

Northwest College of the Bible

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School Catalog

(Revised 2017)

WELCOME TO NORTHWEST COLLEGE OF THE BIBLE

We are pleased that you are considering God's work in your future plans. This is a good step in the right direction, as you make plans about careers, education, and ministry. The world needs Christian leaders who are serious about the well being of the church, and reaching the lost for Jesus. We believe that in order for the gospel to reach the world we must have competent leadership in the church. Through a carefully designed combination of classroom instruction, personal discipleship by the faculty, and on-the-job training and experience, we intend to develop leaders who are effective workmen in the Lord's church.

Your participation in NCB can be the richest and most rewarding experience of your life if you use it wisely. Our prayer is that you will let God work His "good and pleasing and perfect will" in your life, and that He can use NCB to help make it all come true.

What is NCB?

Northwest College of the Bible is a fellowship of evangelists and elders of several northwest churches cooperating in love under the oversight of the elders of Central Christian Church for the training and education of future leaders of the Lord's church. It offers college level courses on a full time or a part time basis for the strengthening of the local churches, and the preparation of full time careers for Christ.

History

Northwest College of the Bible began operation in 1952 under the leadership of Archie Word, Warren Bell, and Lee Turner. It was originally named The Churches of Christ School of Evangelists, meeting in the facility of The Church at 550 N.E. 76th Ave., in Portland, Oregon. It was intended to be a cooperative effort of the churches of the greater Portland area to produce qualified and dedicated leadership for the ongoing of the Lord's church. In 1974 the name of the school was changed to Northwest College of the Bible. When The Church at 550 relocated in its new building as the Crossroads Church of Christ in 1978, the school moved with it to its new facility. In 1985 it was relocated in the Duke St. Church of Christ. In 1994, with the merger of The Duke Street Church of Christ with Central Christian Church, the school moved to the improved facilities of Central Christian Church. Though the school location has changed to fit current needs through the years, it has continued to pursue the constant goals of holiness and academic excellence. The values and goals remained the same, only the location has changed.

Portland, Oregon

Portland, Oregon, provides an excellent location for this leadership training program. It is the largest city in Oregon, with a population of about one million in the greater Portland area. It is located between the Columbia and Willamette rivers, close to the mountains and the ocean in the beautiful and fertile Willamette Valley. Many other secular and religious colleges and universities are located in the area within easy driving distance. There is a choice of many different congregations with which to work and fellowship. These churches present many opportunities for students to receive practical experience in teaching and preaching while attending school, and a "home away from home" for those who move here from a distance.

PURPOSE AND PHILOSOPHY

The Purpose of Northwest College of the Bible is to:

1. Equip every Christian for ministry in his or her local congregation,
2. Encourage and prepare Christians for missionary work in the world,
3. Encourage and prepare Christian men for leadership in the Lord's Church.

This is accomplished through the cooperative efforts of the evangelists, pastors and teachers of the local congregations according to Ephesians 4:11-13.

¹¹It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, ¹²to prepare God's people for works of service, so that the body of Christ may be built up ¹³until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.

NCB helps us fulfill God's purpose in the church.

The wisdom of God is to be made known through the church, according to Ephesians 3:10. Leaders are to equip the saints for the work of ministering. If church leaders do not do this within the church environment, then the work will have to be done by para-church organizations. We are resolved to do this important training in the context of the local congregation. Northwest College of the Bible is under the supervision of the elders of Central Christian Church in Portland, and meets in the facilities provided by the church.

NCB helps us fulfill our ministries as Christian leaders.

Timothy was instructed, "The things which you have heard from me in the presence of many witnesses, these entrust to faithful men, who will be able to teach others also," 2 Timothy 2:2. Preachers are to recruit and train other preachers as part of their ministry. We are able to accomplish this part of our ministry through our cooperative efforts at NCB.

This is not a conventional Bible College where the teachers have left the day-to-day ministry of a congregation and have limited themselves to the affairs of the classroom. Our teachers are busy in the duties of their regular ministries, and in addition take time to "commit the word to faithful men." This promotes a realistic and practical dimension in the teaching of the Word not found in most other Bible colleges.

NCB is practical and efficient in its operation.

The full-time student is in class four days each week. This schedule allows time for secular employment, study, and Christian service, while at the same time providing a full college level course of study. Each student has placed his or her fellowship with Central Christian Church or with a cooperating church in the area, which provides opportunity for practice in effective personal work and church leadership. In addition the student will participate in an internship program, which is an on-the-job training program to enhance his/her service goals.

NCB expects a high level of spiritual conduct among its students.

In the scriptures we are instructed to "commit the word to faithful men" 2 Timothy 2:2. Therefore we conclude that prospective students must live in a way that others can see faithfulness in their lives. This includes regular attendance at the services of the congregation where you now are, and a good reputation among your family, friends, and the church.

NCB is coeducational in scope.

Educational ministries, counseling ministries, missionary work, and personal evangelism are some of the present opportunities for women who are being prepared for ministry at NCB. Also, wives of the leaders of churches must be women of spiritual wisdom, and knowledge. To enable young Christian women to prepare themselves for these high callings, we urge them to participate in the classes and Spiritual atmosphere of the school. Women may also earn a degree, even though their field of service is not in church leadership.

NCB is wise in forethought.

We resolve that this school shall always be the direct work of the local congregations. The faculty will be active leaders and ministers of local churches. We shall remain unincorporated since all of our purposes can be fulfilled through the cooperating churches.

CERTIFICATION AND ACCREDITATION

NCB has been granted exempt status by the State of Oregon to offer theological and/or religious occupations degrees. We offer four degrees: a two year Associate of Christian Literature, a two-year Associate of Christian Ministry, a four-year Bachelor of Sacred Literature, and a five-year Bachelor of Theology. While Northwest College of the Bible is not accredited by any accrediting association, this has not had a negative effect on any of our students' employment opportunities as ministers in Restoration Movement churches. In most cases when graduates have applied to other colleges and seminaries for further education, their credits have been accepted, when they are in harmony with the degree they are pursuing. However, students need to remember that if they want to transfer NCB credits to another school, that school retains the discretion whether to accept the credits earned at NCB.

