



**THE NIGERIAN BAPTIST THEOLOGICAL SEMINARY**  
OGBOMOSO, NIGERIA

**STUDENT INFORMATION  
HANDBOOK**

**“Make full proof of thy ministry” (2 Timothy 4:5)**

**DECEMBER, 2017**

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## FOREWORD

The Nigerian Baptist Theological Seminary operates under the proprietorship of the Nigerian Baptist Convention. By a special relationship, this school functioned as the Ogbomoso, Nigeria, Campus of the Southern Baptist Theological Seminary, Louisville, Kentucky, United States of America from 1898 till 1999.

The Nigerian Baptist Theological Seminary is an agency of the Nigerian Baptist Convention for the training of men and women who feel convinced that God has called them into the Christian ministry. We seek to provide every student with those services and opportunities, which will assist him or her in becoming, in the fullest sense, a responsible and productive member of Christian leadership and society. Every such student is entitled to all the privileges and responsibilities due to members of the Seminary community.

The Seminary is conscious of the fact that for a person to participate fully as a responsible member of any group he must know his privileges as well as his responsibilities. It is in response to this need that the guidelines in this handbook came to birth. No regulation here has been arbitrarily formulated. Every guideline has grown out of the interaction among the members of the Seminary family through the years. To ensure that the regulations continue to meet the needs of the students in their wholesome Christian relationships, the handbook is revised from time to time as the need arises. It is hoped that everyone will continue to watch with keen interest how effective every regulation is.

We welcome suggestions from every member of the Seminary family to make later editions better and richer. It is our earnest hope that all students will study the handbook and co-operate as God-called men and women, and thereby help to make this seminary what God intends it to be: a peaceful and orderly society of Christian stewards of all descriptions; Zion, the city of God.

**Rev. Prof. Emiola Nihinlola**

*President*

*The Nigerian Baptist Theological Seminary, Ogbomoso*

*January 2017*

## UNIT I

### INSTITUTIONAL MISSION

#### **A. Motto: “Make full proof of Your Ministry” (2 Timothy 4:5b)**

The Nigerian Baptist Theological Seminary, Ogbomosho, Nigeria grew, like a mustard seed, from what started as a “Preachers’ Training Class” on May 3, 1898 to become a citadel of theological education – the best of its kind on the continent of Africa. The Seminary is an academic institution, providing high-quality theological education and professional training for God-called men and women to help meet the need for effective leadership in the work of churches, schools and the denomination not only in Nigeria but also in other parts of Africa.

To the glory of God, the Seminary, which is the premier theological institution in Nigeria, was the first tertiary institution in Nigeria to award degrees (1950), the graduands having met the requirements in 1948. It has one of the best evangelical theological institutional library in the whole of Africa. Offering curricula in the areas of theology, religious education, church music and missiology up to postgraduate levels, including doctoral programmes in theology and religious education, the Seminary is equipped to meet the challenges of the new age in terms of theological education. Indeed, the institution became a postgraduate theological school in August 2002.

As the Seminary continues its life’s journey in its second century of existence entering with faith, hope and courage into the twenty-first century and the third millennium, this call comes to all today, loud and clear, to “Make full Proof of Our Ministries” (2 Timothy 4.5b). Whether one is a student of the Seminary – past, present or future – or friends of the Seminary, or Christians of old, new or future generations, white or black, teacher or student, clergy or laity, technocrat or professional, politician, industrialist or business tycoon, rich or poor, young or old, male or female, this message remains the greatest challenge of life, the set goal in Christian living and standard of excellence in Christian faith and practice. On it, we take our pledge; on it we stake our life; on it the Seminary stands: “MAKE FULL PROOF OF YOUR MINISTRY.” May God help us so to do! Amen.

#### **Vision**

To be a world-class theological institution; training God-called persons, and contributing to the transformation of society to the glory of God.

#### **Mission**

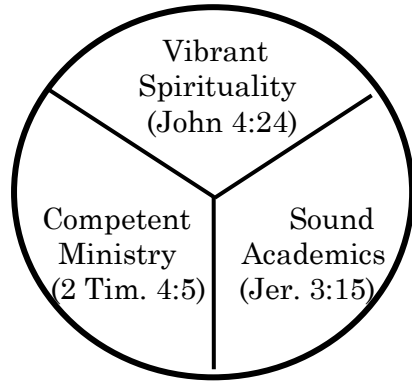
To provide high-quality theological education and professional training for God-called, Spirit-led persons; to help meet the need for effective ministry in theological institutions, church and society; and to facilitate the fulfilment of the Great Commandment and the Great Commission of our Lord and Saviour, Jesus Christ.

#### **Philosophy**

Training and equipping the body of Christ for holistic formation, transformation and integrated ministry, informed by evangelical heritage and Baptist principles to meet genuine contemporary human aspirations and societal needs. The hallmarks of evangelical heritage are authority of the Bible, personal spiritual conversion, emphasis of the cross and resurrection of Jesus Christ, as well as commitment to evangelism and mission. The fundamental pillars of the Baptist faith, life and work are:

1. The Lordship of Jesus Christ in every area of life-natural, physical and spiritual.
2. The final authority of the Bible as the sufficient guide for faith, doctrine and practice.
3. Congregational polity, both local (church autonomy) and connectional.
4. Salvation by grace through faith.
5. Believer’s baptism by immersion.
6. Competency of the soul in religion under God.
7. The priesthood of all Christian believers.
8. Full religious liberty for all citizens.
9. Independence of church and state.

## Core Values



As a community of worship, faith, learning and service, NBTS emphasizes and balances excellence in three areas of formation: spiritual, academic and ministerial. The core values of the institution are thus: *vibrant spirituality*, *sound academics* and *competent gospel ministry*.

## Objectives

The following objectives of the institution are derived from the mission statement. The Nigerian Baptist Theological Seminary is out to:

1. provide quality theological education characterized by continuing commitment to serious and impartial investigation of truth in order to train effective ministers for churches in Africa.
2. develop in the student a critical, analytical and reflective thinking for a more effective learning and service.
3. provide knowledge and skills in ministerial training for men and women, irrespective of ethnic, linguistic and social-economic differences.
4. build effective leaders for theological institutions, church and society both nationally and internationally.
5. teach and apply the Christian faith and practice in its comprehensive and integrative nature for the transformation of the individual and community.
6. develop men and women who are able to effectively communicate the word of God.
7. equip people to fulfil the total mission of God for the world today.

## B. Objectives of Faculties and Departments

### Faculty of Theological Studies

The objective of the programmes of leadership training in theological studies is to provide theological education for those who the churches indicate have given evidence of a divine call to the gospel ministry. Such training includes studies in the biblical, theological, historical and practical fields; and to provide basic theological instruction for men and women preparing for other church vocations and places of Christian leadership in churches, schools, the denomination, and society.

### Faculty of Education

The objective of the programmes of leadership training in religious education is to provide Christian education including biblical, theological, historical, and practical studies for persons who the churches indicate have given evidence of God's leadership to serve in this specialized ministry; and to provide basic theological instruction for men and women preparing for other church vocations and places of Christian leadership in churches, schools, the denomination and society.

### Faculty of Church Music

The objective of the programmes of leadership training in church music is to provide music education, including biblical, theological, historical, and practical studies for those who the churches indicate have given evidence of God's leadership to serve in this specialized ministry; and to provide basic theological instruction for men and women preparing for other church vocations and places of Christian leadership in churches, schools, the denomination, and society.

### The Departments under the various Faculties are:

#### Faculty of Theological Studies

- Department of Biblical Studies
- Department of Theology
- Department of Missions and Evangelism

#### Faculty of Education

- Department of Religious Education
- Department of Teacher Education
- Department of Community Education

### **Faculty of Church Music**

- Department of African Church Music
- Department of Western Church Music

### **DEPARTMENT OF BIBLICAL STUDIES**

This department aims at equipping students with knowledge and skills to understand and interpret the Bible. The Department offers courses in biblical introduction/history (Old and New Testaments), languages (Hebrew and Greek), literature/theology, criticism, hermeneutics and archaeology.

#### ***The objectives of the Department are to:***

1. provide critical thinking skills for the students in the exegesis and exposition of the Bible;
2. provide students with the background history, geography, archaeology, culture and philosophy of the Bible as foundations for its understanding and interpretation.
3. help students gain a basic proficiency in biblical Hebrew and Greek;
4. provide students with the knowledge of various theological themes in the Bible.
5. introduce students to principles and methods of hermeneutics.
6. to help students develop research methodology skills.

### **DEPARTMENT OF THEOLOGY**

The Department of theology equips students with the knowledge and skills to articulate, systematize, and defend the doctrines of the Christian faith. The Department offers courses in philosophy, theology, ethics, preaching, pastoral care and counseling with the following concerns:

1. To help students to develop logical, and critical ability and to expose them to the perennial theological issues in Christian faith with particular application to the African life.
2. To help students to understand the historic doctrinal themes of the church with the Bible as the primary source of all theological formulations.
3. To guide students in the making of moral choices that reflects the evangelical faith in view of the ethical demands of the ministerial call.

4. To equip students to proclaim the gospel effectively through training in the theory and practice of biblical preaching.
5. To involve students in the study of human life from theological and scientific perspectives with a view to developing care and counseling skills in pastoral ministry.
6. To lead students in the integration of biblical, theological, historical and practical studies and evaluate same from the viewpoint of relevance to the African context and culture.

### **DEPARTMENT OF MISSIONS AND EVANGELISM**

The Department offers the following courses: church history, religious studies, intercultural studies, missions, evangelism, church planting and growth. The objectives of the Department are to:

1. equip students with the facts, understanding and interpretation of the movements in the history of the church.
2. lead students in the study of the development, marks and mission of the church from the apostolic era to the contemporary period.
3. expose students to an understanding and evaluation of some other religious traditions especially African Traditional Religion and Islam for the purpose of evangelization of the adherents.
4. train students in the practice of Christian discipleship, cross-cultural missions as well as vocational and short-term missions.
5. prepare and equip students for effective involvement in mission enterprises with emphasis on Africa towards the fulfillment of the Great Commission.
6. produce gospel ministers who will carry out missionary and evangelistic activities with relevant mission strategies for church planting and growth.
7. prepare men and women who are called by God to serve as career missionaries and evangelists.

### **DEPARTMENT OF RELIGIOUS EDUCATION**

This Department was established to train men and women for educational ministries in local churches, schools and at denominational levels. It offers programmes at post-secondary and postgraduate levels.

#### ***Objectives:***

1. To involve students in supervised field experiences in churches, schools and denominational work.

2. To examine current strategies for evangelizing and ministering to the total person in different age groups.
3. To train students to be able to apply the principles of Christian education in response to the needs of the congregation in the African church.
4. To provide competency-based experiences needed for Religious educators.
5. To provide Christian education studies for persons in the churches who have given evidence of God's leadership to serve through this specialized ministry in becoming Ministers of Education in local churches and teachers of Christian Religious Knowledge in Nigerian public schools.
6. To introduce students to research methodology.

### **DEPARTMENT OF TEACHER EDUCATION**

In consonance with the Seminary's vision of training God called men and women to contribute to the transformation of the society the Department of Teacher Education seeks to raise students who will work in schools. These products are expected to be agents of transformation in their capacities as teachers of Christian Religious Knowledge (CRK), Counselors and administrators. The programmes are designed to produce students who combine the professional training required of teachers with theological and biblical skills necessary for work in ministry settings.

#### **Objectives:**

1. To involve students in supervised field experiences in schools and denominational work.
2. To examine current strategies for teaching and ministering to the total person in different age groups.
3. To prepare students who are competent in curriculum planning, development and implementation.
4. To prepare students who are skilled in carrying out research.
5. To raise students who are skilled in undertaking guidance and counseling with Christian orientation.
6. To provide Christian education studies for persons who have proven evidence of God's leadership to serve as teachers of Christian Religious Knowledge in Nigerian Public and Private Schools.

7. Ancillary Education should be under Faculty of Education
8. To provide training for those who will be able to serve as school administrators, especially in Baptist school across the nation and beyond.

### **DEPARTMENT OF COMMUNITY EDUCATION**

The Department offers part-time theological education for God-called men and women in the Nigerian Baptist Convention and other denominations who do not have the privilege of full-time theological training. The Department also offers special women education at the Women Training Centre (WTC) where Pastors' wives are exposed to the biblical and theological bases for the involvement of the Ministers' wives in pastoral ministry. The offering of the Department includes sandwich programmes including a postgraduate study for pastors in ministry.

#### **Objectives:**

1. To train women to be co-labourers with their husbands in the pastoral ministry.
2. To prepare pastors' wives for leadership roles among women.
3. To give opportunities of theological education for God-called men and women who cannot afford a full-time ministerial training.
4. To create an avenue for continuing education for pastors in ministry who cannot afford further full-time theological training.
5. To prepare students to be more competent thinkers and effective denominational leaders and church pastors.

WTC adopts the course code "DWM" meaning *Diploma in Women Ministry*,

### **DEPARTMENT OF AFRICAN CHURCH MUSIC**

The Department of African Church Music offers courses in theory of African music, musical traditions and practices of Africa, ethnomusicology, African musical instruments, and African composition, music in worship and evangelism, and church music administration with the following concerns:

1. To encourage creativity in music through direct practical acquaintance with the basic characteristics and functions of the elements of African music in theory and practice;

2. To acquaint students with the nature of musical acoustics and technology of African musical instruments;
3. To help students understand and appreciate the musical traditions of various ethnic groups in Africa;
4. To equip students with tools to compose traditional church music which reflect the tonal inflections of the particular language or dialect so as to convey meaningful message to the people;
5. To teach students to improvise musical instruments from locally available materials for use in churches and other related institutions;
6. To help students to develop intelligent, artistic interpretation and handling of African traditional music as well as have a working knowledge of African traditional musical instruments;
7. To train students to be able to organize, train, conduct and accompany choirs, congregations and any other Christian musical band/group; and
8. To help students understand the basic concepts of African music and tradition with a view to utilizing them in evangelism and other practical ministry situations.

#### **DEPARTMENT OF WESTERN CHURCH MUSIC**

The Department of Western Church Music offers courses such as Western music theory, history of church music (Western), counterpoint, form and analysis, Western composition, choral techniques and conducting, choral arranging, Christian hymnody, music in worship and evangelism, and church music administration.

The objectives of the department are to:

1. help students have a basic understanding of Western music theory and form so as to be able to analyse, artistically interpret and handle Western music intelligently;
2. encourage creativity in music through direct practical acquaintance with the basic characteristics and functions of the elements of music in theory and practice;
3. help students preparing for effective music teaching and rehearsal techniques for choral and congregational performances;
4. equip students with adequate tools for effective congregational and choral song leadership;
5. help students to be able to write, compose and arrange Christian music for voices and instruments for the purpose of evangelism;

6. help students develop ability to have a working knowledge of western orchestral instruments; and
7. prepare students to organize, train, conduct and accompany church choirs, congregations and any other Christian musical bands.

#### **C. Objectives and Goals for Student Development Services**

##### **1. Objectives**

- a. To help students develop patterns of responsible behaviour based upon self-discipline and a thorough appreciation of equity and justice.
- b. To provide channels and opportunities for interaction and communication among students, and between them and the wider community, that would help them to develop skills in inter-personal relationship and leadership roles.
- c. To help each student, through counselling and involvement in community religious programmes, realize his potentials for developing his spiritual life and deepening his Christian commitment.
- d. To help foster an atmosphere of love and care and a sense of community belonging that would continually foster a conducive setting for student's academic pursuits.
- e. To help provide, as much as practicable, opportunities for the practice of classroom learning.
- f. To provide channels for communication and interaction between the administration and the students.
- g. To help students in their personal and/or family problems.
- h. To provide channels for the improvement of students' living conditions and their physical and emotional health care needs.
- i. To provide opportunities for the cultural, social and educational development of the student's entire family as a way of preparing the family for ministry.
- j. To help students cultivate pride in and appreciation for the Baptists as a denomination, and the Seminary community's heritage, hope and aspiration.

##### **2. Goals**

- a. To encourage all students to more vigorously utilize the counselling resources of the school, including the faculty advisers, for their personal and family problems.
- b. To provide greater opportunities and motivation for the pre-marital counselling development of the student's spiritual lives including seminars, spiritual emphasis weeks, small group prayer meetings, prayer partners and prayer garden utilization, and singles' fellowship.
- c. To provide opportunities for students' social interaction and fellowship by organizing parties, social gatherings and other leisure time activities.
- d. To provide ways of enhancing students' cultural awareness and development by organizing film shows, slide presentations, seminars and music festival.
- e. To assist in locating places of service for students while they are in school, during vacations, and as they prepare to graduate.
- f. To arrange for more frequent formal meetings between staff and students or their representatives from time to time to discuss issues that affect the whole community, and provide opportunities for students' input in the decision-making process on matters pertaining to the community's life.
- g. To help provide increased financial assistance and other aid as deemed necessary to meet students' needs.
- h. To help enhance the services of the Seminary clinic so as to provide better medical care for the students and their families.
- i. To continually work in improving the programmes and services of the Women Training Centre and the Preschool Religious Education Centre (PREC) so as to provide better learning opportunities for students' families.
- j. To assist in organizing and improving the Founder's Day programme as a way of enhancing students' knowledge and appreciation of the Seminary heritage.
- k. To encourage students to engage in regular exercise, and to assist in organizing both intramural and intercollegiate sports events.

## UNIT II

## ACADEMIC LIFE

### A. General Information

1. **Catalogue and Handbook:** Each student is responsible for knowing and understanding the contents of the current school Catalogue and Student Information Handbook.
2. **Visitors:** Visitors must not call at the classrooms or the library to see students during school hours either in the morning or afternoon sessions. Visitors are to come to the school office and inquire about the availability of the person sought. The President, Deputy Presidents (Academics/Administration) or Registrar will decide the merits of the case and give proper directives. Student receiving unapproved visitors will be held responsible for the offence.
3. **Format for Names:** The format to be utilized by students in writing their names is as follows:
  - a. For records and forms, the surname is written first in CAPITAL (block) letters, followed by a comma and a given name and initial or two given names;
  - b. For term papers and reports, the surname is written last after given names; and
  - c. The same name must be used consistently, in the same order.
4. **Library Study:** Students are encouraged to use the afternoon and evening study hours in the library to their academic advantage. Students should not disturb others by coming in or going out unnecessarily.
5. **No Talking:** No noisemaking is permitted in any part of the library, except at the library counter where the assistance of the librarian or any of the library workers may be needed. Any student found guilty of the violation of this rule may be required to study outside the library and additional punitive action may be taken by the Senate.



6. **External Examinations/Courses:** No students are allowed to enrol for, prepare for, or sit for an external examination of any kind (including entrance examination) or any other course of academic or vocational study without special permission of the Senate. Any infraction of this rule will be considered a breach of faith with the Seminary.
7. **Wives of Students:** The wives of all students in the Seminary are expected to attend classes suitable to their qualification. Any exemption is to be made only with the advance permission of the Senate.
8. **Probation Period:** The first year of any programme of instruction is considered probationary. Entry into a degree course is not completed until after matriculation. It is not automatic and it depends upon the completion of all Faculty requirements.
9. **Annual Orientation:** Orientation is a requirement for all students, on the dates announced. Returning students must be present through the days indicated in the calendar prior to the opening of the academic year. No student has completed registration and matriculation until he has met the requirements outlined in the orientation schedule.
10. **Matriculation:** Matriculation will be according to the schedule listed only, unless otherwise permitted by the Registrar due to most unusual circumstances. Late entrants - those not completing all matriculation requirements on the announced day - will be surcharged.
11. **Class Admittance Slips:** A registration clearance slip must be shown to the teacher of each class before the student may receive textbooks or assignments at the beginning of any semester. These are received upon the successful completion of matriculation.
12. **Special Programmes:** Special days are listed in the Seminary Calendar in order to call the attention of all students to the fact that attendance in such services is required unless specified otherwise. These include Matriculation, Baccalaureate, Graduation, Ministers' Conference, Missionary Day, Founder's Day, National Day, Guest Lectures, Enrichment Programme and Spiritual Retreat, among others. All regular sessions of the Ministers' Conference are to be attended; therefore, attendance will be checked from time to time. Students are required to be in their official dress for Matriculation, Baccalaureate and Graduation.
13. **Grade Reports:** If a student is leaving the Seminary after a regular semester and wants his grade report mailed to him/her, he or she should leave a self-addressed stamped envelope. The Seminary does not issue duplicate grade reports. However if a student wants his/her grade report to be sent to another person, the Registrar will require a written authorization from the student.
14. **(a) School Fees:** Students are required to pay all the school fees and other charges in the first two weeks of each semester. A student who fails to do so will not be allowed to make use of the library or participate in academic processes such as lectures, paper presentation, rehearsals, etc
- (b) Financial Account:** A student must have his financial and other outstanding obligations to the Seminary in good standing before his grades can be issued to him at the end of any semester and before transcripts can be issued to or for the student or former student.
15. **Graduation Service:** Graduating students in residence at the time of Commencement Exercise are required to remain for the Graduation Service held once a year at the end of the academic session. A request for exemption from participation by a graduating student not in residence normally should be received sixty (60) days before the graduation service. Graduating students not present are responsible for obtaining their award (certificate).

16. **Completion of Programme of Study:** Students who have not completed their programme of study within the years of their original matriculation allowed to do so not beyond two additional academic sessions after which they will forfeit academic credit acquired during the study. This does not apply to students who have due approval by the Seminary authority to suspend their study.
17. **Class Representatives:** Students in each year of each programme of instruction are to select one person to be their class representative. This person should be chosen at the beginning of the academic session to serve for one year, and he/she may be re-elected. The representative serves as a channel of communication between Faculty members and students, primarily in relation to specific courses, and seeks to serve as requested in other ways of benefit to the teacher and the class. The choice of representative should be reported to the Registrar's office not later than the beginning of the second morning of classes. When more than one representative is present in a specific course, the teacher should designate one to serve in that course.
18. **Student Appraisal of Teaching/Learning:** Students are regularly given an opportunity at the end of semesters to evaluate the effectiveness of the teaching/learning situation, including the leadership of the teacher. Students' objective honesty is required for the sake of continuous improvement in the total life of the Seminary now and in the future. Every student is to respond, but the student's name is NOT to be written on the form returned.
19. **Supervised Ministry:** {See section on "Orientation Ministry" for related matters). No extra-curricular activities or classes are to be scheduled from 4.00 - 6.00p.m. on Wednesdays, since this may be afternoon for weekday field experience. Students wishing to undertake their field experience on another afternoon must present a written request to the Supervised Ministry Co-ordinator and receive authorization for such a change.
20. **Minimester:** A minimester is held for three full weeks each week in modular January. Two-semester hour credit may be received for each course successfully completely. Specific courses offered normally are not to be taken by those for whom they are required but may be taken by those for whom the courses are elective. {WTC attendance during the minimester is elective. Only women attending WTC classes during this time may send their children to PREC}.
21. **Sandwich programme:** A sandwich programme is run for a maximum of eight weeks between mid-June and the beginning of August each year. This is open to laymen who have good first degrees or its equivalents; who feel convinced that God has called them into the Christian ministry and also Pastors who desire to further equip themselves to enhance their respective ministries. Such candidates are expected to run a programme leading to a Master of Divinity degree spanning six contact sessions. {For more details, see admission brochure, Head of Continuing Education Unit of the Seminary}.
22. **Outside Engagements:** Students are allowed to have not more than one outside revival or weeklong responsibility in any semester while they are students, other weekday engagements not related to the Seminary - approved field education experience should be very limited. In the case of the one week long outside revival allowed, the engagement must be such that would not require the student's absence from classes or necessitate long-distance travel.
23. **Spouse Studies Continued:** When both husband and wife are enrolled in the Seminary, and it becomes clear that one will complete his/her course of study before the other, both are expected to seek counsel from the, Director of Students' Affairs prior to the beginning of the graduating spouse's final semester. The purpose of this is to ensure that adequate arrangement is made for the continuing spouse's accommodation and maintenance during the period he/she remains without the wife/husband.
24. **Faculty Advisor:** Each regularly enrolled student is assigned a Faculty Advisor who may counsel with the student concerning

curriculum and vocational choices, supervised ministry experiences and personal matters. The student may take the initiative in arranging meetings with his/her advisor, and in requesting regular small-group times with all the advisees and their advisors.

25. **Counsellors:** Counsellors as distinct from advisors may also be designated by the Seminary to help students who voluntarily seek help in finding solutions to particular problems.
26. **Service Fees:** Students who are enrolled in designated courses may be charged special fees in recognition of specific equipment or services utilized, (e.g. use of computers, musical instruments, audio visual materials, preaching laboratory).
27. **Certificate Replacement:** Certificates issued upon successful completion of diploma or degree programmes of instruction cannot be re-issued or replaced. When the original is received, you may wish to have photocopies made and kept in a different location than the original document.
28. **Full-time Student:** To be considered a full-time student in any programme of instruction, the student must take at least twelve (12) semester-hours for credit in each regular semester. To graduate on schedule, however, an average of eighteen (18) semester hours may need to be taken each semester. Approval of the Deputy President Academics must be sought for any addition or deletion of courses. Minimester course credits may reduce the number of elective hours needed during regular semesters.

## B. Academic Regulations

### 1. Attendance

Each student is expected to be regular and prompt in attending all classes every day and at all regularly scheduled events. No student may be absent from any school-scheduled event or classes without permission from the Registrar. The teacher or leader of each class or event also must be informed in advance after permission is received to be absent. The student concerned is responsible for content and

assignments related to the classes or events missed.

### 2. Absences

- a. If a student is absent for more than eleven hours of classes in a three-hour course, more than seven hours in a two-hour course, or more than three hours in a one-hour course, the student will lose credit for the course.
- b. Absence recorded in the classes immediately preceding or immediately following holidays shall count as two absences for each class missed if they are not excused absences.
- c. An "Excused Absence" is one in which the appropriate authorities are notified in advance and permission is granted for good reason to be absent. This still counts as an absence, but morally is greatly preferred to an unexcused absence.
- d. The student who is absent is responsible for content of classes and for assignments given or due during his absence. Assignments due during an absence are to be submitted in advance.

### 3. Required Courses

Required courses must be scheduled before enrolment for elective hours if there is any conflict in the schedule. If any questions arise concerning this, see the Registrar or the Deputy President Academics. Check the Seminary Catalogue for the listing of required courses and for the number of semester hours required as divisional electives.

### 4. Auditing Courses

Students wishing to audit courses, for which they will receive no credit, may request permission from the Registrar to audit a specific course if their Cumulative Grade Point Average (CGPA) is (D) or better.

### 5. Dropping Courses

The process for dropping a course begins in the Registrar's office.

- a. A course may be dropped, with permission, by following these guidelines:
  - i. During the first four weeks of classes with no recorded grade;
  - ii. After the first four weeks of classes, but before the mid-semester (or mid-term) point, with a notation of "Withdrew

Passing" (WP) or "Withdrew Failing (WF) on their programme record.

