Course Description
This course focuses on how to become a simple-essential church that is faithful to the Bible and relevant to the unchurched it is seeking to reach for Christ. Topics include returning to God’s process for making disciples through clarity, movement, alignment, and focus—and reclaiming a generation of dropouts by understanding why people leave the nonessential church, and by understanding how essential churches close the back door. Students will develop an individual project and an action plan for becoming a disciple-making church.

Required Textbooks

Additional Books for Advanced Students and Pastors
Steps to Becoming a Simple Church

**Step 1. Design a Simple Process. Clarity**—Make sure everyone understands the disciple-making process as stated in the mission statement: (1) worship services, (2) small groups, (3) community ministry teams and mission trips.

**Step 2. Place Your Key Programs along the Process. Movement**—Make sure everyone is moving from worship to small groups to ministry teams. A disciple-making coach oversees the assimilation process of all members. Determine how each key program contributes to the process of greater commitment and assimilation—love for God, love for others, and service to the world.

**Step 3. Unite All Ministries around the Process. Alignment**—Make sure everyone on staff single-mindedly supports the disciple-making process. Every leader knows how his or her ministry contributes to the overall process. Anyone who is more passionate for their area than for the church as a whole is replaced.

**Step 4. Gradually Eliminate Things outside the Process. Focus**—Make sure everything that does not contribute to the disciple-making process is abandoned. Say “yes” to the best (making disciples) and “no” to everything that distracts or dilutes the process.

While becoming a simple church is difficult, it is also worth it. The gates of hell are pushed back, dented, and damaged. The upcoming generations are exposed to the gospel and goodness of our God. And the people in your church are placed in the pathway of God’s transforming power.
Session 1: The Simple Revolution Has Begun

Name __________________________ Date __________________________ Points /50

Overview of Syllabus (10 minutes)

Discuss Observation and Interpretation Questions (60 minutes)

Read chapters 1-2 in Simple Church. Answer the questions before class. Answers should be about 50 words. This assignment is worth 50 points. Writing answers to questions is an opportunity to train your mind to actively reflect, analyze, and summarize key concepts which will then be synthesized and applied in journal reflection and group discussion. Learners remember more of what they actively discuss and apply than what they passively read and listen to. This is a key component of accelerated adult learning. Each student must do his part of the assignment so that the entire group can advance. Students learn better together.

1. Why are people responding to simple in Simple Church? (3-16)

2. How does Jesus exemplify simple? (16-17)

3. How and why was Jesus bothered by distracting clutter? (17-20)

4. What is “ministry schizophrenia”? (21-14)
5. If you could give Pastor Rush some advice, what would it be?

6. What are church leaders called to do—and what must they see? (25-27)

7. How are we like First Church? (chapter 2 in Simple Church)

8. How are we like Cross Church?

9. What advice would you give to the pastor at First Church?

10. Which type of church would you rather serve or attend? Why?
11. ADVANCED: What did you find most helpful in lesson 1 in *Master Plan of Evangelism*?
Journal Reflections (20 minutes)

Writing journal reflections is an opportunity to experience transformational life change and develop Christian character. Thinking about what you are learning and discussing how to apply it with others has a way of making learning practical and meaningful. Reflection on Christian virtues (sexual purity, integrity, honesty, self-control, charity, generosity, diligence, persistence, patience, kindness, compassion, courage, and humility) is a key component of character development.

1. What is it that you really want to learn in this course? In light of the textbook readings, group discussion, and/or recommended resources, what is God teaching you? How did this session strengthen your relationship with Jesus?

2. How are you going to apply these concepts to your life, family, and ministry?

3. How could your church apply these concepts in making disciples and developing leaders?

Group Activity and Presentations (ADVANCED - 20 minutes)

In groups of three or four, apply what you are learning by creating illustrations, charts, drama, role-play, and/or visuals. The group activity is an opportunity to display your thinking in charts, graphs, illustrations, and drawings. Displaying your thinking brings ideas to life and engages the whole group in the creative thinking process. Students learn better together. Over 80% of adults are visual and relational learners. This is a key component to creativity, collaboration, cooperation, and team leadership—as well as in teaching the Bible.
Session 2: Simple Church Extreme Makeover

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Discuss Observation and Interpretation Questions (60 minutes)
Read chapters 3-4 in *Simple Church*. Answer the questions before class. Answers should be about 50 words. This assignment is worth 50 points.

