

***CALVARY***  
**Theological Seminary**  
**Manual**

**Revised January 2008**

**15800 Calvary Road  
Kansas City, MO 64147  
(816) 322-5152 ext. 1504**

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## INTRODUCTION

Welcome to Calvary Theological Seminary. You are beginning a very critical stage in preparing to serve the Lord. The Seminary faculty is dedicated to scholarship and to providing the finest theological education available. Through a faculty trained in academics as well as schooled in pastoral experience and life, you will learn what God says and expects.

The academic standards are high and very demanding. You will succeed to the degree that you devote your energy to growing spiritually, studying diligently, and developing the spiritual discipline necessary for servanthood. The faculty is here to guide you, mentor you, and equip you to be an effective servant of the Lord Jesus Christ.

This manual should be studied and followed carefully in order to adequately fulfill the requirements leading to graduation.

Sincerely in Christ,

Thomas Baurain, Seminary Dean; Professor of Bible and Theology  
James Clark, Professor of Biblical Counseling  
Michel Dodds, Instructor of Pastoral Studies  
John Klaassen, Associate Professor of Bible and Theology  
Neil Nelson, Professor of Greek, Bible, and Theology  
Joel Williamson, Professor of Hebrew, Bible, and Theology

**Summary of Requirements for Graduation  
For each degree**

**Masters of Science**

No thesis is required.

Each student is required to complete the form of agreement with Calvary's Doctrinal Statement as found in the Seminary Catalog. This form must be submitted one month prior to graduation.

**Masters of Arts**

Each student is required to write a thesis. For deadlines see details on the following pages.

Each student is required to complete the form of agreement with Calvary's Doctrinal Statement as found in the Seminary Catalog. This form must be submitted one month prior to graduation.

**Masters of Divinity**

Each student is required to write a thesis. For deadlines see details on the following pages

Each student is required to complete a doctrinal statement and to defend it before the Seminary faculty. Deadlines are outlined in the following pages.

## Summary of Required Deadlines for the Master's Thesis

*It is the responsibility of the student to know and meet all deadlines.*

### Summary of Required Deadlines for the Thesis

<u>Assignment</u>	<u>May Graduation</u>	<u>December Graduation</u>
Proposal	On or before February 1, one year prior to expected graduation	On or before October 1, one year prior to expected graduation.
Syllabus	April 1	December 1
First 2 Chapters	September 1	April 1
First Draft	December 1	September 1
Preliminary Final Draft	April 1	November 1
Final Draft (Library Proof)	April 15	December 1

(Note: If the deadline falls on a weekend, the assignment is due on Tuesday)

**All M.A. and M.Div. students are required to write a thesis.** The Seminary views the thesis as the very essence of research and creative contribution to learning. It is carefully evaluated and regarded as evidence of professional and spiritual development.

All thesis deadlines are to be honored to allow adequate time for writing, evaluating, and rewriting. It is a complicated process for both the student and faculty. *Failure to honor all deadlines will be reflected in the student's grade. Failure to meet the deadlines for the proposal or the first draft means the student automatically selects to delay graduation.* The student should not ask permission for an extension from his/her adviser or the Academic Dean in fairness to all involved.

There will be one grade given for the thesis. The grade will reflect the student's **entire written work** on the project. The final draft of the thesis will count 75% of this grade; the preliminary stages of the thesis will count 25% of the grade. The student's grade will be automatically lowered 1% for each week of a failure to meet all deadlines allowed in the above paragraph, or the student may elect to postpone graduation one semester rather than be assessed a grade penalty.

**REVISED THESIS  
GUIDELINES  
Revised September 2005**

The Seminary Faculty Committee continues to evaluate policies and procedures to assure maximum quality and effectiveness. The following revised Thesis Guidelines will be in effect immediately and affect all students presently enrolled in Calvary Theological Seminary as well as all future students.

The present changes supersede those listed in the current catalog. **It is absolutely essential for all students to note these changes.**

I. Deadlines

A. **Proposal Topic**

1. Students anticipating graduating in May must submit their thesis proposal no later than **February 1, one year prior to the expected May graduation.**
2. Students anticipating graduating in December must submit their thesis proposal no later than **October 1, one year prior to the completion of all degree requirements.**
3. Failure to meet this deadline will result in postponing graduation for one semester.

B. **Thesis First Draft**

1. The **first draft** of all theses is due **no later than December 1 for those graduating in May.**
2. The **first draft** is due **no later than September 1** for those completing all requirements for the degree in December.
3. Failure to meet this deadline will result in postponing graduation for one semester.

C. **Product Final Draft**

1. The **preliminary final draft** is due **April 1**. The **Final Draft (Library Proof)** is due **April 15.**
2. The due date for a December completion: The **preliminary final draft** is due **November 1**; The **Final Draft (Library Proof)** is due **December 1.**
3. The Preliminary and Final Draft should require only minor revisions and corrections.
4. Failure to meet this deadline will reduce the final grade by 1% for every week late.

Each student writing a thesis must submit two copies of the final draft for library publication. A personal copy or copies may also be submitted. These copies must be on 20 lb. acid free paper with a minimum of 25 percent cotton content. One copy must be original; the others may also be an original or photocopied on an approved machine. An acceptance (grade) page (see the *Calvary Bible College and Theological Seminary Style Guide*) shall be included with each final copy. Binding will be handled by the school library, and both copies are the possession of Calvary Theological Seminary. Should the student desire to have a personal copy bound by the library, such arrangements shall be worked out personally with the Librarian. **All final theses are to be submitted to the Seminary Secretary no later than April 15 and an officially signed approval by the Academic Dean obtained before being permitted to receive a degree and participating in commencement.** For those completing their work in December, the due date for the two required copies is **December 1.**

The seminary as a service for students will make two copies (original and library copies) of the student's final draft on 20 lb. acid free, 25 per cent cotton ("thesis") paper for a charge of \$60. The student must provide a hard copy or disk of their final product to the Seminary Secretary two working days before the deadline for the final (library proof) draft. The Seminary will also upon request make personal copies for the student on "thesis" paper at \$30 per copy.

## II. Directions

- A. Every student is urged to submit the thesis by chapters or sections as directed by this manual and his thesis adviser. This could eliminate having to change major portions of a thesis which delays graduation. It also assures receiving valuable assistance early in the research and writing process.
- B. A student who chooses to wait and present the entire first draft product without following "A" above will have to be prepared to experience the consequences created which may include a rejection of the thesis and a delay in graduation.
- C. One copy, **first draft**, is submitted to Seminary Secretary **no later than the due date**.
- D. The preliminary final draft and the final (library proof) draft must incorporate all the necessary changes as directed by the thesis adviser and reader. Failure to make these changes will result in a delay of graduation.

## III. Grading

- A. The adviser and second reader will evaluate the mechanics of the thesis. Mechanics refers to grammar, spelling, and proper Turabian format.
- B. The adviser and second reader will grade the thesis for content, accuracy, and quality. An additional faculty member in certain circumstances may be asked to review the thesis at certain stages.
- C. Criteria used for grading are:
  1. Ability to present arguments and evidence.
  2. Quality of research as to the variety of representative works and number of resources. Lack of primary sources will greatly affect the quality and grade of the thesis.
  3. Degree of difficulty of the subject matter.
  4. The contemporary nature (dating) of sources.
  5. Maturity of insight and discernment reflected.
  6. Awareness of issues and implications.
  7. Contribution to knowledge.
  8. Form and style. All final drafts must be in acceptable Turabian form and style.
  9. The impact of the material will be classified as "superior," "good," "minimally acceptable," or "unacceptable." These are viewed in the following way:
    - a. "Superior" refers to the qualities of excellence of research and scholarship as viewed by all faculty readers and graders of the individual thesis. This is classified as "A" quality.
    - b. "Good" refers to qualities at times impressive but lacking depth and breath of research and having specific room for improvement. This is classified as "B" quality.