- iii. After the mid-semester class date has elapsed, the Faculty can approve as an exception to the rule due to serious, extenuating circumstances such as illness.
  - b. If a student discontinues attending a course without dropping the class officially through the Registrar's office, the final grade will be an "F" for the course.
  - c. A change of course may be made during the first week of classes in any regular semester or the equivalent time during short courses.
  - d. Addition and Deletion of Course Forms are available in the Registrar's Office. This must be completed and approved by the Registrar and the Deputy President Academics.
6. **Academic Credit for "Singing Seminarians"** One semester hour per academic session is offered for participation in Singing Seminarians. Credit will be given once a year on the participation for both semesters in an academic year. A grade of "Satisfactory" will be given for:
- a. Co-operation with the group's leaders and the purposes of the organization;
  - b. No more than two absences for rehearsals and performances per semester.

Up to two semester hours of credit may be counted toward graduation requirements as "free electives." Additional credits may be earned beyond graduation requirements. Students may also choose to participate "Without an expectation of academic credit."

#### 7. **Audit back Credit Hours**

Students wishing to take more than eighteen semester hours of courses must request permission through the Registrar to do so. Participation Requires:

- a. Two months of full time ministry experience in an approved setting;
- b. Adequate preparation of reports and field supervision;
- c. Guidelines to be followed by the student, the field supervisor, and the Seminary; and,
- d. Overall report from the student and field supervisors through the

Seminary's Supervised Ministry Coordinator to the student's Faculty Adviser for evaluation and feed back to the student.

#### 8. **Withdrawal Process**

Any Seminarian who institutes the process for withdrawing or, on the other hand, who is dismissed through academic or disciplinary action must begin the process of withdrawal with the Registrar and must complete and return to him a form to be signed indicating approval by stated officers of the school. Such a student must immediately return to the Registrar's office his Seminary Student Identity (ID) card, before leaving the campus.

#### 9. **Final Examination Results**

Final Examination papers are not returned to the student at any time. Examination grades normally are announced and only the Registrar gives out final course grades on a date made public by him. All results are released at the same time. Students are free after that time to consult the teacher involved concerning questions about final examination results.

#### 10. **Grade Point Average Calculation**

The student's grade point average is an important index to his academic achievement. Undergraduate Programmes:  $(\text{Quality Points} \times \text{Credit Hours}) / \text{credit hours} = \text{GPA}$ . Masters/Doctoral Programmes:  $\text{student score} \times \text{credit hours} / \text{credit hours} = \text{SA}$ . GPA = (Grade Point Average. SA = Student Average). A course grade of "F" will be included in the computation of grade point averages even though the student later successfully completes the course - as he must do to graduate.

#### 11. **Cheating**

Each student is expected to do his own work in preparation for the successful fulfilment of all the requirements of the courses in which he is enrolled. Any form of cheating, whether on tests, term papers, reports, exams or otherwise will be dealt with severely and may lead to suspension or dismissal. Cheating includes not giving persons or written sources appropriate credit through footnotes, bibliography, etc. (Refer to Appendix C: Work Honesty Policy for more explanation).

## 12. English Language

Since English occupies a unique place in Nigeria and most learning resources utilized are in English, it is vitally important that students become increasingly proficient in writing and speaking English clearly and correctly. Each student at all levels will offer English courses as stipulated in the catalogue. Also, part of the grade earned in every course will reflect one's use of English Language.

## 13. Degree Essay

The Faculty has approved and published Guidelines for a Writing Essays, Theses and Dissertations. All degree and MDiv. students are required to study and follow the guidelines:

- a. "Special Programmes Student" nomenclature includes a student in any programme of instruction other than Diploma who is accepted for a course of study which is shorter or longer in duration than the regular programmes listed in the Catalogue (e.g. Baptist pastors trained in Seminaries of other denominations, retirees from other vocations).
- b. "Transferred Students", "Returned Students" and "Degree Holders" would not be included in the "Special Student" designation since they must earn credits expected of other students in their programmes, but their classification would be according to number below.
- c. Nomenclature: Utilized to indicate the classification of all such categories as those listed above (a & b) will depend on the anticipated duration of one's studies here. (e.g. "second year, second semester B. Th., student, "for a returned student having received degree credit for less than sixty-four semester hours).

## 14. Diploma and Degree Combined Class Distinctions

The following distinctions between degree and diploma students should be made when persons in the two programmes must be taught together in the same course:

- a. Extra assignments will be required of degree students in the form of additional reading assignments and/or additional papers or reports.
- b. Degree students will be expected to do their work in greater depth and detail. This should be reflected in some differences in the content of tests and examination as well as in more stringent

grading of degree papers.

- c. Each course syllabus should make the distinctions between degree and diploma requirements clear.
- d. Degree students may be involved in internship or supervised ministry activities requiring closer supervision and more detailed reports and feedback from the field respondents (The degree essay is an overall distinction as its stringent grading and the nature of assignments, which is practised to know whether students in the different programmes have courses together or separately).

## 15. Procedure for Changing Departments

Students wishing to change programmes of instruction from one department to another should personally inform the Head of each department concerned by the end of the first year of study (only by the end of first year), and subsequently write a letter of request to the Faculty through the Registrar, copying the Deputy President Academics. A form highlighting the necessary requirements for the process will be issued by the Registrar's office.

## 16. Special Programme in Theology

An occasional two year course will be offered at Master of Divinity level.

## 17. External Examination Violations

G. C. E. credits earned by a student who in the process violates the Seminary regulations concerning external examinations will not be recognized by the Seminary as valid results for two years following the student's graduation.

## 18. Form Guide

All students are required to follow a designated form guide with regard to such matters as documentation, bibliography, and the presentation of research papers.

This regulation applies to all papers and essays presented at any time during one's Seminary career, with exceptions approved by the Faculty.

## 19. Withdrawal Due to Mental Illness

Students who withdraw from the Seminary due to mental illness as defined by the Faculty - will not have their application for re-admission accepted for consideration until at least five years after their withdrawal.

## 20. Minimester Attendance

All students shall take a minimum of one two-semester-hour course during January minimesters. Finalists who have met necessary minimester credit requirements for graduation prior to their final year will not be required to attend their final minimester.

## 21. Retention of Name

The Seminary will retain the name by which anyone applied and was accepted as a student throughout his/her programme of study. This implies that a student's certificate/ diploma will bear the same name as is found on his/her official application form, except for a female student who marries during her course of study in the Seminary.

## C. Academic Probation

1. *Academic Standing:* To remain in good academic standing, a student must maintain a grade point average of not less than D for degree programme on a 5-point scale in each semester. Students attaining a G. P. A. of less than 2.0 in any semester will be placed on academic probation. This will serve as both a warning and a motivation to academic improvement barring which he/she may not be allowed to graduate.
2. *Temporary Withdrawal:* If a student attains a G. P. A. less than D in any semester he/she will be required to withdraw from the Seminary for at least one full semester. If upon re- admittance he fails to make a G.P.A. of 2.0 or better, he will be required to withdraw from the Seminary.
3. *Withdrawal from Programme:* A student who has a G. P. A. of less than D upon the first half of his/her academic programme will usually be required to withdraw from the Seminary.
4. *Change of Programmes:* A student may not transfer from one

department to another within the Seminary while on probation, and neither may a student fail in one programme and immediately enrol for another one (e.g. degree to diploma).

5. *Student Activities:* Students on probation will not be allowed to engage in student activities requiring the shouldering of major responsibilities outside of regular academic pursuit. They may, however, be allowed to participate.

## D. Passing, Failure and Make-Up Examinations *Academic Load:*

Twelve to eighteen semester hours shall be considered a normal academic load at the baccalaureate level. Other levels may refer to the appropriate course sequencing to determine academic load requirements. However, students with demonstrated scholastic ability may be allowed to enrol for up to twenty hours.

## Grading Systems (Undergraduate and Postgraduate)

### Undergraduate

Grade	Point	Percentage
A =	5	70 & above
B =	4	60-69
C =	3	50-59
D =	2	45-49
E =	1	40-44
F =	0	00-39
S =	0	Satisfactory
U =	0	Unsatisfactory
I =	0	Incomplete

## Degree/Certificate Classification

### Diploma Programme

Division	Grade Average	Range of CGPA
Division One	A	3.70 – 5.00
Division Two	B	2.80 – 3.69
Division Three	C	2.10 – 2.79
Pass	D/E	1.40 – 2.09

## Degree Programmes

Division	Grade Average	Range of CGPA
First Class	A	4.40 – 5.00
Second Class Upper	B	3.40 – 4.39
Second Class Lower	C	2.10 – 3.39
Third Class	D	1.20 – 2.09
Pass	E	0.70 – 1.19

## Postgraduate

For Master's students, 50% is the minimum pass mark, while 60% is the pass mark for Ph.D students. The following system of grading is used for postgraduate students:

Division	Grade Average	Range of CGPA
A	5	- 70 & above
B	4	- 60-69
C	3	- 50-59
F	0	- (00-49) Fail

## Requirements for Graduation

1. For the purpose of graduation, no postgraduate student with an overall quality point average of less than "B+" shall be granted a degree. The student himself is responsible for seeing that he meets all of the requirements for graduation. To be eligible for graduation, a student must have satisfactorily completed, with passing grades, all the academic requirements pertaining to his course of studies, including the supervised ministry programme, as set out in the "Catalogue" under which he or she has matriculated. The Senate reserves the right to waive certain courses or requirements for administrative reasons.
2. The student, in addition, must have settled all his financial obligations with the Seminary and must have recommendation of the Senate before he may be allowed to graduate. This recommendation is not automatic upon meeting his academic requirements and his financial obligations.
3. During the entire period of enrolment of a student, the faculty observed and evaluates one's practical competencies, spiritual

directives, personal development and leadership potential. Reports also are requested from observers of a student's field education assignment. Some of the aforesaid observations may be shared with the student from time to time, and these shall be considered before a final recommendation for graduation is concluded.

1. *Grades and Graduation:* The minimum passing grade in each subject is an "E" on a 5-point scale for diploma / degree programmes; but for the purpose of graduation, no student with less than a "D" C.G.P.A. 2.0 shall be granted a degree, or a diploma, as the case may be. No student will graduate at the end of his/her regular courses of study if he/she has any failure remaining on their record.
2. *Failure and Withdrawal:* If a student accumulates a total of three unresolved failures, he/she will be given a warning letter and later asked to withdraw if he/she cannot meet up. If he/she has only one course failure, he/she may be granted the opportunity to retake the fail course(s).
3. *Removal of Failure:* If a student fails any course he/she will be required to enrol in the subject failed and satisfactorily complete the full semester's work in that subject before he/she will be given credit for the course. Only two chances for make-up will be granted before he/she will be asked to withdraw from the Seminary. The make-up course is to be taken during the time that the course is normally offered.
4. *Oral Examinations:* At any examination, a candidate may be required to attend an oral examination, in addition to written and/or practical examination.
5. *Unsatisfactory Progress:* A candidate whose work or progress is considered to be unsatisfactory by the department concerned may be required by the Faculty to withdraw from the Seminary or to repeat any part of his/her programme of instruction before admission to an examination. Failure in one or more courses may be regarded as evidence of unsatisfactory progress.

## E. Returning Students

1. *Degree Applicants:* Applicants who already possess a diploma from this institution and are seeking to enrol for a degree programme must meet normal degree entry requirements. The duration of studies for persons holding the Seminary diploma will be four or more semesters, depending on their previous grades and the course requirements for their degree enrolment.
2. *Diploma Graduates:* When diploma graduates of this Seminary are accepted for a degree programme here, the record of the individual student will be evaluated to determine credit to be transferred toward his degree. The following are the guidelines used:  
Credits earned in the diploma courses may be transferred on a pro-rated basis to the degree with 2/3 of the value of each credit earned in the diploma applied toward the degree. A maximum of 40 credit hours is transferable from diploma programme to degree programme for courses where a grade of "A-" or better is earned. Thus, students who complete the three-year diploma may receive up to two years' advanced standing in the four year degree programme. Diploma graduate applying to the degree programme must also obtain the additional academic qualifications required for admission to a degree-level programme.
3. *Transcripts:* When graduates of both diploma and degree programme request for transcripts to non-American institutions, a unified transcript will be issued. This would list Diploma courses for which Degree- credit was awarded as well as all additional courses taken to complete the Degree requirements. Transcript requests must be paid for in advance of issue according to set fees. On no account shall a graduate request transcript to be sent to him/her or his/ her address.
4. *Classification:* Nomenclature utilized to indicate the classification of a returning student will depend on the anticipated duration of his/ her studies (e.g. "third year, second semester degree students").
5. *Combined Degree Programme:* Returning students holding one of our diplomas may combine their Theology, Religious Education and Church Music studies to earn the B.Th, B.R.E, BCM degree in three years or longer depending on the individual's transferable credits

from his/her diploma courses. This may not be possible if one wishes also to enrol for the B.A in Christian Religious Studies.

6. *B.A. in Christian Religious Studies:* No credit may be transferred from previous studies in this institution towards the B.A. (CRS) to be granted jointly with the University of Ibadan (The University of Ibadan will vet our examination questions before students sit for them and will monitor grading of scripts by our Faculty after the examinations). (See B.A. Handbook).

#### F. Guidelines for the Use of Musical Instruments

The Seminary is seeking to offer an increasing number of opportunities for students to develop skills in playing musical instruments in their service for God. The following guidelines are for the students using the Seminary musical instruments;

1. *Eligible Users:* Only those students who are taking approved courses for credit or non-credit in which musical instruments are used, or those being tutored by a Faculty member, may use Seminary musical instruments. Other persons, who demonstrate proficiency in the instrument(s), may be granted permission to use the instruments through written requests to the Dean, Faculty of Church Music or his/her representative.
2. *Place of Usage:* The instruments normally should be used only for practice, class periods, or performance purpose on the Seminary compound. Preferably, the use of musical instruments should be restricted to the Music Building or other approved practice or class venues. Their use off the compound may be granted under special circumstances. The person(s) desiring to use the instrument(s) should make their request to the Dean, Faculty of Church Music or his/her representative.
3. *Length of Usage:* The use of instrument(s) will be for the duration of the course (normally one or two semesters). Students will be encouraged to purchase their own instrument(s) if they take instrumental courses for a longer period.
4. *Usage Fees:* A non-refundable fee will be charged for the use of any instrument piano/organ, trumpet, guitar, flute, clarinet, etc, each semester. If an instrument is lost, stolen, or badly damaged, the



student to whom it is assigned is responsible for either its replacement or payment to the Seminary of the amount needed to replace or restore it. The Account office will be provided with information about those students taking music courses in which instruments are used, and the required fee will be collected each semester.

#### 5. *Use of Piano and Organs:*

- a. Students taking Keyboard Fundamentals should use the instruments in Room MI6 of the Music Building. One organ in that room or one of the classrooms will be designated for students taking Music Fundamentals.
- b. The Piano and Organ in the chapel are to be used only by persons authorized by the Dean, Faculty of Church Music. The Pianos in the Music Building classrooms may be used by persons already having proficiency who have received permission from the Dean, Faculty of Church Music.
- c. No food or drink should be taken into rooms where music instruments are kept and used.

#### ***Guidelines for Students taking private Music***

Students who are subjects of requests by other students or their family members to teach keyboard or other musical instruments MUST submit a request in writing to the Dean, Faculty of Church Music stating: (a) Who is to be taught, (b) When and where the teaching will be done, and (c) Who is to be the teacher.

Each request will be considered on its own merit. No instrument in the Music building is to be used until permission has been granted. The Diploma in Church Music students and those in other programmes taking Keyboard Fundamentals from Music Faculty have first "right" to the Music Building instruments.

### **G. Student Appraisal of Teaching**

#### ***A. Rationale***

1. Student appraisal of teaching is a necessary and vital part of teacher assessment.
2. Student appraisal alone is not adequate to effectively evaluate

a teacher, course or curriculum.

3. Student appraisal of teachers is to be considered as part of total "evaluation" of a teacher and will be interpreted as one of the indicators of a teacher's effectiveness.

### **B. Policies**

1. Student appraisal of teachers is to take place at the end of each regular semester, preferably during next to last week or last week of classes.
2. Class representatives are responsible for the distribution and collection of all appraisal forms. The forms are to be taken to the Deputy President Academics.
3. Student appraisal forms shall not be viewed until after the final examination has been graded and final grades turned in.
4. Teachers shall be given access to the result of the individual appraisal forms. Written comments shall be received from students on a separate sheet and then typed for presentation to the individual teacher. The results normally are shared on an annual basis with the teacher in a private conference with Deputy President Academics. The task may be assigned to the Dean of Faculty/PG School or Head of Department. Individual student appraisal report shall be held in confidence and kept in a confidential file from students, non-teaching employees, and teachers of the institution. The forms shall be kept for no longer than three years and then shall be destroyed.
5. If results of a student's appraisal forms along with other indicators call for immediate feedback to the teacher, these forms may be used in that teacher's appraisal conference.

### **C. Appraisal Form**

The student appraisal form currently in use includes the student's perception of the teacher in the following areas:-

1. Course planning and content
2. Classroom performance

3. Interpersonal relationship
4. Professional standards
5. Total teaching-learning process.

#### **H. Essay Guidelines for Bachelors and Master of Divinity Students**

The following guidelines have been approved for Bachelor and Master of Divinity Essays. All degree students are required to follow these guidelines.

##### **A. Supervision**

1. Each student shall have an essay supervisor, to be selected during the student's last semester of his/her penultimate year for the programme for which he/she is writing the essay.
2. The student's preference for an essay supervisor will be presented in writing to his/her Departmental Head and will be given careful consideration.
3. Each faculty member normally shall have approximately six essay candidates in any one-year's graduating class. The number of readings may be expected to be the same.
4. The student's Departmental/Head/Dean will designate the essay supervisor, and an essay coordinator jointly will name the essay reader and will approve the essay topic.
5. Faculty member and senior staff holding at least a Master's degree and having needed expertise and experiences may be requested to serve as a supervisor or as a reader for degree essay.
6. The supervisor and reader's loads will be spread across the Faculty and qualified senior staff as equitably as possible with due consideration given to preferred topics.
7. The readers shall serve only as graders. The attention of the Supervisor shall be called to any serious lapses or oversight.

8. The supervisor and reader will each give an overall grade to the essay, with those two grades being averaged together on a 60/40% basis respectively for the final grade.
9. The Essay Coordinator in each case will together average the final grade on the Essay. The final grade will be submitted to the Registrar's office by the Departmental Head on or before the second Friday in May.

##### **B. Requirements and Procedures**

1. Six - (6) semester hour credits shall be earned for successful completion of BTH, BRE, BCM and MDiv essays, with the award of a grade score in accordance with the regular system of grading. The grade shall appear on the student's final semester grade sheet.
2. The subject of the essay normally shall be sourced from a discipline included in the designated fields of study of the department in which the student is enrolled.
3. This essay shall be from 10,000 to 15,000 words in length and anything not within this limit will not be accepted. The essay shall follow a format approved by the Seminary.
4. The essay shall be typed double line spacing with block type on seventy (70) grammes weight white paper, eight and one half by eleven inches (8½ x 11) in size.
5. The student shall not be allowed to utilize other persons including Faculty and staff of the Seminary – to undertake overall correcting, editing or rewriting of their essays. Specific questions concerning types of problems, format, documentation, etc. may be asked of the student's supervisor or others.
6. The student, not the typist, is responsible for corrections, editing and all aspects of the essay in its developmental and final stages.
7. A proposal/prospectus must be approved by the student's supervisor before public research or writing is undertaken.

8. The student's essay supervisor and essay reader shall sign the Degree Essay Approval Sheet.
9. Guidelines for Writing Essays, Theses and Dissertations (latest revised edition) shall be the official format and style guide for the degree essay. Footnotes may take the form of end notes after each chapter. Footnotes or endnotes may include only author, title and page number. Full bibliographical information shall be included in the bibliography.
10. Biographical Data of the writer shall be included, according to an approved form on a sheet after the Bibliography (See attached format).
11. The Degree Essay shall include an abstract of not more than three hundred words after the Biographical Data, an acknowledgement section, a separate Dedication sheet, and a Preface, but shall not include an indication of copyright.
12. The elements of the Essay should appear, if needed, in the following order:
  - a. Title Page
  - b. Approval Sheet
  - c. Dedication
  - d. Acknowledgements
  - e. Abstract
  - f. Table of Contents
  - g. List of Tables and Figures
  - h. List of Plates (illustration/photographs)
  - i. The Text: (*introduction, presentation, conclusion and recommendations*)
  - j. Bibliography
  - k. Appendix
  - l. Biographical Data
13. The Essay shall be bound with a black cover - dark blue and dark grey being the next choices, in order of preference, when black is not available – while the colour for lettering the cover shall be gold.
14. For BTH/BRE, BCM and M.Div programmes, there shall be three bound final copies, two of which will be presented to the supervisor. The original copy will be placed in the Seminary library and the supervisor will keep the second copy. The third copy is for the student. BA students shall present at least four copies, with the first copy going to University of Ibadan, second copy to the Librarian and the third copy to the supervisor.
15. The final typed essay copies shall be submitted to the student's essay Supervisor not later than 4.00p.m the fourth Friday in March. Appropriate adjustments will be made for the submission of essays of those who completed their studies at mid-academic session.
16. A degree Essay shall be made available in the Library for general public access only if a grade of "B" or higher is received. Essays with a passing grade of "B" or below will be kept in the Library for restricted access only.
17. Degree essay supervisors shall conduct an oral interview/with each of their essay advisees after the submission of the students' final draft copies of their essays to help verify the students' understanding of their material and to help ascertain the originality of the work done, especially as relating to the fact that the research and expression are those of the author.
18. Any submission of the Degree essay after 5.30p.m. on the date due will cause a deduction in the grade of one quality point below what it otherwise would be. One more quality point will be deducted for each additional week up to two weeks the essay is turned in late. If it is not turned in four weeks after the deadline the student will not graduate with his or her graduating class.

### C. Publication of Degree Essay Contents

The following guidelines relate to the publication of Degree Essay contents:

- (i) Discuss the Essay/ Thesis/ Dissertation contents with a designated Faculty member;
- (ii) Include in the Acknowledgements the full name and location of the Seminary and the fact that the work was originally an Essay/Thesis/Dissertation in the Seminary;
- (iii) Submit a final typed copy of the book manuscript to the Head of the Department in which the Essay/Thesis/Dissertation was written;
- (iv) The Seminary would thereafter be in a position to consider formal approval.
- (v) Receive written permission from the Seminary, following the aforesaid actions, to publish the manuscript;
- (vi) Send at least one complimentary copy of the published book to the Seminary library, one to the supervising Faculty member and one to the Registrar's Office.

Each student writing a degree essay shall be required to sign during his/her penultimate year a statement of agreement to follow the Seminary guidelines if he/she at any time wishes to publish or have published his/her degree essay.

Any alumnus who publishes his/her degree essay without Seminary permission and later seeks entry here for further studies shall have this breach of faith weighted heavily against her/her acceptance and against his or her overall standing with the Seminary.

The Seminary will not expect to copyright the books itself. Seminary has no copyright to such books.

## I. LIBRARY

### 1. Introduction

The J. C. Pool library houses 35,958 (December 2017) volumes and 242 journal titles of which appropriately seventy percent relate to Religion and Theology. A 165 – drawer card catalogue unit provides access to the collection classified according to the Library of Congress System. Forty seven filing cabinet drawers contain restricted-access vertical files consisting of Nigerian Baptist historical materials as well as items

too thin or too fragile for the open stacks. Attached to the library is a Museum and Archive containing Nigerian art and artefacts.

Library books are shelved in open stacks to which readers have free access. Books circulate for a two-week or four-week period with the exception of reference materials, which may not leave the library. Periodicals also do not circulate. To encourage maximum use of library facilities as well as to explain policies and procedures, library orientation is offered each year to matriculating students.

The library has also been automated for easy retrieval of books. It also boasts of links with several other libraries, giving ample opportunities for greater access to research materials. This is facilitated through the e-library section. A part of the library installed with internet-enabled computers with pre-installed KOHA library management programme is designated for this.

### 2. General Information

- a. The library is for the use of the students and Faculty of the Seminary, pastors and workers of the Nigerian Baptist Convention, and other members of our Seminary family. Permission to use the library may be secured from the librarian by other individuals conducting research involving special materials available here.
- b. Users of the library are expected to find needed materials through the use of the card catalogue and through personal search. Library staff can assist from time to time but are not mandated to do so.
- c. A seminary I.D card (or its equivalent) or library tickets must be presented in order to check out materials.

### 3. Hours

Unless otherwise announced, the hours will be as follows:

Monday, Wednesday & Thursday	8.30a.m - 9.55p.m
Tuesday & Friday	(8.30a.m - 5.00p.m) (7.00p.m - 9.55p.m)
Saturday	9.00a.m - 9.55p.m

Each library user is expected to leave the library at least five minutes

before the closing time so that the staff members can leave the library on time. Library access hours during holiday and school breaks will be displayed at the library entrance.

#### 4. **Regulations**

1. Library users should bring into the library only those materials needed for study. As much as possible, the use of briefcases, large bags, etc., should be avoided. Shelves are provided at the library entrance for keeping bags.
2. Library users are not to return any materials to the shelves. When one finishes using books from the library shelves, one should place such materials on the centre silver shelf in the middle of the stack from which one removed the materials originally.
3. No user of the library is assigned table or portion of a table for his/her private use. Personal property, including textbooks, must not be left on the tables indefinitely, except whenever users leave the library briefly for class, church assignments, the hostel, the cafeteria, etc.
4. Behaviour which disturbs other users of the library will not be tolerated. Offenders will be reported to the appropriate authority for disciplinary action. A quiet atmosphere must always be maintained in and around the library.
5. Food and food items are out of bounds in the library as they invite insects and rodents.
6. All post-graduate students are restricted to a limited number of 15 books properly checked out to their carrels, at any given time. Books so checked out are re-callable if needed by other library users. Upon no account should any book(s) assigned to carrels be taken home.
7. All reference books (ones marked R or Ref.) are to be used only in the library.
8. Periodicals and vertical file materials are to be used only in the library.
9. The majority of the library books may be signed out according to the designated procedure. A fine of 20 naira per day will be charged on each book not returned on the date due.
10. If someone else has signed out a needed book, please request that the book be held for you when it is returned.
11. A book may be renewed once, if someone else has not requested it.
12. Library users must not mark, tear, or deface in any way any library material or property.
13. Each time a user leaves the library, he/she must submit his/her books, papers and other materials for inspection by the library worker on duty.
14. Students are to return all library materials, including textbooks before the end of each semester. Textbooks are due in the examination room for each course.
15. Reserved books are kept behind the main desk. Only library workers may enter this area. Reserved books must be returned to the main desk whenever they are not being used. Reserved book may not be taken from the library until 9.55p.m. each night. They must be returned immediately after the next library opening time. Twenty naira per day is charged for each overdue reserve book. Check out reserved books and others, thirty minutes before closing time.
16. A student who wishes to check out any book during school breaks must first secure permission in writing from the teacher who teaches the course in which the books would most likely be used. He must then secure permission from the librarian. A maximum of five books can be checked out during

a holiday.