1. Why do many churches need an extreme makeover? (57-59)

2. Why should you design your church around the process of spiritual growth? (59-60)

3. What is a “simple church” and what is the goal? (60-62)

4. What is the expanded definition of simple church? (67-68)

5. What is clarity—and why is it important? (70-72)

6. What is movement—and why is it important? (72-74)
7. What is alignment—and why is it important? (74-76)

8. What is focus—and why is it important? (76-78)

9. What do we learn from Hans Hofmann and Makeovers? (80)

10. What is “The Theology of Gates”? (84-86)

11. What is the relationship between focus and excellence in ministry?

12. What common factors exist in these three churches?

13. Of the four simple church elements—clarity, movement, alignment, and focus—which will be the most difficult to implement in your church? Why?
14. ADVANCED: What did you find most helpful in lesson 2 in *Master Plan of Evangelism*?
Journal Reflections (20 minutes)
1. In light of the textbook readings, group discussion, and/or recommended resources, what is God teaching you? How did this session strengthen your relationship with Jesus?

2. How are you going to apply these concepts to your life, family, and ministry?

3. How could your church apply these concepts in making disciples and developing leaders?

Group Activity and Presentations (ADVANCED - 20 minutes)
In groups of three or four, apply what you are learning by creating illustrations, charts, drama, role-play, and/or visuals about an extreme makeover of one of these three churches.
**Session 3: Clarity and Movement**

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**Discuss Observation and Interpretation Questions (60 minutes)**

Read chapters 5-6 in *Simple Church*. Answer the questions in 40-50 words. This assignment is worth 50 points.

1. Why are blueprints essential? (109-111)

2. What kind of disciples do you wish to produce in your church? (115)

3. What is the three-step process of making disciples? (115)

4. According to your weekly programs, what kind of disciples are you making?

5. How would you illustrate your disciple-making process? (116-120)
6. How would you measure your disciple-making process? (120-124)

7. How would you discuss your disciple-making process? (124-129)

8. How would you increase understanding of your disciple-making process? (130-134)


10. What is your part in the transformation process? (138-140)
11. What is strategic programming—and how does it work? (140-142)

12. What is sequential programming—and how does it work? (142-147)

13. What is intentional movement—and how does it work? (147-154)

14. What is the clear next step—and how does it work? (154-157)

15. What should we do about our new members’ class or lack of one?
16. ADVANCED: What did you find most helpful in lesson 3 in *Master Plan of Evangelism*?
Journal Reflections (20 minutes)
1. In light of the textbook readings, group discussion, and/or recommended resources, what is God teaching you? How did this session strengthen your relationship with Jesus?

2. How are you going to apply these concepts to your life, family, and ministry?

3. How could your church apply these concepts in making disciples and developing leaders?

Group Activity and Presentations (ADVANCED - 20 minutes)
In groups of three or four, apply what you are learning by creating illustrations, charts, drama, role-play, and/or visuals about clarity or movement.
Session 4: Alignment and Focus

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**Discuss Observation and Interpretation Questions (60 minutes)**
Read chapters 7-8 in *Simple Church*. Answer the questions in 40-50 words. This assignment is worth 50 points.

1. Why is unity important? (165-169)

2. Why should we recruit on the process? (169-174)

3. Why is accountability critical to alignment—and how do Ministry Action Plans work? (175-178)

4. Why is it important to implement the same process everywhere? (178-182)

5. Why is it important to unite around the process? (182-187)

6. Why is it important to evaluate new ministry alignment? (187-194)
7. Why is research important—and what does it reveal? (197-201)

8. What is focus—and why is it important? (201-204)

9. Why must we eliminate nonessential programs? (204-210)

10. Why must we limit adding more programs? (210-215)

11. Why must we reduce special events? (215-220)

12. Why must we ensure the process is easy to communicate? (220-222)

13. Why must we ensure the process is simple to understand? (223-226)
14. ADVANCED: What did you find most helpful in lesson 4 in *Master Plan of Evangelism*?
Journal Reflections (20 minutes)
1. In light of the textbook readings, group discussion, and/or recommended resources, what is God teaching you? How did this session strengthen your relationship with Jesus?