ENTRANCE REQUIREMENTS

The prospective student should complete an Application for Admission form, and submit it to Northwest College of the Bible. Also, the student should have a transcript sent to NCB by the last high school attended. Those who have previous college training should have their college transcript forwarded to NCB. Wherever possible, NCB will honor credits earned in another college, if a grade of C or above was maintained in the course. No student will be prohibited from enrolling in the classes because he lacks a high school diploma, but in all cases where the student is working for a degree, a high school diploma or its equivalent is a prerequisite.

DEGREES ISSUED**Associate of Christian Literature**

This is a two-year program consisting of 64 credit hours.

Associate of Christian Ministry

This is a two-year program consisting of 64 credit hours.

Bachelor of Ministry

This is a four-year program consisting of 128 credit hours, with internship.

Bachelor of Sacred Literature

This is a four-year program consisting of 128 credit hours, with internship.

Bachelor of Theology

This is a five-year program consisting of 152 credit hours, with internship, and a thesis.

REQUIREMENTS FOR GRADUATION

Two-Year Associate of Christian Literature

64 credit hours as follows:

Old Testament	12 hours
New Testament	16 hours
TH or CH Courses	16 hours
MN Courses	16 hours
Chapel	4 hours
Total	64 hours

Two-Year Associate of Christian Ministry

64 credit hours as follows:

OT Courses	12 hours
NT Courses	16 hours
TH or CH Courses	12 hours
MN Courses	16 hours
Chapel	4 hours
Internship	4 hours
Total	64 hours

Four-Year Bachelor of Ministry

128 credit hours as follows:

Electives	16 hours
OT Courses	16 hours
NT Courses	28 hours
TH or CH Courses	20 hours
MN Courses	28 hours
LG Courses	8 hours
Chapel	8 hours
Internship	4 hours
Total	128 hours

Four-Year Bachelor of Sacred Literature

128 credit hours as follows:

OT Courses	24 hours
NT Courses	32 hours
TH or CH Courses	20 hours
MN Courses	28 hours
LG Courses	12 hours
Chapel	8 hours
Internship	4 hours
Total	128 hours

Five Year Bachelor of Theology

152 credit hours as follows:

OT Courses	28 hours
NT Courses	36 hours
TH or CH Courses	24 hours
MN Courses	32 hours
LG Courses	16 hours
Chapel	8 hours
Internship	4 hours
Thesis	4 hours
Total	152 hours

THE INTERNSHIP PROGRAM

The Internship Program is designed to give students practical experiences in ministry that will help them to apply the things they are learning in the classroom to their ministries in God's Kingdom. Each student applying for a formal internship must select a minister who will agree to mentor the student during the internship period. An application form must be filled out and signed by both the mentor and the student and submitted to the Academic Dean (Mike Kennedy) at least two weeks before the internship period. The internship program is to be completed, and the student's Internship Portfolio must be turned in two weeks before the end of the school year for evaluation. See the Internship Manual on page 22 for details.

THE THESIS

The thesis is required only for the Bachelor of Theology degree. It is to be prepared in the fifth year of school, and is to be submitted for evaluation one month before the end of the school year. The subject must be approved by a faculty member before work is begun. The thesis is to be prepared using the guidelines of the Modern Language Association Style Sheet which is available from the school library or any book store. It is to be typewritten, double-spaced, at least 50 pages in length, and include a title page with the author's name, name of the thesis, the date, and the name of the school. It is to include a bibliography showing adequate documentation for the subject chosen. It must give evidence of original research and constitute a distinct contribution in the field of the subject treated.

ONLINE COURSES

There are several courses that are now available to take through our online program. We are in the process of adding more classes to this program. The development of an online course depends upon the availability of the teacher and the demand from the students. If you want to take an online course, please contact the instructor who teaches that class.

The online courses are available at: <https://www.schoolology.com/>. To start an online course go to the Schoolology web site and enter one of the following access codes:

NT 107 "The Gospel of Luke" access code: XMSZB-S8XGJ

NT 103 "Acts" access code: H7TX-5QH9D

NT 205 "Letters from Prison" access code: Q9MHF-SHN99

OT 403 "Daniel and Revelation" access code: G45H2-3PC24

For more information go to our Facebook site: <https://www.facebook.com/Northwest-College-of-the-Bible-78274130085/>

TUITION AND FEES

Northwest College of the Bible is one of the most economical Bible colleges in the nation. All of the online courses are tuition free. The on-campus courses are only \$15 per class per semester (a 4-credit class is \$15 and an 8-credit class is \$30). Students can audit a class free of charge. There is also a \$5 fee to send official NCB transcripts to other institutions. All fees must be paid in order to get credit for classes taken. All past fees must be paid or prearranged with registrar before registering for new classes.

DESCRIPTION OF COURSES

The following courses are identified by two letters and a three digit number. The two letters identifies the field of study the class is in.

The first digit identifies the degree of difficulty the student can expect in the class. This does not mean that a freshman cannot take a four-hundred level course. It is simply a tool to help students know what to expect from each class.

The final digit indicates whether the class is a full year course or a single semester. A full year course of 32 weeks will have a number that ends with an even digit. A single semester course of 16 weeks will end with an odd digit.

OLD TESTAMENT

OT 102 Old Testament Survey, 32 weeks, 8 credit hours

This is a basic overview of the 39 books of the Old Testament. Attention will be given to how the Old Testament should be studied and the relevance it has for Christians today.

OT 105 Bible Lands and Culture, 16 weeks, 4 credit hours

This course explores the geography and culture of the Old Testament. Saint Jerome said that the land of Israel is “the fifth Gospel.” In order to gain a deeper understanding of the text we need to have an accurate knowledge of the geography and culture of the Old Testament.

OT 106 Bible Lands Trip, 16 weeks, 4 credit hours

When students take a trip to the Holy Land that includes at least seven days of visiting Bible land locations, they can get Bible college credit by keeping a daily journal of the trip and turning in a report about what they learned and how it helped in their understanding of Scripture.

OT 202 Pentateuch, (Genesis - Deuteronomy) 32 weeks, 8 credit hours

This is an in-depth study of the first five books of the Bible from creation to the wilderness wandering of the Jews.

OT 203 Genesis, 16 weeks, 4 credit hours

This is an in-depth study of the first book of the Bible. Students will learn about Creation, the Fall, the Flood, the Tower of Babel, the covenant God made with Abraham, and the origins of the nation of Israel.