17. At night no library book may be checked out after 9.30p.m.
18. Students are not allowed to take their visitors/children into the library either to sit with them for discussion or for any entertainment.
19. Students are not allowed to borrow books for their friends. Books loaned out to friends are easily forgotten and sometimes get lost without remembering to whom the book was given.
20. A post-graduate student who wishes to check out any book previously held for use in his/her carrel, should return such a book to the library desk, to be properly checked out for him/her.
21. Books duly checked for use in carrels cannot be treated as exclusive possession of the borrower. They should therefore be returned and properly checked out for him/her.
22. Regulations concerning the use of the library during vacations should strictly be adhered to by all categories of students.
23. Routes "IN" and "OUT" of the library should be observed strictly.
24. On no account should any student (except student workers) be found behind the library counter or in any restricted area of the library.

#### **5. Post-Graduate Study Carrels**

1. Post-graduate students are permitted to check library books to their carrels for six weeks at a time:
  - a. Such books are duly checked out (with appropriate carrel stamp) by the student.
  - b. Such materials for checking out do not include Periodicals, Permanent Reserve materials, References, Vertical Files or Audio-visuals.

- c. This section does not interfere with or supersede the provisions of No. 5 below.
2. Books duly checked for a carrel must remain in the carrel so designated and must not leave the library.
3. A post-graduate student, who wishes to check out a book already in his /her carrel, should return such a book from the carrel to the library desk where it will be properly checked out for him/her.
4. Books duly checked for use in carrels are not to be treated as the exclusive possessions of the borrowers. They should, therefore, be returned and properly checked in at the library desk as soon as they are no longer needed. They are checked out for only six weeks.
5. The library reserves the right to withdraw or recall from the carrels, at any time any book(s): (a) needed for the Reserve Shelf, (b) needed for temporary use by others, (c) needed for any other reasons the librarians may consider legitimate.
6. Students not assigned carrels are not allowed to use the top floor of the library designated for post-graduate carrels. Additionally, such students are not allowed to go to the top floor in search of any library materials, including books. They should ask for assistance from Library Staff.

Postgraduate students who have been assigned carrels are responsible for the movement and safety of books checked for their carrels. Books missing from carrels and not located elsewhere in the library will be the responsibility of the student assigned to such a carrel.

#### **6. Learners' Resources Centre**

1. The hours for access to the Learning Resources Centre are posted each semester. Upon special request, the LRC may be used at other times. Whenever LRC use for non-class activities requires overtime hours for LRC workers, the users are responsible for paying the worker for the overtime (according to what is deemed reasonable and fair). A Faculty member or a librarian must approve such use.

2. Many of the available materials are indexed in the main card catalogue of the library. A list of materials and a small card catalogue can be consulted in the LRC.
3. Students are encouraged to make use of the teaching pictures and learning aids in church, school, and other supervised ministry assignments, as well as in Seminary classes. A student may borrow up to five (5) teaching pictures at a time.

### **7. LRC Lending Procedure and Regulations**

1. A request form must be completed for use of projected materials and equipment. A form may be secured from the LRC or the main desk of the library. It should be completed as soon as possible but it must be submitted to the LRC student worker or the librarian at least forty-eight (48) hours prior to the use of the equipment.
2. Only authorized person may operate the equipment. No equipment may be taken from the Seminary compound.
3. Non-Seminary personnel are not allowed to use teaching pictures, learning aids, or other LRC property.
4. Materials may be borrowed for up to four (4) days, but they should be returned as soon as possible after use. Any student who returns materials late must pay a fine in accordance to what is deemed reasonable and fair. Materials needed longer than four days may be renewed if they have not been requested by anyone else.
5. All users of LRC materials are expected to take care of the materials, keep them clean, and return them in the same condition as they were received. All costumes worn must be washed and ironed before being returned. The communion set must be washed and dried.

### **8. Library Readership Policy**

The Nigerian Baptist Theological Seminary Library is a private institution under the proprietorship of the Nigerian Baptist Convention. Library readership is restricted to faculty, staff and students of the Seminary, and ministers and staff of the Nigerian

Baptist Convention. The library is not a public reading room. A limited number of outside readers may be admitted for short-term research projects in the N.B.T.S. These persons must be bonafide researchers, or students writing degree essays or N.C.E. papers. (No permission is granted simply to read in the library). Students making application for permission to use the library must present student identification and a letter from a department supervisor stating the research topic and paper to be written.

In most cases, decisions will be available 24 hours after application if the request is made during regular Seminary terms. If permission to use the library is granted, the student will be issued a temporary card. Only one seating space is allowed for each applicant. No accompanying persons will be admitted.

Upon arriving at the library to read, the person should show the temporary library card to the worker on duty, and sign the register. Outside readers are expected to abide by all library regulations. Books must not be checked out of the library with a temporary card, and undergraduates must not use Vertical File (VF) materials. Outside readers must demonstrate library skills and may not request assistance from Seminary students or library personnel. The library has no reference department, so outside readers must work independently.

## **J. SUPERVISED MINISTRY EXPERIENCE**

### *A. Objectives:*

1. To develop competence in ministry. The supervised ministry programme involves each student in the experience of supervised learning through the practice of ministry. It provides to the student opportunities to evaluate classroom learning in the laboratory of a church, institution, or denominational ministry.
2. To enable the student discover his/her strengths and weaknesses and therefore enable him/her set goals accordingly.
3. To provide periodic evaluation which is designed to enhance student progress in ministry. In a real-life environment, the

student will be called upon to relate what has been learned in the classroom to the realities of the situations confronting the church and the community.

4. To develop greater self-awareness and self-confidence, and to identify areas where greater refinement of professional attitudes and abilities are needed. Each student is to be a Christian minister in the setting of a Baptist Convention or a denominational ministry or an appropriate Institution.
5. To learn and grow personally through rendering service to a Church or Institution. Supervised ministry responsibilities may not involve remuneration, but such situations must meet certain minimal educational criteria, and preferably be related to the student's vocational objectives.

### ***B. Procedures in Securing Satisfactory Supervised Ministry Placement***

1. The primary initiative in securing a satisfactory placement rests with the student. The student is to be involved in the supervised ministry programme each semester of his/her enrolment. After the first semester the student will be required to be involved in some leadership role in a church or institution, faithfully fulfilling leadership responsibilities throughout the semester.
2. Students who need assistance in locating satisfactory placements should consult with their faculty advisor, the supervised ministry coordinator (SMC), or the designated person in charge of placement.
3. Returning students should have a satisfactory placement by second Friday of September. New students should have a satisfactory placement after their one year observational experience in a local church. Any student not having a satisfactory assignment by the deadline should fill a report form for the SMC and describe what is being done to secure an assignment.
4. All students are expected to demonstrate faithfulness in church

relationships and show improved ministry relationships and supervision in a genuine learning experience. Each student is therefore required to formally join a local church, preferably one with which the supervised ministry responsibilities are related. The student will indicate the church that he/she has formally joined on the supervised ministry checklist.

5. Non-Yoruba speaking students may be able to find placements in Yoruba churches as teachers of English language Sunday School Classes, in English speaking churches, training groups (Youth, BSF, etc) or in other institutions. Yoruba churches might be encouraged to establish mission congregations serving other ethnic groups living in the Ogbomoso area, using Seminary students as the mission pastors and leaders.
6. Religious Education Students may offer their services as student pastors, ministers of education, youth ministers, children and preschool directors, leaders of Royal Ambassador Chapters, or WMU auxiliaries, etc.
7. Both Theology and Religious Education students can do some or most, but not all, of their supervised ministry work in non-church institutions. Examples are: leading bible study groups in high schools of Ogbomoso and environs; Chaplaincy, internship in the hospitals or other medical establishments.
8. The tenure of service in a place assigned for Supervised Ministry Experience expires at the end of a baccalaureate (or particular) study programme. However, if the church requires further service of the candidate, the church shall write the Seminary to request for extension of the service of the candidate for a specified period.

A minimum of five hours per week is expected to be spent in supervised ministry responsibilities. Many placements will obviously require more time. Students with pastoral assignments, which normally require more than five hours on the weekend, are not required to have an additional week day assignment. Personal preparation is not included in the five hours of field leadership



responsibility.

**C. *Some Guidelines for Supervised Ministry***

The Seminary Faculty has adopted the following guidelines as requirements for all students. Involvement in the supervised ministry programmes is a requirement for graduation, therefore:

1. All first year students in regular programmes of instruction are expected to utilize their first semester in meaningful observation and participation in church activities within Ogbomoso under the direction of their RED 131/511 facilitator. An exemption for first semester observation may be made by the SMC with Faculty approval for students with considerable experience in church leadership, if their services require an exemption by the SMC. First year students should participate, also, in some well-organized church during their first semester in the Seminary.
2. Where possible, all first year students will be assigned to specific churches or institutions by the beginning of the second semester. Students from Ogbomoso should not accept to be assigned to their home churches. The supervised ministry committee will assign students indicating no preference as to a church assignment necessarily. Assignments may be changed to provide a variety of educational experiences. Students in Diploma or Degree programmes should serve churches in a supervisory capacity, as far as possible by their next to last year in the Seminary. Practical activities should be in keeping with their vocational objective.
3. Non-Yoruba speaking students normally will be assigned to a well-organized Yoruba-Speaking Baptist Church during their first year. Yoruba students are to join and work in churches other than their home churches.
4. Churches are expected to make a written request for the assistance of students as Supervised Ministry Students (SME) for Church Ministry related tasks and give their assurance to the Seminary that they will be well engaged. A placement

letter is sent from the SME coordinator to the church identifying the student assigned to the church for a specified period.

5. Churches are expected to negotiate a placement contract with the Seminary students assigned to them. Churches will be asked to report on the progress of the SM E student when a student leaves. The Pastor/Church leader may be designated as the field supervisor of the student. Each student is also to fill a self-evaluation form on an annual basis or when he or she leaves or changes an assignment.
6. The SME coordinator and the supervised ministry committee will represent the interest of the Seminary in relation to supervised ministry to the churches, and the churches will make their request for student assistance through the SME Coordinator. Actual assignments for all students shall be recommended by the SME and approved by the Faculty.
7. Request for student pastors will be considered in consultation with the appropriate associational advisor/ consultant etc. Recommendations will be made in line with procedures that give due regard to Baptist Policy and practice as relating to the role of the Seminary in supervising students' educational experiences.
8. The Faculty Advisor is expected to serve as the supervised ministry advisor for those in his group. He is to advice and counsel the student with regards to ministry activities, career, and general problems. He is also to provide feed- back from evaluations.
9. The supervised ministry coordinator is responsible for approval of students' vacation work. Students will be encouraged to locate supervised ministry placements during their long vacations for practical leadership experience. The student will be encouraged to discuss the implications of this with the Faculty Advisor. Then, each student is expected to submit a written statement of their intentions to the SMC by January of the second semester. Final approval for supervised

ministry work will be carried out by the SMC after the vacation period. This report will be put in the student's advisee file that is in the custody of the Faculty Advisor. It is also expected that each student will write a letter of appreciation to the church or institution where he/ she served during the long vacation. A copy of the evaluation should be attached to the appreciation letter. A third copy of the evaluation should be sent to respective conference secretaries, NBC department heads or others who need such information.

10. Students are not encouraged to assign themselves to any church.

#### ***D. Calendar for Long Vacation Service (LVS)***

- December - Student makes contact concerning a possible LVS.
- January - Student fills LVS information form(s) as requested and returns them to the SMC.
- February - List of students interested in serving in particular places are sent to the respective Conference Presidents, Association Moderators, Department Heads and others.
- March - Recommendation letters are sent to the students who have requested for permission to engage in a LVS.
- April - Follow-up by SMC and students without written confirmation of a LVS as stated in February.
- May - Continued follow-up and sending of recommendation letters as written requests are received. (Some follow-up such as travelling, telephone calls, etc. may be necessary immediately after the baccalaureate service).
- August - Letters of appreciation and evaluation of LVS experiences sent to the respective places. Confidential reports of students' vacation work are due.

11. Persons interested in receiving one semester hour elective

credit for "External supervised ministry" during the extended holidays should talk to their Faculty Advisor and the Registrar for current requirements and possibilities, and keep the Director of Students' Affairs and Supervised Ministry Coordinator informed concerning their decisions.

#### ***E. Guidelines for Seminary Students Serving Local Church through Educational Ministries***

1. **Purpose:** The Seminary's primary purpose is to train God-called men and women for effective leadership in ministry; therefore, the service opportunities provided by local churches assists the Seminary in fulfilling this purpose.

Seminary students (in Theology, Religious Education, Missions and Music Departments) are sent to serve local churches for, among other things, the following reasons:

- (a) To help provide leadership and assistance to the local church's ministries.
- (b) To provide balanced service opportunities to students as supplements to their classroom and personal learning experiences.

The Nigerian Baptist Theological Seminary believes that the student and church relationship needs to be strengthened and improved. The concept of the supervised ministry programme is designed to be mutually beneficial and rewarding to both the church and the student. The student is to lead the local church and its members to fulfil more effectively their responsibilities as Christians and members engaged in building up the "Body of Christ" so that all may grow in Christian maturity.

2. **Guidelines:** The following guidelines are given: (1) to help the student and church to have a rewarding and mutually beneficial experience of service in the local church; (2) to help the church assume its own responsibilities for caring, teaching and training its own members, and (3) to assist students in their development as vocational

Christian leaders.

- a. Hours per week: The student is required to serve a minimum of five (5) hours per week. Preferably, the church in consultation with the student and the Seminary will determine these hours.
- b. Types of Service: The Seminary student's major responsibility should involve understudying, improving and, where applicable, supervising the activities of leaders and members in the organization of the church. Some examples are;
  - (i) Youth Director - (Intermediates and young people, age 13-30 years);
  - (ii) Children's Director - (Nursery - Junior, ages ranging from birth to 12 years);
  - (iii) Director of Training - (1) Leadership training for education organizations of the church, and  
(2) Church committee member training, etc.
  - (iv) Adult Education - (1) Literacy Classes;  
(2) Theological Education by Extension  
(3) The Bible Way Correspondence courses  
(4) House ministries;
  - (v) Other opportunities (1) Bible Studies;  
(2) Study courses;  
(3) Prayer group;  
(4) Master Life discipleship.

The responsibilities of a and b, above could include holding weekly or monthly planning meetings with Sunday School teachers, Church Training Leaders, mission organization leadership, overseeing the activities of the groups on Sunday and/or during the week.

As an alternative, the student may lead one age group on Sunday and hold planning meetings for leadership on week days. In the event the

student serves as a Children's Service leader, the recommended age limits for participants in such services generally should range from 4-9 years and above, and this service should not discourage attendance to the church worship service.

**3. Honorarium:** The church may pay the student the recommended amount suggested by the Seminary, or may negotiate another amount with the student according to the responsibility expected of the student and the type of work the student will do.

**4. Other Recommendations:**

- a. The students, the church, and the Seminary should have a full understanding of the scope and nature of the ministry assignment in writing before engagement takes place.
- b. To permit the Seminary student to participate in a variety of religious education service opportunities in the local church, the nature of the responsibility should be changed periodically.
- c. For the best teaching and learning to take place, it is suggested that children's group church ministries led by students should not be larger than 25 persons (of any age). In each case, the Seminary student should be assisted by at least one other person, who also may lead the group when the student must be absent from the assignment. Children's service is an exception to this, in which case a certain number of assistants (regular or rotational) should be enlisted by the church and given specific responsibilities in agreement with the student leader/director.
- d. Churches are encouraged to include the student - at least as an "observer" - in such meetings as the church committees, the church business meetings and other leadership meetings. This will aid the effective participation of the student in the total programme of the local church and will additionally serve as a learning opportunity.
- e. Churches are encouraged to provide students with opportunities for preaching, leading a prayer meeting and assisting in special services such as naming ceremonies, funerals, wedding, etc.
- f. Needed materials should be provided for the student to do his work well. Agreement, therefore, should be reached concerning any amount and frequency of provision of needed resources.

**5. Termination:**

At any time the student or the church, singularly or by mutual agreement, based on convincing reasons, or compelling circumstances, may terminate the service relationship after appropriate notice to the other party and the Seminary.

**F. Supervised Ministry File**

This grade is based on the student's Total Supervised Ministry experience in the Seminary - including annual report from the student, the church or institution, the Faculty Advisor and others. This is the joint responsibility of the student, church and the faculty advisor to keep the student's supervised ministry file up to date. A Supervised Ministry checklist is provided for this purpose. Information such as confidential vacation report and other reports relative to supervised ministry activities will be kept in the student's supervised ministry file.

**G. List of some Current Forms and letters in use**

1. Placement letter
2. Placement Contract
3. Student Self Evaluation (Form A)
4. Evaluation Report of Field Supervisor (Form B)
5. Church/Institution Evaluation (Available in Yoruba)
6. Supervised Ministry Faculty Evaluation Sheet (Form C1)
7. Church Music Students (Form C2)
8. Confidential Reports of Student Vacation Work
9. Summary of Supervised Ministry Reports (Form D).

**H. Faculty Advisee Groups and large Supervised Ministry Group Meetings**

Faculty advisee groups meet with Faculty advisers once every month within each semester, and large supervised ministry group practical emphases are made for all advisees once a month each semester. Group meetings will normally be held on Wednesdays, 3.00-4.00p.m. Students should see class schedules for dates, and be alert for official bulletin board reminders for scheduled meetings. The roll is regularly taken.

**I. All returning students who are recent graduates are exempted from taking RED 141/511**

**J. Supervised Ministry Exemption**

All Postgraduate students are exempted from supervised weekend ministry. They are, however, required to attend large group meetings.

**UNIT III**

**ANCILLARY SERVICES**

**A. Women's Training Centre**

The Women's Training Centre (WTC) is a support service of the Seminary. The Centre trains wives of Seminary students and approved special students, who are preparing for full time gospel ministry. The programme of training includes academic and vocational education. The Centre holds classes as from Monday through Friday from 8.00am to 1pm.

***School Attendance and Class Requirements***

Students are required to attend the Centre for the duration of two (2) years. Diploma students are to attend for (3) years. Regular attendance and punctuality to all classes are required. Absence from class, unless in the case of emergencies or sudden illness, must have prior approval by Head of Department. A student must seek permission from the teacher and Head of Department before travelling off the compound during the weekdays when classes are in session. A slip for absence from class must be completed by the student and signed by each of her teachers and the HOD at least one day to travel. Students are responsible for any assignments, tests, or examinations given while absent from class. In case of emergency or sudden illness, the same process must be observed later. Each teacher will give particular class requirements that govern that class. Students are expected to learn these requirements and follow them.

***Placement***

The Centre operates its curriculum on two levels: A & B. Students entering into the Centre will begin instruction on level A and move to level B upon successful completion of the preceding year's programme.

Students who cannot read, write or speak English will receive adult literacy training as a course of instruction for three years. All classes are conducted in English language. Students are expected to be able to function reasonably well in English.

### ***Guidelines for Special Admission***

Occasionally, special admission may be given to a woman who is not the wife of a regularly enrolled Seminary student; one who is married and gives evidence of a call into a church related ministry; the wife of a minister or lay leader; or a W.M.U leader. Any woman wishing to apply as a special student must complete an application form, which will be made available at WTC Supervisor on request at a reasonable amount.

The application form should be filled in triplicate; one to remain in the WTC file, one going to the Director of Students' Affairs; and one going to the office of the Registrar. Adequate arrangement should have been made for any child involved before the applicant would enrol in WTC. After a written placement test and interview, the applicant will be considered for admission in consultation with the Student Affairs' Committee. If accepted, the application will be forwarded to the faculty for final approval. The applicant will be responsible for her accommodation.

A student for special admission should enrol for class at WTC not later than one week after the regular scheduled matriculation date at the Seminary. A student for special admission should normally attend the Centre for a minimum of one academic year. She will not be eligible for awards given by the Centre unless she continues for the regular two-year course, but is eligible for graduation and graduation photographs. A fee will be charged, payable to the Seminary accounts office, while such an applicant is expected to arrange off-campus housing. Applicants for special student status are normally required to produce evidence of a minimum of primary VI School Leaving Certificate

### ***Special Course***

WTC offers courses every first and second week in August and runs for three contact sessions. The terms are open to WTC women and interested outsiders. Candidates are to obtain their form at WTC and pay fees to NBTS bank account.

### ***Materials and Equipment***

Students are required to purchase necessary materials for classroom work. The student will purchase all required textbooks, exercise books, ballpoint pens, pencils, and extra paper for test taking. The Centre will provide equipment for some vocational courses unless otherwise requested by the teacher. Students are held liable and responsible for any that is lost, misplaced or damaged.

### ***Dress Code***

While the Centre does not fix a dress code for daily school attendance, it requires that all students dress neatly and suitably for class. The Centre has adopted an official dress that students will wear for all official Seminary occasions. Clothe for the official dress will be purchased by the student. She will also be responsible for sewing. A specified pattern will be used for the dress.

### ***Disciplinary Action***

The Centre seeks to involve its students in deciding disciplinary actions. Therefore, a committee of students will work with the HOD and Staff in reviewing minor cases and deciding disciplinary measures. The Disciplinary Committee of the Seminary will take up disciplinary actions on major offences such as cheating, stealing, fighting, excessive absence, and chronic grade failure. Students are expected to co-operate fully with the Staff, Centre officers and fellow students, and to follow all Seminary regulations.

### ***Advisor***

Each student is assigned to a staff advisor who will counsel with her in personal matters or class work problems. It is also hoped from this process that students will gain information and skills of some practical techniques to use in advising persons in their church or place of ministry. Each student is required to meet with his/her advisor a minimum of three times during the semester.

### ***Centre Duties and Responsibilities***

Each student is assigned an area of work in the Centre to be performed each morning. Duties may include sweeping, dusting, cleaning, etc., and must be carried out thoroughly. Duties will begin each morning at 8am in time before the commencement of the class. All students are to be present at the Centre to perform their duties by 8am. Also, students are

expected to share in the full responsibility of caring for and maintaining the Centre's building and grounds. No one is tied exclusively to one job only. It is the responsibility of all to help maintain the Centre.

### ***Officers***

Officers for WTC shall be Prefect and Assistant, Chapel Prefect, Welfare Officer, Library Prefect, a three member Disciplinary Committee and a three member Social Committee. The Prefect and Assistant will be elected at the end of each school term by the student body and staff. Those to be elected shall be students who will graduate the following academic year. The following guidelines are to be used in voting for Prefect and Assistant from among all final year students.

- a. Must show leadership ability.
- b. Must show a sense of responsibility.
- c. Must be on time for school each morning.
- d. Must show seriousness about class work.
- e. Must be neat in dress.
- f. Must have the ability to speak on behalf of the student body.
- g. Must be able to work cheerfully and well with others.
- h. Must give evidence of a strong faith and belief in God.

Members for the two committees will be elected each year by the female student body and will hold these offices for one academic year. The committees will work with the staff and the HOD in deciding matters of discipline and in planning social activities for the student body for the school year. One person will be chosen from each level of study (A, B).

### ***Library***

The Centre has a library for students' use after school hours and must be assigned by teachers during regular school hours; Students using the library at any time must follow the rules governing the use of books, materials and equipment. These rules and the hours the library will be opened, will be posted in the J.C. Pool Library.

### ***Medical Service***

Students are free to attend any Medical centre or facility of their choice. However, the Baptist Medical Centre (now Bowen University Teaching Hospital - BUTH) is close to the Seminary and it is the one recognized by the seminary for comprehensive health-care. Students are required to get permission from the teachers and the HOD at least one day before, to

attend any health issue during class time except in cases of emergency.

### ***B. Preschool Religious Education Centre {PREC}***

The Preschool Religious Education Centre (PREC) is made available for the children of WTC and Seminary students. Children aged 6 months through 5 years are to attend the centre daily. Centre hours are from 7.45am to 1.00pm. However, WTC children must be picked up from PREC at 12.00noon. See the section on PREC for further instructions.

### ***Extra-Curricular Activities***

Students are required to participate in Seminary activities to which the Centre is invited during regular class time. Such activities are;

1. Various chapel services - whether thirty minutes, one hour or a whole day.
2. Ministers' Conference
3. Convocation
4. National day.

Required activities will be announced to students. Any absence must be approved prior to the activity. Afternoon or evening activities unless required are attended at the discretion of the students.

### ***Field Trips and Practical Training***

From time to time, field trips that are related to class work will be scheduled for students. Field trips are designed to enhance learning and skill development. Travelling to some points of interest might involve some cost to the students. The centre offers opportunities for practical training in such areas as church arts and crafts, household management, planning and carrying out social activities. Excursion to WMU headquarters, Baptist Building, and Camp Young is a requirement for each student.

### ***Class Monitors***

Each class will select a monitor for that class. The monitor will be a person who is responsible for keeping the class attendance record each day, for making sure that the room is neat and in order, and that necessary material, such as chalk and blackboard eraser are available for cleaning the blackboard before and after class, and for any other classroom responsibilities as given by the teacher. The monitor will serve for one school year.

### ***Grading and Permanent Record***

Students will receive a final letter grade at the end of each semester. This grade is the average of overall class grade (grade that comes from classroom work, tests and homework assignments) and the final semester exam grade (final test given at the end of the semester). The Centre uses the same grading scale with the Seminary.

Each semester's final grade will be written on the student's report card, permanent record card and a grading sheet. Grading sheets are handed to the Registrar's office where they are kept as part of the permanent records. Report cards containing grades for all classes taken in the semester will be given to the student. However, until the student's final year, upon graduation or completion of course of study, cards will be sent to the Registrar's office to become part of the student's permanent record. Any student wishing to get a copy of grade for any purpose should contact the Registrar's office, and pay the appropriate fee.

### ***Prizes and Awards***

The Centre offers five awards to graduating students based on merit and academic achievement. See the awards section.

### ***WTC Certificate***

The Centre awards its certificate of achievement to students who satisfactorily complete a minimum of one year (special student) and a maximum of two years (regular full-time students) study.

Satisfactory completion means that a student must have taken an overall average grade of at least a "C" for the length of the study (in some instances, a student with a lower average may be determined to be qualified for graduation based on an evaluation by the staff). Students not meeting the minimum requirement or who have not been determined by the staff to be qualified for graduation will not be awarded a certificate nor will they participate in the Graduation services.

### ***Graduation***

Commencement is a special service that is held at the end of every school year for graduating students. It is usually held one week prior to graduation. Graduation service is the last event for graduating students. It is at this service that all graduating students are awarded certificates

for successful completion of schoolwork. WTC students and graduating students are required to be at both services. All WTC graduating students are required to wear the official dress of the Centre for both services.