2. How are you going to apply these concepts to your life, family, and ministry?

3. How could your church apply these concepts in making disciples and developing leaders?

Group Activity and Presentations (ADVANCED - 20 minutes)
In groups of three or four, apply what you are learning by creating illustrations, charts, drama, role-play, and/or visuals about alignment or focus.
## Essential Church = Disciple-making Young Adults

<table>
<thead>
<tr>
<th>Simplify the discipleship process.</th>
<th>Simplify, streamline, and monitor the disciple-making process.</th>
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<td></td>
<td>Focus on the worship service, small groups, and ministry teams.</td>
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<td>The mission statement should describe the discipleship process of worship, small groups, and ministry teams.</td>
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<tr>
<th>Deepen the preaching, Bible study, and prayer ministry.</th>
<th>Deepen members’ knowledge of God’s Word and His truths through the preaching, small groups, and prayer teams.</th>
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<td>Encourage personal Bible study by providing resources.</td>
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<td>Encourage personal prayer by providing resources.</td>
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<td>Challenge members to read through the Bible each year by providing resources.</td>
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<th>Expect members to minister and provide training.</th>
<th>Expect members to be committed ministers and missionaries.</th>
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<td>Require a membership class and discipleship training.</td>
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<td></td>
<td>Preach about expectations and making a difference in the world.</td>
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<td></td>
<td>Challenge members to tithe and give sacrificially to reach the lost.</td>
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<td>When expectations are high, commitment is high.</td>
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<th>Multiply the ministry outside the church buildings.</th>
<th>Multiply the ministry of members spiritually through world missions and community ministry teams.</th>
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<td>Provide resources for members to invite others to worship and Bible study groups such as business card-like and postcard invitations.</td>
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<td>Organize community ministry opportunities: local schools, foster kids, orphans, widows, single moms, AWANA, Scouts, hospitals, and the less fortunate.</td>
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<td>Challenge members to pray around the world each year. Offer annual mission trips.</td>
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Session 5: Becoming Simple and the Simple Life

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Discuss Observation and Interpretation Questions (60 minutes)
Read chapter 9 in Simple Church. Answer the questions in 40-50 words. This assignment is worth 50 points.

1. How are most children growing up? (227-228)

2. How difficult is it to change—and what will happen if we do not change? (229-231)

3. What advice would you give to Pastor Rush? (231-236)

4. How can we do “Step 1: Design a Simple Process (Clarity)”? (236-238)
5. How can we do “Step 2: Place Your Key Programs Along the Process (Movement)”? (238-239)

6. How can we do “Step 3: Unite All Ministries Around the Process (Alignment)”? (239-240)

7. How can we do “Step 4: Begin to Eliminate Things Outside the Process (Focus)”? (240-241)

8. ADVANCED: What did you find most helpful in lesson 5 in Master Plan of Evangelism?
Journal Reflections (20 minutes)
1. In light of the textbook readings, group discussion, and/or recommended resources, what is God teaching you? How did this session strengthen your relationship with Jesus?

2. How are you going to apply these concepts to your life, family, and ministry?

3. How could your church apply these concepts in making disciples and developing leaders?

Group Activity and Presentations (ADVANCED - 20 minutes)
In groups of three or four, apply what you are learning by creating illustrations, charts, drama, role-play, and/or visuals about simple church.
Session 6: Simple Life

Discuss Observation and Interpretation Questions (60 minutes)
Read notes on Simple Life. Answer the questions in 40-50 words. This assignment is worth 50 points.

1. How could you make your time really count? (21-81)

2. How could you create and keep healthy relationships? (99-157)

3. How could you simplify and build healthy finances?

4. How could you get closer to God?
5. ADVANCED: What did you find most helpful in lesson 6 in *Master Plan of Evangelism*?
Journal Reflections (20 minutes)
1. In light of the textbook readings, group discussion, and/or recommended resources, what is God teaching you? How did this session strengthen your relationship with Jesus?

2. How are you going to apply these concepts to your life, family, and ministry?

3. How could your church apply these concepts in making disciples and developing leaders?

Group Activity and Presentations (ADVANCED - 20 minutes)
In groups of three or four, apply what you are learning by creating illustrations, charts, drama, role-play, and/or visuals about the simple life.

Review for the mid-term exam.
Work on the term paper.
Session 7: Study Guide for the Midterm Exam

Memorize brief answers to the following questions for the midterm exam. The midterm exam is worth 100 points.