OT 204 History of Israel, (Joshua - Esther) 32 weeks, 8 credit hours

This is a study of Old Testament history from the life of Joshua through the united and divided kingdoms, to the carrying away into captivity in Babylon.

OT 301 Psalms, 16 weeks, 4 credit hours

This is a study of the book of Psalms with special attention given to the Messianic psalms and the way in which the New Testament writers used the psalms to proclaim the gospel.

OT 303 Old Testament Wisdom, 16 weeks, 4 credit hours

This is a study of the books of Job, Proverbs, and Ecclesiastes. Students will about the wisdom tradition in ancient Israel and how the New Testament writers used the Old Testament wisdom literature to proclaim the gospel.

OT 302 Old Testament Poetry, (Job - Song of Solomon) 32 weeks, 8 credit hours

This is a thoughtful look at the wisdom and poetry of God in Old Testament times.

OT 304 Old Testament Prophets, (major and minor prophets) 32 weeks, 8 credit hours

This course is a study of the Old Testament books of prophecy. These books describe the coming of the Messiah and the Church He would establish.

OT 305 Isaiah, 16 weeks, 4 credit hours

The book of Isaiah has been called the Gospel of the Old Testament. Students will gain a greater understanding of the messianic prophecies in this book as well as the concerns of the times that Isaiah addressed in his preaching.

OT 403 Daniel and Revelation, 16 weeks, 4 credit hours

This is a study of the book of Daniel with special attention given to the parallels found in the book of Revelation. This course is also offered as a distance learning class.

NEW TESTAMENT

NT 101 New Testament Survey, 16 weeks, 4 credit hours

This is a basic overview of the 27 books of the New Testament. Attention will be given to how the New Testament should be studied and the relevance it has for Christians today.

NT 102 Life of Christ, 32 weeks, 8 credit hours

This is an examination of the events and teachings of the life of Christ from His birth to His resurrection. This class is available as a distance learning course.

NT 103 Acts, 16 weeks, 4 credit hours

This is an exciting journey through the documented history of the rise and spread of New Testament Christianity. This course is also offered as a distance learning class.

NT 105 Bible Lands and Culture, 16 weeks, 4 credit hours

This course explores the geography and culture of the New Testament. In order to understand the text we need to have an accurate knowledge of the geography and culture of the New Testament.

NT 106 Bible Lands Trip, 16 weeks, 4 credit hours

When students take a trip to the Holy Land that includes at least seven days of visiting Bible land locations, they can get Bible college credit by keeping a daily journal of the trip and turning in a report about what they learned and how it helped in their understanding of Scripture.

NT 107 Luke, 16 weeks, 4 credit hours

This is a study of the Gospel of Luke. This course is also offered as a distance learning class.

NT 201 1 Corinthians, 16 weeks, 4 credit hours

The Corinthian churches were in an environment much like we find in America today. This is a practical study of church problems with biblical solutions.

NT 203 2 Corinthians, Galatians, 16 weeks, 4 credit hours

While the first Corinthian letter admonished the church about many Spiritual problems, the second letter acknowledges their repentance, and encourages them on to Christian maturity. Galatians defines the proper relationship between the Law of Moses and grace.

NT 205 Ephesians, Philippians, Colossians, and Philemon, 16 weeks, 4 credit hours

The “Prison Epistles” of Paul cover a wide range of subjects including: family relationships, God’s great “mystery,” positive Spiritual attitudes, the Gospel compared to world philosophies, and a plea to Philemon for mercy for a young slave who had been converted. This course is also offered as a distance learning class.

NT 207 1 & 2 Thessalonians, and James, 16 weeks, 4 credit hours

Paul’s letters to the Thessalonian church are probably the earliest New Testament writings we have. James is the New Testament book of wisdom.

NT 209 1 & 2 Peter, 1, 2, 3 John, Jude, 16 weeks, 4 credit hours

Peter shows how to meet sufferings in the Christian life and be victorious, and how to grow in the grace and knowledge of the Lord. The letters of John teach us to love each other as God loved us.

NT 301 1 & 2 Timothy, Titus, 16 weeks, 4 credit hours

The “Pastoral Epistles” are Paul’s letters to young preachers with instruction concerning their ministries, and the churches to which they preach. This course is also available as a distance learning class.

NT 303 Hebrews, 16 weeks, 4 credit hours

The Jewish churches of Palestine were in danger of drifting back into Judaism because of great external pressure. Hebrews points out the vast superiority of Christianity over Judaism.

NT 401 Romans, 16 weeks, 4 credit hours

This is a chapter-by-chapter analysis of one of the most important books in the New Testament. The basic doctrines of Christianity are set forth here, as well as rich teaching for everyday Christian living.

NT 403 Revelation, 16 weeks, 4 credit hours

This is an exciting study of the figures and symbols of Revelation. The student will develop clear insights into the opening of the seven seals, the mark of the beast, the 144,000, Armageddon, the harlot, Babylon, and a host of other figures. The historical method of interpretation is used.

THEOLOGY and HISTORY

TH 101 Basic Theology, 16 weeks, 4 credit hours

This is a study of the basic doctrines of the Faith: The Godhead, sin, salvation, atonement, Christ's incarnation, resurrection, kingdom, second coming, heaven, hell, etc. This course also shows how to answer cultic and denominational views of these and other Bible subjects.

TH 103 Christian Evidences, 16 weeks, 4 credit hours

Atheism is becoming more aggressive in its attack on Christianity. This exciting class shows why we believe in God and creation. 1 Peter 3:15 indicates that every Christian needs to be prepared to give an answer to those who ask us about the hope we have in Christ. This course will give you the tools to defend your faith.

TH 105 Cults, 16 weeks, 4 credit hours

This is a practical study of the origin and teachings of various the false religions that claim to be "Christian." Students will learn how to share the truth in love to Jehovah Witnesses, Mormons, Seventh Day Adventists, and other religious groups.

TH 107 New Testament Church, 16 weeks, 4 credit hours

This is an in-depth study of what the Bible teaches about the church, and of necessity, the contrast between the New Testament church and various denominations.