### ***B. Preschool Religious Education Centre (PREC)***

PREC is another arm of the Ancillary Education Department of the Seminary:

1. ***Registration:*** The child and both of his/her parents are expected to come to the Preschool Religious Education Centre at the designated registration time to register the child, meet the teachers and visit the classroom. Both parents are required to attend the orientation meeting and open house.
2. ***Age:*** The child must be six months old prior to being enrolled in the Department. A new enrolment will be accepted only at the beginning of each semester (in August and again in February). The child's promotion or enrolment into another department will be determined by the staff on the basis of his chronological age and adjustment to the programme of activities in keeping with the availability of space in the next department.
3. ***Health:*** A medical report on the designated form stating that the child is in good physical condition, signed by a physician, must be presented in order for the child to be enrolled. The child's immunization record must be included and must be up to date. The child is expected to be free of fever and other signs of infectious disease, be properly bathed, and have clean teeth, hair, nails and clothing upon arrival each day.
4. Parents of babies are expected to bring at least four diapers, 2 pairs of rubber pants, 2 changes of clothing and a handkerchief each day. Parents are expected to leave a change of under clothing on hand in the child's room at all times. Soiled clothing will be sent home the day it is soiled. Clean replacements should be sent to the child's teacher the following day.
5. Each child will be instructed on the use of the flush toilet amenities provided in each PREC building and will be expected to

use such facilities properly. Parents are asked to encourage their child(ren) to have a bowel movement before coming to the Centre and caution the child against passing urine or stool on the playground, porch or classroom floor.

6. The child shall be present in his/her department by 8.00am but shall not arrive before 7.45am. Any child approaching the PREC area before 7.45am will be expected to wait outside the gate with the person bringing him/her until the gate is opened by a teacher. After the child has been inspected, the parent shall take him/her to his/her classroom. The parent is held responsible for the child's safety during the time prior to the official opening of the building.
7. The child is to be brought to the door of his/her room by his/her parent. The parent bringing the child should not enter the room nor disrupt the programme but should see that the child enters the room properly. Parting from the child should be pleasant and quick.
8. No bribe (food, biscuit, sweets, money, toy, etc) should be given to the child. Parents should be honest and open with the child concerning parents' expectation and return. Parents should not threaten the child with the staff nor make false promises.
9. Children are expected to go home promptly when dismissed at 12.00noon. A parent or designated person is to come personally for the child. Parents are responsible for the child when he/she leaves the centre area. Children whose mothers are enrolled in the diploma or degree programme may remain in the building until 1.00p.m.
10. Children are not allowed to return and play in the classroom, on the porch, or on the playground after centre hours. Children climbing over fences or entering the gate after school hours will be dealt with seriously. Parents will be held accountable for the child's illegal presence and for any damage the child does to the fence, the playground equipment/or any harm done to pets.
11. Messages from parents are welcome. However, verbal messages brought by the child shall not be honoured. The parent should send a written note or come in person to the teacher or supervisor. Official messages will not be sent to the parents verbally through the child. Teacher and/or staff will put any message in writing.
12. Parents' suggestions and questions are welcomed. However, any question, complaint, suggestion or problem should be presented privately to the supervisor prior to any discussion with the teacher or other staff member. Parents shall never enter the playground or classroom during school hours to discuss such matters with the child's teacher. The supervisor will arrange for conference times between parents and teachers outside school.
13. Parents are expected to display a spirit of cooperation with PREC programme and to encourage their child to be happy and to participate whole heartedly in the scheduled activities.
14. Both mother and father are expected to attend all announced parents' meetings, programmes and activities, and to cooperate with official requests.
15. When loading and unloading children, vehicles are to be parked in the area between the front gate and the road between the PREC and the single men's dormitory. Any parent who opens the gate to the PREC area is expected to close and lock it immediately upon entrance and/or departure. In no case should a parent climb over a fence to bring the child to his/her class.
16. Children, parents or other persons are neither to break trees, flowers and shrubs nor to harvest fruit growing in the PREC area.
17. Please return to PREC for clarification on any toy, part of toy, book, and/or other items used at PREC, which a child might mistakenly take home. Only story sheets and the child's artwork are given to be taken home.
18. While normal wear and tear of PREC materials is expected, parents whose child is persistently destructive, damaging



materials and equipment, will be held accountable. Parents are strongly advised to teach their children to respect property of other children and the centre.

19. Parents are expected to pay all fees at the time of registration, promptly providing recommended resting mat and other requested supplies.
20. A balanced programme will be offered to foster the child's physical, mental, social, emotional and spiritual development. Encourage him/ her positively.

## UNIT IV

### ACADEMIC AWARDS & PRIZES

The Seminary and interested individuals and groups make possible the granting of awards and prizes. The persons designated to receive these are determined in various ways, but all are approved by the Faculty. Any of these awards may or may not be given in any specific year. Below is a list of current awards and most criteria for the selection of recipients;

#### A. PRESENTED ON GRADUATION DAY

##### 1. SCHOLARSHIP ACHIEVEMENT AWARDS

Scholarship Achievement Awards may be presented annually to the graduating students at the Diploma, Degree and Master of Divinity levels of instruction who have the highest quality point average in their classes throughout their studies at the Nigerian Baptist Theological Seminary, Ogbomoso, provided that the cumulative grade point average (CGPA) of such graduating students is not below a B grade i.e. Second Class Honours, Upper Division or equivalent. The awards have been established by the Seminary.

##### 2. JAMES CHRISTOPHER POOL AWARD FOR ACADEMIC EXCELLENCE

The James Christopher Pool Award for Academic Excellence may be granted annually to a graduating student who is outstanding in academic performance and potential among all the students of the graduating classes of the year and one who also has the promise of future scholarship contribution, provided his/her over all CGPA is B or better.

##### 3. NBTS ALUMNI AWARD FOR OUTSTANDING MINISTRY

The Nigerian Baptist Theological Seminary alumni award for Outstanding Ministry may be granted annually to a graduating student in the degree or M.Div. class who has distinguished himself/herself in Ministry; who has excelled especially in

Practical Theology courses, and who has promise for future contribution to the Church and the cause of Christ. The award was instituted in April, 1999 by the Alumni Association of the Seminary.

**4. OUTSTANDING SERVICE AWARD**

The Ezekiel Bamgboye Outstanding Service Award may be awarded annually to a graduating post-graduate student of the Nigerian Baptist Theological Seminary, Ogbomoso who has performed an outstanding service to the development of the Seminary or the community and has maintained good relationship with Faculty, staff and students during the period of his/her study. This award was instituted by the children of Rev. Dr. Ezekiel Akanni Bamgboye who was on the Faculty of the Nigerian Baptist Theological Seminary, Ogbomoso 1974-201\_\_.

**5. SIGNIFICANT DEMONSTRATION OF SEMINARY CORE VALUES**

This award is instituted by Rev. Prof. Emiola Nihinlola, a President of the Nigerian Baptist Theological Seminary, Ogbomoso in memory of Pa Emmanuel Oyelade Nihinlola Opanike who led a life of godliness, faithfulness to biblical revelation, and commitment to Christian service. The award is to be given annually to one Doctor of Philosophy graduating student whose lifestyle significantly embody, symbolize, demonstrate integration and balance of Seminary core values: spiritual vibrancy, academic soundness and competence in ministry.

**6. WILLIAM L. JESTER AWARD ON IDEALS OF THE SEMINARY**

The William L. Jester Award may be granted annually to a graduating student who best represents the ideals of the Seminary, including Christian Maturity, Leadership, Cooperation with students and staff, academic integrity, faithfulness, scholarship, punctuality, service to others, honesty, sense of stewardship, and promise of future usefulness, provided that his/her overall CGPA is B or better.

**B. PRESENTED ON AWARD NIGHT**

**7. DEACONESS DEBORAH ADEBOYIN ALAO-AKALA AWARD**

The award is given to a female graduating student who has demonstrated commitment to the Cooperative Programmes of the Nigerian Baptist Convention, who has a grade average of not less than B in Baptist Cooperative Programme course, and who displays evidence of a wholly dedicated to Christ. The award was established by Otunba (Dr.) Christopher Alao-Akala, an erstwhile executive Governor of Oyo, State in memory of his beloved mother.

**8. AYO - BELLO AWARD FOR COMMITMENT TO MAKING DISCIPLES**

The award is given to a graduating student who is keenly interested in making others disciples of Jesus Christ. The recipient must be a disciple of Christ and one regularly involved in discipling others both in the Seminary community and in the Church. The recipient must have a grade average of not less than B in Pastoral Care & Counselling. The award was established by Otunba (Dr.) Christopher Alao-Akala, an erstwhile executive Governor of Oyo State in memory of his father-in-law who was a Baptist Pastor for several years.

**9. WOMEN'S MISSIONARY UNION AWARD FOR THE BEST PROMOTER OF WMU IMAGE.**

The Women's Missionary Award may be granted annually to the graduating student of the WTC who has exemplified the best image of the WMU in theory and practice. The Award has been endowed by the Ogbomoso Baptist Pastors' Wives' Association.

**10. BETTY CHANCE EGEDY AWARD FOR THE BEST PROGRESS IN ENGLISH**

The Betty Chance Egedy Award for the best progress in English may be granted annually to a graduating WTC student who has made the greatest progress in understanding, speaking, and writing English Language in the Women's Training Centre of the Nigerian Baptist Theological Seminary, Ogbomoso. The award was established by Dr. Charles Egedy and family in memory of their wife and mother, Betty Chance Egedy.

**11. WOMEN TRAINING CENTRE BEST ALL-ROUND STUDENT AWARD**

The Women Training Centre Best All-round Student Award may be granted annually to the best all-round graduating student of the Centre who also exemplifies a positive involvement in the Seminary Community life, commitment to her Local Church, and active participation in all activities of the Centre.

**12. THE WTC AWARD FOR ACADEMIC EXCELLENCE**

The WTC award for Academic Excellence may be granted annually to the graduating student of the Centre who has the highest quality point average among the graduating Pastor's Wives.

**13. THE DEACONESS C. S. ADIKA AWARD FOR PRACTICAL CONTRIBUTION TO THE MINISTRY OF WMU**

The Deaconess C. S. Adika award for Practical contribution to the Ministry of Women's Missionary Union may be given annually to a female or male graduating/bachelor's degree (BTh.RE) student who demonstrated active involvement in, and/or promotion of, the WMU programme of the Nigerian Baptist Convention (e.g. organizing and actively participating in WMU group work, writing programme and literature) at the Seminary, Local Church or Convention level. The award was established in October, 1992 by Surveyor and Mrs. T. A. Abiodun.

**14. THE DEACONESS C. S. ADIKA AWARD FOR AN EXEMPLARY PASTOR'S WIFE**

The Deaconess C. S. Adika Award for an Exemplary Pastor's Wife may be given annually to a deserving full-time graduating WTC student who has spent at least two years in the Women's Training centre and who best exemplifies the ideal Pastor's Wife and was actively involved in the Local Church activities and ministries, provided that she has at least an average of "B" in the course titled "The Role of Pastor's Wife." The Award was established in October, 1992 in memory of the late Deaconess C. S. Adika by Surveyor and Mrs. T. A. Abidoun.

**15. MRS. CLARA ADETOYE OLUNLADE AWARD**

The Mrs. Clara Adetoye Olunlade award may be granted annually to the best graduating female student in the M. Div. class who best demonstrates flair for Women's Missionary Union work in Nigeria

while here in the Seminary. In addition, the graduating student must have an overall CGPA of not less than a B grade i.e. Second Class Honours, Upper Division or equivalent.

**16. SPORTSMAN OF THE YEAR AWARD**

The sportsman of the year award may be granted annually to a student who has made the most outstanding contribution to the games and sporting life of the Nigerian Baptist Theological Seminary. The award has been established by the Seminary.

**17. MORNING STAR SOCIETY OF IBARA BAPTIST CHURCH AWARD FOR THE BEST PROMOTER OF MMU**

The Morning Star Society of Ibara Baptist Church, Abeokuta Award for MMU Work may be awarded annually to a graduating Bachelor's degree student who, throughout his course of study, has demonstrated outstanding leadership qualities in the development and growth of MMU at the Seminary, Local Church or Convention level. The cash award was established in 1987 by the Morning Star Society of Ibara Baptist Church, Ibara, Abeokuta.

**18. THE REV. S. A. ADEGBITE AWARD**

The Rev. S. A. Adegbite award may be granted annually to a graduating M. Div. student who best represents Christian Ideal of love for others, one who as a counsellor can empathize with others especially the needy, and one who takes mission work very seriously. This award was instituted by Prof. & Mrs. Adeoye Adeniyi in memory of late Rev. & Mrs. S. A. Adegbite, the parents of Mrs. Adeniyi. Rev. S. A. Adegbite was a member of the Seminary Faculty from inception to 1965.

**19. W.D. BENDER MISSIONS AND EVANGELISM MEMORIAL PRIZE**

The W. D. Bender Missions and Evangelism Memorial Prize may be awarded annually to a graduating Bachelor's degree student who has made the overall highest grade point average in Missions and Evangelism courses at the Nigerian Baptist Theological Seminary in memory of Dr. William Dean Bender.

**20. THE JOSEPH KOLAWOLE AWARD FOR SPIRITUALITY AND EVANGELISM**

The Joseph Kolawole Award for Spirituality and Evangelism may be given annually to a graduating M.Div student who has demonstrated deep spirituality and has shown outstanding interest in evangelism as demonstrated by practical performance in evangelism, provided his/her grade in evangelism course is not below B. The award is from an endowment fund instituted in memory of Mr. Joseph Aremu Kolawole by his family.

**21. JOSEPH OLADIRAN AWARD FOR EVANGELISM AND CHURCH PLANTING**

The Joseph Oladiran Award for Evangelism and Church Planting may be granted annually to a graduating student in any programme, who during his/her studies in the Seminary, has best promoted evangelism in the area of Church Planting. In addition, the graduating student must have a minimum of B Quality Point Average in Evangelism and Church Planting courses. The award was donated in September, 1996 by Mr. John Oladimeji Oladiran in memory of his late father, Pa Joseph Oladiran who first took Christianity from First Baptist Church, Okelerin, Ogbomoso to Iresi, Osun State in 1855.

**22. THE PASTOR ENOCH ADEJARE ADEBOYE AWARD FOR EXCELLENCE IN MISSIONS**

The Pastor Enoch Adejare Adeboye Award for Excellence in Missions may be granted annually to a graduating student of the Master of Divinity (Missiology) who is considered to be best in theory and practice of missions, provided his/her overall average in mission courses is not below a B grade. The award was established in May 2004 by the Oyo Province 2 of the Redeemed Christian Church of God in honour of Pastor Dr. Enoch Adejare Adeboye, the General Overseer of the Redeemed Christian Church of God.

**23. REV J. A. OLAYINKA AWARD**

The award is given to the best student in the B. Th. Class who demonstrated skill in Church planting and with grade average of not less than B. The award was established in memory of Rev. J. A. Olayinka, former Pastor of: First Baptist Church, Maiduguri; Fellowship Baptist Church, Kaduna; and First Baptist Church,

Minna.

**24. REV. MOSES A. ADETORO AWARD IN PASTORAL COUNSELLING AND CHURCH ADMINISTRATION**

The Rev. Moses A. Adetoro Award may be granted annually to a Bachelor of Theology graduating student who has the highest overall quality point average in Pastoral Care and Counselling and Church Administration Courses. The Award has been established by the children of the late Rev. Moses A. Adetoro in memory of their father.

**25. REV. J. A. ADEKUNLE PASTORAL MINISTRY AWARD**

The Rev. Joseph Adegbola Adekunle Pastoral Ministry Award may be granted annually to a graduating M.Div. student who has excelled in his pastorate under the supervised ministry programme of the Seminary, demonstrated leadership ability in helping his Church to grow spiritually, evangelistically and in stewardship as well as maintained good interpersonal relationship with his congregation. The Award has been established by the wife and children of the late Rev. J. Adegbola Adekunle in his memory.

**26. REV. SAMUEL ABOLARIN OYEDEJI AWARD IN PASTORAL CARE & COUNSELLING**

The Rev. Samuel Abolarin Oyedeji Award in Pastoral Care & Counseling may be granted annually to a Master of Divinity graduating M.Div. student who has the highest overall cumulative point average in Pastoral Care & Counselling course provided it is not below a B grade. The award was established during the 2001/2002 session by the wife and children of the late Rev. Samuel Abolarin Oyedeji who passed away into glory on 31st October, 1999.

**27. EXCELLENCE IN MUSIC AWARD**

The Excellence in Music Award may be granted annually to a student who has regularly participated in music activities throughout his/her course of study and has an average of B or above in all music courses taken. He/she must also show interest and have potential to develop and use musical abilities for ministry in a Local Church and denomination; show observable growth in musicianship during his/her years as a student;

demonstrate responsibility in other areas of study and work; as well as possess evidence of sound Christian character and spiritual maturity. The award has been established by Professor and Mrs. P. H. Miller in memory of their fathers, Rev. I. K. Miller and Major Victor Farmer, both of whom were Church Musicians.

**28. REV. MICHAEL AMUPITAN BAMIDELE AWARD FOR THE BEST KEYBOARDIST IN MUSIC FACULTY**

The Rev. Michael Amupitan Bamidele Memorial Award may be granted annually to a graduating degree student in Church Music (BCM) who is considered to be the best in keyboard, provided his/her overall CGPA is not below a B grade. The award was instituted in March, 1999 by the children of Rev. Michael Amupitan Bamidele (1898-1998) who hailed from Ekinrin-Adde in Kogi State; who during his life time as a Baptist Gospel Minister from 1950 -1977, planted 28 Churches, was a lover of Church Music and a versatile keyboard player.

**29. THE GLORIOUS FOUNTAIN AWARD FOR EXCELLENCE IN CHORAL ARRANGING**

The Glorious Fountain Award for Excellence in Choral Arranging may be granted annually to the best graduating M.Div. in Church Music student in the area of Choral Arranging based on performance in the Choral Arranging course. Such a graduating student must have a minimum mark of B (that is, 4.0 out of a possible 7.0) in the course. The award was established during the 2001/2002 academic session by THE GLORIOUS FOUNTAIN, a musical ensemble from Avenue Baptist Church, Warri, Delta State in recognition of the high standard of work being done at the Music Faculty of the Seminary, and to serve as an encouragement to the music students in their pursuit of excellence in Church Music Ministry.

**30. MRS. HARRIET LOUISE ODGERS DAVIDSON AWARD FOR EXCELLENCE IN SOLO VOCAL PERFORMANCE**

The Mrs. Harriet Louise Odgers Davidson Award for Excellence in Solo Vocal Performance may be granted annually to the final year student in the degree or M. Div. classes who has been most outstanding as a vocal soloist during his/her course of study in the

Faculty of Church Music at the Seminary, provided that his/her overall CGPA is not below a B grade. The award was established during the 2001/2002 academic session by Rev. Dr. P. O. Davidson, a gifted and formally trained vocalist who sang for many years in various church settings.

**31. CHILDREN'S MINISTRY AWARD**

The Children's Ministry Award may be granted annually to a graduating Bachelors' degree student in the Religious Education Department who has been most outstanding in Children's Ministry and outreach in the Local Church and on the Seminary compound, excelled in at least two academic and practical courses relating to children's ministries, done exceptionally well in his/her practical work with children including supervised ministries assignment, has a genuine love for children and manifests concern for their development, and has a cumulative quality point average of (B) or above. The award has been donated by Professors Robert and Edith Burney in memory of their mothers who were long-time teachers in local Baptist Churches.

**32. MAY PERRY RELIGIOUS EDUCATION AWARD**

The May Perry Religious Education Award may be granted annually to a graduating M.Div. Religious Education student who has excelled in academic and practical courses at the Nigerian Baptist Theological Seminary, Ogbomosho provided his/her overall CGPA is B or better. The award has been donated by Deacon A. A. Ladimeji in memory of Miss May Perry, a long-time teacher at the Baptist Women's College, Idi-Aba, Abeokuta.

**33. MOSES ALAO ILORI AWARD FOR EXCELLENCE IN CHRISTIAN EDUCATION**

The Moses Alao Ilori award for Excellence in Christian Education may be granted to a graduating Master of Religious Education (MRE) student who best demonstrates sustained interest in promotion of Christian Education in the Church. The recipient should have a grade average of not less than B. The award was established by Rev. Prof. J. A. Ilori in memory of his late father.

**34. THE REV. P. E. ONOSODE AWARD FOR**

### **EXCELLENCE IN NEW TESTAMENT THEOLOGY**

The Rev. P. E. Onosode Award for Excellence in New Testament Theology may be awarded annually to the graduating student who has overall excellence in New Testament and Christian Theology courses, and has written an outstanding essay on a topic which is significant, timely and relevant to contemporary Christianity in Africa.

#### **35. DN. DR. GAMALIEL O. ONOSODE HERITAGE AWARD**

The award is given to a graduating student who excelled in commitment to the Baptist Faith & Practice and who has grade average of not less than B in such courses as Baptist History & Doctrines and Baptist Cooperative Programme. The award was established by Deacon Dr. Gamaliel O. Onosode, the Chairman of Council, the Nigerian Baptist Theological Seminary, Ogbomoso (2003 - 2009).

#### **36. J. T. AYORINDE AWARD FOR EXCELLENCE IN CHRISTIAN PREACHING**

The J. T. Ayorinde Award for Excellence in Christian Preaching may be granted annually to a graduating Bachelors of Theology (BTh) student who best demonstrates outstanding characteristics of good Christian Preaching during his/her course of study at the Nigerian Baptist Theological Seminary Ogbomoso, provided his/her score in Preaching Course is B or higher.

#### **37. REV'D JOSEPH ADETOLA ALABI AWARD FOR ACADEMIC PERFORMANCE IN CHRISTIAN PREACHING**

The late Rev'd Joseph Adetola Alabi award for Academic Excellence in Christian Preaching may be granted to a graduating Master of Divinity (M.Div.) student who best demonstrates outstanding performance in Christian Preaching courses and supervised ministry assessment on sermon delivery during his/her period of study at the Nigerian Baptist Theological Seminary, Ogbomoso. The award was established by the children of late Rev. Joseph Adetola Alabi in his memory.

#### **38. THE REV'D E. M. OKERENTIE AWARD**

The late Rev'd E. M. Okerentie award for academic excellence in

Christian Preaching may be granted to a graduating M.Div. student who best demonstrates outstanding performance in Christian Preaching courses and supervised ministry assessment on sermon delivery during his/her period of study at the Nigerian Baptist Theological Seminary, Ogbomoso.

#### **39. EMMANUEL AJAYI DAHUNSI AWARD IN NEW TESTAMENT GREEK**

The Emmanuel Ajayi Dahunsi Award may be granted annually to a graduating M.Div. student who has the highest overall score in New Testament Greek. The Award has been instituted in memory of Rev. Emmanuel Ajayi Dahunsi, a Greek scholar and a one-time General Secretary of the Nigerian Baptist Convention.

#### **40. THE ROBERT S. BURNEY AWARD FOR EXCELLENCE IN NEW TESTAMENT INTERPRETATION**

The Robert S. Burney award for Excellence in New Testament Interpretation may be granted annually to a graduating M.Th or Ph.D student who has attained a student average of B or above in New Testament & Greek courses, has shown skill through essay writing in New Testament Interpretation and Mastery of Greek and whose life is a living example of interpretation of New Testament principles. The award was established in May 2005 by Professor Edith B. Burney and children in memory of their husband and father, Professor Robert S. Burney.

#### **41. REV. DR. E. O. BOLARINWA AWARD**

This award is presented to the best New Testament student who has the highest grade of not less than a B in the M.Div. final year class. The award was established in honour of former Pastor, Yaba Baptist Church Lagos & former President, Nigerian Baptist Convention.

#### **42. SAMUEL OLANIRAN FADEJI AWARD FOR EXCELLENCE IN OLD TESTAMENT LANGUAGE & LITERATURE**

The award is given to a graduating student in Old Testament Major at either Ph.D or M.Th who has attained a cumulative student average (CSA) of a B or above in Old Testament and

Hebrew courses. The recipient must write his/her final thesis on a publishable paper in a manner showing mastery of Hebrew language & Literature and also ability to contextualize his/her knowledge of the Old Testament in the African setting. The award was instituted in memory of Rev. Dr. Samuel Olaniran Fadeji, who was an Associate Professor in Old Testament Language & Literature at the Nigerian Baptist Theological Seminary, Ogbomoso from 1969 to 2007 by wife, children & grandchildren.

**43. THE ISOKUN BAPTIST CHURCH AWARD FOR ACADEMIC EXCELLENCE IN CHURCH HISTORY**

The Isokun Baptist Church Award for Academic excellence in Church History may be presented annually to the graduating M.Div. student who has the highest quality point average in the Church History course. The award has been established by Isokun Baptist Church, Oyo to promote academic excellence in the study of Church History.

**44. THE PROFESSOR AND MRS. OSADOLOR IMASOGIE AWARD FOR EXCELLENCE IN PHILOSOPHY OF RELIGION**

The Professor and Mrs. Osadolor Imasogie Award for excellence in Philosophy of Religion may be granted annually to the graduating student in the baccalaureate category who has taken at least two B.Th. courses in Philosophy of Religion and his/her overall grade is the highest in the graduating class. The award was established by Professor and Mrs. Osadolor Imasogie in May 1993 to promote excellence in the study of the Philosophy of Religion.

**45. PROFESSOR OSADOLOR IMASOGIE AWARD FOR OUTSTANDING PERFORMANCE IN HEBREW LANGUAGE**

The Professor Osadolor Imasogie Award for Outstanding Performance in Hebrew Language may be given annually to the graduating M.Div. student who has the highest quality point average in the Hebrew course. The award was established by the "Ife Kristi Society of Odo-Oru Baptist Church, Ogbomoso" in honour of Professor Osadolor Imasogie, the first African Principal/President of the Seminary to promote excellence in the study of Hebrew Language.

**46. THE OLAGOKE BOLARINWA FAMILY AWARD IN AFRICAN TRADITIONAL RELIGION**

The Olagoke Bolarinwa Family Award may be presented annually to the graduating student in the Degree (B.Th./B.R.E./B.C.M) or Master of Divinity class with the highest grade point average (provided it is not less than B) in African Traditional religion course. The award was established on January 1, 1993 in memory of the Late Mr. Olagoke Bolarinwa by his family.

**47. REV. PROFESSOR OSADOLOR IMASOGIE AWARD FOR ACADEMIC EXCELLENCE WITH POTENTIALITY FOR AN EXEMPLARY HUMBLE CHRISTIAN LEADERSHIP**

The Rev. Professor Osadolor Imasogie Award for Academic Excellence with potentiality for an Exemplary Humble Christian Leadership may be granted annually to a graduating Master of Divinity student of the Seminary who combines academic excellence with demonstrable attributes of an exemplary humble Christian Leadership. The potential winner shall be one of the top three in the class. The award was established in October, 1993 by Prince, Dr. Chief Deacon S. O. Omotoso in honour of his bosom friend, Rev. Professor Osadolor Imasogie as a tribute to his outstanding but humble academic/ Christian leadership style during his tenure of service at the Seminary.