- c. "Minimally acceptable" refers to inadequate research and insight necessary to make any significant contribution to learning. It is classified as "C" quality; and although it is acceptable to meet the requirement for graduation, it may affect the grade point necessary for graduating.
  - d. "Unacceptable" refers to work which does not meet minimal standards for graduation. A grade of "F" will be assigned to such work.
- E. Should major problems such as poor grammar, spelling, and basic language expressions continue or occur at the First Draft stage of the process, the adviser will notify the student that his/her draft must be rejected causing graduation to be denied or delayed.
- F. Adviser's commitment. The thesis adviser (primary grader) and second reader will make every effort to return each stage of the thesis or project promptly. The seminary committee has produced deadlines for the adviser and reader to meet. These deadlines at each stage of the project will be available to the student upon request. **The adviser is one who evaluates and gives guidance; he will not make changes or corrections for the student. He will indicate there is a problem, and it is the student's responsibility to make the changes.** Any changes or rewriting **do not change the due date.**

#### IV. General

- A. The student must register for the thesis in the semester of his final draft. If the student will not complete the thesis during that semester, the student is then enrolled in thesis continuation. Failure to meet all deadlines prohibits registering for the thesis.
- B. **It is wise and necessary for a student to begin to think of areas of interest regarding a subject for his or her thesis as soon as possible.**
- C. All faculty are available for consultation until an official academic adviser can be assigned.
- D. Seminary is graduate study, and the work level expected is seriously regarded by the faculty in the context of the goal of academic excellence.
- E. Assignments must always reflect accurate grammar, spelling, neatness, thoroughness, and maturity of insight.
- F. **All deadlines must be and will be enforced.**
- G. Should problems arise such as computer and printer difficulties, **it is the responsibility of the student to solve them and not that of the adviser or the Seminary faculty. It is not the responsibility of the Seminary to provide personal computers and printers to students.** There is a computer lab, but it is limited. Again: **the student must assume total responsibility for his required product and to adjust to all circumstances in order to meet deadlines. No deadline will be extended for any reason.**

**Note 1:** All stages of work on theses **are to be turned in to the Seminary Secretary, not to one's advisers or readers.** The Seminary Secretary will circulate the completed work to the student's adviser and reader and then back to the student with the appropriate corrections made. The adviser will typically make his corrections and comments in red ink and the second reader will make additional corrections on the same copy in blue ink.

**Note 2:** These deadlines and guidelines are critical to an effective, fair, and timely evaluation of student research. They also honor available faculty time and commitments. The thesis is the culmination of academic and professional achievement of the student at the Seminary. Violation of these standards and guidelines therefore may result in a failure to graduate as originally expected..

## STAGES IN THE PRODUCTION OF THE THESIS

### Proposal

A thesis is a formal treatise or study that advances a proposition (the "thesis") based on extensive scholarly research. A thesis depends on a research problem to solve. One's thesis is the answer to a problem and the evidence or arguments that support it. It should critically evaluate previously published works on the subject, maintain a coherent argument throughout, and be clearly and effectively written. All students are to write a thesis of between 50 and 75 pages (12,500-18,750 words) excluding the front matter, appendices, and bibliography. Only in work of superior quality as judged by the student's adviser and second reader may a student write more than 75 pages and in no case may a thesis exceed 125 pages. In most cases the student should rewrite, eliminate, and condense material to achieve the proper length.

### *Selection of Topic*

The student should select a topic that fits the following criteria:

1. It is a topic of substantial interest to the student.
2. It is a topic worth doing, from which others may profit.
3. It is a topic which will result in new knowledge.
4. It is a topic narrow in focus.
5. It is a topic not already pursued in previous CTS theses.
6. It is a topic concerning which the student may synthesize materials in a new way, connect previously unrelated facts or topics, contribute a new viewpoint or analysis, revise older views, or make an original contribution to knowledge particularly at this institution. Master's theses do not generally make major contributions to scholarly knowledge at large. However, the student must not merely restate what has already been written. Students must either present a new perspective or viewpoint on an issue, synthesize material in a fresh way, or make an original contribution to knowledge. They are responsible for knowing what has been written on this issue in English. They should make a new contribution to scholarly work and knowledge at Calvary Theological Seminary.

### *Process of Developing a Thesis Topic Proposal*

Students should give almost immediate consideration to a topic proposal upon the commencement of Master's degree work. They should list or brainstorm topics which they would be interested in pursuing and take broad topics and narrow them down to those which could be thoroughly analyzed in a 50–75 page thesis. For example, "Divorce and Remarriage in the Bible"

would be an unacceptably broad thesis topic. "Divorce and Remarriage in the Writings of Athanasius and certain other Nicene Fathers," "The Meaning of PORNEIA in Matthew 19:9 par.," or "Divorce and Remarriage in Matthew 19:1–12: An Analysis of Contemporary Conservative Options" would be appropriately narrow in scope. At this stage you may want to discuss the matter with a professor or your thesis adviser. Students must do preliminary research on their topics to avoid reduplicating the work or efforts of others. The student's thesis must be a new or fresh effort.

A Thesis Proposal Form (see below) must be completed in full and submitted to the Seminary Secretary on or before February 1, one year prior to the expected graduation. The Seminary Secretary will then submit the request to the Seminary Committee for consideration. All thesis work at each stage listed in the required deadlines (see above) must be submitted to the Seminary Secretary, not to the student's adviser or second reader. Individual chapters not listed in the required deadlines may be submitted directly to the student's thesis adviser.

### Syllabus

The *Oxford English Dictionary* defines a syllabus as: "A concise statement or table of the heads of a discourse, the contents of a treatise, the subjects of a series of lectures, etc.; a compendium, abstract summary, epitome."

The master's syllabus should be composed of approximately 1,500–2,500 words plus bibliography. Its purpose is to demonstrate to the student's adviser and reader that the subject and method of treatment constitute a suitable thesis subject for the Seminary.

A syllabus should correspond to the outline of the thesis itself and should include a title page, table of contents, chapters with titles, and a preliminary bibliography. In each chapter the major divisions within the chapter should be indicated as in the thesis by centered headings in capitals and lower case italicized.

#### *Content of a Syllabus*

The first chapter should include a statement of the need or desirability for a fresh or new examination of the subject and indication of special features (if any) that will be displayed in the study. If there are reasons for such a study in light of current interest or present-day errors these should be stated. The general method of inquiry must also be outlined and explained. The introduction may be called CHAPTER 1 if **in the thesis** it will occupy more than one page (otherwise it will be the Preface of the thesis).

In all succeeding chapters, one or more paragraphs should be written under each of the major divisions of each chapter. These paragraphs summarize the content and if possible, the conclusions which will be incorporated in that section of the chapter. The emphasis here must be on the content and possible conclusions in the chapter rather than on stating the aim of the study. The purpose or aim of the study should be mentioned in chapter one.

The preliminary bibliography must reflect a breadth and depth of research. It should include periodicals, dictionaries and encyclopedias, commentaries, theological and historical works, and monographs or unpublished dissertations or theses. A good way of setting out the divisions of the bibliography is as follows: Books, Journal Articles, Dictionaries (including Encyclopedias), Dissertations and Unpublished Papers.

The syllabus is necessary to allow the student to do the basic research on the subject, to see the dimensions of the subject, to gauge the relative importance of the different facets of the subject, and to organize the subject into a coherent and unified presentation that supports one's conclusions and applications. Basic research and time for reflection allows the student to think of the organization of the subject (chapters, sections, and subsections), contents of the subject (in each chapter, and major section), and anticipated conclusions. Subsequent research and reflection may result in some alteration of the syllabus.