TH 201 Hermeneutics, 16 weeks, 4 credit hours

2 Peter 3:16 speaks of Paul's epistles and says, "His letters contain some things that are hard to understand, which ignorant and unstable people distort, as they do the other Scriptures, to their own destruction." This is a course of study in the scientific approach to the interpretation of Scripture. This course is also available as a distance learning class.

TH 302 Biblical Introduction, 32 weeks, 8 credit hours

This course is all about the Bible - where it came from, the formation of the canon, and translations. The student will also develop a clear understanding of the concepts of revelation, inspiration, inerrancy and authority.

CH 101 Church History, 16 weeks, 4 credit hours

This course traces the church from its beginning in the first century, through the rise of the Roman Catholic Church, the Protestant reformation, and down to the restoration of New Testament Christianity today. This course is also available as a distance learning class.

CH 201 Restoration History, 16 weeks, 4 credit hours

This course is an examination of the history of the Churches of Christ and Christian Churches. This course is also available as a distance learning class.

CH 203 Northwest Church History, 16 weeks, 4 credit hours

This course examines the history of the Restoration Movement in the Pacific Northwest. This course is also available as a distance learning class.

MINISTRY

MN 101 Men's Personal Development, 16 weeks, 4 hours

This course places a strong emphasis on personal accountability and spiritual formation. Students will study Christian manhood, spiritual disciplines, and other subjects that bring success and fulfillment to the Christian man.

MN 101 Women's Personal Development, 16 weeks, 4 hours

This course places a strong emphasis on personal accountability and spiritual formation. Students will study Christian womanhood, spiritual disciplines, and other subjects that bring success and fulfillment to the Christian woman.

MN 103 Public Speaking, 16 weeks, 4 credit hours

This class is designed to develop skills in public speaking during the worship assembly. Students will learn how to prepare and deliver communion and stewardship meditations, give announcements, introduce speakers, lead in prayer, and read Scripture out loud.

MN 105 Personal Evangelism, 16 weeks, 4 credit hours

This is a practical course on leading people to Christ. God has called every Christian to share his or her faith with others. This class will give the student the tools and the confidence needed to be more effective in his witness.

MN 107 Homiletics, 16 weeks, 4 credit hours

This class is designed to develop skills in sermon preparation and delivery.

MN 109 Chapel, 16 weeks, 4 credit hours

This is an option designed to help students meet the chapel requirements when they are not able to attend chapel on campus. Students will watch or listen to 32 different sermons, take notes on each message, and turn those notes in at the end of the semester.

MN 201 Christian Education, 16 weeks, 4 credit hours

This course includes practical information for creative Bible teaching, teaching children, Bible school curriculum, Daily Vacation Bible School, and leading small groups.

MN 203 World Missions, 16 weeks, 4 credit hours

This is a study of the world's major religions, and methods of taking the gospel to them.

MN 205 Research and Writing for Ministry, 16 weeks, 4 credit hours

This is a basic course in English composition, research and writing. Every Bible college student will be preparing written assignments, term papers, book reports, sermons, and lesson plans. And as preachers and teachers of God's word we need to be proficient in research and writing.

MN 206 Drama in Ministry, 16 weeks, 4 credit hours

This course is a study of how to build an effective drama ministry in church. The class includes discussion on acting, directing, script writing, stage craft, promotion, costumes and make up and several other issues related to drama ministry.

MN 207 Worship Ministry, 16 weeks, 4 credit hours

This is a class focused on building an effective worship ministry in your local church. The course is designed to be practical and flexible. Students from a variety of backgrounds and with different goals in ministry can benefit from this class.

MN 209 Youth Ministry, 16 weeks, 4 credit hours

This class examines the current issues in youth ministry. The course includes an examination of various perspectives and methods youth leaders who have been effective in their ministries.

MN 301 Pastoral Ministries, 16 weeks, 4 credit hours

This is a class in the techniques and skills needed to increase success in counseling the many types of problems troubling the congregation. Also included in this course will be discussions about weddings, funerals and other special occasions.

MN 301 Women's Ministries, 16 weeks, 4 credit hours

This course covers the woman's role and ministry in the church, the preacher's wife, counseling women, church office management, public speaking, etc.

MN 305 Internship Program, 16 weeks, 4 credit hours

This is a program designed to give a student practical experiences in ministry with the help of a faculty member or a local minister who will serve as a mentor to the student. See the Internship Manual for details.

MN 307 Ministry Experience Credit, 16 weeks, 4 credit hours

This course is designed for ministers who want to use their ministry experience as credit to complete their degree. Ministers can submit 16 of their sermons or Bible lessons for 4 credit hours toward their degree. A maximum of 12 ministry experience credits can be used to complete a degree.

MN 401 Congregational Development, 16 weeks, 4 credit hours

This course contains practical instructions for church leaders in the 21st century. There is a strong emphasis on strategies for effective discipleship as well as discussions about improving congregational worship, church money management, congregational administration, and developing leadership in the church.

MN 403 Christian Counseling, 16 weeks, 4 credit hours

This class provides practical information and guidance for every aspect of counseling in the church. Students will discuss the emotional and psychological problems people face today as well as the biblical principles that address those problems.

LANGUAGES

LG 103 Bible Language Tools, 16 weeks, 4 credit hours

This is an introduction to the basics of Hebrew and Greek. Students will learn how to use the Bible study resources and language tools available today.

LG 105 Beginning Hebrew, 16 weeks, 4 credit hours

This is an introduction to the basics of Hebrew. Students will learn the Hebrew alphabet, some of the basic rules of Hebrew grammar, and key vocabulary words from the Hebrew Old Testament.

LG 107 Beginning Greek, 16 weeks, 4 credit hours

This is an introduction to the basics of Greek. Students will learn the Greek alphabet, some of the basic rules of Greek grammar, and key vocabulary words from the Greek New Testament.

LG 202 New Testament Greek, 32 weeks, 8 credit hours

The New Testament was originally written in Greek. This course furnishes a basic knowledge of the structure and vocabulary of the language, and enables the student to use lexicons and commentaries for class and sermon preparation.

LG 401 Advanced Greek, 16 weeks, 4 credit hours

A class in translation of the Greek New Testament, and development of skills in making one's own commentary on the Bible. It is a soul-enriching experience, and furnishes study tools for continuing spiritual growth after graduation.