**48. MISS OLAWUMI ODUSANYA AWARD FOR THE BEST PROMOTER OF CHILDREN FOUNDATIONAL FAITH DEVELOPMENT IN THE CHURCH**

The Miss Olawumi Odusanya Award may be given annually to a graduating student in the Diploma, Degree, or Master of Divinity classes who has demonstrated a great interest in, and best promoted Children Foundational Faith Development and Evangelism during his/her studies at the Seminary provided his/her final cumulative point average is not below a B grade. The prize has been established by Mr. and Mrs. O. K. Odusanya and family of First Baptist Church, Ago-Iwoye, Ogun State in memory of their beloved daughter, Olawunmi, fondly called "OLLY" who

answered the call of God after a brief illness at the very tender age of nine years and seven months. "OLLY" was very active in the Church and other Christian Fellowships and had already started to witness Christ to her mates.

**49. NIGER BAPTIST COLLEGE, MINNA, INTER-FAITH RELATIONS AWARD**

The Niger Baptist College, Minna, Inter-Faith Relations Award may be granted annually to a graduating M.Div. student who has demonstrated interest in inter-faith relations and witnessing, written his/her degree essay on inter-faith related subject (an essay which must show an outstanding scholarship), has a continued interest in ministering to people of other faith and has a grade of B or above in all the following inter-faith related courses: Islam, Dialogue, World Religions and Comparative Religion. The award was established in December, 1994 by the Ogbomoso/Oyo Branch of the Alumni Association of the Niger Baptist College, Minna (now Ahmadu Bahago College) in memory of the College Staff, Students and Missionary endeavours.

**50. TITILAYO ABIODUN MERIT AWARD FOR OUTSTANDING PERFORMANCE IN CHRISTIAN THEOLOGY**

The Titilayo Abiodun Merit Award for outstanding performance in Christian Theology may be given annually to an articulate graduating student in the degree class with outstanding performance in Christian Theology courses, i.e. a graduating student with the highest cumulative grade point average in Christian Theology I and Christian Theology II courses, provided the CGPA is not below B grade. The award was endowed in April, 1997 by surveyor Titilayo Abiodun, a former Surveyor-General in the Federal Civil Service of Nigeria and a member of the Satellite Town Baptist Church, Lagos.

**51. ALICE MOSUNMOLA OJEWOLE AWARD**

The award is given to a full-time female student who is in the penultimate year of her degree programme. She must maintain an excellent grade average of not less than B. The recipient must demonstrate an attitude of caring, love, accommodation, respect

and commitment to Christian Ministry. The award was instituted by the children of Mrs. Alice Mosunmola Ojewole in memory of their mother who was a graduate of Women Training Centre of the Nigerian Baptist Theological Seminary in 1968 and 1984. She was a devoted wife, a committed mother, and a staunch prayer warrior.

**52. MCKINGLY GILLILAND AWARD FOR SERVICE**

The Mckingly Gilliland Award for Service may be awarded annually to a student in the sophomore or junior class (2nd year diploma, 2nd and 3rd degree, and 2nd year M.Div). who had given his/her talent, professional accumulate in voluntary service to the Seminary.

**53. THE "GBE JESU GA SOCIETY" EVANGELISM AWARD**

The Owu Baptist Church "Gbe Jesu Ga Society" Evangelism Award may be annually granted to the graduating student who excelled in academic and practical performance (B or higher) in evangelism during his/her period of study at the Nigerian Baptist Theological Seminary, Ogbomoso. The award has been established by "Gbe Jesu Ga Society of Owu Baptist Church, Abeokuta" to promote evangelism.

**54. REV. EMMANUEL OLADELE AGBOOLA AWARD FOR OUTSTANDING PERFORMANCE IN HOMILETICS**

The Rev'd Emmanuel Oladele Agboola Award for outstanding performance in Homiletics may be granted annually to a graduating MTh. student who best demonstrated outstanding characteristics of an excellent Christian preacher, both in theory and practice, during his/her course of study at the Nigerian Baptist Theological Seminary, Ogbomoso. Requirements for the award shall include a written project (essay) to be evaluated by the Theology Department of the Seminary. The award was established in February, 1995 by Prince Dr. Chief Deacon S. O. Omotoso of Iree in Osun State in honour of his mentor and father in the Lord, the Late Rev'd Emmanuel Oladele Agboola.

**55. PA DAVID AYINLA AGBOOLA AWARD**

The late Pa David Ayinla Agboola award may be given to a



graduating student in the Baccalaureate or M.Div. class who best demonstrates concrete evidence of friendly disposition to the Seminary Administration, Faculty and Staff throughout his/her course of study in the Seminary. His/her overall CGPA must not be below a Second Class Upper Division. The award was instituted by Rev. and Mrs. Jacob Adewale Agboola, in honour of Rev. Agboola's late father whose exemplary life led him to appreciate the value of good human relations.

**56. OLUWAKEMI OTOJARE PRIZE FOR EXCELLENCE IN MISSION**

The Oluwakemi Otojare Prize for excellence in Missions may be awarded annually to the graduating M.Div. student who had the highest score in Mission courses and who also demonstrated a great passion for mission through personal involvement throughout his/her stay in the Seminary. The prize is endowed by the Oluwakemi Otojare Memorial Foundation, a ministry of Good News Baptist Church, Surulere, Lagos, in memory of Deaconess Oluwakemi Otojare, a woman of uncommon passion for mission projects who did a lot for the cause of missions through her gifts to mission projects and missionaries, and her personal involvement in mission through visits to mission fields.

**57. DEACON BENJAMIN ADERINTO AND MRS. ESTHER EBOADE ADEWUSI AWARD FOR THE BEST GRADUATING STUDENT IN SUPERVISED MINISTRY**

The award may be granted annually to the best graduating student in the Bachelor of Theology programme who had demonstrated faithfulness and commitment to the promotion of Church growth and development during his/her time as a student in the Nigerian Baptist Theological Seminary, Ogbomoso.

**58. REV DR. ADELANI ADEYINKA AKANDE AWARD**

The award may be granted annually to a graduating student of the Master of Theology in Missiology or Master of Divinity in Missiology who is considered to be the best in theory and practice of Missions, who has passion for Church Planting and has also demonstrated the skill and deep spirituality for the same. His/her overall CSA must not be below B.

**59. DN. & MRS KOSEMONI IGE AWARD**

The award may be granted annually to a graduating student who demonstrates best skills in Teaching Practice in the Faculty of Education.

**60. EVANGELIST JOB ADEGBOYEGBA ALABI FOR BEST EVANGELISTIC PREACHING**

The Evangelist Job Adegboyega Alabi Award for the best Evangelistic Preaching is presented to a graduating Bachelor degree or Masters Student (with the exception of diplomas/degree in music) who has portrayed the ability to preach evangelistic sermon and whose life style and character demonstrates an evangelistic calling during his course of study at the Nigerian Baptist Theological Seminary, Ogbomoso. The award was established by the "Evangelist Job Adegboyega Alabi Foundation" which focuses on promoting the "work of an evangelist" among Seminary students.

**61. JOHNSON OLADEJI RICKETTS AWARD FOR THE BEST IMPROVED STUDENT IN PIANO**

This award may be granted annually to any student who demonstrates potentiality for a successful ministry in Church Music ministry, with deep sense of spirituality, musicianship and rated to be the most improved in piano at graduation relative to observed level of proficiency in piano at entry level. The CGPA must not be less than a B. This award was instituted by the Rev. Dr. Alaba Opeyemi Ricketts family, a lecturer and Piano tutor, in memory of his father, Late Johnson Oladeji Ricketts, who brought him up to be a lover of Christian Hymnody to reward the dedication and commitment of certain Piano major student(s) at Baccalaureate level.

**62. OLUWOLE TUNDE TAIWO AWARD FOR THE BEST STUDENT IN MULTI-STAFF MINISTRY**

This award may be granted annually to any student at Baccalaureate level who demonstrates potentiality for excellence in multi-staff ministry and has shown excellent healthy relationships among Pastors, and student Pastors with evidence of viewing all members of the pastoral team as equally God-called ministers. His overall CSA must not be below a B. The award was

instituted by Rev. Dr. & Mrs Alaba Opeyemi Ricketts and Children in memory of Rev. Oluwole Tunde Taiwo, a gallant soldier of Christ who chose to rather die at his post than quit; and whose life was exemplary as he led a team of pastors in multi-staff ministry in Zion Baptist Church, Adewole Estate, Ilorin.

**63. DR. JOKOTOYE B. AWARD**

This award is presented annually to a graduating Postgraduate student with excellent academic performance. He/she must have demonstrated this by scoring the highest cumulative point and must obtain not be less than 60% in an Essay Competition administered by the Postgraduate School of the Seminary.

**64. JOSEPH AKINLABI OJEWOLE AWARD FOR CONSISTENCY IN MINISTERIAL ETHICS AND ETIQUETTE**

It is presented by the children of Late Rev. Joseph Akinlabi Ojewole, a Baptist Minister of high ethical values for about four decades. It may be awarded annually to a Doctor of Ministry/Musical Arts/Philosophy graduand who best represent the ideas of a Baptist Minister in ethics and etiquette, provided that he/she has spent at least 10 years (after the first ministerial training) as a Baptist Minister wherein he/she has exemplified those ideas.

## UNIT V

### STUDENT AFFAIRS

#### A. General Information

1. While uniform clothing is not required, student must appear neat and clean at all times on school premises or at church functions.
2. For formal or official occasions, male students are required to wear a black or navy blue suit and red tie with white shirt. Female students are required to wear black or navy blue skirt-suits with the same white and red combination as specified by the Seminary.

3. Every student is expected to maintain the highest standard of Christian morality. In addition, no student is allowed to take alcoholic drink at any time, either on or off campus. The use of tobacco is also forbidden on or off campus.
4. Every married student is required to fulfil the Convention regulations concerning marriage; that is, his/her marriage must be recorded by the registrar of marriages under the ordinance. If married by native law and custom, the marriage must be regularized to comply with the above regulations before a student is deemed to have been officially matriculated. An infraction of this rule, whenever discovered, may have serious consequences.
5. Single students are required to inform the President and Director of Students' Affairs considerably in advance before a proposed marriage takes place. The wife is required to accompany her husband to the Seminary and attend classes suitable to her academic background, unless the Faculty grants special exemption.
6. A Preschool Religious Education Centre is provided on Campus for children of Seminary students (aged six months through five years). Parents are required to arrange for the care of younger children while in classes either at the WTC or Seminary. Children are not to be carried to classes in the Women's Training Centre or in the Seminary.
7. Letters and articles which students, using Seminary address, intend for publication should be submitted first to the Chairman of Public Relations Committee for advice before they are released to any news media. This is necessary in the interest of Seminary Public Relations.
8. Group pictures are not to be taken in the classroom, library, and office areas or at such times as to interfere with scheduled activities during school or study hours without approval from the Registrar or the Director of Students' Affairs.
9. The daily Chapel programme is conducted in the belief that spiritual growth is as vital as intellectual attainment. This period of worship and meditation is considered an integral part of the Seminary programme and all students are expected to be in regular and prompt attendance, unless officially excused for medical or other reasons.

Devotional leaders should keep within the 20-25 minutes time limit. (Warning bells will be rung at 10.20 and 10.25am). Leaders are expected to use a variety of presentations, such as panel discussion, drama, symposium, hymn, stories, etc. Resources for such services are available in the library. The song leader and pianist should be given the hymn numbers two days in advance for preaching. Programme leaders must be formally dressed either Western or in native attire.

10. Every student is expected to be familiar with the information contained in the Catalogue of the Nigerian Baptist Theological Seminary as well as with the Student Information Handbook.
11. Each student will receive an identification (I. D) card with his name, picture, signature, and other information. This should be in his/her possession every time he/she leaves the campus. If he/she withdraws from school, he or she must return the Identification Card to the Registrar before leaving the Campus.
12. Calendar-time requests: The Seminary has many activities for Faculty, Staff, Students and outside groups. Students wishing to reserve time or space for their meeting must schedule these through the Director of Students' Affairs, who will grant this on a "first come - first served" basis. No "student extra-curricular activities are to be scheduled before 5.00 p.m., Mondays - Fridays (more information is given in the latter part of this handbook). On Wednesday, no classes or extra-curricular activities are scheduled after 5.00 p.m.
13. Communication concerning Seminary Objectives and rationale: New students and returning students will be asked annually to read the Purpose, Objective, and Rationale of the Seminary before meeting with the Deputy President Academics or his appointed representative to discuss them and evaluate their achievement.
14. Students who are allowed to transfer credits from a Pastor's school or Bible College are not given regular placement until after their first semester at the Seminary. The basis for this placement includes the actual courses taken and grades received as evident in their Pastors' School at Bible College transcript, and their academic result and total profile as demonstrated in these schools.

15. Limited attendance at some functions: Members of the student body, their spouses and children are permitted only to attend meetings, socials and receptions to which they specifically have been invited. Children especially need to be taught this as it relates to socials and receptions, whether sponsored by the Seminary or outside persons.
16. Academic gowns may be used by incoming students during the annual Convocation service. A time to receive these gowns on loan is included in the orientation schedule. A rehearsal for convocation is required of all entering students in the Seminary and WTC.
17. Students are not allowed to use official Seminary stationery: Only authorized school personnel can use stationery with the Seminary Letter-head or insignia. Students who wish to have stationery with the Seminary's name should meet with the Public Relations Officer for an appropriate design.
18. No student or students' organization is allowed to engage the services or participation of any person or group of persons for a programme on campus without the prior permission of the Director of Students' Affairs and/or the Public Relations Officer. Proper procedure must be followed in inviting guest speakers to any programme on campus.

## **B. Dormitory Life**

### **General**

1. Each student, on arrival, is assigned hostel accommodation according to his marital status. Such apartment or room is furnished with basic furniture, namely: bed/beds, chairs and table. These supplies are checked and signed for by each student on taking occupancy of the room(s). Therefore, the student is held responsible for proper care of the furniture. Any damage should be promptly reported to the Dormitory Supervisor. Damage arising from carelessness may be paid for by the student. Students may occupy only the quarters officially assigned to them.
2. Students are expected to vacate dormitory rooms during the time

- of holidays. Where circumstances justify, the Director of Students' Affairs may make an exemption upon application by the student. Students who are allowed to reside on campus during vacation periods are subject to all usual regulations pertaining to living in the dormitories and they should expect to pay an occupancy fee in addition to the charges for power supply during the period of their residency.
3. Each resident is responsible for keeping rooms and premises clean and tidy; this includes cutting of grass adjacent to his/her room or apartment, up to a line that can be reached by the Seminary's tractor drawn mower. Rooms and grounds are subject to inspection at all times.
  4. Walls are not to be defaced by the driving of nails or pasting of pictures. Children and adults are to keep hands and feet off the walls, for preservation of walls as well as beauty. This applies to both the interior and exterior walls of all buildings.
  5. No student is permitted to keep dogs, chickens, ducks, turkeys, sheep, goats, or any other livestock in any residential area of the Seminary.
  6. Noise in the dormitories (loud playing of radio, etc.) should be kept at a minimum, without disturbance to other dormitory users.
  7. Each student is permitted to lodge his/her guest in the Seminary guestroom. **Note:** students are not permitted to house their visitors in their rooms (dormitories), except for a cogent reason which is subject to the DSA's approval.
  8. Under no circumstances will any visitor who is in Ogbomoso for medical treatment be permitted to stay in any Seminary building. This rule is for student's own protection, and if broken, the offender will be dealt with severely, with the possibility that visitors' privileges will be cancelled for the entire student body.
  9. No electrical equipment of any kind other than the lighting and normal audio/visual sets will be allowed in any dormitory room, except with special permission of the school authority. Personal heating equipment e.g. hot plates and irons are specifically forbidden. Violation of this rule will be dealt with as a serious offence.
  10. Plugs for electric iron are installed at appropriate spots in the dormitories and must be used by students who want to iron with electricity.
  11. Fires, including those of cooking stoves are not permitted inside dormitory buildings. Kerosene or gas stove may be used only in the kitchens.
  12. Sellers are not allowed to go into the dormitory blocks. Sellers shall not come to sell on Sundays.
  13. When a student loses a key to his/her room, he/she will pay the price of new lock and key.
  14. All graduating students are required to vacate their apartments/rooms not later than a week after graduation (usually by June 10 each year). The apartments or rooms must be properly inspected by the Housing Coordinator and the keys handed over to him/her before the graduands move out of the campus. All damage in such apartments or rooms must be reported to the Director of Students' Affairs and must be paid for before the graduands depart.
  15. Students who wish to be accommodated in Lagos Conference and S. T. Ola Akande Blocks, must apply in writing to the appropriate school officer. They must also have in hand a gas cooker and cylinder or kerosene stove. Students using these dormitories must accept the responsibilities of keeping them clean and living in harmony with their neighbours. Under no circumstances should fire wood, kerosene, or electric stove be used in the apartment. Any student that violates any of these rules will be required to paint the whole apartment and shall be asked to vacate the apartment.
  16. Housing and sanitary facilities are to be used and carefully cared for. Damage beyond normal wear and tear usually involves the

student taking responsibility for the expenses of the repair. Palm oil and cooking oils should not be poured down the drains. Water pumps should be used appropriately to avoid possible breakdown.

### **Married Students**

1. Each family shall occupy only the rooms which are assigned to them.
2. Students are expected to bring with them only the number of children or family members that can be adequately accommodated in campus housing. Students with large families or those with special needs may be required to hire apartments outside the campus.
3. Relatives, other than sons, daughters, and approved household helpers of the Seminary students (not more than 12 years old), attending school in town may not live in the Seminary compound.
4. Kitchens and facilities are to be shared equally by designated families if asked to do so by the Administration.
5. Parents are expected to see that their children do not play on the road or even cross it alone, and that their children shall not run about in the dormitory or on the compound without proper clothing.
6. Parents must see to it that their children use only the toilet facilities provided and in the proper way. Water borne sanitation has been provided. Students are expected to provide their own toilet papers.
7. Any male student who cannot be accompanied by his wife for acceptable reason must, prior to the beginning of his course, seek the permission to come without her. Permission may be granted for one semester in the first instance but may be extended if the faculty deems it necessary.
8. Married students who for one reason or the other do not come with their spouses are treated as single students with regards to accommodation and feeding arrangements.
9. Students who by permission move from one dormitory room or apartment to the other may be charged the cost of repainting the apartment or room they are vacating. It is otherwise assumed that

every student will stay in the room or apartment assigned him/her for the duration of his/her studies.

### **Single Students:**

1. Each single student shall occupy only the space assigned to him/her.
2. Single students are not allowed to have servants.
3. Visitors may not eat in students' dining room, except for officially approved participants in Seminary functions (e.g. continuing education activities).
4. Under no circumstances are women or girls allowed in the single men's quarters, or men allowed in single women's quarters. All visitors', male or female, are to be attended to in Visitors' Rooms. Any single student who disobeys this rule will be dealt with as one committing a very serious offence and could be required to withdraw from the school.

### **C. The Use of the Seminary Guest House**

The Seminary Guest Rooms are available for members of the Seminary family, Baptist Pastors, other Convention workers and the general public. It is also available to Seminary students for accommodating their occasional guests conveniently, other than guests needing medical attention. The reason for not accommodating patients is obvious and it is stated elsewhere in the handbook. The rate for use by such students shall be as charged for other users. The Seminary reserves the right to review the rate chargeable on the Guest House.

### **D. Health and Hygiene**

1. Students are expected to keep the highest standards of hygiene and cleanliness, in person, in clothing, and in school quarters.
2. A clinic is provided in the Seminary compound, by the Seminary through the cooperation of the Bowen University Teaching Hospital (BUTH). Students are expected to offset their medical bills at the Seminary clinic. However, once such treatment exceeds the initial payment of ₦5000, or exceeds the capacity of the clinic they may be

advised on alternatives and are likely to be referred to BUTH.

3. Before being fully enrolled in the Seminary, every student is required to pass an acceptable medical examination. This should be done early in the school year.
4. Students who plan to marry while enrolled in the Seminary are required to have a pregnancy test done in an acceptable medical facility by certified medical personnel and the result must be sent to the office of the Director of Students' Affairs within that same period. This has to be done even if only one partner is a Seminary student. Details on this should be sought from the office of the DSA, by those planning to marry.

#### E. Discipline

In the attempt to make NBTS a truly responsible and redemptive community, it is expected that students, faculty, administration and staff will jointly accept the responsibility of reporting such actions as may be deemed unethical, and or detrimental to a Christian academic community. It is further expected that the person reporting will make his/her observation and intention known to the culprit before he/she actually makes his/her report to the appropriate persons/committee.

No administrative officer or teacher shall be free to adjudicate his/her own alleged infractions apart from the procedure here-after specified. Alleged infraction(s) must be reported immediately to the appropriate officer who will initiate the appropriate disciplinary procedure.

1. **Purpose of Discipline:** The purpose of discipline, among others include: to correct, to chastise, to rebuke, to restore/and redeem

All forms of punishment should comprise some or most of the purposes highlighted above. Some of the identifiable misdemeanour/infraction include:

- Cheating in all forms
- Stealing in all forms
- Misdemeanours in worship
- Absence / lateness to scheduled programmes

- Wilful destruction of school property
- Refusal to obey lawful rules by constituted authorities as contained in the Student Handbook.
- Divulging classified information internally or externally.
- Rude response to correspondence (written or verbal)
- Infractions on civil authority regulations committed externally and enforced by security agencies, traffic rules, etc.
- Sexual misconduct.

**2. Composition:** Non-academic complaints of a serious nature usually commence with the Welfare Committee consisting of the following: the DSA, SME Coordinator, two (2) Faculty representatives nominated by The administrative council and one (1) Students' Body Representative. A Senior Lecturer is to serve as Head of the committee. Their findings/recommendations are normally sent to the faculty for approval or further deliberations.

In cases of emergency as determined by the President or the DSA arising from any protest action/demonstration where lives and properties are threatened, or teaching, worship or administration is disrupted, the President/DSA in consultation with Faculty may take whatever disciplinary actions are deemed necessary to forestall breakdown of law and order. These include indefinite suspension from classes, withdrawal from hall of residence, etc.

#### 3. Disciplinary Actions

The categories of disciplinary actions are as follows:

1. Private reprimand (PR)
2. Private reprimand with probation (PRP)
3. Public reprimand with probation (PURP)
4. Public reprimand (PUR)
5. Requested withdrawal (RW)
6. Required withdrawal (RQW)
7. Required Public withdrawal (RQPW)
8. Definite suspension (DS)
9. Indefinite Suspension (IS)
10. Expulsion (EX)

#### 4. Expatiation on categories

**1. Reprimand (censure).** Suitable in instances where the degree of offence committed is not severe and therefore does not indicate the need for a formal declaration of unacceptable behaviour.

- i. The reprimand may be private (e.g. if the offence committed is private and affected only a few individuals) or it may be public act that has been judged impermissible.
- ii. The reprimand may or may not involve probation for a specified period of time, depending on whether there is evident need for required counselling to ascertain progress.

**2. Withdrawal (separation).** Suitable in instances where questionable pattern of behaviour has threatened community fellowship and culpable deportment has been established.

- i. The withdrawal may be requested or may be required depending both on the degree at which the behaviour in question is viewed as unacceptable and the extent to which the institutional consensus supports this decision.
- ii. Withdrawal does not imply the assessment of guilt and therefore is normally a private matter, except where the community may be deeply concerned about the public act in question. It should be for a specified minimum period of time and will normally carry stipulations regarding re-admission.

**5. Exclusion (termination).** Suitable in instances when the institution generally agrees that an infraction of the first magnitude has been committed which has decisively ruptured community fellowship and jeopardized the functioning of the institution in its quest to fulfil its purposes.

- i. The exclusion may involve suspension in the case of a first offender, either for a specified term or until such time as stipulations for re-admission have been met. The exclusion may involve irrevocable expulsion in the case of repeated offences of equal magnitude or the flagrant violation of probation.
- ii. Exclusion by suspension may be with or without public notice depending on the extent of involvement by the community in the matter. Exclusion by expulsion shall involve public notice to the community and to the recommending church.

- iii. Actions in Categories 6 through 10 will be recorded on the student's permanent record.
- iv. In cases of any disciplinary action short of expulsion and recommended expulsion, the president will act, even though the Faculty takes collective responsibility for the action.

### Examination Offences

For examination offences, the Seminary has a list of offences and sanctions which it applies culprits. The offences and sanctions are as follows:

S/N	OFFENCES	SANCTIONS
1.	Involvement in leakages of examination questions and/or marking scheme: Student(s) involved	Expulsion
2.	Illegal possession of answer script(s) by student: (a) Blank answer script(s) (b) Script containing answers	Suspension for one(l) Semester Two Semesters
3.	Possession of answer scripts filled with more than one handwriting: Student(s) involved	Expulsion
4.	Possession of unauthorized text(s) and illustration(s) of any form that aid examination malpractices	Suspension for two (2) Semesters
5.	Impersonation (mercenary) in writing examinations: Student(s) involved	Expulsion
6.	Impersonation in any form	Expulsions/ Dismissal of Parties Involved
7.	Student(s) involvement in assault on personnel involved in invigilation: (a) Assaults on personnel involved in invigilation (b) Harassment and/or battery of personal involved in invigilation	Suspension for two (2) Semesters  Expulsion

8.	Harassment of co-students for non-cooperation in examination malpractices Battery of co-students for non-cooperation in examination malpractices	Suspension for two (2) Semesters  Expulsion
9.	Falsification of identity, such as names, matriculation number, etc by a student	Expulsion
10.	Giraffing	Suspension for one (1) Semester
11.	Exchange of scripts or information during examination	Suspension for two (2) semester
12.	Failure to submit examination answer script	Suspension for one (1) semester
13.	Transfer or receipt of information during examinations	Suspension for one (1) semester for each of the parties involved
14.	Failure to obey invigilator's instructions during examination	Suspension for one (1) semester
15.	Insubordination	Suspension for two (2) semester
16.	Failure to appear before the Examination Malpractices Panel after an invitation	Suspension for two (2) semester, after which the student will then face the Panel on original offence

Staff/Faculty complicity in any of the offences shall be dealt with in accordance with disciplinary measures for the Staff/ Faculty as may be recommended by Integrity Committee.

- Offences relating to the B. A. programme will be dealt with according to the rules and regulations set out by the Faculty of Arts, University of Ibadan. (See B. A. Handbook).