One copy of the Syllabus, prepared in correct thesis form, should be filed with the Seminary Secretary on or before April 1, one year before the projected graduation date. Students should confer with their thesis adviser in the preparation of the syllabus. A sample of a syllabus may be found in the "Calvary Bible College and Calvary Theological Seminary Style Guide," available through Calvary's Web site or through the Seminary Secretary.

### First Two Chapters

One copy of the completed first two chapters of the thesis are to be filed **with the Seminary Secretary** on or before September 1 preceding a May graduation (April 1, preceding a December completion). The first two chapters include the Title Page of the thesis, the Table of Contents for the first two chapters and bibliography, an Abbreviations page, and a Bibliography with the Bibliography Title Page preceding having only the word Bibliography in capital letters, centered on all four margins and not numbered (but included in the counting of numbers).

Submitting these chapters before the entire first draft gives your adviser an opportunity to evaluate your ability to write correctly and effectively and your grasp of thesis form at an early stage in time to provide help if needed. It also requires you to do additional research and to begin writing in scheduled stages. The balance of the draft chapters should be submitted **to your adviser** chapter by chapter in a timely manner. This will allow for rewriting, additional research, and additions and deletions as suggested by your adviser to be made in order to make the first draft as polished and effective as possible.

### First Draft

The First Draft (also known as the Draft) includes all the elements of a completed thesis. It should be substantially the same quality and content as the final draft apart from minor content and form changes. It should be well proofed. Full research must be completed before writing the draft. One copy of the First Draft along with the previously submitted First Two Chapters (with

professor's corrections) must be submitted to the Seminary Secretary on or before December 1, before a May graduation date (or before September 1, for a December completion). All corrections noted in the First Two Chapters must be corrected in the First Draft. The complete first draft includes the Thesis Abstract (with a blank page before and after the Abstract), Title Page, Acknowledgments (optional), Table of Contents, List of Abbreviations, Body of the Thesis divided into chapters, Appendices (optional), and Bibliography (**not** a "works cited" page). The first draft must reflect a high standard of careful research, scholarship, and effort. Completion will be postponed one semester if the draft is late. Graduation may be postponed if the first draft is not returned in a timely manner.

### Preliminary Final Draft

Research on a thesis subject may not be finished until the preliminary final draft is submitted. Your adviser and second reader may suggest additional areas or sources of research based on the first draft. Your adviser and second reader may also ask you to rewrite some sentences, pages, or even entire sections of the first draft. They may require extensive revisions, calling for additions, deletions, or reorganization of material. They will call you to make form corrections and revisions to meet Turabian standards. You must edit your first draft carefully so that the final thesis is the most effective work you can do. The preliminary final draft (along with a copy of the first draft *with the professor's marked corrections*) is due April 1 (November 1 for a December completion date) and must be submitted to the Seminary Secretary. Your final grade will be lowered 1% for each week the preliminary final draft is late. Graduation may be postponed if the preliminary final draft is not returned in a timely manner.

### Final Draft

The final (library proof) draft represents the final, polished product of the student. This is the draft which is bound in the library and which the student may receive in bound form if requested (there is a binding fee involved). The student's adviser and second reader have the right and responsibility to return the final draft to the student for additional corrections until it is acceptably proofed. Your final grade will be lowered 1% for each week the preliminary final draft is late. Graduation may be postponed if the final draft is not returned in a timely manner. The complete final draft includes the Thesis Abstract (with a blank page before and after the Abstract), Title Page, Acknowledgments (optional), Table of Contents, List of Abbreviations, Body of the Thesis divided into chapters, Appendices (optional), Bibliography Front Sheet, Bibliography, and Two Blank Sheets. The UMI Agreement must be completed properly and handed in along with the final draft. Binding fees must be paid in full for any personal copies submitted by the student along with a copyright fee for students interested in copywriting their work. Two copies (original and library copy) must be submitted to the Seminary Secretary (along with a copy of the preliminary final draft *with the professor's marked corrections*), printed on 20 lb. stock of at least 25% cotton, acid free paper. The student in addition may submit a personal copy or copies to be bound (plus a binding fee set by the library). The written grade will be assigned to this final draft.

## THESIS RESEARCH

### Additional Guidelines and Suggestions Students May Find Helpful

#### Introduction

Research and writing are valuable tools and critical skills for developing academically and professionally in graduate school. The task of writing research papers and researching data for the Graduation Product at Calvary is the very heart of Seminary preparation. Use advanced research methods (Religious Periodical Indices, the Consortium, Inter-Library Loan, On-Line research) and scholarly, authoritative sources starting with the most recent.

This document is designed to introduce and give an overview of the process of research relative to a thesis.

#### I. Proposed Methods of Research

- A. Deductive. This is the approach arguing from the general to the particular. It is beginning with a position and seeking to prove, disprove, clarify, or restate.
- B. Inductive. This involves the following ingredients:
  - 1. Outline problem under investigation.
  - 2. Collect essential data relative to the topic.
  - 3. Prepare several solutions.
  - 4. Evaluate each alternative solution.
  - 5. Select the solution or portion that is best supported by the evidence.

#### II. Process for a thesis

- A. Selecting topic
- B. Locating source material
- C. Compiling and assembling the evidence
- D. Writing results in the first draft for faculty substantive questions
  - 1. Quality of idea (topic rightness, originality)
  - 2. Quality of argument (flow of discussion)
  - 3. Quality of defense (sources and footnotes)
  - 4. Knowledge of sources (primary sources)
  - 5. Fairness of presentation (must take into account other opinions—it's fair if the person who holds that view would agree that it is what he says or believes)
  - 6. Appropriateness of conclusions—inevitability (does conclusion come from thesis)
- E. Writing up as final draft (for library) technical questions
- F. Submitting the corrections recommended by the faculty, if directed to do so

### III. Production of the thesis: Student shows faculty he has the:

- A. Ability to select a topic and knowledge of topic
- B. Ability to find materials with which to work
- C. Ability to manage a thesis and develop that thesis (proposition)
- D. Ability to evaluate arguments, pro and con; find faults of own argument
- E. Ability to evaluate evidence and factual data
- F. Show general knowledge of (1) sources, (2) history of problem, and (3) ability to perceive and state clearly the issues at hand
- G. Show ability to reason and carry ideas to their logical conclusions
- H. Show ability to construct reasonable, rational demonstration of the truth of the proposal based on data used (generalizations)
- I. Summary:
  - 1. Show mechanical and methodical skills
  - 2. Personal qualities: fairness, honesty, diligence, creativity, clarity, originality
  - 3. Technical competence
  - 4. Organizational ability

### IV. Portrait of a thesis

- A. Selecting a topic: critical foundation
- B. Seven questions
  - 1. Is it a genuine thesis topic?
    - a. If it hasn't been done to death
    - b. Is it already found in our library
  - 2. Is it worth doing? Will it result in new knowledge? Will others profit from it?
  - 3. Is it interesting enough to me to stick with it?
  - 4. Can I do it?
  - 5. Can it, in fact, be done?
  - 6. Are there sufficient sources available?
  - 7. Am I being realistic about this?
- C. Substance: What is the content?
  - 1. Verifies or falsifies proposition and the establishment of its validity
  - 2. Kinds of theses (1) historical, (2) doctrinal, (3) linguistic, (4) literary, (5) theological-philosophical, (6) someone's view of something, and (7) history of certain problems
  - 3. Appropriateness
  - 4. No hidden assumptions; do not bend evidence
  - 5. Original