1. What is ministry schizophrenia? (21-23)

2. What is the simple process at Cross Church? (43-44)

3. What is the definition of a simple church? (60-62)

4. What is clarity? (70-72)

5. What is movement? (72-74)

6. What is alignment? (74-76)

7. What is focus? (76-78)

8. What is the relationship between focus and excellence in ministry? (102-103)

9. How could your church apply more “Clarity: Starting with a Ministry Blueprint”? (109-134)

10. How could your church apply more “Movement: Removing Congestion”? (135-163)

11. How could your church apply more “Alignment: Maximizing the Energy of Everyone”? (165-194)

12. How could your church apply more “Focus: Saying No to Almost Everything”? (197-226)
## Session 8: Why People Leave the Nonessential Church

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<thead>
<tr>
<th>Discuss Observation and Interpretation Questions (60 minutes)</th>
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<tr>
<td>Read chapters 1-2 in <em>Essential Church</em>. Answer the questions in 40-50 words. This assignment is worth 50 points.</td>
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<tr>
<td>1. What are the top ten reasons church dropouts stop attending church? (3-4 in <em>Essential Church</em>)</td>
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<td>2. How can a church go from nonessential to essential church? (5-7)</td>
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<td>3. Summarize the decline of the American church. (7-16)</td>
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<td>4. What are the seven sins of dying churches? (16-21)</td>
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<td>5. Why are high school graduates leaving the nonessential church? (25-32)</td>
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<td>6. What would cause high school graduates to stay in your church? (32-37)</td>
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7. What are the greatest needs within the young adult generation—and how could your church respond? (37-40)

8. How can the pastor of the church help in connecting with youth? (40-42)

9. How can parents help in connecting with youth? (42-44)

10. What kind of community are young people looking for? (45-51)

11. When and why are young people exiting from the church? (51-52)

12. What are some ways of reaching young people? (53-57)

13. What are the results of disenchantment with the status quo? (57-61)

14. How can the church regain its status as the locus of community? (61-67)
15. ADVANCED: What did you find most helpful in lesson 7 in *Master Plan of Evangelism*?

16. ADVANCED: What did you find most helpful in the notes for *The Unchurched Next Door: Understanding Faith Stages*?
**Journal Reflections (20 minutes)**

1. In light of the textbook readings, group discussion, and/or recommended resources, what is God teaching you? How did this session strengthen your relationship with Jesus?

2. How are you going to apply these concepts to your life, family, and ministry?

3. How could your church apply these concepts in making disciples and developing leaders?

**Group Activity and Presentations (ADVANCED - 20 minutes)**

In groups of three or four, apply what you are learning by creating illustrations, charts, drama, role-play, and/or visuals about essential church or community.
### Session 9: That's Life! It Changes

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**Discuss Observation and Interpretation Questions (60 minutes)**

Read chapters 3-4 in *Essential Church*. Answer the questions in 40-50 words. This assignment is worth 50 points.

1. Why do people drop out of church? (69-72)

2. What are the top ten life changes that cause people to drop out of church? (73-74)

3. How has busyness impacted church attendance? (74-76)

4. Why should it be harder to leave a church than to join a church? (76-80)

5. How can a church make it harder to leave? (80-90)
6. What is the parent trap—and why is it so dangerous? (91-95)

7. What is the new spin on hypocrisy? (95-97)

8. How does providing spiritual guidance impact staying in the church? (98-103)

9. What is the problem in the pews? (103-107)

10. What does the research reveal about dropouts and strong spiritual habits? (107-109)
11. ADVANCED: What did you find most helpful in lesson 8 in *Master Plan of Evangelism*?

12. ADVANCED: What did you find most helpful in the notes for *Breakout Churches*?
Journal Reflections (20 minutes)
1. In light of the textbook readings, group discussion, and/or recommended resources, what is God teaching you? How did this session strengthen your relationship with Jesus?

2. How are you going to apply these concepts to your life, family, and ministry?

3. How could your church apply these concepts in making disciples and developing leaders?

Group Activity and Presentations (ADVANCED - 20 minutes)
In groups of three or four, apply what you are learning by creating illustrations, charts, drama, role-play, and/or visuals about life changes or hypocrisy.
Session 10: All Eyes on the Main Man

Discuss Observation and Interpretation Questions (60 minutes)

Read chapters 5-6 in *Essential Church*. Answer the questions in 40-50 words. This assignment is worth 50 points.