GRADING SYSTEM

Grades are computed on the following basis:

A	100-94	B+	89-87	C+	79-77	D+	69-67
A-	93-90	B	86-84	C	76-74	D	66-64
		B-	83-80	C-	73-70	D-	63-60
I - Incomplete		W - Withdrawal		F - Failure			

A grade point average below C- (70) is unsatisfactory, and may be considered grounds for dismissal. The faculty reserves the right to dismiss any student whose lack of progress is apparent in academics, spiritual life, or attitudes.

The 4 year rotation of classes on the next page shows the tentative schedule of when each class may be offered.

4 Year Course Rotation

Year	Class	Credits	Weeks
Year 1	OT 202 Pentateuch	8	32
	NT 101 New Testament Survey	4	16
	NT 103 Acts	4	16
	NT/OT 105 Bible Lands and Culture	4	16
	NT 303 Hebrews	4	16
	NT 401 Romans	4	16
	CH 101 Church History	4	16
	CH 201 Restoration History	4	16
	*MN 107 Homiletics	4	16
	MN 301 Pastoral Ministries	4	16
TH 101 Basic Theology	4	16	
Year 2	OT 302 Old Testament Poetry	8	32
	NT 403 Revelation	4	16
	*MN 101 Men's Personal Development	4	16
	*MN 101 Women's Personal Development	4	16
	MN 207 Youth Ministry	4	16
	MN 401 Congregational Development	4	16
	TH 103 Evidences	4	16
	TH 105 Cults	4	16
LG 103 Bible Language Tools	4	16	
Year 3	OT 204 History of Israel	8	32
	NT 102 Life of Christ	8	32
	NT 201 1 Corinthians	4	16
	NT 203 2 Corinthians, Galatians	4	16
	NT 301 1, 2 Timothy, Titus	4	16
	*MN 107 Homiletics	4	16
	MN 403 Christian Counseling	4	16
	TH 201 Hermeneutics	4	16
LG 202 Greek 1	8	32	
Year 4	OT 102 Old Testament Survey	8	32
	OT 304 Old Testament Prophets	8	32
	NT 205 Eph, Philip, Col, Philemon	4	16
	NT 207 1, 2 Thessalonians, James	4	16
	NT 209 1, 2 Peter, 1, 2, 3 John, Jude	4	16
	*MN 101 Men's Personal Development	4	16
	*MN 101 Women's Personal Development	4	16
	MN 105 Personal Evangelism	4	16
	MN 201 Christian Education	4	16
	TH 107 New Testament Church	4	16
	LG 401 Advanced Greek	4	16

NCB Student Handbook

“Be diligent in these matters; give yourself wholly to them, so that everyone may see your progress. Watch your life and doctrine closely. Persevere in them, because if you do, you will save both yourself and your hearers.”—1 Timothy 4:15-16

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(Revised 2017)

Welcome to Northwest College of the Bible

We of the faculty appreciate your choice of Northwest College of the Bible. May our time together be uplifting to both the faculty and the students. Our goal is to help you become all that God wants you to be. We view your great potential for the Lord as a precious responsibility. Our greatest delight will be in seeing you develop your skills for the Lord, and become more effective in his kingdom.

The world desperately needs church leaders who are serious about reaching the lost for Jesus. Your participation in NCB can be one of the richest and most rewarding times of your life. Our prayer is that you will let God work his “good and pleasing and perfect will” in your life, and that he will use NCB to help make your dreams of service to Christ come true.

This handbook contains information which you will find necessary for the school year ahead. Please become familiar with it, and keep it handy where you can refer to it when needed.

SCHOOL POLICIES

CLASS ATTENDANCE

Regularity and punctuality are expected in all classes. Absences are excused only for illness or emergencies. Attendance is taken seriously because the benefit received from the discussion, interaction and emphasis from a class session cannot be recovered, even by made up work.

MAKE UP WORK

Tests are to be made up within two weeks after the student returns to class, and at the student's initiative. Tests not made up earn a zero. All made up work must be completed to the satisfaction of the instructor. The student is responsible to find out from other students what was covered in the classroom while he/she was absent from class. If a student wants to have the class tape-recorded, he is responsible to provide a recorder, tapes, and an operator.

UNEXCUSED ABSENCES

An absence will be considered unexcused unless a written excuse is received the day the student returns to the classroom, and approved by the teacher. The student is to pick up an absence form from the office and return it to the teacher with an explanation of the nature and reason for the absence. It will then be evaluated by the teacher and recorded as excused or unexcused. (An illness or emergency that keeps a student from his employment is generally considered a legitimate excuse.)

Unexcused absence and tardiness is reflected in a lowering of the final grade. A student's final grade will be lowered two percentage points for each unexcused absence. Enrollment in any given class will be terminated if a student incurs unexcused absences in excess of ten percent of the total class sessions.

Students are expected to be in class a few minutes before time to begin. Tardiness is recorded if a student arrives after the instructor has taken roll. Four tardies are counted as one unexcused absence, unless excused by the teacher. Any tardiness over 30 minutes constitutes an absence, unless excused by the teacher. Leaving a class before the last 30 minutes may also be counted as an unexcused absence, unless excused by the teacher.

DROPPING A CLASS

Students who withdraw, or are discontinued from a class which is more than 25% completed receive an “F” for the class, and will not be eligible for a refund on tuition. To drop a class, the student is responsible to fill out a “drop” form and submit it to the teacher, who can then verify the date for purposes of tuition refund. Until this is done, the student remains officially enrolled in the class, regardless of whether he attends or not.

INCOMPLETE WORK

Incomplete assignments or make-up work must be turned in promptly after being missed. Until such work is completed, the student will receive an “I” [incomplete] for the course. No make-up work can be accepted more than two weeks after the course has ended. The “I” will be changed to an “F” [failure] in the grade record.

AUDITING

Those who wish to gain classroom instruction without receiving credit for the course may audit a class. The auditor may elect to participate in all assignments and classroom discussion just as the others in the class, or audit only, at his or her own discretion.