#### D. Structure

1. Table of Contents (outline)
2. Introduction (generally written last)
3. Body (3 to 5 sections in general)
4. Conclusion (contains no new information; it recapitulates in brief the entire content of the paper; all important points and conclusions are mentioned, but the evidence for these conclusions need not be restated)
5. Bibliography—select based on value to the argument
6. Appendix (not necessary)—a tangent not germane to the argument but important enough to keep
7. Footnotes (embodied in rest of paper) provide support for argument

#### E. Survey of a thesis: What are the main ingredients?

1. Table of Contents--in capsule form this is the entire thesis--functions as outline for reader
2. Introduction--to alert reader from where you are coming and where you are going (ought to be written last) (not more than 15 pages)
  - a. General
    - (1) Does my introduction orient my reader; does it prepare him for what is coming?
    - (2) Have I stated (broadly) for my reader the importance of what I am doing?
    - (3) Have I made proper acknowledgments--others' views, sources, why I am doing this? (Rather than thinning down the thesis, need to narrow down topic--read to state assumptions about what was left out)
  - b. Specific--an introduction should contain:
    - (1) A statement of the problem or what is under discussion--have you stated it clearly and concisely--relate it to the larger field to which it relates (here's what I am trying to do)
    - (2) Need to state the limitations under which I am working--draw the boundary lines--state assumptions--must be a natural
    - (3) Need to define whatever basic terms are germane to the subject that will be used that the reader does not know in order to assist the reader
    - (4) State assumptions--those things that are germane to the argument which cannot be proved--state presuppositions
    - (5) Alert reader to any bias I might have or have developed
    - (6) Alert reader to methodology used that would affect his evaluation of thesis
3. The Body
  - a. The outline--becomes table of contents

- (1) Should reflect the order of the development
- (2) Should be a guide for research and collection of data

b. Collection of data

- (1) Stress accuracy, take accurate notes, make sure you are saying it accurately, make sure bibliographic material is correct (what issue, pages, etc.)
- (2) Completeness in note taking, complete with all bibliographic material, make sure you can distinguish between what you are quoting and comments you are making about it—indicate paraphrases
- (3) Retrievability of notes: you might as well have never taken a note if you can't find it
- (4) Logic of classification (so you know what you are doing)—be able to identify what notes go with each part of the outline

c. Analysis and interpretation of the data, (1) is what you are saying fair? (2) is material relevant? (3) have you generalized unnecessarily? (4) is it logical, consistent, based on facts?

d. Scholarship

- (1) Are you being objective in handling the material?
- (2) Is there a careful differentiation of what is fact and opinion?
- (3) Are you being accurate in regard to facts, quotations, etc.?
- (4) Have you been discriminating in use of material; not every opinion is good; what is the evidence for opinion; check out facts (check out others' footnotes; just because it's in print doesn't mean it is true)
- (5) Have you examined all the opinions on subject including those not your own?
- (6) Are you making any unwarranted assumptions?
- (7) If you know of arguments against your thesis, are you willing to face them and answer them (do not suppress data or falsify someone else's data)?
- (8) Have you included all the relevant data to establish your case. Does the relevant data support or substantiate your case? Not everyone else's opinion is necessary.
- (9) Is the style and tone in which you write appropriate?
- (10) Have you given material to support the conclusion?

e. Content

(1) Flow of thought

- (a) Has to be going somewhere
- (b) Avoid springing new facts on people; state things clearly to establish thesis
- (c) Economy of thought—don't put in what doesn't belong
- (d) Mini-summarize along the way, if needed
- (e) Say what you are going to say, say it, and then say what you have said

- (f) Stay away from first person “the writer is of the opinion of ...” (if in doubt, choose the more formal usage)

(2) Form

- (a) Turabian’s thesis form
- (b) Check for grammar
- (c) Correct and consistent punctuation
- (d) Check spelling (use American spelling)
- (e) Chaptering and paragraphing balanced

f. Summary of evaluating a thesis

- (1) Topic and contribution of topic to scholarship: suitability, originality
- (2) Acquaintance with original sources and text (in original languages, if at all possible)
- (3) Acquaintance with secondary sources: supportive, suggestive but not primary
- (4) Acquaintance with history of the problem
- (5) Look at the development of your argument; have you done what you said you were going to do: accurate, critical, exactly, overstated, selected evidence, “one-sided,” admit other opinions
- (6) Use made of evidence: fairness, accuracy, complete appropriateness
- (7) Treatment of the knowledge of opposing views
- (8) Check flow and unity of thought; is foundation for conclusions laid in paper–balanced and logical
- (9) Style, form, clarity, structure, spelling, technical aspects
- (10) Methodology used relative to each aspect: do introduction and body state conclusions?

4. Conclusion

- a. About three to seven pages
- b. Don’t bring up the argument; simply state conclusion
- c. No new ideas in conclusion
- d. May give a summary of thesis

5. Bibliography

- a. Follow Turabian, the *CTS Style Guide*, and this manual
- b. Include works consulted, whether quoted, used or not. Books from which factual data is used. Sources used for establishing thesis, not sources used to determine facts (fact checkers)
- c. Do not use books that are of little use; give the reader a list of books that are helpful–be selective. Use the most scholarly, up-to-date materials possible.

## Additional General Guidelines for Theses

The Calvary standard for the preparation of masters' theses is the sixth edition of Turabian,<sup>1</sup> the "Calvary Bible College and Calvary Theological Seminary Style Guide," and this manual. If no qualification is given, the student should assume that the specific section does apply to the paper being written. The guidelines found in Turabian and this manual should be studied carefully and adhered to exactly. Every student should purchase a copy of Turabian and the "Calvary Style Guide."

### I. Research and Documentation

#### A. Documentation

Documentation is very important in theses. Theses submitted with inadequate documentation are not acceptable. Read Turabian, sixth edition for an explanation of the purpose of footnotes.

If one or more significant words are lifted directly from a source, those words must be placed in quotation marks and correspondingly footnoted. Indented block quotes should be held to a minimum. **It is preferred that the student reword and condense the original author's ideas.** Use short, pertinent, direct quotations that accurately reflect that author's opinion when necessary. Ideas, as well as words, should be footnoted if obtained from another source. If an author's position is summarized instead of quoted exactly, it should be footnoted, even if restated by the student. A footnote is also an appropriate place for the student to interact with related materials. "By definition, a research paper involves the assimilation of prior scholarship and entails the responsibility to give proper acknowledgment whenever one is indebted to another for either words or ideas... **Failure to give credit is plagiarism.**"<sup>2</sup> Plagiarism is not only academically irresponsible, it is a violation of Christian moral standards. As such, it is treated very seriously at Calvary.

#### B. Research

##### 1. Primary and secondary sources

A secondary source may be illustrated as follows. Writer A, in his book, cites writer B. If the student quotes the words of writer B from the work of writer A, he has used a secondary source. Secondary quotations **are rarely allowed** in theses and may only be used with permission of the thesis adviser. The student should obtain a copy of the original source (called a primary source) and cite the writer directly. The cutting edge of research is in journal articles and books of essays (including *festschriften*). As a general rule, journals and periodicals are more candid, current, and valuable than material in larger, singly authored tomes. The student is encouraged to utilize the most recent sources available.

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<sup>1</sup>Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed., rev. John Grossman and Alice Bennett (Chicago: University of Chicago Press, 1996).

<sup>2</sup>Turabian, *Manual* § 5.2.

## 2. Indices and other sources

Indices are valuable guides in the research phase of writing. Indices available in Calvary's library that should be perused include the following: *Elenchus Biblio-graphicus Biblicus* (now called *Elenchus of Biblical Bibliography*); *Index to Religious Periodical Literature*; *New Testament Abstracts*; and *Subject Index to Selected Periodical Literature: Dallas Theological Seminary*. These are necessary tools for theses, as is *Dissertation Abstracts International*. It is located at the UMKC library. The student should also consult the thesis and dissertation listings of the various colleges, universities, and seminaries in the library. **The ATLA index on the Calvary Library Computers contains a great deal of bibliographic information including the *Index to Religious Periodical Literature*.**

Journals will frequently publish an annual index at the close of each volume. These annual indices, as well as footnotes and bibliographies in significant related articles and books, provide a veritable gold mine of resource material.