1. What is the impact of church-related or pastor-related reasons on church dropouts—and how can it be improved? (111-116)

2. What is the impact of insincerity on church dropouts—and how can it be overcome? (117-119)

3. What is the impact of adults making a significant investment of time in a teen’s life—and how can it be maximized? (120-127)

4. What is the impact of engaging sermons—and how can it be maximized? (127-128)

5. What is the myth of the media—and how should the church respond? (129-133)

6. Why should we be obnoxious optimists about the church? (138)
7. How is Denzel a success story of the churched? (138-141)

7. How is Rhonda a success story of from dechurched to rechurched? (141-143)

8. What is the problem of complexity instead of simplicity? (144-148)

9. What is the problem of shallowness instead of depth? (149-151)

10. What is the problem with low expectations instead of high expectations? (151-155)

11. What is the problem with inward focus instead of multiplication? (155-156)

12. Summarize the problem and a possible solution. (156-158)
13. ADVANCED: What did you find most helpful in lesson 9 in *Master Plan of Evangelism*?

14. ADVANCED: What did you find most helpful in the notes for *Breakout Churches*?
Journal Reflections (20 minutes)
1. In light of the textbook readings, group discussion, and/or recommended resources, what is God teaching you? How did this session strengthen your relationship with Jesus?

2. How are you going to apply these concepts to your life, family, and ministry?

3. How could your church apply these concepts in making disciples and developing leaders?

Group Activity and Presentations (ADVANCED - 20 minutes)
In groups of three or four, apply what you are learning by creating illustrations, charts, drama, role-play, and/or visuals about the pastor or the back door.
Session 11: Simplify Structure and Deepen Content

Discuss Observation and Interpretation Questions (60 minutes)
Read chapters 7-8 in Essential Church. Answer the questions in 40-50 words. This assignment is worth 50 points.

1. Why is it difficult for church dropouts to return to church? (160-162)

2. Why is “The Simple Church, Step 1: Clarity” important? (162-167)

3. Why is “The Simple Church, Step 2: Movement” important? (167-170)

4. Why is “The Simple Church, Step 3: Alignment” important? (171-174)

5. Why is “The Simple Church, Step 4: Focus” important? (174-176)

6. Why must the church become simple? (176-180)
7. What is wrong with the “I simply wanted a break from church” excuse? (182-188)

8. What is wrong with the “Old Hypocrisy Issue” excuse? (188-189)

9. What is the danger of tolerating shallowness and mediocrity in the church? (189-191)

10. Why is the role of the pastor important in stemming the tide of church dropouts? (191-193)

11. What is the good news about some of those who have dropped out of church? (193-195)

12. What is the better news about some young people in the church? (195-197)

13. What is one of the healthiest approaches to “deep” teaching? (197-199)
14. ADVANCED: What did you find most helpful in lesson 10 in Master Plan of Evangelism?

15. ADVANCED: What did you find most helpful in lesson 11 in Master Plan of Evangelism?

15. ADVANCED: What did you find most helpful in the notes for Breakout Churches?
Journal Reflections (20 minutes)
1. In light of the textbook readings, group discussion, and/or recommended resources, what is God teaching you? How did this session strengthen your relationship with Jesus?

2. How are you going to apply these concepts to your life, family, and ministry?

3. How could your church apply these concepts in making disciples and developing leaders?

Group Activity and Presentations (ADVANCED - 20 minutes)
In groups of three or four, apply what you are learning by creating illustrations, charts, drama, role-play, and/or visuals about simplifying structure or deepening teaching.
Session 12: Expect the Right Attitude and Multiply the Right Action

Discuss Observation and Interpretation Questions (60 minutes)
Read chapters 9-10 in *Essential Church*. Answer the questions in 40-50 words. This assignment is worth 50 points.

1. What lessons can be learned from Jennifer in Washington? (202-206)

2. Why do the dechurched stop attending church—and what is the solution? (206-207)

3. Why do young adults stay in the church? (207-210)

4. Why is that actionable mission statement vitally important? (211-212)

5. Why is leading members to small groups vitally important? (212-214)

6. Why are new members’ classes vitally important? (214-216)

7. Why are high expectations vitally important? (216-220)
8. Which group of people is one of the most receptive fields toward multiplication in a church? (222-223)

9. How can friends and family become the key to reclamation of young adults? (224-225)

10. What is the power of the invitation—and how can churches encourage this? (226)

11. How can life events become key opportunities to get young adults to return? (227-229)

12. How can we become essential churches that reach the unchurched? (229-234)

13. How can we become more intentional? (234-236)

14. How can pastors lead their churches to reach others? (236-239)

15. What lessons can be learned from the case study of Clear Springs Community Church? (242-254)
16. ADVANCED: What did you find most helpful in lesson 12 in *Master Plan of Evangelism*?

