

**Discipleship  
Institute**



**Discipleship Institute  
Handbook**



**Motto:**

**"Equipping the Body of Christ to Reach its Destiny as  
Conquerors"**

**Ebenezer Temple Pentecostal Church (ETPC)  
5649 Christian Street, Philadelphia Pa. 19143**

**215-472-5216**

**Elder David and Pastor Juanita D. Rivers,  
Founders**

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## *Ebenezer Temple Pentecostal Church* *Discipleship Institute*

### Withdrawal Form

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Instructor's Name: \_\_\_\_\_

Reason for Request:

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

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This Section - For Office Use Only  
Registrar

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial:

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# *Ebenezer Temple Pentecostal Church* *Discipleship Institute*

## **Extension Request Form**

Name \_\_\_\_\_

Course Title \_\_\_\_\_

Instructor \_\_\_\_\_

Due Date of Assignment \_\_\_\_\_

Reason for Extension

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

Instructor's Signature \_\_\_\_\_

Date Registrar Received Request \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Exhibit 1

## **Welcome to the Discipleship Institute**

### **History**

Ebenezer Temple Pentecostal Church (ETPC) exists to facilitate the process of bringing about holistic individuals physically, socially, mentally, economically, and spiritually. ETPC was a promise and vision that took almost ten years to actualize. Our conception began in 1992, when the Lord called Elder Juanita D. Rivers to the role of Shepherdess/ Pastor. Initially she struggled with the calling but finally in January 1997, Pastor Rivers submitted to God's preordained Sovereign Will and waited on God to perfect the vision for this pastoral assignment.

In June 2000, Bishop Keith M. Thomas (Founders' Pastor) and the Beulah Tabernacle Pentecostal Church, INC graciously imparted the building at 5552 Baltimore Avenue, Philadelphia PA to Elder David and Pastor Juanita Rivers. The building became Ebenezer Temple Pentecostal Church, INC.

Pastor Rivers was consecrated as Pastor on January 14, 2001; and held services in their home until such time as the physical edifice renovations allowed inhabiting. The first member was a faithful friend of over twenty-eight years, the late Elder Alma R. White. After extensive rehabilitation and much fasting and prayer, the first service was held in the 5552 Baltimore edifice on February 25, 2001. Thus ETPC began with 15 adults plus children.

On February 28, 2010 ETPC moved into a new edifice at 5649 Christian Street which was a fulfillment of God's promise that Elder and Pastor Rivers would be given a larger building to minister all the more, to those individuals within the community surrounding the church.

Immediately after settling into this spacious edifice, Pastor Rivers desired a teaching program that moved beyond denominational boundaries to equip the body of Christ at large with greater biblical skills in implementing the great commission. From this desire, a vision enveloped and fulfilled now known as the ETPC Discipleship Institute erected in the memory of Elder Alma R. White.

## Mission Statement

Our mission is “Equipping the body of Christ biblically, theologically, and doctrinally to defend the faith by rightly applying the Word of truth in effort to decrease Satan’s dominion and influence until our Lord returns. (Luke 4:18-19; Isaiah 61:1-4).

## Academic Requirement

### Student

Attending every class is essential to the student’s academic success. The student is expected to attend all classes. In case of an emergency, one absence will be granted to the student (without academic penalty is at the discretion of the instructor). The student is expected to timely submit all assignments due to promptly upon return to class.

All students are expected to be on time for class. In the event of absences it is the student’s responsibility to contact the respective instructor(s). Two or more unexcused lateness or absence within a semester will result in a lowered final grade.

Hand written assignments are unacceptable. It is the policy of the Discipleship Institute that all assignments are typed, using Times New Roman or Arial Script with a 12 point font and double spaced unless directed otherwise. This is the minimal requirement of the Institute. This prerequisite is to be followed in all classes unless the instructor has branded a deviation.