## 3. Footnote and bibliography form

Sample entries for common citations in the field of biblical studies are given in the "Calvary Style Guide."

## 4. Footnotes

Footnotes, as opposed to endnotes, are *required* for theses. The student is encouraged to use the word-processing software available in the computer lab which enables automatic footnotes.<sup>3</sup> Footnote numbers should run consecutively through each chapter. Restart the numbering sequence with *one* when a new chapter is begun. (It may be necessary to prepare each chapter as a separate document to accomplish this with some word-processing programs.)

## II. Style

### A. Title

The title should express in the clearest possible terms the subject matter of the paper. Avoid the extremes of short, cryptic titles and unnecessarily long, ostentatious titles. Eye-catching titles, arcane allusions, and clever gimmicks are better suited to best-selling books rather than to scholarly papers. Superfluous phrases ("An Intensive Examination of ...," "The Meaning of ...," "An In-Depth Study...") should be omitted. Proper grammar and punctuation must be observed. It is preferred, but not mandatory, that Greek and Hebrew words not be used in the title.

### B. Dedication and acknowledgments.

Theses should not be dedicated. Acknowledgments are seldom necessary in a thesis.

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<sup>3</sup>See the information on this in sections 8 and 11.

### III. Original Languages

Greek and Hebrew words should be typed in the appropriate language; they should not be transliterated.<sup>4</sup> Greek and Hebrew words are *not* to be underlined (except when part of a book title, etc.). If the word is part of a quotation, use the same form as the source. Theses must have the original language material typed into the text for the final. Greek words must include all breathing marks and accents.

### IV. Responsibility for typed form

**It is the student's responsibility to master Turabian, the Style Guide Supplement, and this Manual and prepare his paper for typing in accordance with them.** The student should reread his manuscript *before* giving it to the typist as well as again after the typing. The form is the *student's* responsibility, not the typist's. (It would be wise to see that the typist has the current edition of Turabian, as well as this manual.)

### V. Computer-Related Matters

The student who attempts to write a thesis without using a computer increases his or her workload remarkably. The cost of purchasing one (if necessary) ought to be considered as part of the cost of a seminary education.

There are many software programs available for word processing that are capable of formatting text according to the standards in Turabian and this manual. Please remember that free "bootleg" copies of software are not only illegal but also unethical. All of the software in the computer lab is registered in Calvary's name. It may be used by students in the lab but may not be copied for use on a privately owned machine in the dorm or at home. Do not be tempted to compromise your Christian testimony by accepting free copies of commercial software.

If the student is considering the purchase of a word-processing program to use in writing a thesis, there are several key factors to consider. The most important is the automatic numbering and placement of footnotes. Font capabilities will also be significant factors as will the printer compatibility to print the necessary fonts at the required resolution. Style sheets that allow for the automatic formatting of the paper will also expedite the writing process considerably. Decisions regarding the hardware involve more money but are usually secondary to the software. Select the software first, then determine the hardware necessary to run it. Print quality of the printer is critical, especially for theses. (It may be more economical to print the final copy on rented equipment at a service bureau than to buy a 300-dpi printer.) Do not buy anything unless the salesman can show you the proposed software and hardware actually working together—including Greek and Hebrew display and printing if that is necessary for your thesis. Consult others who have done the same kind of work on the same kind of system before buying.

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<sup>4</sup>Check with your thesis advisor on this point.

### A. Spacing

Some computers and/or software programs specify indentation in inches instead of spaces, in which case use the following guidelines. Paragraph and footnote indents may be set at .5" rather than the number of spaces specified in Turabian. The divider line between text and footnotes may be set at two inches in length. The line in bibliographies used to indicate the same author as the preceding entry may be an .8" line rather than by the number of spaces specified in Turabian. (It is best to create this line using a tab character with an underline leader if the word-processing program allows this.) Indented block quotations (four lines or more, two sentences or more) may be indented .5" rather than by the number of spaces specified in Turabian. (For other measurements, convert as: .1" = one space.)

### B. Printing

Letter-quality printing is required for a thesis. First draft submissions of a thesis may be printed on an ink-jet printer in normal or best mode if acceptable to the adviser.

### C. Font and font size

For laser and ink-jet printers, 12-point Times New Roman font (PC) must be used. New Century Schoolbook is the preferable Macintosh font.

## STATEMENT OF FAITH PROCEDURE

(All M.Div. Students)

### Summary of Required Deadlines for the Statement of Faith

<u>Assignment</u>	<u>May Graduation</u>	<u>December Graduation</u>
First Draft	January 15	September 1
Oral Defense	Feb 1–Mar 15	Sept 15–Oct 15
Final Draft	April 1	November 1

(Note: If the deadline falls on a weekend, the assignment is due on Tuesday)

#### First Draft

The student must submit the complete first draft to the Seminary Secretary by due date (January 15 for May graduation; Sept 1 for a December completion). This draft should be well proofed and in excellent form. This draft will be read by the seminary faculty and returned to the student. This will allow the student time to receive his statement back with corrections from his readers, to make needed corrections, and to prepare for the oral defense of his statement.

#### Oral Defense

The date of the Oral Defense will be determined by the Seminary Dean. The student should consult with his or her adviser as to the best way to prepare for the defense. The student must supply a copy of his first draft *with the professor's marked corrections* to the Seminary Secretary one week before the scheduled defense. Students will be questioned on all areas of doctrine covered in their statement. Areas of possible weakness and areas that need clarification which surfaced in the first draft will be probed. The statement will be defended before the Seminary faculty.

#### Final Draft

The final draft represents the final, polished product of the student. The student's adviser has the right and responsibility to return the final draft to the student for additional corrections until it is of acceptable proofed quality. Graduation may be postponed if the final draft is not returned in a timely manner. The complete final draft includes the Title Page (with a blank page before and after), Table of Contents, Statement of Faith, and one blank sheet.

## Further Guidelines

The Statement of Faith Defense is a critical document for a student and his continuing and future thinking, practice, and ministry. The requirements and guidelines necessary for adequate preparation and presentation are contained in this document. The student is expected to follow all of these and submit the written materials no later than the above stated deadlines.

The Defense of the Statement of Faith is divided into three phases: (1) Written Statement (first draft), (2) Faculty Evaluation and Response (to the draft), and (3) Oral Defense (of the draft), including answering written faculty responses in the returned evaluated Statement of Faith.

The Statement of Faith cannot be submitted until the semester of graduation. A student may work on this requirement but not submit it until the said requirements have been met.

### I. Statement of Faith Form

These are minimum areas required for inclusion.

#### A. The Statement of Faith is to be typed and include the following:

1. Blank Page
2. Turabian title page
3. Blank Page
4. Faculty Grade page for two faculty members
5. Table of Contents
6. Testimony of conversion and call to ministry
7. Statement of agreement with Calvary Theological Seminary's Statement of Faith
8. Table of contents should list the testimony of conversion and call, statement of agreement with Calvary's Statement of Faith, the ten areas of Systematic Theology indicated under content section below, plus issues listed

### II. Statement of Faith Quality and Length

This requirement is for graduation as well as ministry. It should reflect mature thinking and clear understanding of the doctrines; and should be in the student's own wording as reflecting his position on these areas of theology. The areas under IV below are only suggestions which must be developed after careful study.