CHAPEL ATTENDANCE

Chapel attendance is required of all students. Chapel hour comes at a break between the first and second halves of the regular morning class. It offers a chance for faculty and students to give attention to a variety of topics not covered in the classroom. It is considered a very important part of your education, and chapel attendance is mandatory. If a student is taking four morning classes, he or she will earn one chapel credit for that semester (.25 chapel credit for each morning class). Evening classes and online classes do not have chapel. If a student needs chapel credits for his or her evening or online class, the student will need to listen to and take notes on 16 different sermons outside of class. A notebook is required just as in any other class, and must be turned in to the faculty at the end of the semester. Notes for each sermon should be typed out and at least a page long. They should include the name of the speaker, the topic, the date and the location. There should be an outline or a description of the message including scripture references that were used. The student should also include a personal response to the message. What did you learn from this message? How did it motivate, encourage, or convict you?

PERSONAL INSTRUCTION

The comparatively small student body makes personal help by the faculty members available to each student. All students are urged to strive for the highest scholastic accomplishments possible, and individual attention can sometimes make the difference in attaining that goal.

LIBRARY

Students are encouraged to use the school library. Library books are for reference purposes only, and may not ordinarily be checked out. Please help keep the library orderly by returning books promptly to their proper place.

FINANCIAL POLICY

All fees must be paid in order to get credit for classes taken. All past fees must be paid or prearranged with registrar before registering for new classes.

If you want to have an effective ministry in God's Kingdom, it is extremely important that you maintain a track record of faithfulness with your finances.

“Whoever can be trusted with very little can also be trusted with much, and whoever is dishonest with very little will also be dishonest with much. So if you have not been trustworthy in handling worldly wealth, who will trust you with true riches?”—Luke 16:10-11

BIBLE COLLEGE SURVIVAL SKILLS

DATING GUIDELINES FOR SINGLE STUDENTS

Dating must not interfere with your studies, grades, or spiritual life. Remember why you came to school, and don't let a romance side-track you from your education in the things of the Lord.

Go no place where you could not take Jesus with you. Make sure the places you go and the things you do are not an embarrassment to the name of Christ or the church. You are a representative of Christ, the church, and this school. In all that you do, bring honor to His name.

Keep your mind, conversation and activities on a high spiritual level. Beginning a date with prayer will help govern your relationship. If you feel that your partner is leading you on, demand that the date be ended.

Immoral conduct will not be tolerated, and the strictest discipline will be enforced, including expulsion from school.

“Now flee from youthful lusts and pursue righteousness, faith, love and peace, with those who call on the Lord from a pure heart.”—2 Timothy 2:22

PERSONAL

When you have a problem you can't solve or need to share go to one of your instructors. He or she will take time to pray with you and help you work through it. Maybe you can discover a new idea or a new point of view for handling the problem. Get involved in a ministry. Look for the ways that God wants to work through your gifts and abilities to build up His Kingdom. Keep the attitude that this is an exciting new beginning for a better life, and enjoy the process.

SOCIAL

Find family and friends who will support your decision to go to Bible college. Ask them to hold you accountable to work hard in your studies. Take responsibility for forming or joining a study group for your tough subjects. You don't have to do it alone. Work together with your fellow students to encourage each other and hold each other accountable. In all things, provide a good example for the other students to follow.

“Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe.”—1 Timothy 4:12

PHYSICAL

Make time in your day for physical activity. Your brain has a body that needs physical exercise. Rest for the body is as important as exercise. Burning the candle at both ends leads to melt down. Practice good nutrition. The use of tobacco and alcoholic beverages, as well as illegal drugs in any form is prohibited.

PSYCHOLOGICAL

Practice the mindset of Philippians 4:8. Avoid rehashing, re-justifying, re-attacking, or becoming newly outraged over past situations that you can't change. Focus on the positive aspects of your life. Appreciate yourself as a valuable, unique individual who is loved by God.

TIME MANAGEMENT

List your goals in life. Set your priorities. Make a daily “to do” list. Start with the important tasks first. Get a calendar and write important dates and assignments on it. Ask often, “What is the best use of my time right now?” Maturity is “doing what needs to be done when it needs to be done.” Break down overwhelming tasks into small manageable ones. It's “hard by the yard, but a cinch by the inch.” Manage your commitments to allow for assignments to be in on time. Reward yourself when your goals are achieved. Take time for personal prayer and Bible reading each day. There is no substitute for regular fellowship with God.

If you're married, spend quality time with your spouse and family. Try to be sensitive to their needs and let them know you love them, even though you are very busy.

NCB Internship Manual

“The things which you have heard from me in the presence of many witnesses, these entrust to faithful men, who will be able to teach others also.”—2 Timothy 2:2

Northwest College of the Bible
1844 SE Cesar E Chavez Blvd
Portland, Oregon 97214
Phone (503) 235-2114 Web Site: NCBible.org

The Purpose of the NCB Internship Program

Northwest College of the Bible is committed to preparing students for ministry. Three of the degrees NCB offers require a formal internship. The NCB Internship Program is designed to give students practical experiences in ministry that will help them to apply the things they are learning in the classroom to their ministries in God's Kingdom. This Internship Program enables the student to design his/her own supervised ministry experience, in consultation with the Academic Dean (Mike Kennedy) and the ministry mentor. The student takes the initiative within the guidelines set forth in this manual.

Preparation for the Internship

1. The student must complete at least 16 credit hours at Northwest College of the Bible before starting an internship.
2. The student must turn in a completed Internship Application Form to the Academic Dean at least two weeks before the internship begins.
3. The student must register and pay for the course “**MN 305 Internship Program**” along with any other classes he/she is taking that semester.
4. The student must select an approved ministry site and enlist an approved ministry mentor.
5. After the Academic Dean has approved the ministry site and the ministry mentor, the student and the ministry mentor will read the Internship Manual and sign the Internship Covenant. This covenant must then be turned into the Academic Dean.

Time Parameters for the Internship Program

The Internship Program is designed to last one semester or 16 weeks. The student should spend at least one hour with his/her ministry mentor each week. The student should also be engaged in at least four hours of practical ministry experiences each week.

Philosophy of Mentoring

While the classroom offers solid academic and practical instruction, ministry experience is necessary in order to integrate the student's learning experience. The NCB Internship Program enables the student to extend his/her learning to actual experiences in ministry under the constructive review of a competent mentor. It also enhances the ministry of the mentor through both the relationship with the student and their shared examination of ministry.