## F. Activities

1. There is a student government whose purpose and duties are contained in the constitution. For further details, see the "Constitution of the Student Body."
2. On Tuesday and Friday afternoons, students are expected to participate in Seminary's programme of recreational and sport activities.
3. Every student is encouraged to live a life of close communion with God through prayer. This is very important in the light of the Christian ministry to which he/she is called. As a part of training in this aspect, there will be prayer meetings in each dormitory block twice a week at a convenient time. This does not, in any way cancel individual devotion to God in prayers and the existing voluntary groups.
4. Students who wish to practise on an organ or piano must have passed the basic theory course or an equivalent examination to be eligible. Written permission is required for such practice and necessary instructions must be obtained from the Music Department or Faculty member designated for this purpose.
5. All activities and meetings involving members of the student body must be on schedule on the Seminary calendar. Activities should be submitted to the Director of Students' Affairs so that the meetings may be printed on each semester calendar. These activities include:  
R. A. meetings, Mission Volunteer Fellowship, PREC Parent/Teacher Meetings, Student Council, Student Body meetings, etc. When approved, such activities or meetings involving Seminary Faculty must be scheduled in available facilities at times which do not conflict with already scheduled important events, written in the "Reservations calendar" kept by the Seminary Registry.
6. Male students are encouraged to avail themselves of the opportunities offered by Royal Ambassador Chapter for training in the missionary programme of the Nigerian Baptist Convention. These activities should enable them to gain some useful experiences in leadership of boys in Royal Ambassador Chapters



in their churches. Women are encouraged to participate in the Women's Missionary Union activities in order to gain valuable experiences needed for effective leadership of women, children, and youth in the Women Missionary Union in their churches. The mission volunteer fellowship is for both men and women.

7. The Student's Activities Building (STAC) has been provided to help meet the recreational and other similar needs of the students and their families. The following facilities are included in the building:
  - a. A hall for entertainment
  - b. An office for the student executive committee.
  - c. A kitchenette for preparing refreshment for social activities, and
  - d. A storeroom for sports and games equipment.
8. Request by students (or non-Seminary personnel) for the use of the Chapel, dining hall or student activities Centre (i.e. STAC) for wedding receptions, etc. should be made through the designated Officer at each point in time. Such reservations should be made as far in advance as possible.
9. Request for the use of Seminary bus or kit car should be submitted to the Office of the President where appropriate actions will be taken. Conditions and cost of usage (where applicable) will be provided thereafter.

## G. SEMINARY OFFICIAL PROGRAMMES AND DRESS CODES

### 1. MATRICULATION (NBTS)

- 1.1 **Faculty:** In full academic robes (All to attend).
- 1.2 **Matriculants:** In academic robes without hoods (with tassels of caps turned to right).
- 1.3 **Other Students:** In Seminary Student full official dress (All to attend).

### 2. MATRICULATION (U.I)

- 2.1 **Faculty:** Only those on programme to be in full academic robes; others in official dress.
- 2.2 **Matriculants:** In U. I academic robes (with tassels of caps turned to right).
- 2.3 **NBTS Students Representatives:** In NBTS academic robes without hoods (with tassels of caps turned to right).
- 2.4 **Other Students:** To be in official dress (All to attend).

### 3. NATIONAL DAY SERVICE

- 3.1 **Faculty:** In choice national dresses (All to attend).
- 3.2 **Students:** In choice national dresses (All to attend).
- 3.3 **Bearer of Flags:** In Royal Ambassadors for NBC Men and Boys' Uniform.

### 4. FOUNDER'S DAY

- 4.1 **Faculty:** Only those on programme to be in full academic robes, others to be in official dress (All to attend).
- 4.2 **Students:** In Seminary Student full official dress (All to attend).

### 5. PICTURE-TAKING DAY

- 5.1 **Faculty:** In full academic robes (All to attend).
- 5.2 **Graduating Students:** In full academic robes (with tassels of caps turned to right).
- 5.3 **Students:** In Seminary Student full official dress (All to participate).

### 6. BACCALAURATE SERVICE

- 6.1 **Faculty:** In full academic robes (All to attend).
- 6.2 **Graduating Students:** In full academic robes (with tassels of caps turned to right).
- 6.3 **Students:** In Seminary Student full official dress (All to attend).

### 7. SENIOR BANQUET

- 7.1 **Faculty:** In choice dresses (All to attend).
- 7.2 **Graduating Students:** In choice dresses.

7.3 **Penultimate Classes** (Servers and Ushers): In Seminary official dress without coat.

## 8. **WTC GRADUATION AND AWARD NIGHT**

8.1 **WTC Instructional Staff**: In full academic robes.

8.2 **Faculty on Programmes**: In academic robes; others in official dress (All to attend).

8.3 **WTC Graduating Students**: In academic robes without hoods (with tassels of caps turned to right).

8.4 **Ministerial Formation Course Participants**: In academic robes without hoods with tassels of caps turned to right.

8.5 **NBTS Students**: In Seminary student full official dresses (All to attend).

## 9. **GRADUATION SERVICE**

9.1 **Faculty**: In full academic robes (All to attend).

9.2 **Graduating Students**: In full academic robes with tassels of caps turned to right until reception of awards.

9.3 **Students**: In Seminary Student full official dress.

## 10. **INAUGURAL LECTURE**

10.1 **Faculty**: In full academic robes (All to attend).

10.2 **Students**: In Seminary Student full official dress.

## H. **CRITERIA FOR REGISTRATION OF A STUDENT FELLOWSHIP**

- Submit completed Application Form to the Director of Academic Affairs,
- Must be a Seminary based fellowship, operating on the campus,
- Must have a constitution,
- Membership is for registered students of the Seminary
- Must have a Faculty Adviser
- Sources of Funds
  - (a) Annual dues from students,
  - (b) Donations, and,
  - (c) External support, from Christian Organizations.
- Must submit their Annual Report to the Director of Student Affairs at the end of each academic session in June.

**I. STUDENT FELLOWSHIP REGISTRATION FORM**

**Category:** Indigenous  Mission  Faculty/Departmental   
General

1a. Full Name of the Fellowship: \_\_\_\_\_  
\_\_\_\_\_

b. E-mail Address: \_\_\_\_\_

c. Telephone Number: \_\_\_\_\_

2. Brief History of the Fellowship / Date of Establishment:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Does the Fellowship have a Constitution? Yes  No

(If yes, attach a copy of the Constitution with the form before submission. If No, answer the below):

a. Membership Method: \_\_\_\_\_

b. Funding: \_\_\_\_\_

c. Method of selecting Officers: Selection ; Election ;  
Appointment  ;

d. Duration of Service: \_\_\_\_\_

e. Time / Period / Days of Meeting: \_\_\_\_\_

4. Venue of the meeting: \_\_\_\_\_

5. Registered Membership Number: \_\_\_\_\_

6. Relevance to the Seminary Community: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Banker: \_\_\_\_\_

9. Any other vital information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Names of Key Officers

a. Leader's Name: \_\_\_\_\_

b. Secretary's Name: \_\_\_\_\_

c. Faculty Adviser's Name: \_\_\_\_\_

\_\_\_\_\_  
*Leader's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Secretary's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Faculty Adviser's Signature*

\_\_\_\_\_  
*Date*

-----  
*For Official Use*

Administrative Council's Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Director of Student Affairs' Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*President's Signature*

\_\_\_\_\_  
*Date*

**UNIT VI**

**CONSTITUTION OF THE STUDENT BODY**

**SECTION I –NAME AND INTRODUCTION**

This Body shall be known and called the “Student’ Body, The Nigerian Baptist Theological Seminary, Ogbomoso.”

For the purpose of this constitution, the Student Body shall be defined as all students duly enrolled in the current school session (whether Regular or Sandwich). The Student Body shall function through its plenary sessions, the executive councils, and such other committees as may be provided for in this constitution.

**SECTION II- PURPOSE**

The purpose of the Constitution is to provide for the Student Body an organization that shall enable it to:

1. Promote the general welfare of the students.
2. As a stakeholder, provide assistance to the Faculty and Administration in the planning, preparation, and execution of activities which involve the Student Body.
3. Encourage participation, on campus and off campus, in activities which are beneficial to the spiritual, academic, ministerial, social, mental, economic and physical well-being of the students.

**SECTION III – ORGANISATION**

**A. Membership**

All regular and sandwich students enrolled for a given session shall constitute the membership of the Student Body, including Postgraduate Students.

### **B. Officers**

The following shall be officers of the Student Body and shall constitute the Student Executive Council:

1. President
2. Vice President 1 (Residential)
3. Vice President 2 (Sandwich)
4. Students' Body Secretary (Residential)
5. Assistant Students' Body Secretary (Sandwich)
6. Treasurer.
7. Financial Secretary
8. Sports Officer
9. Public Relation Officer
10. Benevolence Officer
11. Religious Affairs Officer
12. Social Officer

**Note:** Post Graduate Student' Fellowship President shall serve as an Adviser to the SEC

### **C. Composition of Committees**

Each of the Committees provided for here shall be headed by correspondent officer. The Committees are:

1. Finance –Financial Secretary
2. Sports – Sports Officer
3. Publicity – Public Relation Officer
4. Benevolence – Benevolence Officer
5. Religious Affairs – Religious Affairs Officer
6. Special Project – Vice President 1
7. Maintenance – Vice President 1
8. Electoral – Student Body President
9. Disciplinary – Postgraduate President
10. Security – Vice President 1

The following are to be noted in relation to this subsection:

1. The Vice President 2 is to be a member of the Special Project Committee;
2. Student Body President is to be a member of the Disciplinary Committee; and
3. 3. The Royal Ambassadors and the Lydia Auxiliary are to be engaged on the Security Committee.

## **SECTION IV – PROCEDURES FOR ELECTION**

### **A. Selection of Electoral Committee Members**

1. The name of the committee shall be called Student Electoral Committee (SELECO).
2. The Chairman of SELECO shall be a nominated member from Postgraduate School whose nomination shall be a day preceding the lifting of ban on the election of the Student Body.
3. Membership of the committee shall be by nomination and election by the Student Body.
4. The Committee shall comprise seven members only, including the Chairman with at least a female member.
5. The committee shall consist of two members from the previous SELECO (with one person each from Master of Divinity and Degree Programmes).  
**Note:**
  - i. Three members each from Degree and Master of Divinity Programmes shall constitute part of SELECO membership.
  - ii. Year one students are not eligible for membership of the SELECO

6. At their inaugural meeting, they shall choose their secretary.

## B. Conduct and Qualifications of SELECO Members

1. SELECO members cannot vote or be voted for.
2. SELECO members shall not be involved in partisan politics such as campaigns, lobbying and other questionable acts capable of casting doubt on the credibility of the process.
3. Executive Committee members of departmental and faculty fellowships cannot be part of SELECO.
4. SELECO members must have had at least 75% attendance at the Student Body general meeting of not less than an academic session.

## C. Conduct Prior to Election

1. The Student Body shall lift the ban on politics one month to the Election Day.
2. The Student Body shall declare one day fasting and prayer, a week prior to the election.
3. Application papers shall be received by SELECO at least two weeks prior to the Election Day.
4. Application for election into any of the offices shall bear the signature of not less than seven (7) students who must come from at least three levels or program.
5. All contestants must be seated at least ten (10) minutes to the fixed time for screening and manifesto. Failure to comply leads to automatic disqualification of such candidate(s) and he/she shall not be eligible to contest again in the same election
6. The Manifesto Night shall be organized and supervised by the SELECO two days prior to the election, where candidates shall be given opportunity to present their manifestoes to the electorates and questions shall be entertained.
7. All class (governors/representatives), blocks, program/faculty/departmental fellowship executives interested in contesting

for the Student Body Election shall resign their present office(s) at least two weeks to the lifting of ban on the elections.

8. Campaign starts immediately the ban on election is lifted and ends officially in the Manifesto Night, violation of which leads to automatic disqualification of violators.

**Note:** Where the office is unopposed the office will be declared vacant.

## D. Qualification(s) of Contestants for Student Body Elective Offices

1. Each candidate shall file in nomination documents as stipulated by SELECO.
2. Candidates for finance offices (Treasurer and Financial Secretary) must have had accounting/finance experience with valid evidence.
3. All candidates must have completed and received two most recent semester results in their current programme in the Seminary to be submitted with their application forms to SELECO.
4. The office of the Social officer shall be reserved solely for FEMALE members of the Student Body provided there are at least two female contestants for the office. However, where there is no female contestant or only one female contestant, then male members of the Student Body are eligible to contest.
5. The office of the Benevolence Officer shall be reserved solely for FEMALE members of the Student Body provided there are at least two female contestants for the office. However, where there is no female contestant or only one female contestant, then male members of the Student Body are eligible to contest.
6. The selection of the Religious Affairs Officer shall be from within the unit validated alongside other offices by the SELECO.

7. The office of the Students' Body PRESIDENT shall be on rotational basis among the Bachelor Degree and Master of Divinity members of Student Body respectively. However, when there are no interested members among the programme (Bachelor/Master of Divinity) whose turn is to produce the next President, members of the other program are eligible to fill the office of the Students' Body President.
8. When it is the turn of the Bachelor Degree to produce the President, the Vice President of the Student Body shall be from the Master of Divinity. And in the same manner, when the president is from the Master of Divinity, the Vice President shall be from the Bachelor Degree.
9. Any student contesting must have had at least 75% attendance at the Student Body general meeting of not less than an academic session.

#### **E. Vacancies**

In case of vacancies created by whatever cause; for instance death, withdrawal from the school, suspension and/or forfeiture of good standing – the office shall be filled on temporary basis within one week through appointment by the Student Executive Council (SEC). Then the dissolved SELECO shall be reconstituted to conduct election within two (2) weeks to fill the vacant position.

#### **SECTION V – ELECTION OF OFFICERS**

1. No student enrolled at any period of his/her time in the Nigerian Baptist Theological Seminary shall be considered again, for a post in the student government that him /her occupied at any previous time in the Seminary.
2. Post-graduate students cannot be elected into any office of the student government, except that the Postgraduate Students' Fellowship President shall serve as an adviser to the Student Executive Council (SEC).
3. The method of selecting officers will be as follows:
  - a. Positions vacant or available will be advertised.

- b. Qualifications of persons who seek elections shall be pasted (this should be in accordance with Section IV, subsection D of the Student Body Constitution).
- c. Application documents shall be received by the SELECO as stipulated before screening.
- d. During dormitory and after prayer meetings, students are encouraged to give major emphasis to election of officers.
- e. There shall be a Manifesto Night.
- f. Election of officers shall be held in the Chapel or Multi-purpose Hall, *ceteris paribus*, on the day fixed by the electoral committee.
- g. Nomination/election of officers will be by casting of votes in the spirit of the New Testament practice.
- h. Result shall be announced the same day of election by the SELECO Chairman.
- i. Inauguration of elected officers shall be held a week after the Election Day.
- j. The official handing over shall be held at the Student Body general meeting on the day of inauguration after which the SELECO shall be dissolved.

#### **SECTION VI – DUTIES OF OFFICERS AND COMMITTEES**

##### **(A) Student Executive Council (SEC)**

The duties of the SEC shall be:

- a. To conduct the business of the Student Body in accordance with the purpose of this constitution.
- b. To receive reports and recommendations from committees.
- c. To take appropriate action after due consultation with the Student Body in all matters of discipline, as they affect the students, which have been reported to the SEC.

##### **(B) Officers and Committees**

###### **1. The President**

- a. Shall preside over all the meetings of the SEC and the Student Body.
- b. Shall liaise in company of at least two (2) other Student Executive Committee members between the SEC, the Faculty and the Administration.
- c. Shall coordinate the work of SEC and the Student Body.

- d. Shall lead the SEC to prepare a calendar of activities for the Student Body in collaboration with the Director of Student's Affairs.
- e. Shall counter-sign all cheques and vouchers as they emanate from the Student Body Treasurer.
- f. Shall counter-sign all minutes of meetings of the SEC and the Student Body.
- g. Shall be the chief accounting officer to and for the Student Body.

## **2. The Vice President 1**

- a. Shall assist the President in the performance of his functions as requested by the SEC to do so.
- b. Shall be responsible for all powers and function of the President when the President is absent.
- c. Shall be responsible to oversee any project embarked upon by the Student Body, e.g. book project and any other one.
- d. Shall be the Chairman of the Maintenance and Security committees.

## **3. The Vice President 2**

- a. Shall exercise all the powers and functions of Vice President 1 during the Sandwich program.
- b. Shall work with the Vice President 1 at any program that involves both the Regular and Sandwich students e.g. Ministers' Conference.

## **4. The Student Body Secretary**

- a. Shall keep accurate record of each meeting of the Student Executive Council and the Student Body.
- b. Shall summon all meetings of the SEC and the Student Body on the instruction of the President.
- c. Shall write and document all correspondences on behalf of the SEC and Student Body.
- d. Shall record attendance at all the meetings of the SEC and the Student Body.
- e. Shall be required to prepare and submit all minutes of SEC and Student Body meetings to the President to countersign, after its adoption by the Student Body.

## **5. The Assistant Student Body Secretary**

- a. Shall exercise all the powers and functions of the Students' Body Secretary during the Sandwich program.
- b. Shall work with the Students' Body Secretary at any program that involves both the Regular and Sandwich students e.g. Ministers' Conference.

## **6. The Treasurer**

- a. Shall work in cooperation with the President and Financial Secretary in the keeping and disbursing of Student Body fund.
- b. Shall maintain bank account for the Student Body.
- c. Shall be a member of the Finance Committee.
- d. Shall be a signatory to the Student Body's account.

## **7. Financial Secretary**

- a. Shall be Chairman of the Finance Committee.
- b. Shall keep records of all monetary transactions and report to the Student Body.
- c. Shall prepare an up-to-date account of all financial transactions for the Auditor's inspection.
- d. Shall prepare a feasible budget for the Student Body.
- e. Shall monitor the performance of the Budget.
- f. Shall give both the SEC and the Student Body regular and adequate financial advice.

## **8. Benevolence Officer**

- a. Shall preside over all the meetings of Benevolence Committee.
- b. Shall be responsible for the Student Body welfare affairs.
- c. Shall enlist the resources of the Seminary family for ministering to those in need.
- d. Shall be accountable to the SEC in the disbursement of the benevolence offering to the needy within and outside the Seminary Community.
- e. Shall coordinate the distribution of welfare packages within and outside the Seminary Community.

## **9. The Sports Officer**

- a. Shall preside over Sports Committee meetings.



- b. Shall lead the Committee to organize and promote intercollegiate and other types of sporting competitions on behalf of the Seminary.
- c. Shall seek, with the cooperation of the Student Body and the Seminary, the welfare and the kitting of sports men and women.

#### **10. Public Relations Officer**

- a. Shall preside over the meetings of the Student Public Relations Committee.
- b. Shall represent the Student Body on public relations matters, e.g. intercollegiate conferences, seminars or workshops.
- c. Shall work with the Public Relation Officer of the Seminary in formulating policies.
- d. Shall keep the student Body aware of the current affairs in the world by publication through a periodical Newsletter and the Bulletin Board.
- e. Shall be both the Editor-in-Chief of the Student Body publications and be responsible for other Student Body publications.
- f. Shall liaise with the Financial Secretary on account of all monetary transactions.
- g. Shall report to SEC and Student Body all matters pertaining to his office as at when due.

#### **11. The Religious Affairs Officer**

- a. Shall preside over the meetings of the Religious Affairs Committee.
- b. Shall lead the Religious Affairs Committee in promoting campus and off campus religious activities.
- c. Shall lead the Religious Affairs Committee in encouraging chapel attendance, private and group prayer meetings.
- d. Shall work with the Faculty Programmes Committee concerning chapel services and spiritual development.

#### **12. The Social Officer**

- a. Shall preside over the Social Committee meetings.

- b. Shall lead the Social Committee to promote and encourage wholesome social life style and social events within the Seminary campus.
- c. Shall be involved in the selling of student stationeries.

#### **13. Postgraduate Students' Representative**

- a. The Postgraduate Students' President shall serve as an adviser to the Student Executive Council (SEC) and the Student Body.
- b. Shall be the Chairman Students' Disciplinary Committee

#### **14. Block Captains**

- a. Shall not be a member of the SEC.
- b. Shall be in charge of matters concerning the block to which he/she heads.
- c. All matters pertaining to hostel life must be channelled by him/her to the Director of Students' Affairs through the Student Body President.
- d. He/she is the chief accounting officer of his/her block.
- e. The selection of Block Captains shall not be based on any DICHOTOMY.

#### **(C)Appointment and Duties of Auditor**

1. Shall be elected at the first meeting of the Student Body in second semester.
2. Shall not be a regular member of the SEC
3. Shall audit the financial account operated by the outgoing Treasurer and Financial Secretary prior to the handing over to the duly elected incoming Treasurer and Financial Secretary.
4. Shall prepare and report to the Student Body an audited account of the Student Body fund at the last meeting of the tenure.

### **SECTION VII-RESIGNATION AND REMOVAL OF OFFICERS**

1. Resignation of officers shall be in writing, addressed to the Students' Body through the Student Body Secretary.

2. At least one month notice of resignation shall be given.
3. All necessary inquiries will be made regarding the state of the officer's office before the Student Body approves the resignation.
4. A vote of no confidence for the removal of an officer may be passed on any member of SEC in one of the following ways:
  - a. The recommendation of the SEC to the Student Body and such a recommendation is being approved by a simple majority vote.
  - b. Upon a motion from the floor of the Student Body, supported by the majority members present, such a motion will therein be referred to the SEC, who will investigate and make recommendations as in (a) above.
5. The SEC may suspend any of its members from any SEC meeting on the basis of proven misconduct and indiscipline.
6. The Student Body is vested with all powers and prerogative to relieve from office any member of the Student Executive Council against whom proven act of misconduct, indiscipline and (or) recklessness have been proven beyond all reasonable doubts. The process stated in (4) above shall be used for the removal of such an officer from office.
7. In case of the resignation or removal of a SEC member, SECTION IV (E) shall apply.
8. In case of dissolution of SEC members, a caretaker Committee shall be nominated by the Student Body to run the Student Body Affairs until election is conducted. It shall perform the duties of the SEC for not more than a month.

## SECTION VIII – DISCIPLINE

### A. Students Welfare/Disciplinary Committee (School Constituted)

The Postgraduate President, the Student Body President, the Vice President II and the Benevolence Officer shall represent the

Student Body on the Student Affairs Committee on matters pertaining to students' discipline.

### B. Student Body Disciplinary Committee

The Postgraduate President, the Student Body President, the Vice President II, Master of Divinity Students Fellowship President, Degree Students' Fellowship President, a Year II Master of Divinity student and a year III Degree student.

(*Note*: At least one of the members of the Committee shall be a female student).

## SECTION IX – MEETING

1. The SEC shall meet at least once a month at a designated time and place.
2. The Student Body shall meet at least once a month at a designated time and place.
3. An emergency meeting of the Student Body may be called by the Student Body President in consultation with the SEC.
4. An emergency meeting of the SEC may be convened by the President in consultation with or at the request of any two members of the SEC.
5. Robert's Rule of Order (latest revised edition) shall prevail unless in contradiction to this Constitution of its subsequent amendments and by-laws.

Extract from the meeting procedure from Robert's Rule to be followed are:

- a. There shall be a proper written agenda for all general meetings.
- b. The closing time shall be set at the beginning of the meeting.
- c. The assigning of the floor shall be at the discretion of the presiding officer who shall do so without bias.
- d. Motions are to be made after gaining the floor, and it must be seconded before debating and voting.
- e. There shall be no counter-motion; each motion shall be voted upon separately.
- f. An amendment to a motion must be voted upon before the principal motion is voted upon.

- g. Only point of order, point of observation, request for information and parliamentary inquiry can interrupt one who has gained the floor without secondment.
- h. Voting normally shall be by raising of hands.
- i. On any particular issue, an individual can speak as many times as the presiding officer deems fit without monopoly.
- j. Each recommendation shall be accepted upon a motion from the floor.

## **SECTION X – FINANCES**

### **(A) Sources**

Finances for funding the Student Body

1. General funds: Each regular student shall pay an annual student activities fee at the beginning of each academic year as part of his/her deposit and each Sandwich student at the beginning of each contact session and as part of his/her deposit.
2. Allocation from Annual Seminary Budget. The SEC shall, on behalf of the Student Body, receive any Seminary budgetary provision for students' activities.
3. And any other means as agreed upon by the Student Body.

### **(B) SEC Budget**

The SEC, in consultation with the Director of Students' Affairs, shall prepare and submit a budget to the Student Body for student activities at the beginning of each academic session.

### **(C) The Administration of the General Student Fund**

1. All receipts shall be the responsibility of the Treasurer of the Student Body.
2. The Treasurer shall maintain Student Body bank accounts for the upkeep of all monies. However, an imprest account may/shall be maintained with the Treasurer for exigency matters.
3. Expenditure shall be made on the order of the Treasurer of the Student Body countersigned by the President of the Student Body.
4. Expenditure shall be in keeping with the budget allocations.

5. All designated funds must be spent for the purpose for which they are given.

### **(D) Benevolence Fund**

1. Finances from benevolence may be received from special offerings and gifts from the Seminary family/community.
2. The Financial Secretary shall prepare a voucher, which shall be countersigned by the Student Body president and the Benevolence Officer for the disbursement of such funds.
3. Disbursement of benevolence fund shall be made by the Student Body Treasurer on the request of the Benevolence/welfare officer for the disbursement of such funds with the consent of SEC.

### **(E) Fund Raising For Other Projects**

Fund raising for specific worthwhile project or courses may be undertaken by the Student Body after consultation with and approval by the Director of Students Affairs.

## **SECTION XI – AMENDMENTS**

Any proposed amendments to this constitution shall be by:

1. A two-thirds majority of the Student Body members present in a general meeting.
2. A written petition endorsed by the twenty percent (20%) of the Student Body address to the SEC who then presents it to the Student Body in a general session.
3. Clearance with the Faculty and Administration. It shall then be published by the SEC but shall not be voted for until, at least, a forth night from the date of publication. A two-third (2/3) majority of the Student Body members present voting shall be required for adoption.

- b. It is required of all members of the fellowship to attend and be punctual in all meetings of the fellowship

## UNIT VII

### CONSTITUTION OF THE POSTGRADUATE STUDENT FELLOWSHIP

#### ARTICLE I

##### Name

The name of this organization shall be The Postgraduate Student' Fellowship of the Nigerian Baptist Theological Seminary, Ogbomoso, Nigeria, herein referred to as The Fellowship.

#### ARTICLE II

##### Objectives

1. To promote Christian fellowship, mutual care, and spiritual welfare of individual members.
2. To further strengthen the intellectual development, academic excellence and ministerial competence of members.
3. To encourage social interaction and moral support among members in particular and the Seminary family at large.

#### ARTICLE III

##### Membership

Members of the Fellowship shall comprise all postgraduate students as defined by the Seminary catalogue from time to time.

#### ARTICLE IV

##### Activities

##### 1. General Meetings:

- a. The fellowship shall meet two times each semester and one time per contact session in the case of sandwich students

##### 2. Annual Lecture:

The fellowship shall organize and sponsor two Annual Lectures, one during the regular session and another during the sandwich contact session.

#### ARTICLE V

##### Finance

1. Each member shall pay a due that shall be determined by the fellowship each academic session into the fellowship's bank account.
2. Failure to pay one's dues will lead to the non-signing of his/her registration form with the Postgraduate President or his proxy.
3. Dues apart, the Fellowship shall generate funds through Appeals, Offerings, and Freewill donations.
4. The Treasurer shall remit all monies to the bank not later than 48 hours of receipt. The Treasurer shall maintain an imprest account of not more than ten thousand naira (₦10,000:00)
5. The signatories to the fellowship account shall be the President, the Secretary, and the Treasurer.
6. Withdrawal of any money from the bank shall be signed by any two of the three signatories upon the approval of the said withdrawal by the executive members.
7. Detailed financial report shall be presented in written form during every general meeting.
8. There shall be an annual budget of the fellowship.