- A. The quality is reflected by accuracy of explanation and Scripture citation. Each area of belief and commitment selected will indicate importance and relevance.
- B. The length is a minimum of 40 pages and a maximum of 60 pages. The number of areas for examination plus one's ability to express accurately and precisely will affect the length. It is important to remember two aspects: (1) it is not necessary to be wordy and (2) you will be able to explain details in the oral examination.

- C. The Statement of Faith should be submitted to the Seminary Secretary no later than the due date.

### III. Statement of Faith Oral Defense

- A. The Academic Dean of the Seminary and academic adviser will schedule a date for the defense.
- B. The student will defend his Statement of Faith before the Seminary faculty.
- C. The student is responsible to explain and defend any of his written materials and to respond to the official Faculty Response Pages returned to him. In addition, he is responsible for all questions relative to the theologies and issues in the official Guidelines for the Statement of Faith.
- D. The student will receive a pass/fail grade and can be asked to reappear before the Seminary Faculty Committee for any area(s) and issues where insufficient responses were identified by the Committee.
- E. The Academic Dean of the Seminary will notify the student in writing of the examination results.

### IV. Statement of Faith Content

#### A. Bibliology

1. Revelation
2. Inspiration
3. Inerrancy
4. Authority
5. Canonicity
6. Illumination
7. Hermeneutic

#### B. Theology Proper

1. Existence of God
2. Person of God (Personality/Attributes)
3. Divine Decrees
4. Trinity of God
5. God the Father

#### C. Christology

1. Person (Preexistence, Eternality, Deity)
2. His Incarnation (Virgin Birth, Hypostatic Union)
3. His Relationship to Temptation and Sin

4. His Death, Resurrection, Ascension
5. Incarnational vs. Eternal Sonship

#### D. Anthropology

1. Origin of Man
2. Constitution of Man
3. Corruption of Man
4. Accountability of Man
5. Destiny of Man
6. Creationism

#### E. Pneumatology

1. His Existence, Eternality
2. His Person
3. His Works
4. Spiritual Gifts, Charismatic Movement

#### F. Hamartiology

1. Origin of Sin
2. Categories of Sin
3. Effects of Sin
4. Penalties for Sin

#### G. Soteriology

1. Meaning of Salvation
2. Means of Salvation
3. Kinds of Salvation
4. Results of Salvation
5. Evidences of Salvation
6. Security and Assurance
7. Death of Christ
8. Lordship Salvation

#### H. Ecclesiology

1. Origin
2. Definition
3. Leadership
4. Ordinances
5. Polity
6. Calling
7. Destiny

## I. Angelology, Demonology, Satanology

1. Origin, Person
2. Categories
3. Responsibilities
4. Destinies
5. Demons
6. Satan

## J. Eschatology

1. View of Second Coming (In reference to the Millennium)
2. View of the Rapture
3. Order of Events
4. Nature of the Judgments
5. Critical Passages
6. State/Places of Final Judgment
7. Heaven

## K. Issues

1. Separation (Institutional, Individual)
2. Doubtful Things
3. Role of Women in the Church
4. Divorce/Remarriage
5. One Nature of the Believer
6. Speaking in Tongues
7. Healing/Miracles

**CALVARY THEOLOGICAL SEMINARY**  
**THESIS PROPOSAL APPROVAL FORM**  
 Revised September 2004

Instructions: Fill out one copy of the form and give it to the Seminary Secretary. The Seminary Thesis Adviser assigned to assist you must sign the proposal and submit it to the Academic Dean of the Seminary, who will then submit it for approval to the Seminary Faculty Committee. The due date is on or before February 1, one year prior to expected graduation for May graduates and on or before October 1, one year prior to expected graduation for December graduates.

Name of Student: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_

Thesis Title: (seven words or less/an additional subtitle is permissible)

\_\_\_\_\_  
 \_\_\_\_\_

Subject Approved:

\_\_\_\_\_  
 (Seminary Final Project Adviser)

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Seminary Academic Dean)

\_\_\_\_\_  
 (Date)

Second Reader will be \_\_\_\_\_

A précis of your thesis:

State how this will be an original contribution to knowledge/ministry:

Attach a tentative outline and a three-page bibliography.

**PROCEDURE FOR STATEMENT OF FAITH DEFENSE**  
**September 2004**

Every M.Div. student in the seminary must defend his Statement of Faith. This is a necessary step before a student can achieve candidate status for commencement. The following guidelines and expectations are minimum standards required of every student.

1. Dress code is coat, shirt and tie.
2. Bring a Bible.
3. Bring your Statement of Faith.
4. Thorough familiarity with the written product is expected. You are expected to be able to turn to the appropriate sections, if necessary, in your responses.
5. Thorough preparation for the theological defense is required.
6. All responses to theological questions should be with clear definitions and clear basic Bible passages to support the response.
7. Once the faculty detects lack of understanding or lack of preparation the moderator is free to cease the inquiry and cancel the defense.
8. The defense must be viewed seriously by the student. There are no automatic retakes for the defense.
9. Promptness meeting the scheduled time for the defense is a must to assure adequate time to accomplish the goals.

## **ADVISERS' GUIDELINES**

Every student enrolled in Calvary Theological Seminary is assigned an academic adviser. (However, the thesis adviser may be different than the student's general academic adviser). The following responsibilities serve as guidelines for the general advising process and for the thesis advising process.

- I. The Academic Dean of the Seminary is responsible for assigning advisers. This is a voluntary decision with cooperation between faculty members and the Dean.
  
- II. **The general academic adviser guides the student academically.**
  - A. He counsels the student in his curriculum and career goals.
  - B. He advises the student as to special circumstances and needs while in the program.
  - C. He assists the student in answering questions relative to the curriculum and courses.
  - D. He will help the student be accountable for meeting all thesis deadlines and all other academic requirements necessary to successfully complete his program of study.
  - E. He will notify the student of failure to meet deadlines and thus failure to graduate.
  - F. He will assist the student when he is aware that work is not being returned to the student on time.
  
- III. **The thesis adviser guides the student's work.**
  - A. He assists the student in selecting a topic or product.
  - B. He will ensure that the students adhere to all deadlines.
  - C. He assists the student in the thesis proposal selection and writing.
  - D. He serves as the major communication channel between Academic Dean of the Seminary, Seminary Faculty Committee, and student.
  - E. He supervises the research and writing process of the thesis. He serves as a resource person for advice in these areas.
  - F. He is to consult with the Academic Dean of the Seminary whenever he feels additional direction is needed.
  - G. He cannot assume an exception will be made when failing to return work on time.
  - H. The general academic adviser will not necessarily be the thesis adviser.

- I. If the student is completing the M.Div. degree he will advise all work done on the Statement of Faith and its defense.

Since graduate work is viewed as being a special training, the adviser is a key link in maintaining the highest academic standards for the graduate program. Laxity, poor performance, neglect, or lack of seriousness by the student should be observed by the adviser, and appropriate steps taken to assist the student in correcting such deficiencies.

## INDEPENDENT STUDY GUIDELINES

Seminary students are encouraged to conduct independent studies as a significant part of their development. These studies are designed to permit and encourage creative thinking and research. The following guidelines will assist in successfully completing this requirement:

- I. **A student may elect to design an independent study or studies to be a part of his thesis. This is often a prudent course of action.**
- II. **The student should give careful consideration to his potential thesis topic as well as the independent studies he is interested in pursuing. This planning should be done at the very beginning of his program.**
- III. The student in consultation with an adviser selects a topic which must be approved by the Academic Dean of the Seminary and the Seminary Academic Committee. A proper proposal form is required to secure official approval. A form may be obtained from the adviser, Registrar, or the Seminary office.
- IV. The study is to be under the direct supervision of the adviser or a professor in the department in which the subject is ordinarily taught. The normal requirement for the amount of work reflected in the final product is two hours of work for every one hour of class work. This means a three-hour independent study requires a minimum of 90 hours of work which is evaluated by the quality and thoroughness of the results.
- V. The subject selected should be relevant to the student's present ministry and serve as a valuable tool for others in ministry.
- VI. The adviser or professor and student will agree upon the form that is best for the presentation. It is important to secure this approval prior to beginning the study.
- VII. Each study is designed to be completed in a semester that coincides with a normal semester at the Seminary. A study may be completed during the summer break which is May-August.
- VIII. All independent studies, for those graduating in May, must be completed no later than March 31.

