the end of the degree as possible OR 2. as close to internship as possible. Biblical Communication is done in conjunction with internship. Preaching & Public Speaking should be taken prior to internship but could be taken in conjunction with internship with permission from the Registrar's office.

Courses separated by a "/" indicate that they are offered as alternating courses every other year.

Students will need to register for a course(s) in the Spring/Summer semesters after second year. The number of Spring/Summer courses depends on their course load and the course schedule.

The BTh in Youth Ministry requires the completion of a **1 Year Child and Youth Care Worker Certificate (30 credits)** from an approved institution, ideally your 4th year. The Certificate must be completed within 5 years of the Master's portion of studies.

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred
1-Year Child and Youth Care Worker Certificate		Completed Program

Program Summary	Current
Theology	12
Bible	27
General	26
Professional	34
Open	0
Total MCS Credits Required	99

Master's College & Seminary CBE Registration Form **2024-2025**
Bachelor of Theology – Youth Ministry (Coalition 2+2)

Student:

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Bible Study Methods			3
B	Luke-Acts / Pentateuch			3
G	Personal & Christian Life Management			3
G	Worldviews & Contemporary Culture			3
G	Foundations in Leadership			3
P	Intro to Spiritual Formation			3
P	Intro to Christian Mission			3
P	Ministry Formation			1
P	Ministry Formation			1
G	Writing for Academic Success I			1
G	Writing for Academic Success II			1
				34

SECOND YEAR Core Courses		Term	Grade	Credit Hours
T	Theology I			3
T	Theology II			3
T	Holy Spirit & the Church*			3
B	Luke-Acts / Pentateuch			3
B	Bible Elective			3
B	Bible Elective			3
G	History of the Christian Era			3
G	Pentecostalism & The Church in Canada*			3
P	Intro to Pastoral Life & Leadership			3
P	Professional Elective			3
P	Ministry Formation			1
P	Ministry Formation			1
				32

Master's College & Seminary CBE Registration Form **2024-2025**
Bachelor of Theology – Youth Ministry (Coalition 2+2)

Notes:

*PAOC credential requirement

Courses separated by a “/” indicate that they are offered as alternating courses every other year.

Students may need to register for a course(s) in the Spring/Summer semesters after second year. The number of Spring/Summer courses depends on their course load and the course schedule.

The BTh in Youth Ministry (Coalition 2+2) requires the **block transfer in of 60 additional credits** from The Coalition: Youth Ministry Leadership program. The Coalition: Youth Ministry Leadership credits must be completed either before a student begins the MCS program, or within 5 years of the completion of the MCS portion of studies.

- The Coalition: Youth Ministry Leadership program is a two-year program consisting of 8 courses, 4 modules, and a 3,000 hour internship.
- Students who complete ***The Coalition: Youth Ministry Leadership*** program BEFORE attending MCS may receive Advanced Standing (without credit) for the following courses:
 - Personal & Christian Life Management / Substitute a General Studies elective
 - Worldviews& Contemporary Culture / Substitute a General Studies elective
 - Intro to Spiritual Formation / Substitute an Open elective
 - Intro to Pastoral Life and Leadership / Substitute an Open elective
- Students who begin their program at MCS, and then complete their two years at The Coalition: Youth Ministry Leadership program, can register through Master's College & Seminary, and therefore be eligible for student loans.

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred
The Coalition: Youth Ministry program		Completed Program

Program Summary	Current
Theology	12
Bible	21
General	17
Professional	16
Open	0
Total MCS Credits Required	66

Master's College & Seminary CBE Registration Form **2024-2025**
Certificate in Christian Leadership – Credential Track

Student:

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
T	Theology I			3
T	Pentecostal Distinctives (Holy Spirit & The Church)*			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Hermeneutics (Bible Study Methods)			3
G	Foundations in Leadership			3
G	Pentecostal History (Pentecostalism & The Church in Canada)*			3
P	Homiletics (Preaching & Public Speaking)			3
P	Pastoral Theology (Intro to Pastoral Life & Leadership)			3
P	Ministry Formation			1
P	Ministry Formation			1
				32

Notes:

*Indicates a PAOC core credential requirement

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred

Program Summary	Current
Theology	9
Bible	9
General	6
Professional	8
Open	0
Total MCS Credits Required	32

Certificate in Christian Leadership

Student:

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Bible Study Methods			3
B	Luke-Acts / Pentateuch			3
G	Personal & Christian Life Management			3
G	Worldviews & Contemporary Culture			3
G	Foundations in Leadership			3
P	Intro to Spiritual Formation			3
P	Intro to Christian Mission			3
P	Ministry Formation			1
P	Ministry Formation			1
G	Writing for Academic Success I			1
G	Writing for Academic Success II			1
				34

Notes:

Courses separated by a "/" indicate that they are offered as alternating courses every other year.

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred

Program Summary	Current
Theology	3
Bible	12
General	11
Professional	8
Open	0
Total MCS Credits Required	34

Diploma – Pastoral Leadership

Student: _____

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Bible Study Methods			3
B	Luke-Acts / Pentateuch			3
G	Worldviews & Contemporary Culture			3
G	Foundations in Leadership			3
P	Intro to Spiritual Formation			3
P	Intro to Christian Mission			3
	Open Elective			3
G	Writing for Academic Success I			1
G	Writing for Academic Success II			1
				32

SECOND YEAR Core Courses		Term	Grade	Credit Hours
T	Theology I			3
T	Theology II			3
B	Luke-Acts / Pentateuch			3
B	Bible Elective			3
G	History of the Christian Era			3
G	Ethics & Morality			3
G	Communication Skills			3
P	Intro to Pastoral Life & Leadership			3
P	Preaching & Public Speaking			3
P	Professional Elective			3
	Open Elective			3
				33

Diploma – Pastoral Leadership

THIRD YEAR Core Courses		Term	Grade	Credit Hours
T	Holy Spirit & The Church*			3
B	Bible Elective			3
B	Biblical Communication			3
G	Pentecostalism & The Church in Canada*			3
P	Professional Elective			3
P	Leadership Theory & Practice			3
P	Internship			9
				27

Notes:

*PAOC credential requirement

Courses separated by a “/” indicate that they are offered as alternating courses every other year.

Students will need to register for a course(s) in the Spring/Summer semesters after second year. The number of Spring/Summer courses depends on their course load and the course schedule.

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred

Program Summary	Current
Theology	12
Bible	24
General	20
Professional	30
Open	6
Total MCS Credits Required	92

Diploma – Pastoral Leadership

Global Discipleship Certificate

Student: _____

FIRST YEAR Core Courses		Term	Grade	Credit Hours
T	Intro to Theology			3
B	Intro to Old Testament			3
B	Intro to New Testament			3
B	Bible Study Methods			3
G	Personal & Christian Life Management			3
G	Worldviews & Contemporary Culture			3
G	Foundations in Leadership			3
P	ACTION Program (6 weeks with Multiply)*			7
P	Ministry Formation			1
G	Writing for Academic Success I			1
				30

Notes:

With the addition of one 3 credit course in Bible (Luke-Acts or Pentateuch), and WAS II, this program may be used as the first year of any undergraduate degree program at MCS. These remaining credits may be completed in the summer before second year (with request in advance, as DE, upon professor availability), or at any point later in a program.

*The ACTION program requires students to be in Saskatoon for a week of Orientation in February.

Students should audit Introduction to Spiritual Formation during Term C (this is a semester long course).

Transfer Institution(s) / Program	Year(s)	Total Credits Transferred

Program Summary	Current
Theology	3
Bible	9
General	10
Professional	8
Open	0
Total MCS Credits Required	30