The ministry mentor will assist the student in three areas:

- 1) *character* – who he/she needs to become
- 2) *knowledge* – what he/she needs to learn
- 3) *skills* – potential he/she needs to develop

Mentoring derives its main value from relationships. The call to mentor is an invitation to develop a relationship which will model, instruct, nurture, and evaluate the student. Methods of mentoring may differ depending on the experiences, abilities, and personality traits of the mentor. Mentoring styles are not right or wrong. However, the student should choose a mentor who truly wants to be involved in this project and has the time to invest in the student.

Three people contribute to the Internship Program: the student, the ministry mentor, and the Academic Dean. Together they form a team to facilitate and maximize the internship experience.

Responsibility of the Student

* The student will write a series of goals for his/her internship, especially in the areas of character, knowledge, and skills. The student should seek the guidance of his/her mentor in writing these goals. This written list will be included in the student's Internship Portfolio. See "Writing Goals for the Internship Program" included in this Manual.

* The student will maintain an Internship Journal of his/her internship experience. This journal will include at least 16 entries (one for each week) briefly describing the student's ministry activities for each week, comments and advice from his/her ministry mentor, his/her reflection upon these experiences, and references to the internship goals determined earlier. This journal must be updated each week. The Internship Journal will be included in the student's Internship Portfolio.

* The student and ministry mentor will meet weekly for counsel, discussion of goals, ministry assignments, progress reports, evaluation, and prayer for one another.

* The student will write a book report on at least one book related to the goals set for the Internship Program. The student should consult his/her ministry mentor before selecting a book. The book cannot be one that the student has already written a report on for another class or internship. The report should be 4 to 6 pages long, double spaced, with one-inch margins and 12 point font. This report will be included in the student's Internship Portfolio.

* The student should intentionally seek a variety of ministry opportunities within his/her field in order to gain as wide experience as feasible during his/her Internship Program.

* The student will write an integration paper indicating what he/she has learned from the ministry mentor, progress achieved toward both his/her internship goals, and the integration of his/her classroom education with ministry. This paper will be included in his/her Internship Portfolio. See "Guidelines for the Integration Paper."

* In the last week of the Internship Program the student will complete an Evaluation Form. This form will be included in the student's Internship Portfolio.

* When the Internship Program is completed the student will turn in an Internship Portfolio to the Academic Dean. See "Completing the Internship Program."

Responsibility of the Ministry Mentor

Ministry mentors should be in agreement with the philosophy and purpose of Northwest College of the Bible.

The Purpose of Northwest College of the Bible is to:

1. Equip every Christian for ministry in his or her local congregation,
2. Encourage and prepare Christians for missionary work in the world,
3. Encourage and prepare Christian men for leadership in the Lord's Church.

This is accomplished through the cooperative efforts of the evangelists, pastors and teachers of the local congregations.

It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God's people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ. ~ Ephesians 4:11-13

The ministry mentor will work with the student to develop specific goals in the areas of character to be developed during the internship, knowledge to be gained, and ministry skills to be attained as a result of the experience.

Students may serve in located congregations, Christian schools, missions, camps, or other para-church settings. Specific areas of ministry skills to be developed could include any of the following: preaching, teaching, administration, counseling, pastoral calling, benevolent work, staff relationships, enlistment and development of lay leaders and volunteer staff, outreach, pre-marital counseling and weddings, grief counseling and funerals, ministry to families, youth ministry, children's ministry, worship ministry, men's ministries, women's ministries, community involvement, evangelism and discipleship.

Goals should concentrate upon only some, not all, of the above mentioned fields. Realistic, challenging, and relevant goals should be mutually agreed upon and prepared in written form. These goals are to be included in the student's Internship Portfolio. See "Writing Goals for the Internship Program" included in this Manual.

The student and the ministry mentor will agree upon such matters as to the date the internship begins and ends; remuneration if any; time and place of weekly meetings, material to be used for the book report, and specific goals to be reached.

The student and ministry mentor will meet weekly for counsel, discussion of goals, ministry assignments, progress reports, evaluation, and prayer for one another.

The ministry mentor will complete an evaluation form at the end of the internship for inclusion in the student's Internship Portfolio.

Responsibility of the Academic Dean

The Academic Dean will determine if the ministry site and ministry mentor selected by the student are acceptable.

The Academic Dean will notify those approved for the Internship Program.

The Academic Dean will be available to the student and the ministry mentor to discuss any questions or problems which may arise.

Guidelines for the Internship Integration Paper

The student will write a paper which discusses the following:

1. The integration of the student's Bible college education with his/her ministry experience.
2. Goals and plans for his/her current and future ministries.
3. Things he/she learned from the Internship Program that will be helpful in his/her current and future ministries.
4. Biblical truths and ministry principles that were reaffirmed by the Internship Program.
5. The student's Philosophy of Ministry and Personal Purpose Statement.

The Integration Paper should be 5 to 10 pages long, double spaced, with one-inch margins and 12 point font. The student will include this paper in his/her Internship Portfolio.

Completing the Internship Program

After the internship, the student will turn in his/her completed Internship Portfolio to the Academic Dean.

The Portfolio must include:

1. Internship Goals
2. Internship Journal
3. Book Report
4. Integration Paper
5. Evaluation Form from the student
6. Evaluation Form from the mentor

The Academic Dean will assign a pass/fail grade and submit this grade to the student and the Registrar.

Writing Goals for the Internship Program

There are three areas your goals will be focused on: Character, Knowledge, and Skills. Please prepare 2-3 goals for each area. Think about the kind of ministry you are interested in pursuing and write goals that will help you to be more effective in that ministry. Well written goals are SMART goals.

Specific
Measurable
Achievable
Relevant
Timely

At your first meeting with your ministry mentor discuss your goals for the Internship Program. Ask your mentor if you need to adjust any of your goals.

Character

Think about the character traits you have seen in the ministers and spiritual leaders who have had a positive impact on your life. Reflecting on Galatians 5:22-23 and 2 Peter 1:5-8, what specific qualities would you like to develop or strengthen during your internship? Explain why.