## Theology Proficiency Exam

The **prerequisite for enrolling in the four Theological Foundations courses** at Calvary Theological Seminary is a demonstrated proficiency in and an acquaintance with basic theological issues. This proficiency may be demonstrated in one of three ways: a grade of C or higher in an undergraduate survey of doctrine course; a grade of C or higher in undergraduate courses in systematic theology that cover all major areas of doctrine; or a score of 80 percent or higher on the Calvary Theological Seminary Proficiency Exam. The purpose of this examination is to determine in which, if any, theological foundation course a student is permitted to enroll in the Seminary.

### Proficiency Exam Information

This theological proficiency exam is designed for students who have studied biblical and theological issues and who have read extensively in theological literature on their own. It is not intended for students who simply desire to avoid taking course work in theology. The exam is not a prerequisite for admission to Calvary Theological Seminary and receives no academic credit.

The exam may be taken at Calvary or, for new students not yet living in the area, proctored at another school or at the student's home church. The exam time allowed is two hours, and the completed exam must be submitted to the Seminary office no later than two weeks prior to registration. The exam will be graded prior to registration so the student knows whether or not he is eligible to enroll in the Systematic Theology courses. ***Retakes are not allowed.*** Students who score below 80 percent will be required to complete the course, TH114, Survey of Theology, at Calvary Bible College. **(This course is offered only in the fall semester as a traditional course, as an intensive [5 weeks] on campus course [May/June], or possibly as an independent study course).**

Once the student is enrolled in the Seminary he must request to take the examination at the Seminary or a non-resident site. The student must notify the Seminary who will proctor the examination giving complete mailing information. The examination will be mailed to the proctor and once the examination is completed the proctor is responsible to return the exam to the Seminary Academic Office for grading prior to registration for any Systematic Theology course.

The following study is recommended (but not required) prior to taking the exam. Review the major areas of doctrine by reading Robert Lightner's book *Handbook of Evangelical Theology* (Grand Rapids: Kregel, 1995) and Paul Enns' book *Moody Handbook of Theology* (Chicago: Moody, 1989). Be sure that you know and can define the theological terms in the list appended to this material. If additional reading is desired, the following introductory text is recommended: Charles Ryrie, *Basic Theology* (Wheaton, IL: Victor, 1999).

## Theological Systems

1. Dispensationalism
2. Progressive Dispensationalism
3. Covenant Theology
4. Calvinism
5. Arminianism
6. Pre, Post, and Amillennialism
7. Pre, Mid, Post Tribulationalism as well as Pre-Wrath Rapture

## Theological Terms (define and give biblical support)

- |   |   |
|---|---|
| 1. angelology                             | 35. illumination                          |
| 2. anthropology                           | 36. image of God                          |
| 3. anthropomorphism                       | 37. immutability                          |
| 4. atonement                              | 38. impeccability                         |
| 5. atonement, the extent                  | 39. imputation                            |
| 6. baptism, spirit                        | 40. incarnation                           |
| 7. baptism, water                         | 41. inerrancy                             |
| 8. bibliology                             | 42. inspiration                           |
| 9. canon                                  | 43. Israel                                |
| 10. Christophany                          | 44. justification                         |
| 11. church, body of Christ                | 45. kenosis                               |
| 12. church, local                         | 46. limited atonement                     |
| 13. covenant                              | 47. mediator                              |
| 14. creation (origin of life)             | 48. millennium                            |
| 15. creationism of the soul               | 49. mystery                               |
| 16. deity                                 | 50. Old Testament unconditional Covenants |
| 17. demonology                            | 51. omnipotence                           |
| 18. dicotomy                              | 52. omnipresence                          |
| 19. dispensation                          | 53. omniscience                           |
| 20. ecclesiology                          | 54. ordinances (of the church)            |
| 21. election (individual, soteriological) | 55. peccability                           |
| 22. eschatology                           | 56. pneumatology                          |
| 23. essence (of God)                      | 57. predestination                        |
| 24. eternal life                          | 58. progressive revelation                |
| 25. evolution (origin of life)            | 59. propitiation                          |
| 26. expiation                             | 60. rapture                               |
| 27. fall, the (Gen. 3; hamartiology)      | 61. reconciliation                        |
| 28. foreknowledge                         | 62. redemption                            |
| 29. general revelation                    | 63. regeneration                          |
| 30. grace                                 | 64. revelation (doctrine of)              |
| 31. hamartiology                          | 65. sanctification                        |
| 32. hermeneutics                          | 66. Second Coming                         |
| 33. humanity (of Jesus Christ)            | 67. security, eternal (soteriology)       |
| 34. hypostatic union                      | 68. sin                                   |

- 69. soteriology
- 70. sovereignty
- 71. special revelation
- 72. spiritual gifts
- 73. Substitutionary (death of Christ)
- 74. The Tribulation
- 75. theodicy
- 76. theophany
- 77. total depravity
- 78. traducianism
- 79. tribulation
- 80. tricotomy
- 81. trinity
- 82. unlimited atonement
- 83. vicarious (death of Christ)
- 84. virgin birth

## PHILOSOPHY OF MINISTRY GUIDELINES

One of the purposes of Calvary Theological Seminary is to assist the student in developing or refining his ministry philosophy. Simply stated, a servant must have clear guidelines that dictate the direction of his ministry. A philosophy of ministry reflects the student's understanding of the biblical responsibilities of ministry.

A good philosophy of ministry should include the student's understanding of at least the following areas:

1. The primary purpose of all ministry
2. Role of evangelism
3. Worship (corporate, individual)
4. Role of edification
5. Music
6. Marriage and family
7. Spiritual gifts
8. Finances
9. Missions
10. Social involvement/issues
11. Communication (preaching/teaching)
12. Witness in the world of business, etc.
13. Separation/divorce
14. Discipleship/training
15. Leadership in the church (qualifications, training)
16. Church discipline
17. Conflict resolution (how to resolve conflicts between Christians)
18. Prayer (importance and role)
19. Organization and administration
20. Role and nature of preaching

These suggestions should serve as preaching ideas to provoke sound biblical study to formulate what is to be accomplished, why it should be accomplished, and how it should be accomplished (method). One's calling and profession will determine the areas to include in a philosophy of ministry.

## AWARDS

### 1. **The Zondervan Greek Award (Excellence in Greek Studies).**

This annual award is presented to the student who shows the highest ability to use Greek in ministry as determined by the Seminary faculty. The student will be asked to write an exegetical paper on a selected passage in the Greek New Testament which will be evaluated by the Seminary faculty. He or she will then give a sermon or teaching lesson in an appropriate forum selected by the faculty. The student selected for this award will receive a book from Zondervan Publishing, a commemorative item (such as a medal), and have his or her name engraved in a perpetual plaque which is located in the Seminary building.

## CALVARY THEOLOGICAL SEMINARY COMPUTER POLICY

Revised - February 1999

### LAB USE POLICY

The seminary computer lab is available for all Seminary students and for College students **who are enrolled in Greek or Hebrew courses**. Use of the computers is on a space-available, first-come first-served basis. Access will be provided during regular seminary building hours (Monday-Friday, 8:30 a.m. – 4:30 p.m.), and during the time night classes are conducted. No one is permitted in the seminary building after it is locked and all faculty are absent. The lab will only be available during other hours through the extended-use, additional fee basis described below.