### Extension Request

An extension will be given to a student who is in good academic standing at the time of the request. Good standing is defined as a **C** or above grade point average. The request is granted at the instructor’s discretion. It is the responsibility of the student to obtain the necessary paperwork to make an official request for an extension. Copies of this paper work can be found in the office of the Registrar and is included in this handbook. The form must be completed in its entirety. Once a student has submitted the formal request for an extension, the student is required to adhere to the due dates agreed by their instructor. If a student fails to complete assignments by the scheduled date the result will be a lowered grade or failure.

## Academic Requirement

### Instructor

The instructor is required to develop and submit a syllabus at least two months in advance of class to the Dean of Students for approval. Copies should be supplied to all students no later than the first day of class. The syllabus

should include: Learning outcome, course description, due dates of assignments, scheduled dates for tests and quizzes, special projects, etc.

**Learning Outcome.** The instructor will describe in detail the desired learning objectives for the class as well as the method to be employed to arrive at the desired goal.

**Course Description.** The instructor will develop a concise description of their course that gives the student a snapshot of what is to be taught in the coming weeks.

**Assignments and Dates.** It is expected that students will have ample opportunity to practice and demonstrate comprehension and achievement of learning objectives. It will assist the students in a better understanding of their course of study. All assignments should be challenging and thought provoking, stretching the student while maintaining and enhancing their current intellectual competence. Predefined assigned dates are critical both to the program and students’ success. If a student fails to complete assignments by the scheduled date the result will be a lowered grade or failure.

Students may be granted an extension of time to complete course requirements in the event of an illness or emergency. Approval of such extension are required by the instructor and submitted to the Registrar’s Office. When granting a student an extension beyond the instructors due date of grade submission, students will receive an Incomplete. Once the extension expires, the instructor will send a revised grade to the Registrar’s Office.

Final grades are due to the Registrar office no later than two weeks after the last class session. Instructors should return student’s assignments by the next class session. This will keep students abreast of their academic standing.

**Tests and Quizzes.** The Institute has designed its grading system. Instructors have flexibility in determining the weight of each activity to arrive at the final grade. All classes are required to give homework and measureable assignments (i.e. tests, quizzes, projects, etc.) to gauge whether learning is taking place.

**Lesson Plans.** Lesson plans should be written and submitted to the Dean’s Office for each class session within the semester. If an instructor has an unforeseen emergency and cannot make class, the lesson plan should be sent via e-mail to the Dean’s Office for assigning to a substitute teacher.

Instructors are required to be present for each class. If circumstance prevents this policy, prompt notification (as soon as event presents itself or at least 48 hours prior to class convening so that a substitute can be secured) should be made to the Dean’s Office. If an instructor is going to be late, it is your responsibility to inform your students and the Registrar’s Office.

It is the position of the Discipleship Institute that instructors are mature Christians who are able to rightly divide the Word of Truth and adhere to all of the

Holy Scriptures in the canonical bible. Your life must demonstrate the spiritual maturity.

Grounds for suspension or dismissal will be carried out for all unethical and immoral conduct infractions (James 3:1; Galatians 5:20-22).

**Final Grade Submission.** Final grades must be submitted to the Registrar's Office two weeks after the final exam, project or lecture of the class.

## Grading System

The grading system is as follows:

A+ = 98-100	B+ = 86-89	C+ = 78-79	D = 70-65
A = 97-92	B = 82-86	C = 75-77	F = 64-Below
A- = 91-90	B- = 80-81	C- = 71-74	

## Policies

**Withdrawal.** Any student who wishes to withdraw from a class must submit their request in writing. This written request must be given to the Registrar. If the student is in good academic standing at the time of their request a withdrawal will be granted and a "W" will appear on their transcript. The student will have until the middle of the semester to withdraw from any class without penalty. If the student is not in good academic standing according to their instructor, the withdrawal request will be denied. If the student discontinues attendance, the grade earned will be based on the percentage of work student completed prior to withdrawing. An exception to this is if a student withdraws within the first two weeks of the academic semester; at that point in time, no grade will be given.

**Drop and Add.** Drop and Add for any class will take place within the first two weeks of the semester. The student is allowed to drop and/or add a class within this time frame.