#### ARTICLE VI

## Officers

### A. Elected officers

1. President
2. Vice President 1 (Regular)
3. Vice President 2 (Sandwich)
  
4. Secretary
5. Assistant Secretary 1 (Regular)
6. Assistant Secretary 2 (Sandwich)
7. Treasurer
8. Financial Secretary
9. Social Secretary
10. Prayer Coordinator
11. Carrel Officer
12. Public Relations Officer

### B. Appointed Officers

1. Auditor
2. Adviser.
3. Annual Lecture Committee: This shall comprise of three members, which shall be drawn from the Regular and Sandwich members of the fellowship.

## ARTICLE VII Duties of Officers

### A. Duties of Elected Officers

#### A. President

1. Preside over executive and general meetings
2. Lead other officers to plan, coordinate and direct all activities of the Fellowship
3. Be a signatory to the Bank Account of the Fellowship
4. Inform the Fellowship of major events that may occur from time to time during the general meeting

#### B. Vice Presidents

1. Act in the absence of the President.

2. Be responsible for the organization, mobilization and promotion necessary for the success of the activities of the Fellowship.
3. Promote attendance of all activities of the Fellowship.
4. Chair special committees as occasions may warrant.
5. Carry out any other task as assigned by the President of the Fellowship

#### C. Secretary

1. Be charged with all correspondence of the Fellowship
2. Call all meetings as directed by the President
3. Serve as the custodian of all the general documents of the Fellowship
4. Constantly liaise with the Assistant Secretary to update him on the affairs of the Fellowship.
5. Present minutes of previous meetings

#### D. Assistant Secretary I (Regular)

1. Deputize for the Secretary
2. Take minutes of all proceedings of the Fellowship
3. Work with the Secretary for the Safe keeping of all minutes of proceedings
4. Handle any other task that may be assigned to him by the President or Secretary of the Fellowship

#### E. Assistant Secretary II (Sandwich)

1. Do all the work of the Secretary as stated above during the Sandwich contact session
2. Constantly liaise with the Secretary in order to be brought up to date with the affairs of the Fellowship.

#### E Treasurer

1. Keep receipts and documents of all monies paid out
2. Deposit all monies received in the bank account of the Fellowship not later than 48 hours of receipts.
3. Keep an imprest of not more than ₦10,000 only
4. Be a signatory to bank account of the Fellowship at the general meetings and at other times as he may be called upon
5. Must give the account as prepared to the auditor at least 7 days in advance to any general meeting

**G. Financial Secretary**

1. Receive all payments and hand over same to the treasure not later than 48 hours of receipts.
2. Keep records of receipts and other financial transactions of the fellowship.

**H. The Social Secretary**

1. Organize and carryout all social activities of the Fellowship.

**I. Prayer Coordinator**

1. Be responsible for the prayer affairs of the Fellowship

**J. Carrel Manager**

1. Ensure the orderliness of the carrel
2. In collaboration with the other officers, assign carrels to duly registered members
3. Shall also work functionally with the social director to assist him/her
4. Be in custody of the keys to the Postgraduate Carrel

**K. Publicity Secretary**

1. See to the publicity of all programs of the
2. Fellowship
3. See to the dissemination of information to all members of the Fellowship
4. Do other things as will be directed by the executive committee.

**ARTICLE VIII**  
**Duties of Appointed Officers**

**a. The Annual Lecture Chairman:**

1. Be responsible for the coordination of the Annual Lecture in consultation with the President of The Fellowship
2. Shall liaise with Guest Lecturer to facilitate the availability of the lecture material 7days before the presentation.

**b. Auditor**

1. Be appointed at the beginning of each academic session.
2. Audit the account of the Fellowship and report to the Fellowship at each general meeting.
3. Shall request for financial records of the Fellowship from the Treasurer, at least 7 days before the general meeting

**c. Adviser**

1. Be an academic staff of the Seminary
2. Be consulted by the Fellowship through the officers to seek his/her assistance
3. Be elected by a majority vote of the Fellowship
4. Serve for a maximum of three years

**d. General Provision**

1. All members appointed in the above categories shall not be part of the executive committee.

**ARTICLE IX**  
**Election and Tenure of Office**

**A. Processes of Election**

1. All the officers of the Fellowship shall be elected annually at a called meeting before the last general meeting of each academic session
2. An officers who has served a full session may be re-elected provided he/she is disposed

**B. Succession**

1. The office of the President shall be restricted only to Ph.D.I going to Ph.D. 11. or Ph.D II going to Ph.D III in case of four years.
2. The vice president regular, shall similarly be restricted only to students in M.Th. 1 going to M.Th.11.
3. The office of the Vice President Sandwich session shall be alternated between the D.Min. and MATS programs.
4. Any officer who for any reason becomes incapacitated or decides to withdraw his/her service, may be allowed to do so provided he/she gives the Fellowship a month's notice through the President

5. Outgoing officers, at the last general meeting of each academic session, should surrender all Fellowship documents in their care with a handwritten handing over document to the succeeding officers.

## ARTICLE X Other Matters

a. The Fellowship shall be regulated by the terms of this constitution and By-Laws herein stated.

### 1. Benevolence

Two categories of events shall attract the attention of the Fellowship:

a. **Category One:** Sad Events

- Serious illness
- Accident
- Other sad events with the nuclear family

b. **Category Two:** Joyful Events

1. Wedding of a member of the Fellowship
2. Ordination into the ministry
3. A member's birthday celebration
4. Wedding anniversary
5. Naming ceremony/ Child dedication

c. Specificity of Involvements

**Category One:** Members, who fall into any of these events shall be visited, encouraged and prayed with immediately the information reaches the Fellowship. Such shall be given a token of ₦20,000.

**Category Two:** Members who fall under this category shall be visited and congratulated. Individuals are encouraged to give gifts in cash and kind. However individuals whose events fall in numbers 1 and 5 shall be entitled to a token of ₦10,000.

**NB:** Subject to the Financial Status of the Fellowship

## ARTICLE XII

### Amendments

This constitution may be amended by the fellowship provided a written notice for the amendment has been presented by the fellowship at least four weeks before it is discussed and such proposed amendment is approved by at least two thirds majority of members present.

### Appreciation

The Executive and entire members of PGSF of NBTS Ogbomoso express our profound gratitude to God for enabling our fellow brethren to provide a Constitution for the fellowship. Your time, wisdom and commitment is well appreciated. God bless you all.

### THE COMMITTEE MEMBERS ARE:

Rev. S. O. Hary Chairman

Rev. Clement Oyelakin Secretary

Rev. Nathaniel Okunade Member

Rev. Oluwabukunmi Popoola Member

Pastor Kehinde Olusanya Member

Rev. Peter Amole Member

Rev. Olalekan Bamidele Member

## APPENDIX A

**Teaching Staff-Student Relationship**  
*(The Roles of Students)*

**I. Introduction**

The Nigerian Baptist Theological Seminary, Ogbomoso is a God-centered and student-centered educational organization. God has established this institution to prepare and equip those he calls into the gospel ministry. God has guided the institution to design the curriculum for the task of raising workers for kingdom expansion. God has also provided teachers to facilitate the teaching-learning processes and training activities of the seminary. One important factor that will help to achieve the purpose of God for this theological institution is healthy, wholesome relationship between teaching staff and students. The roles of students will be highlighted in this paper.

**II. The Nature of Theological Education**

What kind of institution is Nigerian Baptist Theological Seminary? It is a spiritual institution, an academic institution and a ministerial institution. NBTS promotes integration of three disciplines (1) spirituality, training of heart including character formation (John 4:24); scholarship, training of head and mind, acquisition of knowledge, understanding and insight (Jer. 3:15); training for ministry, acquisition and competency in the use of skills especially for relationships, communication, administration and counseling. (2 Tim. 4:5b). If a student understands and appreciates this threefold nature of theological education, he/she will benefit maximally in the programme of ministerial training. These are the three major areas that provide and enrich the context of staff-student relations.

**III. NBTS Training Environment****APPENDICES**



NBTS is a community of worship, faith, learning and service. Diverse worship opportunities available in NBTS are:

- Daily chapel service,
- Weekly kononia (fellowship)
- Monthly prayer and fasting
- Spiritual renewal/retreat (once or twice in a semester),
- Special lectures, teachings, conferences.

Through participation in these activities students have opportunities to grow in grace, faith and knowledge (2 Peter 3:18). The programmes also provide opportunities to aid students to learn the truth about God, his purposes and his ways in the world and in the lives of people. The seminary community is full of opportunities to serve God and the people of God in many ways:

- Students can serve and assist other students through prayer, counselling, financial support, leadership (class and student body), etc
- Student work plan (teaching assistants, library work, maintenance assistance, media unit, secondary school chaplaincy, etc).
- Church service leadership-pasturing/assistant, education/Sunday school, discipleship, music, youth/student/teenagers/children.

The role of staff is to create, nurture and sustain an environment that is conducive for spiritual development, learning and service. The role of students is to participate fully in these activities.

#### IV. Components of Ministerial Training

There are four major categories of components for the training of students.

- **God** is the chief trainer! Every student claim to have been called by God to be a gospel minister. It is the responsibility of every student to engage in personal spiritual disciplines-daily devotional study of the Bible, quiet time/prayer.
- **Other Students.** A seminary student learns along with others, especially course mates through classroom and small group discussion (to strengthen individual study). Junior

students can especially benefit from counsel and guidance of senior students in a department. Some other opportunities to learn from other students are discipleship training, recreations (e.g. sports and games), social activities (wedding, naming, etc).

- **Staff.** Students have so much to learn from academic and administrative staff. Staff wants to help students. That is why they have chosen/responded/agreed to work in the seminary. Please feel free to ask for personal assistance from them, especially with regard to your spiritual, academic and ministerial development. If a student chooses to suffer in silence whose fault?
- **Other Trainers.** This group of trainers include NBTS graduates/alumni, and church/denominational workers. A special category is those who serve as field supervisors of students in Supervised Ministry Experience. Some students do not respect and submit to field supervisors. Please understand that an important requirement for graduation is positive report/recommendation of two trainers: (1) Faculty Advisor, and (2) Field Supervisor.

#### V. The Problems of Students

Some common problems of seminary students that contribute to lack of healthy relationship with staff are:

1. **Spiritual Immaturity.** Some students come into ministerial education as converts, lacking in spiritual maturity. Such students do not understand or accept the fact that Christian life and ministry call for great personal discipline and sacrifice. Such students do not pursue character development as an essential component of theological training. Some of such students absent themselves from programmes meant to enrich their lives and spiritual pilgrimage. How can seminary training help such students?
2. **Academic Laziness.** Theological training offered by NBTS is based on international standards of academic requirements. Students who complain that scholarly work will destroy their

spirituality cannot benefit maximally from the teaching-learning activities. It is naïve to compare the NBTS work with that of educational institutions offering cheap training programmes. Meanwhile, students are assured that they will not be victimised by any lecturer or administrative staff. Faculty members have been told that:

“The Seminary has a Publishing Unit. Faculty members who like students to purchase some particular books (personal or otherwise) will submit sample copies along with their syllabi to their HODs. The HODs will arrange with the Publishing Officer for copies and prices of such books. A lecturer can give a copy of any material (handout or book) for students to arrange for their own photocopies, at the NBTS Business Centre. **In no circumstance will a faculty member produce and sell copies of books and handouts to students without the written approval of the HOD and Dean of the Faculty.**”

3. **Moral Challenge.** Spiritual maturity also manifests in some students in form of sexual immorality, examination malpractices, plagiarism and multiple sponsorship. What compound this problem is that students hide those who engage in these practices. Let it be stated categorically that any student who is guilty any of these immoral practices will be disciplined accordingly.
4. **The Need for Humility.** As it is in many other theological institutions worldwide, many students are enrolling for studies as successful professionals or as elderly, respectable persons. Sometimes, some students are older and seem to be more mature than their teachers! That is no big deal. Any person enrolling to train in an educational institution has to burry his/her pride/ego. Arrogance will not work in this matter. Your teacher is your teacher. Thanks be to God for achievements before coming to train in the Seminary. Only through submission and humility can you learn under a teacher. Respect begets respect. If you respect your teacher the respect will come back to you.

## VI. The Roles of Students

There are three fundamental attitudes that seminary students need to cultivate to make the best of theological training.

1. **Study with gratitude to God** for being called to ministry, for being opported to train and be equipped for ministry in NBTS. Yours is a privilege. If you value that opportunity you will likely relate well with God and others.
2. **Try to balance your personal devotional and corporate activities,** your study with your ministry. Watch your own spiritual and moral life (I Tim. 4:16). Character is the foundation and superstructure of Christian ministry. Don't be deceived by the emotions and sensations of mere charisma. It is ordinary statesmanship!
3. **Make efforts to relate well with Seminary Staff.** Open up to your lecturers. They are interested in your welfare and progress. Respect them. Submit to them. Your success both now as a student and later a graduate of NBTS is their success as well!

## VII. A Final Word

Students are encouraged to feel free to dialogue with the seminary authorities on the issues raised in this paper. It is also possible that some vital issues have been omitted. Through your study in NBTS may God: (1) Empower you to lead a life of righteousness, holiness, purity, (2) Give you access to the secrets/mysteries of the kingdom of God, and (3) Make your life and ministry his instrument for redemption of souls and church growth (Matt. 13:11).

**APPENDIX B**  
**STUDENT WORK PLAN**  
**Application Form**

SN: .....

Name: \_\_\_\_\_  
(Surname first, others)

Programme/Level of Study: \_\_\_\_\_

GSM No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Residence: \_\_\_\_\_

S/N	Type of Work Desired (Indicate 1/2 Areas)	Supervisor
1.	Library	Librarian
2.	Office Assistance (Administration, Typing, Clerical, etc.)	Registrar
3.	Maintenance Assistance	Physical Planning Officer
4.	Cleaning (Lecture Rooms/Guest House)	Physical Planning Officer
5.	Teaching Assistance	Academic/Administrative Officer
6.	Security/Surveillance (Day/Night)	Chief Security Officer
7.	Media Assistance (Chapel)	Chaplain
8.	SIBAO (Sunday School, Music, etc)	SIBAO Chaplain
9.	Booking Clerk (Guest House) / House Officer	
10.	Bakery	Business Manager
11.	Construction (Block Making)	Construction Unit Head
12.	Agriculture	Farm Manager
13.	Seminary Clinic (Nurse, etc)	

**Notes:**

1. Maximum hours of work in a month: 50 Hours. Payment is made according to the number of hours of work in a month.
2. Inquiry about terms and conditions should be directed to Student Work Plan Officer, Directorate of Student Affairs. Completed Application Form should be submitted to:

**Student Work Plan Officer**  
*c/o Director of Student Affairs*  
*NBTS, Ogbomosho*

\_\_\_\_\_  
*Signature & Date*

authorities, typist/ printers, proof readers, messengers, personnel to photocopy the question papers and so on.

## APPENDIX C

### WORK HONESTY POLICY

#### I. Introduction

The Nigerian Baptist Theological Seminary is an evangelical, theological, educational institution. Vibrant spirituality (John 4:24) is the first of the three core values of this community of worship, faith, learning and service. NBTS staff, students and graduates are expected to embody and manifest Christlikeness in Christian life/conduct and conversation. To this end in line with NBTS evangelical heritage of personal piety, all activities and relationships are to be conducted in truth, justice, righteousness, holiness, purity, and godliness (Titus 2:11-12; Ephesians 5:3-4). All academic and administrative workers, students and staff are required to demonstrate the fear of God, morality and ethical behavior as opposed to sinful, corrupt and criminal activities within and outside the community.

#### II. Examples of Dishonest Behaviours

##### A. General/Administrative Work:

- Lateness to duties (daily work and special events).
- Lying, cheating, abuse of office/power, inappropriate contact/relationship with the opposite sex
- Inflation of award of contracts/purchases for the purpose of kickback.
- Falsification of documents, claims, etc.

##### B. Various Forms of Examination Malpractice

The following are some identified forms of examinations malpractice:-

1. **Leakage:** This means that the content of examination questions or part of it is disclosed prior to taking the examination. Usually it involves one or more of the following: faculty /staff members of the examination

2. **Impersonation:** An individual/ student who is not registered as a candidate takes the place of one that is registered. Usually this involves agreement between the chief examiner and / or the examination supervisor.
3. **External Assistance:** Individuals/students who are not examination candidates giving unauthorized assistance to candidates. Usually this involves invigilators (examination room/hall supervisors) dictating answers, writing answers on materials or acting as couriers of materials into the examination center. Some of the courier devices/service deliveries are mobiles, phones, iPad and so on.
4. **Smuggling of foreign materials:** This is perhaps the most common form of malpractice. It relates to the introduction of unauthorized materials (e.g. note books, crib notes, charts and answers) into the examination hall. Material is frequently smuggled in pants, shoes, hems and bras or information is written on parts of the body such as the laps, palms.
5. **Copying:** Reproduction of another candidate's work with or without permissions. This has been very common in continuous assessment assignments. Even up to cover or title page, several students in the same class submitting exactly the same write up.
6. **Conspiracy:** Unauthorized passing of information between candidates usually by exchanging notes or scripts. Usually involves only the candidate but can be facilitated by inadequate spacing between desks and poor supervision or lack of thorough supervision.
7. **Intimidation:** Examinations official including supervisors and markers of papers are physically

threatened. Usually this involves people seeking support for individual candidates. Candidates here also placed weapons in clear view of supervisors/lecturers to threaten or intimidate them. Substitution of scripts, replacing answer sheets handed out during the course of examination, usually involves examination office officials, invigilators and some teachers working outside the examination room.

8. Awards and Certification: Deliberate alteration of certificates.

### C. Ten Types of Plagiarism and Attribution Issues

Ten types of plagiarism ordered from most severe to least severe are as follows:

1. Clone—this is an act of submitting another person’s work, word- for- word as one’s own. Clone type of plagiarism is also referred to as by some other scholars as “Word-for-word plagiarism”, or “Verbatim plagiarism.” If a language is copied or used word for word from another source ( sometimes it includes sources quoted by the author(s) of the source being used) even if the individual write down his or her own ideas in his or her own words and place them around text that he or she has drawn directly from a source, he or she must give credit to the author of the source material, either by placing the source material in quotation marks and providing a clear citation, or by paraphrasing the source material and providing a clear citation. Also, using an image (symbol, tables, graphics, photograph etc) video or piece of music as it is in the original source in one’s work without permission or giving credit is also a clone type of plagiarism.
2. CTRL-C—this refers to written piece that contains significant portions of text from a single source without alterations.
3. Find-Replace—this is the act of changing key words and phrases but retaining the essential content of the source in a paper or write up.
4. Remix--- this is an act of paraphrasing from other sources and making the content fit together flawlessly or faultlessly.
5. Recycle— this is the act of borrowing generously from one’s own previous work without citation; to self-plagiarize.
6. Hybrid—the act of combining perfectly cited sources with copied passages without citation in the paper.
7. MASHUP---this is a paper that represents a mix of copied material from several different sources without proper citation. This has also been referred to as “Mosaic plagiarism”.
8. 404 Error--- this is a written piece that includes citations to non- existent or inaccurate information about sources. The plagiarist copy from a source and do not credit the original but gives credit by putting a fabricated source or an existing source(s).
9. Aggregator—the aggregator includes proper citation, but the paper contains almost no original work. Hence, there is no contribution of the person who writes the paper. A copy and paste attitude; the habit of just linking information together.
10. RE-Tweet—this paper includes proper citation, but depend too closely on the text’s original wording and/ or construction.

Having identified types of plagiarism and recommended or defined appropriate punishment for it, it should be succinctly stated that NBTS cannot fight this battle and win while some members of faculty are ignorant of how to identify a plagiarised work or while students accuse them of also plagiarizing. On the latter some students have claimed in times past that a good portion of some textbooks produced by some lecturers are simple downloads from the internet. Some class notes given to them have also been occasionally discovered to be mere pouring down of internet materials.

How do to identify plagiarized work?

- Lecturers must be conversant with the internet. Most plagiarisms done today are connected with the internet.
- There are few helpful tips on how to **suspect** plagiarism from the internet
  - Edited (near perfect) grammar
  - Introduction/conclusions with grammatical errors and polished grammar in the main work
  - Peculiar invited commas/quotation marks. Many, if not most internet downloads will show this form "teaching aid" while most of our normal computers will type this "teaching aid." Only a smart student would change the former to the latter.
  - Use of unusual/unnecessary exclamation marks
  - Mixture of two font types (type face or/and font)
  - Some unnecessary italicising of words which are done for the personal emphasis of the original writer and sheepishly reflected by the plagiarist.
  - Some citations of documents that the student could not have had access to (or not available in their environment). Examples are antiquities or materials that are not in the library or beyond the reach of students at certain levels. Some are footnotes and bibliographies made out of another work's citations.

Once a lecturer **suspects** that a work or a portion of it is downloaded from the internet, the next thing is to select a **sensitive** portion of the document and google it. Once the right portion is selected, and the material is actually from the net, google will show the exact document(s) and even bold the lines with those words and as they click on the document, the plagiarism is exposed.

However, there is another version (and may be more difficult for some to identify). This happens when the student copies a book that is not online. Yet this remains the simplest to handle too. All the lecturer needs is to see if there are suspicions of plagiarism and ask the student to produce the books he or she used in the footnotes and bibliography without accepting any lame excuse. Something a lecturer should always look out for in a term paper (at least at that level) is the list of his recommended textbooks and those available in the library.

While we appreciate our research and documentation teachers, we need to encourage them to do more. One area where the students (especially new students from experience) always feel puzzled when they are confronted with facts of plagiarism is not knowing what amount of information you can copy word for word before it becomes plagiarism. They often feel once they put the proper citation at the end, they have done justice to the documentation. So some download an internet work of three to five pages (word for word) and put the internet source at the end and feel they have done the right thing. Teachers are encouraged to give more emphasis on plagiarism generally when they teach research and documentation.

Reading log is a good opportunity to copy. This needs to be vetted and the purpose must be well stated. Some lecturers do not really read the reading log of their students or have an overview of the contents. Some actually grade reading log while the students are standing right before them and showing them the volume of what they have written. Volume does not suggest content. Handwritings differ in size and shape but more importantly, there should be a real sense of responsibility and comprehension demonstrated by the student in a reading log, void of volume. Teachers should also abide by the stipulated number of pages for each level as provided by the seminary.

### III. Consequences of Offence

#### A. *First Incidence/Offence*

- This will be reported by any academic/administrative staff to the supervisor who will report to the President.
- A lecturer is to report any act of academic cheating, malpractice to the HOD who will report to the President.
- The President will assign (or set up) a committee to investigate the report.
- If found guilty, the **staff or student** will receive a **letter of warning**. The student will get an 'F' in the assignment or examination and will be required to retake the exam or resubmit the assignment.

#### B. *Second Incidence/Offence*

- The **student** will be suspended for a semester and be awarded an 'F' in the work and will be required to retake

the course/seminar. The case will be reported to the pastor and church that recommended the student for admission.

- The **staff** will be **sacked**.

**C. Third Incidence/Offence**

The **student** will be **expelled** from the Seminary.

The NBTS affirms dignity of labour, operates with transparent honesty, values hard work and rewards integrity.

**Sources Consulted/References**

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4. Turabian, Kate L (2003). *A Manual for Writers of Research Papers, Theses, and Dissertations* Chicago: The University of Chicago Press.
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**APPENDIX D**

**SME Report Forms**

**STUDENT SELF EVALUATION REPORT (FORM A)**

**I. STUDENT’S INFORMATION**

Programme of Study: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**II. Name of the Church:** \_\_\_\_\_  
 \_\_\_\_\_

Association: \_\_\_\_\_

Conference: \_\_\_\_\_

Name of the Pastor: \_\_\_\_\_

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

**III.**

Your response to these questions will provide helpful information to the Supervised Ministry Office	Excellence	Good	Average	Low	Poor	Nil
Availability						
Leadership Qualities						
Interpersonal Relationship						
Pastor Skills						
Teachability						

Obedient						
Punctuality						
Emotionally Mature						
Appearance						
Sense of Calling						
Dependability						
Frequently Cause Friction						
Work Well with Others						
Effective Cooperative Team						
Loyal to Pastor/Leader/Others						
Exhibits Poor Taste in Dress						
Over React to Criticism						
Impatient and Intolerant						
Argumentative/Domineering						
Overall Rate in Christian Ministry						

Do you suggest an immediate counselling with this student?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

1st Semester -                      2nd Semester -

\_\_\_\_\_  
*The Church Pastor (Name and Signature)*

**Supervised Ministry**

**EVALUATION REPORT OF FIELD SUPERVISOR (FORM B)**

NAME OF STUDENT: \_\_\_\_\_

CHURCH OR INSTITUTION: \_\_\_\_\_

NAME OF SUPERVISOR: \_\_\_\_\_

POSITION OF SUPERVISOR (PASTOR, S. S. SUPT. ETC):

DESCRIPTION OF STUDENT'S ASSIGNMENT: \_\_\_\_\_

REPORT PERIOD:      From: \_\_\_\_\_

To: \_\_\_\_\_, 20\_\_\_\_\_

**ATTENDANCE RECORD:**

(1) Number of times student should have participated in church activities during this period \_\_\_\_\_

(2) Number of times present \_\_\_\_\_

(3) Number of times absent \_\_\_\_\_



- (4) Reasons for absence \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- (5) Was proper arrangement made for replacement when absent?  
 \_\_\_\_\_
- (6) Was Supervisor notified properly *in advance* prior to absence?  
 \_\_\_\_\_

Please continue completing this form in it's entirely. Check those items which you believe best describe the personality and work of the above named student. More than one blank under the same heading may be checked when these apply.

**1. PERSONAL APPEARANCE**

\_\_\_\_\_Unkept, \_\_\_\_\_neat, \_\_\_\_\_exhibits poor tastes in dress, \_\_\_\_\_exhibits good taste in dress, \_\_\_\_\_mixes western and national dress poorly, \_\_\_\_\_well groomed.

**2. DEPENDABILITY**

\_\_\_\_\_Habitually late for meeting, \_\_\_\_\_absent from responsibilities without notice \_\_\_\_\_punctual, \_\_\_\_\_dependable, \_\_\_\_\_good advance preparation, \_\_\_\_\_seldom prepare thoroughly

**3. LEADERSHIP**

\_\_\_\_\_makes no effort to lead, \_\_\_\_\_tries but lacks ability, \_\_\_\_\_has some leadership promise, \_\_\_\_\_good leadership ability, \_\_\_\_\_outstanding leader

**4. TEAMWORK AND COOPERATIVENESS**

\_\_\_\_\_frequently causes friction, \_\_\_\_\_seeks to dominate, \_\_\_\_\_prefers to work alone, \_\_\_\_\_works well with

others, \_\_\_\_\_effective cooperative team member, \_\_\_\_\_loyal to pastor/leader and other church leaders, \_\_\_\_\_seeks to understand others, \_\_\_\_\_tactful in approach to others, \_\_\_\_\_blunts not sensitive to others.