EXAMPLES:

- * I would like to become a better steward of my resources, especially money. I am irresponsible with my ATM card. *I will create a budget, log my spending, and review my progress weekly.*
- * I would like to learn to trust God more. I tend to worry a lot about the details of my life and take matters into my own hands. *I will begin using a written prayer list with dates prayers offered and date answer came.*
- * My prayer and Bible reading time is irregular. I get bored reading the Bible and don't know what to do about it. *With my mentor's counsel, I will begin a systematic daily program of Bible reading.*

Skills

Think about the skills you have seen in the ministers and spiritual leaders who have had a positive impact on your life. Reflecting on your strengths and weaknesses, what skills do you wish to develop to strengthen your preparation for effective ministry? Explain why.

EXAMPLES:

- * I don't feel I am strong enough as a leader. I would like to learn how to develop my leadership skills. *I will volunteer for a task outside my comfort zone and write a personal evaluation of what I did well and what I need to do better next time.*

* I feel that God has gifted me as a teacher of His Word, and I feel called to preach. But I need more teaching and preaching opportunities in order to build my confidence. *I will seek opportunities to teach and preach and will evaluate my progress in writing, comparing each experience with those previous.*

* Conflict with people always bothers me and I often don't know what to do. *With the counsel of my mentor, I will select a book on conflict resolution and will keep a diary of how well or badly I do when situations where I am personally involved or see others involved in situations where opinions differ.*

Knowledge

Think about the practical knowledge you have seen in the ministers and spiritual leaders who have had a positive impact on your life. Reflecting on what you are learning in the classroom as well as in ministry, what specific areas of your knowledge need to be developed or expanded?

EXAMPLES:

* I've noticed when I teach, people like to hear me connect passages in the Bible with life today. *I will listen more carefully to others, and then when I teach or preach try to show how a particular passage can meet some need I discovered people are concerned about (and do it without embarrassing anybody).*

* I feel very inadequate calling on people who are sick. *I will go with my mentor when he calls on people who are sick or injured. I will also talk to my mentor about what he has learned from his experiences of ministering to the sick.*

Print out your own goals for improving your character, skills, and knowledge during your internship. Discuss them with your ministry mentor. If your ministry mentor has suggestions on how to improve your goals, make the necessary revisions. After both you and your mentor are satisfied with your goals and how they are worded put them in your Internship Portfolio.

Internship Application Form

Northwest College of the Bible

1844 SE Cesar E Chavez Blvd

Portland, Oregon 97214

Phone (503) 235-2114

Student's name _____

Address _____

City, State, Zip _____

Current Congregation _____

Church Address _____

City, State, Zip _____

Phone (Office) (_____-_____-_____) Phone (Home) (_____-_____-_____) _____

Phone (Cell) (_____-_____-_____) e-mail _____

Where do you want to do your internship?

Who do you want to be your ministry mentor during your internship?

Why do you want this person to be your ministry mentor?

Is this person both interested and available to be your ministry mentor?

Mentor's Address _____

City, State, Zip _____

Phone (_____-_____-_____) e-mail _____

Internship Covenant

Northwest College of the Bible

1844 SE Cesar E Chavez Blvd

Portland, Oregon 97214

Phone (503) 235-2114

Student's Name _____

Address _____

City, State, Zip _____

Phone (Home) (____-____-____) Phone (Cell) (____-____-____)

e-mail Address _____

Mentor's Name _____ Title _____

Church or Organization where the internship will take place _____

Address _____

City, State, Zip _____

Phone (Office) (____-____-____) Phone (Cell) (____-____-____)

e-mail Address _____

When will this internship begin?

When will it end?

Mentor:

I have carefully read all of the Internship Manual and I agree to fulfill my responsibility as the ministry mentor in this internship.

Mentor's Signature _____ *Date* _____

Student:

I have carefully read all of the Internship Manual and I agree to fulfill my responsibility as the student in this internship.

Student's Signature _____ *Date* _____

Please fill out this covenant and return it to the Academic Dean (Mike Kennedy).

Internship Evaluation Form (from the student)

1. Was the church/organization able to provide a variety of ministry experiences to give you a good overview of what ministry in your field is like? If you were to do another internship in the future would you choose to do it in the same church/organization? Why or why not?

2. On a scale of 1 to 10 (10 being the best) rate how well your ministry mentor did as your mentor during your internship. What could he or she do in the future to improve as a mentor?

3. What key insights did you learn about yourself during your internship? What strengths or weaknesses did you see in yourself during your internship?

4. Does your experience confirm, or weaken, your intent to serve in a particular area of ministry? If so, how? If not, what changes are you considering?

5. How do you feel about the goals you set for this internship? If you were to do another internship in the future, how would your goals be different?

Internship Evaluation Form (from the mentor)

1. Was your experience as a ministry mentor in this internship about what you expected? How did it differ from your expectations?
2. How do you feel about the goals the student set for this internship? What goals would you advise for the student if he or she were to do another internship in the future?
3. What key insights did you learn about the student during your internship? What strengths or weaknesses did you see in the student during the internship?
4. On a scale of 1 to 10 (10 being the best) rate how well the student did in his or her internship. What could the student do in the future to improve his or her effectiveness in ministry?
5. If this student wanted to do another internship in the future would you be interested in being his or her ministry mentor again? Why or why not?

Ministry Mentor's Signature _____ Date: _____

NORTHWEST COLLEGE OF THE BIBLE

1844 SE Cesar E Chavez Blvd

Portland, Oregon 97214

Phone (503) 235-2114

Web Site: NCBible.org

APPLICATION FOR ADMISSION

Date _____ Phone No. () _____

Name

(Last) _____ (First) _____ (Middle) _____

E-Mail Address _____

Home Address _____

City _____ State _____ Zip _____

Gender ____ Date of Birth _____ Marital Status _____

If under the age of 21, name and address of parents

If married, name of spouse

Present Occupation

The last high school attended

College(s) attended

Name and address of your church

Name and phone number of your present minister

Will you be taking classes on campus, online or both?

Will you abide by the school's rules of conduct?

Signature _____

Include with this application a transcript from the last high school attended, and any college from which you may wish NCB to accept credits. Have your minister send a letter of recommendation to NCB showing that you have a good reputation, and are in good standing in the church where you have been attending for at least the past year. Exceptions will be reviewed by the eldership of Central Christian Church.