**Plagiarism.** Any student who fails to cite (give credit) any ideas or writings from an outside source will be considered a plagiarist. The first time this happens the student will be given a written and verbal warning. If it happens again, the student will receive a failing grade and serve a semester suspension without a refund of tuition and/or fees.

**Integrity.** Integrity is highly esteemed in this institute. All students are expected to write and hand in their own work. Tuition is to be paid in full by the first day of class or student will be removed from the roster by the second week.

**Identification (ID) badges.** ID badges are to be worn every day of class. If the student's badge is lost a \$10 replacement fee will be charged for each occurrence. Any students reporting without ID must sign in with the registrar.

## Program Completion Criteria

**Certificate.** Participants must complete at least 18 semester credits; 14 from the core requirements and the remaining four from electives. This program can be completed within a year. Core requirements are courses that begin with the letters "DC" and electives with the letter "B" (Bible) or "C" (General).

**Diploma.** Participants must complete at least 36 semester credits; 28 credits from the core requirements the remaining 8 are electives. Most courses are two credits unless otherwise stated.

There is a registration fee of \$20 a class in addition to the cost of textbooks and use of computer lab. (See computer fee in the technology section of the handbook).

### Core Certificate Courses

Old Testament (DC101)  
New Testament  
Introduction to Church History I & II  
Writing Course  
Public Speaking  
Introduction to Theology  
Biblical Interpretation

### Electives

Spiritual Warfare  
Women in the Bible (B202)  
Synoptic Gospels (B201)  
Pauline Prison Epistles  
Minor Prophets  
Evangelism E201  
Galatians B 301  
The Work of the Holy Spirit E101  
Growing Towards Spiritual Maturity (E105)  
The Triune God (C106)

### Core Diploma Courses

Theology II  
Christian World View  
Christian Ethics  
Major Prophets (DC200)  
Gospels  
Pentateuch/Law  
Eschatology

## Composition 100

**Composition 100 is optional and instructor recommended.** This class is offered to students who require assistance with the writing of their papers. All instructors reserve the right to recommend any student whose writing and verbal skills would benefit from it. In this class, the student will learn grammar, proper punctuation, parts of speech, and sentence syntax for the primary purpose of gaining the necessary tools in becoming a better writer who is able to express clearly their ideas in an organized and articulate way.

## Technology

The computer lab is open to all students. The lab will be open during the school operating hours: The computer will be closed during chapel services. If a student should need the computer lab during off school hours, they will need to make an appointment through Minister Ross. There is also Saturday availability strictly by appointment.

If a student should need the use of the computer lab they are expected to bring their own ream of paper and there will be a onetime fee of \$10 per semester to offset the cost of toner. Printing is ONLY for Discipleship Institute classroom assignments and information which necessary supporting a classroom assignment. **NO PRINTING FOR PERSONAL USE.** The only printing exceptions are from Pastor Rivers (Ebenezer Pastor), Minister Ross (Ebenezer Director), or Norm Ross (Technology).

## Tuition and Fees

There is a \$20 registration fee for each class a student registers. There is no limit to the amount of classes a student. The computer fee of \$10 is applied to any student who requests use of the computer lab. Information on this fee is expounded upon in the Technology section. Textbooks are available for purchase from our **Calvin J. Thomas, Sr. Memorial** Bookstore.

## MISCELLANEOUS

### Instructor Supplies and Equipment Needs

Instructors should provide a classroom supplies and equipment listing to the Dean's Office no later than three weeks prior to the Semester. The list should contain, at a minimum, the following information:

- Type of Equipment and date required
- List of class room supplies
- Special seating style

### School Closings

In the event of school emergencies or inclement weather, the student should check the website for hours of operation. The website is address is: [www.ebenezertemplepc.org](http://www.ebenezertemplepc.org); Or they may call 215-472-5216 and there will be a voice message to indicate closing information.

Questions concerning the institute may be directed to the Registrar's Office at 215-472-5215.