**5. SERVICE AND ACHIEVEMENT**

\_\_\_\_\_Usually willing to serve, \_\_\_\_\_eager to serve as needed, \_\_\_\_\_does only what is assigned, \_\_\_\_\_starts job but does not finish, \_\_\_\_\_resourceful and creative.

**6. EMOTIONAL STABILITY**

\_\_\_\_\_well-balanced and controlled, \_\_\_\_\_over reacts to criticism, \_\_\_\_\_somewhat over-emotional, \_\_\_\_\_reacts too personally, \_\_\_\_\_maintains balance and control under most difficult circumstance, \_\_\_\_\_makes excuses to cover up errors, \_\_\_\_\_admits to mistakes, \_\_\_\_\_clearly sees and faces reality.

**7. SPIRITUAL MATURITY**

\_\_\_\_\_growing, \_\_\_\_\_has deep convictions, \_\_\_\_\_has closed mind to new ideas and interpretations, \_\_\_\_\_refuse to allow another to held a different viewpoint, \_\_\_\_\_radiant witness, \_\_\_\_\_relatively superficial, \_\_\_\_\_manifests deep commitment and dedication, \_\_\_\_\_shows concern for spiritual life of others.

**8. OVERALL EFFECTIVENESS**

\_\_\_\_\_doing a good job, \_\_\_\_\_achieves goals, \_\_\_\_\_strong spiritual emphasis, \_\_\_\_\_is creative in preparing visual aids and new approaches, \_\_\_\_\_lacks understanding of religious work, \_\_\_\_\_poor speaker, \_\_\_\_\_has nervous personal mannerisms which detract his effectiveness, \_\_\_\_\_leads other to respond and participate eagerly.

**9. LIMITATIONS**

Listed below are some of the tendencies which, if present and allowed to continue, may reduce the effectiveness of the student's work and witness. Draw a line under any of the traits listed below which are typical of this student.

- Impatient,                      Intolerant
- Argumentative              Domineering
- Sullen                              Critical of Others

Easily embraced, offended, discouraged, or irritated.  
 Frequently worried, anxious, nervous or tense  
 Give to exclusive and absorbing friendships.  
 Lacking in humor or in the ability to take a joke.

If the student seems relatively free from all such tendencies, check here \_\_\_\_\_

10. How do you rate the student's promise in Christian service?

**Check:** \_\_\_\_\_ Superior,              \_\_\_\_\_ Above average,  
 \_\_\_\_\_ Average,              \_\_\_\_\_ Below average,              \_\_\_\_\_ Poor.

11. Do you suggest an immediate conference with this student by his (her) seminary advisor?    Yes \_\_\_\_\_,    No: \_\_\_\_\_

If "Yes" what particular suggestions would you make to the Seminary advisor?

Date: \_\_\_\_\_              Signed: \_\_\_\_\_

***Supervisor***

**SUPERVISED MINISTRY FACULTY EVALUATION SHEET  
 SUNDAY SCHOOL/CHURCH WORSHIP (FORM C1)**

1. a. Name of NBTS Student: .....
- b. Programme and Level: .....
2. a. Name of the Church: .....
- b. Address of the Church: .....  
         Association: .....  
         Conference: .....
3. Date of Visit: .....
4. Programmes: .....

**A. Sunday School**

Number of Class(es):

1/2	3/4	5/6	7/8	9/others

Teacher(s) preparation for the Lessons:

Well prepared	Fairly prepared	Not prepared

Student's participation:

Good	Fair	Poor

**B. Church Service**

i. **Morning Service:**

15-25 minutes	25-40 minutes	40-60 minutes	Over 1 hour

Duration of Worship Service:

1/1½hrs	2/2½hrs	3/3½hrs	Above 3½hrs

Administration of Service:

Very Good	Good	Fair	Weak

Hymn used: Selected Hymns from Baptist Hymnal:

Very Good	Good	Fair	Weak

Selected chorus:

Very Good	Good	Fair	Weak

ii. **Sermon/Message:**

Type:

Evangelistic	Devotional	Doctrine	Ethical	Consecrative	Promotional	Supportive	Others

Duration:

9.00am	10.00am	11.00am	Later

Style:

Extemporary	Lecture	Teaching	Reading

	Very Good	Good	Fair	Poor
Sermon Introduction				
Main Body of Sermon				
Application to Life				
Conclusion				
Invitation				
Eye Contact				

Speech Pattern:

Clear/Articulate	Fair	Poor

Examples of bad pronunciation:.....  
 .....  
 .....

Examples of speech mannerism:.....  
 .....  
 .....

**C. Church Training Programme/Discipleship Lifestyle**

Available	Not available

Very Good	Good	Fair	Poor

Number of Groups:

1/2	3/4	5/6	7/more

Group Participation:

Very Good	Good	Fair	Poor

**D. Evening Service**

Available	Not available

Attendance:

Very Good	Good	Fair	Poor

Other Activities: Please List .....

.....

.....

**5. Minister's Appearance:**

Complete and well-dressed	Neat incomplete	Shabbily dressed	Extravagantly dressed

**6. General Evaluation:**

Very satisfactory	Satisfactory	Not satisfactory

Other Comments.....

.....

.....

*(You may use back page of paper for additional comments)*

Name of Supervisor.....

.....

.....

.....

Signature..... Date.....

Social Interaction with congregation:

Good	Fair	Poor

**SUPERVISED MINISTRY FACULTY EVALUATION SHEET**  
 CHURCH MUSIC STUDENTS (FORM C2)

1. a. Name of NBTS Student: .....
- b. Programme and Level: .....
  
2. a. Name of the Church: .....
- b. Address of the Church: .....
- Association: .....
- Conference: .....
  
3. Date of Visit: .....
4. Programmes: .....

**A. Choir Rehearsal(s)**

i. Number of Choir Groups:

Adult Choir	Youth Choir	Teenager Choir	Children Choir	English Choir	BSF Choir	Mixed Choir	Others

ii. Rehearsal Performance:

iii. No. of Choir members in attendance:

5-9	10-14	15-19	20-24	25 and above

**B. Church Service (Morning Service)**

9.00am	10.00am	11.00am	12.00pm

i. **General Information:**

What period(s) in the service did the choir sing?.....

How many choir(s) sang (Name them)?.....

Title of the Choir(s) Song(s) .....

Appropriateness of the Song(s).....

Hymns used.....

Songs well led / well sang or Not.....

ii. **Appearance**

Appearance of the Music Pastor (well-dressed or not)

Choir(s) appearance.....

Stage Comportment .....

Vocal Introduction(s).....

Signature:..... Date:.....

iii. **Musical Instruments**

Appropriate use of Musical instruments

What are the Instruments used? (Name them).....

.....

**C. Others**

General Evaluation:

Social Interaction with Congregation:

Good	Fair	Poor

Relationship with the Senior Pastor or Other Pastors:

Good	Fair	Poor

Other comments:.....

.....

.....

*(You may use back page of paper for additional comments)*

Name of Supervisor:.....

**Summary of Supervised Ministry Reports (Form D)**  
**(Graduating Students, June 2017)**

S/N	Name of Student	Programme of Training	The Student's Report (Form A)	Field Supervisor's Report (Form B)	Faculty Adviser's Report (Form C 1 & 2)	Overall Remark
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

## APPENDIX E

### ASSESSMENT AND GRADING OF STUDENTS

Award of mark and grade is an important component of the educational process. Academic work of teaching and learning is not complete until the persons involved (facilitators and learners) have been able to determine if effective learning has taken place. In the context of theological education offered in a postgraduate institution like the Nigerian Baptist Theological Seminary, Ogbomoso every teacher (facilitator) is required to assess students and submit marks / (usually in term of percentage) and letter grade (A, B, C, etc) as part of teaching-learning interaction, such as facilitation of a course, seminar, assignment (reading log, group work), essays, projects, thesis and dissertation.

For the purpose of assessment and award of marks and grades, every facilitator is to bear in mind how academic work relate to and help to achieve:

- Institutional purpose (the vision, mission, philosophy, core values, objectives and motto stated in the Catalogue and other governing/administrative documents),
- The objectives of the particular faculty and department,
- The objectives of the level of the training programme: diploma, bachelor, masters and doctorate,

- The specific objectives of the course/seminar as stated in the syllabus, which should include the three domains of learning: affective, cognitive and psychomotor behavioural.

In other words students are to be assessed and graded in terms of how each course/seminar has contributed to their spiritual development, academic knowledge and ministerial competence. This means that evaluation of students should not focus only on academic, cognitive achievements. The purpose of Christian education is for life change.

In view of the explanation above students, especially at the postgraduate level are to be awarded marks and grades as follows:

Grade	Description (Some Ideas to Guide)
A (Very Good or Excellent)	The performance of student work (class work and field work) is good in most most/all respects including spiritual vitality and ministerial development. The student has demonstrated superior academic ability, and great understanding of the subject or a course/seminar. If the work evaluated is a research (seminar) paper: the work shows comprehension, logical analysis, contextual reflection, creativity and bright idea(s). The work is free from/of grammatical and documentation errors and it is submitted promptly. The resources used are: adequate (past/contemporary), African/Western, comprehensive (textbooks, articles, internet, etc). <b>A rule of the thumb: <u>A</u> mark/grade can be awarded to only of:</b>



	<p>(1) <b>one quarter</b> members of an undergraduate class,</p> <p>(2) <b>one third</b> of a postgraduate class, and</p> <p>(3) <b>one half</b> of a doctoral class.</p>
B (Good or Above Average)	The work of the student shows general awareness of the subject/field of specialization. If it is a research paper: the work shows some degrees of understanding, accuracy and clarity. The use of research resources (textbooks, articles, etc) is good (above average). However while the work is good it needs improvement in some respects (such as methodology, analysis, application etc).
C Last Pass (Masters)	The overall performance of the candidate or the quality of a particular submitted is average. There are some gaps in the knowledge of the subject or specialization. There is no adequate analysis and reflection. The use of resources or(and) documentation is (are) weak. The student needs further personal attention to improve his/her academic potentials. The candidate may be given a passing grade (at masters' level) or may be asked to repeat the course/seminar (at doctoral level).
F (Failed)	The student did not achieve the objectives of the course/seminar. The work submitted is very poor. F grade is also awarded when the student is penalized for inappropriate use of resources (plagiarism), or when the student lacks basic aptitude for the level (or kind) of programme. The candidate may be advised to withdraw or recommended for a lower programme. For

	instance a doctoral of philosophy student with very poor performance may be recommended for doctor of ministry or master of philosophy degree.
S (Satisfactory)	This grade applied to courses with no credit unit/seminar hour. The student has been able to achieve the objectives of the course/seminar. The facilitator is satisfied that the course/seminar has contributed to the spiritual, academic and ministerial development of the student.
U (Unsatisfactory)	The overall performance of the student is not satisfactory due to some factors: <ul style="list-style-type: none"> <li>- Some assignments not submitted,</li> <li>- Absence from some classes.</li> </ul> The student may be awarded a failing (or incomplete) mark and grade.
I (Incomplete)	The work submitted by the student is not complete such as an assignment for continuous assessment or final examination. The student need to complete the various course/seminar requirements before final assessment and award of marks/grades.

**Note:** Perry Shaw, Transforming Theological Education, 2014, pp. 252-253.

## STUDENT EVALUATION OF TEACHING

Indicate your programme and year of instruction: Dip \_\_\_\_\_ Deg. \_\_\_\_\_ M.Div. \_\_\_\_\_ M.Div. (RE) \_\_\_\_\_ M.Div. CM \_\_\_\_\_  
 MCM \_\_\_\_\_ MATS \_\_\_\_\_ M.Th. \_\_\_\_\_ M.Th.(RE) \_\_\_\_\_ D.Min \_\_\_\_\_ Ph.D \_\_\_\_\_ (Check One)  
 Course being evaluated (Course code and Title) \_\_\_\_\_  
 Semester & Session \_\_\_\_\_  
 Lecturer: \_\_\_\_\_  
 No. of Hours per week: \_\_\_\_\_

### PART 1. EVALUATION INSTRUMENT

The Nigerian Baptist Theological Seminary Student Evaluation of Teaching was designed to give you opportunity to express your opinions of this course and the way it has been taught. Please read carefully each of the following statements. Indicate your evaluation by circling the appropriate mark position. Use a H2 lead pencil for your responses.

**KEY:** SA = STRONGLY AGREE  
 A = AGREE  
 D = DISAGREE  
 SB = STRONGLY DISAGREE

#### THE TEACHER

	3	2	1	0
1. The teacher showed mastery of the subject matter	SA	A	D	SD
2. The teacher was enthusiastic when teaching	SA	A	D	SD
3. The teacher was an effective role model of a Christian minister	SA	A	D	SD
4. The teacher integrated faith and scripture with course content	SA	A	D	SD

#### PERFORMANCE

5. The teacher was well prepared for each class	SA	A	D	SD
6. The teacher communicated at a pace suitable for student's understanding	SA	A	D	SD
7. Material was presented in a well-organized manner	SA	A	D	SD
B. The teacher made effective use of class time	SA	A	D	SD
9. The teacher usually begins and ends the class on time	SA	A	D	SD
10. The teacher's explanations were clear	SA	A	D	SD

#### STUDENT OUTCOMES

11. The syllabus clearly stated the objectives and expectations of the teacher	SA	A	D	SD
12. The course helped me to become a more critical thinker	SA	A	D	SD
13. The course stimulated my desire for further study in this subject	SA	A	D	SD
14. I understood the material presented in this course	SA	A	D	SD
15. The teaching methods and activities were effective in helping to learn	SA	A	D	SD
16. The amount of work was appropriate for the credit received	SA	A	D	SD
17. Of the courses I have had at Seminary, this course is needed for ministry	SA	A	D	SD

#### EVALUATION AND GRADING

18. Course objectives were reflected in the tests and other measurements of learning	SA	A	D	SD
19. Exams emphasized understanding rather than memorization	SA	A	D	SD
20. The teacher returned tests and assignment quickly enough to benefit my learning	SA	A	D	SD
21. Sufficient feedback was provided on graded materials	SA	A	D	SD
22. The teacher adequately assessed how well students accomplished the course Objectives	SA	A	D	SD

#### TEACHER-STUDENT RELATIONS

23. Relationships with students seemed important to the teacher	SA	A	D	SD
24. Assistance from the teacher was available outside of class	SA	A	D	SD
25. The teacher was sensitive to the cultural and gender differences of students	SA	A	D	SD
26. The teacher met informally with students outside of class	SA	A	D	SD

#### GENERAL

27. I would recommend this course to a fellow student	SA	A	D	SD
28. The course gave me skills that will enhance my ministry	SA	A	D	SD
29. I would recommend this teacher to a fellow student	SA	A	D	SD
30. The overall quality of instruction in this course was high	SA	A	D	SD

**SUPPLEMENTARY QUESTIONS**

31. What do you admire most in the approach or method of the teacher?
32. What do you admire least about the teaching method of the teacher?
33. In what ways can the teacher improve his/her teaching in this course or make it more interesting and relevant?
34. How many periods of lectures do you have with this lecturer per week
35. Any other comment(s)

COURSE NUMBER AND TITLE

INSTRUCTOR

**II. STUDENT COMMENTS:**

1. Use this space to identify what you perceive as the strength and weaknesses of:
  - A. The course

B. The instructor's teaching

2. What improvements would you suggest?

**FEEDBACK ON TEACHING/LEARNING**

Course/Seminar Name (Code)\_\_\_\_\_

Semester/Month/Year\_\_\_\_\_

Course/Seminar Facilitator(s): \_\_\_\_\_

Learners: Reading your insights into your learning in this course/Seminar can help NBTS see this course/seminar from your perspective. Please respond to the statements below. Your comments will be treated with confidence. This exercise will assist the NBTS in curriculum review and other academic processes.

A. It helped my learning:

when\_\_\_\_\_

\_\_\_\_\_

because\_\_\_\_\_

\_\_\_\_\_

B. It would have helped my learning:

if\_\_\_\_\_

\_\_\_\_\_

because\_\_\_\_\_

\_\_\_\_\_

C. The assignment that contributed the most to my learning:

was\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

because\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

D. What I think I will remember five years from now:

is\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

because\_\_\_\_\_

\_\_\_\_\_

Thanks. Please submit the completed form to your Class Representative who will submit it to the Head of Department (HOD).

*(Approved in February, 2017)*

## APPENDIX G

### NBTS GRADUATE PROFILE

What kind of gospel ministers does God want NBTS to be preparing? (I Peter. 3:11).

Bearing in mind the purpose of the Nigerian Baptist Theological Seminary, Ogbomoso through her history and heritage and as stated in the motto, vision, mission statement, objectives, philosophy and core values, all the stakeholders will strive to produce gospel ministers characterized spiritually, academically and ministerially as follows:

#### **Spiritually, NBTS graduates should be able to:**

**Generally:** Demonstrate a life style of meditating on the word of God, prayerfulness, and responding accordingly to the spiritual needs of the church and society. And, specifically:

- demonstrate the spirit of honesty and sincerity stemming from a pure heart (Psalms 119:1-5, 8)
- maintain personal devotional life through Bible study for spiritual nurture, growth and renewal (2 Peter 3:18).
- exemplify lifestyle of moral integrity through characters of faith, obedience, humility and righteousness (Ephesians 5:8-12).
- keep Christ-like relationships and conduct themselves with the fear of God in family life, business endeavour and public involvement (Proverbs 11:3, Titus 1:6; 3:1-2).
- disciple members that are transformed into the image of Christ (Ephesians 5:26-27).

- develop a consistent and biblical prayer life (I Thessalonians 5:17; James 5:16b; I Timothy 2:1-2)
- seek the glory of God alone in all they do (I Corinthians 10:31).

#### **Academically, NBTS graduates should be able to:**

**Generally:** Develop a mind-set that is biblically, theologically and educationally sound and able to articulate his/her faith life in teaching, preaching, and leadership from a biblico-theological perspective. And, **specifically:**

- develop maturing minds that will live, teach and lead for Christ (Philippians 2:5-11; II Timothy 2:15).
- seek and apply the knowledge of God for faith and obedience (Jeremiah 3:15).
- interpret biblical revelations and Christian doctrines related to God, creation, alienation, redemption and consummation (I Peter 3:15).
- discuss and uphold protestant, evangelical, and Baptist history, heritage and values (Zechariah 4:6).
- seek to understand, interpret, evaluate and cherish African culture (Acts 17:16-30; I Corinthians 9:20-23).
- analyze and discern the contemporary global context - Philosophies, ideologies and religions (I Chronicles 12:32; I Corinthians 1:20-25).
- develop cognitive ability to engage in critical reflection on Christian life and ministerial practices (2 Timothy 2:7).
- keep abreast of contemporary issues and respond to them appropriately (Daniel 9:2-3).
- Continue to meditate on the word of God and engage in further studies as life-long learners (Psalms 1:2, Psalms 119:11, Psalms 119:15-16).

### Ministerially, NBTS graduates should be able to:

**Generally:** Develop the skills of ministry in the areas of evangelism, teaching, discipleship, counseling, recruitment and training of church workers, developing meaningful relationships and getting involved in solving the problems of the society. And, **specifically:**

- acquire and improve on competence and expertise especially in the use of ICT for professional enhancement and performance in ministerial career (Exodus 31:1-11).
- proclaim the gospel of the Kingdom of God for redemption and nurture of souls (Matthew 24:13-14; 2 Timothy 4:2).
- strengthen their members' prayer life and communion with God and lead them to engage in spiritual warfare (Matthew 16:18-19)
- promote a lifestyle of worship and fellowship among their members (John 4:24; Acts 2:42-47).
- counsel, care for and support people to discover and submit to the will of God (Matthew 6:10).
- lead exemplary Christian lifestyle to guide and develop others for Christian living and service (I Timothy 3:7; II Timothy 3:10-14).
- effectively teach biblical revelation, training people in Christ-likeness, equipping the saints for service and faithfulness in stewardship (Ephesians 4:12).
- identify with the holistic mission(s) of God through church planting, church growth and renewal and social ministry for holistic transformation of society (Matthew 28: 19-20; I Corinthians 3:10, James 1:27; Romans 8:18-21).

## APPENDIX H

### OPPORTUNITIES FOR GOSPEL MINISTERS AND MINISTRIES

#### I. Introduction

The essential task of a theological institution like The Nigerian Baptist Theological Seminary, Ogbomoso is to train and equip gospel ministers. The commitment of NBTS to this task can be discussed in three stages. In the **first stage**, NBTS concentrated on the training of pastors to lead churches. Therefore, every student has been automatically called pastor. The **second stage** started when the Seminary began to train religious/Christian educators with the vocational objective of teaching in the church or educational institutions. Unfortunately, we have retained the title "pastor" for them even when they are not pastoring! This is the stage of training for specialized gospel ministries (education, mission and church music). The **third stage** began 1992 when the institution commenced the present master of divinity programme on part-time, sandwich basis. That development was a recognition of bi-vocational ministry.

There are two implications of this brief analysis that should not escape us. The **first implication** is that while traditional pastoral training is still the core of the Seminary programme, the curriculum has been diversified to equip for a variety of gospel work. The **second implication** is that the time has come for the Seminary to even move beyond training fulltime, professional Christian workers. The institution need to respond to the global paradigm shift to design and provide training programmes for the entire body of Christ. If the global church will fulfill the Great Commission the entire body has to be taught and mobilized. We have entered a new era of providing theological education for the whole church. In all progressive parts of the world ministerial training has been broadened beyond pastoral education!

This article highlights four major areas in which graduates of NBTS can serve the Lord.

## **II. Call to Pastoral Leadership**

In the time past, most Seminary students hoped upon graduation to be called to pastor an established church. Up till late 1980s some were even called by two or more churches. Not anymore. The number of Seminary graduates been called to pastoral leadership has reduced significantly. This has led to the perennial question, are we overproducing pastors? This is a difficult question to answer for two reasons: whereas the Nigerian Baptist Convention has over ten thousand Baptist churches, the denomination has about five thousand trained pastors. Today, there are still many churches without pastors. Some can call and pay pastors, some cannot. Yet, every church needs a pastor. How shall we provide pastoral leaders for churches that are financially weak? This matter calls for urgent attention. The Seminary has done its best to control the rate of growth of student enrolment. However, if God truly calls somebody today to be a gospel worker we need to help the person to know how to obey the call through a variety of means.

## **III. Call to Specialized Ministries**

Thanks be to the Lord that many churches of the Nigerian Baptist Convention have grown and developed to the point that they need (and can afford to call) two or more gospel ministers. This has led to the emergence of multi-staff ministry which started in 1986, about thirty years ago in New Estate Baptist Church, Surulere, Lagos. Of a truth, many pastors and churches have had bitter experiences with multi-staff ministry due to a number of reasons, the analysis and discussion of which is beyond the scope of this paper. The complete truth is that God can and has also used the same to bless many other

churches within and outside our denomination. (The Seminary is willing, available and ready to help conduct Seminar on the Principles and Practice of Multi-staff Ministry for any interested church, association or conference. As a matter of fact the Seminary has developed two standard practical courses on Multi-staff Ministry (Part I – Introduction, Part II – Advanced).

The multi-staff ministry is based on the biblical, theological and practical convictions that God has given some Christians talents and gifts to perform and excel in some particular aspects of gospel work. They can be trained to carry out and find fulfilment in career specialized ministries not necessarily as a stepping stone to become church pastors. Again we thank the Lord for the good example of Rev. Thomas Takpatore who has served for about twenty-five years as a music minister. God has enlarged the scope of gospel ministries in our denomination. Our task is to mature in the practice.

## **IV. Call to Church Planting**

Mission scholars and practitioners agree that church planting is one of the most effective methods of evangelism. It is a practical method to evangelise, disciple and saturate a society with the power of the gospel. Those who believe they are truly called for pastoral leadership should take up the challenge of church planting. Of a truth, church planting is very demanding. It requires hard work, patience, ruggedness, even missionary spirit. Church planting is not easy in any place in any age. Our Baptist fathers and mothers who planted the present big churches of the Nigerian Baptist Convention laboured to plant and grow those churches. Some of them committed their entire pastoral career to serve a single church. God, however, blessed their efforts.

Church planting can thrive in many villages, towns and cities of Nigeria today. What is needed are pastors with missionary,

evangelistic, pastoral zeal to identify such places and pioneer church planting. With prayer, God will raise partners for a church planter. Some individuals or families may give spiritual or material support. An organization, association or conference may come to support the work.

## V. Call to Bi-Vocational Ministry

Bi-vocationalism is a valid biblical and practical model of gospel ministry. Apostle Paul served as a sent maker missionary (I Cor. 9:6; 2 Thess. 3:8-9). It has its advantages/merits and strengths as well as disadvantages, demerits and weaknesses like the full time model. In theory, a gospel minister can practice bi-vocational work at the very beginning, in the middle or at the end of the secular/public career. There are at least two problems associated with bi-vocational pastoral work in the Nigerian Baptist Convention: The first is that many bi-vocational pastors occupy places that some other (usually younger) pastors should serve. This often looks unfair. The benefit and challenge is that some churches actually need high caliber pastors (in term of level of education and exposure) that young, new pastors cannot satisfy. We must also admit that some offer free pastoral service in towns and villages to churches that cannot pay for the services.

The second is that most of our bi-vocational pastors are ministers who are called by God late or respond late, after they have often time reached the very peak of their secular career. They are thus seen to be the people who are smartly tasting the better of two professions. Truly, there are some abuses associated with the practice of bi-vocational gospel work. However, the abuse of a thing does not cancel its valid use.

The truth is that God is calling some people into bi-vocational Christian ministry. The model has been used by God to bless the

work of many other denominations. Some Christians have gifts, training and expertise in some areas that should not be abandoned. What is wrong if they are able to use their talents to prosper the kingdom work? The world needs trained gospel ministers in public service, in industries, in academic institutions, in health sectors, in politics and in governance. That is taking place in many parts of the world. Why not in our context?

## VI. Conclusion

This paper has examined very briefly some issues related to a variety of opportunities for involvement in gospel ministries today, in the context of the training programmes of the theological institutions of the Nigerian Baptist Convention. The discussion is, no doubt, not exhaustive. Many important and critical issues have probably not been touched. The reader is encouraged to send his comments and suggestions to the Nigerian Baptist Theological Seminary, Ogbomoso.

Meanwhile the reader is referred to relevant portions of **Beliefs, Policies and Practices of the Nigerian Baptist Convention**, 2015 Edition: Calling a pastor (p.18), full-time pastor (p.19), Interim pastor (p.20), induction service (p.20), bi-vocational ministers (pp. 21-23), full-time pastor doing other part-time jobs (pp.23-24), multi-staff ministry (pp.24-25). The provisions of this commendable publication show that the Nigerian Baptist Convention recognises variety of opportunities for gospel ministers and ministries.