17. ADVANCED: What did you find most helpful in lesson 13 in *Master Plan of Evangelism*?

18. ADVANCED: What did you find most helpful in the notes for *Breakout Churches*?
Journal Reflections (20 minutes)
1. In light of the textbook readings, group discussion, and/or recommended resources, what is God teaching you? How did this session strengthen your relationship with Jesus?

2. How are you going to apply these concepts to your life, family, and ministry?

3. How could your church apply these concepts in making disciples and developing leaders?

Group Activity and Presentations (ADVANCED - 20 minutes)
In groups of three or four, apply what you are learning by creating illustrations, charts, drama, role-play, and/or visuals about expectations or multiplication. Guide students in revising their term papers.
Session 13: Presentations and Term Papers

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Contribute to a **group or individual presentation** titled **How to Make Disciples** based on the textbooks. This group project can be a PowerPoint presentation, dramatic skit, role-play, set of illustrated charts or drawings. This will assist student-leaders in developing the creative/critical thinking and teamwork skills essential to effective teaching and servant-leadership. Videotaping this assignment so that students can view themselves would help them improve as well. This assignment is worth 100 points.

The presentation is an opportunity for students to learn to work together. Students benefit from group interaction as they communicate, cooperate, and collaborate. The public speaking component of this assignment along with formative feedback helps students gain experience and confidence. Students learn best in professional learning communities.

**Term Paper**

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Submit an 8-to-10 page typed **term paper** titled **Action Plan for becoming a Simple-Essential Church** based on textbooks and other sources. Be sure to **footnote all the ideas, paraphrases, and direct quotes in your paper**, whether from books or the Internet. Booklet should be 2,000-3,000 words in length. Text should be single-spaced. Font should be Times New Roman 12. Begin with an introduction and conclude with an application or call for commitment. Include illustrations and charts. This will assist student-leaders in developing the creative/critical thinking and writing skills essential to effective servant-leadership and college-level writing skills.

The term paper is an opportunity for students to enhance their writing skills. Students multiply their ministry as they communicate what they are learning to family, friends, and those they minister to in written form. Writing helps clarify ideas. Students benefit from the opportunity to both write and speak in formal settings. The public speaking component of this assignment along with formative feedback helps students gain experience and confidence.

**Group Activity**
Guide students in revising their term papers.
Guide students in reviewing for the final exam.
Session 14: Study Guide for the Final Exam

Memorize brief answers to the following questions for the final exam. The final exam is worth 100 points.

1. Why do people leave the nonessential church?

2. What are the four components of the essential church?

3. What are the seven sins of dying churches?

4. How can your church become the Third Place? (61-67)

5. How can your church become more welcoming to students? (80-90)

6. How can parents help students stay in church? (93-109)

7. How can pastors and leaders help students stay in church? (115-133)

8. What are the basic problems faced by churches? (144-156)

9. What are the steps to becoming a simple church? (162-167)

10. What keeps people from leaving the church? (195-199)

11. What are the characteristics of high expectations churches? (207, 212-219)

12. What is the key to reclaiming young adults? (224-235)
Debriefing and Testimonials

1. What learning activities did you enjoy most about this course? How did they help you learn?

2. How have you applied what you learned during this course? What difference is it making? How did this course strengthen your relationship with Jesus?

Group Activity
Permit students to share what they have learned in this course.

Transfer of Credits to Southern California Seminary

To transfer credits from Equip Biblical Institute to Southern California Seminary, students must present a complete portfolio of their course work. The portfolio consists of the quizzes, journal reflections, booklets or term papers, and exams for each course. Upon successful completion of the course, students may transfer units into the Bachelor of Arts in Biblical Studies degree. If the portfolio for a course is not complete, the credits may not be transferable.

Attendance Policy. Attending class on time is important to receive the most out of the course. Entering class late disrupts the learning process of all students. Students are permitted three absences for a 14-week semester course. For the semester (28 classroom hours plus 56 homework hours) courses, more than 10 minutes late is a Tardy; more than 20 minutes late is an Absence. Two tardies count as one absence. College credit cannot be transferred to Southern California Seminary when a student misses four or more class sessions. A grade of NC (No Credit) will be recorded when a student misses four sessions or does not complete coursework on time. Exceptions must be approved in writing by the class instructor, the Site Director, and the Director of Equip Biblical Institute and will involve additional assignments mandated by Equip Biblical Institute. Students who attend all 14 sessions will receive 100 points.

Transformational Learning Tip: If you review this portfolio once a year (such as on New Year’s Day) as part of a commitment to life change—you will exponentially increase your memory and ability to apply this material to your life, family, and ministry.