The seminary will provide and maintain computers, basic software, and at least one printer. Students will be responsible to provide any additional materials, including disks, paper, and specialized software. Commercial software provided by the seminary may not be copied on to any computer-readable media by students for use on any other computer, whether owned by the student or someone else. Students may not install software or store personal files on the hard disks of the seminary's computers. The student must provide his/her own paper for printing. Paper can be purchased from the college telephone receptionist or the seminary office.

### EXTENDED-USE POLICY

Seminary students desiring access to the Seminary computer lab beyond the regular hours may do so by paying an extended-use fee of \$50.00 per semester. **(Post sessions and summer use will be treated together as a separate semester for purposes of this policy. Use during the Christmas break may be included with either the fall or spring semester providing that the fee has been paid prior to the last day of classes in the fall semester.)** This fee will authorize the student to use the computers during hours the building is not normally open. A building key will be issued upon payment of an additional \$25 refundable key deposit. Students desiring extended use submit a signed copy of the attached application and agreement with the \$50.00 fee and the \$25.00 key deposit to the Seminary Academic Dean. Such use by an individual may be retracted at any time during the semester by action of the Seminary Faculty Committee if the use agreement is violated or if the Faculty Committee determines that the privilege is being abused. In such instances, the extended-use fee will not be refunded.

## PURPOSE OF POLICY

The purpose of the lab fee policy is to use the fees collected to maintain all computers, software, and equipment necessary for an effective academic ministry to students. The money collected will also be used to purchase new computers, printers, and upgrade computers and software. The seminary is not financially able to provide personal computers to students and this is a way to have an effective ministry to students.

## PERMISSION TO USE THE LAB

Students enrolled in Greek and Hebrew courses may take advantage of this great service by following the procedures or steps outlined in this section of the policy statement. **First**, secure a copy of the official **Seminary Computer Lab Use Application and Agreement** form from the Seminary office or Seminary Academic Dean. **Second**, sign the Application and Agreement and have it approved and signed by the Seminary Academic Dean or a faculty member designated by the dean. **Third**, pay the \$50.00 use fee and the \$25.00 key deposit at the business office at the college. **Fourth**, secure a key and Lab Use Permit from the seminary office presenting evidence of having paid the required fees. The Lab Use Permit must be presented whenever a faculty member or some official seminary staff asks for it. No one is permitted to use the seminary lab without this permit and key when the seminary is locked for the day or night.

## PERIOD OF TIME FOR USE

The Lab Use Agreement is available during the fall semester, spring semester, and summer semester. Post session is included in the summer session. Christmas vacation is included in the fall semester. A list of students authorized to use the lab after hours will be posted in the lab and in the seminary office. Faculty are authorized and expected to assist in monitoring the use of the lab.

At the end of the semester for which the Lab Use Permit was authorized, the student is required to return the key to the seminary office. If the student wishes to apply for a permit for the next semester, they may do so at this time. The seminary office will issue a notice to the business office so that the \$25.00 refund can be made to the student.

## Seminary Computer Lab Extended–Use Application and Agreement

Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Semester during which extended use is desired:**

Spring \_\_\_\_

Spring \_\_\_\_

Summer \_\_\_\_

Summer \_\_\_\_

Fall \_\_\_\_

Fall \_\_\_\_

**Note:** The extended use fee and the key deposit must be submitted with this application. Both will be refunded if the application is not approved. Once approved the extended use fee is not refundable unless the Seminary Faculty Committee approves the refund and this is only granted under what they consider as just cause(s). The key deposit IS refundable if the key is returned when specified. This form and the appropriate fees are to be submitted to the Dean, his secretary, or someone else he designates.

I agree to abide by the following regulations regarding use of the seminary computer lab and realize that my use privileges may be revoked if they are violated.

- I will use the key issued to me only to gain access to the computer lab for my personal use and will not duplicate it or allow it to be duplicated.
- I will not admit other persons to the building or allow other persons to use the key issued to me to enter the building. ( A student's spouse may accompany the student during his time in the lab. Children should not be in the lab.)
- I will take good care of the equipment provided for me and will report any problems with the equipment to the dean of the seminary or the computer lab coordinator.
- I will use only the student computers and will not use the instructor's computer in the lab or access any other computers or printers in the building via the network.
- I will not copy any software from the hard disks of any computers in the building.
- I will provide all paper for printing on seminary printers at the time the printing is to be done.
- I will not attempt to install other software or save files on the hard disks in the lab.

- I will either return the key issued no later than the last day of classes during the semester for which I have paid the extended use fee or I will submit an application with the appropriate fee for the following semester.

Signed (student): \_\_\_\_\_ Date: \_\_\_\_\_

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**ACADEMIC DEAN (Or Authorized Faculty):**

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_

**BUSINESS OFFICE :**

Use Fee Paid: \$ \_\_\_\_\_ Key Deposit Paid: \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SEMINARY OFFICE:**

Key Issued: \_\_\_\_\_ Date: \_\_\_\_\_

Lab Use Permit Issued: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary Signature: \_\_\_\_\_

**SEMINARY OFFICE:**

Key Returned: \_\_\_\_\_ Date: \_\_\_\_\_

Refund Notice Issued: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary Signature: \_\_\_\_\_

# CHRISTIAN MINISTRY/CHURCH INVOLVEMENT REPORT FORM

A vital part of the educational and spiritual development at the Seminary is involvement with a local church as a member making commitments evidenced by regular attendance as well as a practical Christian service. This we believe to be normal expressions of a vibrant growing faith. All students will be given report forms to indicate their stewardship in these areas. The Seminary Dean's Office will distribute these forms at the end of each semester. Your cooperation is greatly appreciated as we are able to rejoice with you and are able to pray with you regarding your ministry. Noninvolvement in the local church and other Christian ministry is viewed by the Seminary faculty as an indication of a serious problem. The Seminary Faculty Committee will address such cases because they are contrary to our convictions and standards.

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## CALVARY THEOLOGICAL SEMINARY

### Church Involvement/Christian Ministry Report Form Fall Semester DUE NO LATER THAN JANUARY 6

Student's Name \_\_\_\_\_

Christian Ministry \_\_\_\_\_

Location \_\_\_\_\_

I am a member and regularly attended \_\_\_\_\_ Church

Location \_\_\_\_\_

Pastor \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

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## CALVARY THEOLOGICAL SEMINARY

### Church Involvement/Christian Ministry Report Form Spring Semester DUE NO LATER THAN MAY 1

Student's Name \_\_\_\_\_

Christian Ministry \_\_\_\_\_

Location \_\_\_\_\_

I am a member and regularly attended \_\_\_\_\_ Church

Location \_\_\_\_\_

Pastor \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

# CALVARY THEOLOGICAL SEMINARY

## DOCTRINAL STATEMENT AGREEMENT

### **Due one month prior to graduation**

If you are in full agreement with Calvary Theological Seminary's Doctrinal Statement as found in the Catalog, please sign on the line provided, signifying your agreement

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If you are not in full agreement with the Doctrinal Statement list below the area(s) of disagreement and explain how you disagree with the stated position. You may use additional paper if necessary or desired.

**Seminary Faculty**

Dr. Thomas Baurain	Dean, Bible, Theology
Dr. James Clark	Biblical Counseling
Dr. Michel Dodds	Pastoral Studies
Mr. John Klaassen	Bible and Theology
Dr. Neil Nelson	Greek, New Testament, and Theology
Mr. Joel Williamson	Hebrew, Bible, and Theology

**Seminary Administration**

Dr. Elwood Chipchase	President
Dr. Thomas Baurain	Academic Dean of the Seminary
Mr. Larry Spry	Registrar