

# Faculty Handbook

The Handbook for all the Faculty and Staff at ETS.

- History
- Purpose and Objectives of the Seminary
- Faculty
- Practical Ministry
- Student Formation
- Extension Schools of Christian Ministry
- Miscellany
- Academic Policies and Procedures
- Administration, Faculty and Staff
- Graduate Programs

# History

## Historical sketch of the school

The Bible school ministry for the Church of God in Europe began in 1949 under the leadership of the Reverend Robert Seyda, an American of German descent who was ministering in Germany under the appointment of the Church of God World Missions Board. The war had just ended, and the German Church of God was in a state of revival. Sensing the need for leadership training and evangelism, Seyda invited young men and women to Schorndorf for a Bible Training Course that lasted two years, 1949-51. About twenty students enrolled in the program, many of whom went into part or full-time ministry in the German Church of God. Seyda returned to a pastorate in America, and seven years later the Bible School started again under the auspices of the Church of God World Missions.

Reverend Paul H. Walker, Executive Secretary of Church of God World Missions, convinced the German Church of God overseer, Reverend Herman Lauster, of the need to establish a Bible School in Germany. He arranged for the missions offering at the 1958 General Assembly to be designated for the purchase of a suitable building for the school in the Rudersberg-Krehwinkel area. The Reverend Lamar McDaniel and his wife Ardys were appointed by the World Missions Board to direct the new school. In the fall of 1962, the school was placed under the leadership of the German Overseer, Reverend Lambert Delong, and moved to the local Church of God near Heilbronn. Two years later (1964), at the request of the first Superintendent of the Church of God in Europe, Reverend Vessie D. Hargraves, the German Bible school moved to Switzerland. It became an international school, taking on the name International Bible Seminary (I.B.S). This was a significant turning point in the school's history.

The internationalization of the school brought with it bi-lingual instruction (English with a translation into German), a broadening of opportunities for training and ministry, and a network of personal relationships throughout the Church of God in Europe. The school was placed under the leadership of the European Superintendent, Reverend William Alton, and administered by a Director, Reverend Paul Lauster. Specific difficulties, however, (high cost of living, problems with visas, isolation from local churches, etc.) led the leadership to return the school to Germany. After six years in Switzerland, the school was relocated to Rudersberg (Baden-Württemberg).

Church of God World Missions appointed Reverend Heinrich Scherz as president of the new school in Rudersberg, and the name of the school was changed to European Bible Seminary (EBS). The purchase of an existing physical facility in Rudersberg and the expansion of this facility was made possible through the Youth World Evangelism Appeal Project (YWEA) in 1974. In 1980 the Seminary again received a substantial monetary gift from the Church of God as starting capital for an endowment fund and the purchase of additional property for future expansion. The newly appointed Superintendent of Europe, Dr. Herbert Walker brought extensive educational experience

from his previous work as Academic Dean of the denomination's institution of higher learning in America (Lee University). He worked with Reverend Scherz in extending the training to a three-year curriculum that combined an excellent academic program with a strong emphasis on practical ministries. In a short time, students were attending EBS from Germany, England, Scotland, France, Spain, Italy, Yugoslavia, the USA, Israel, and Africa. The multi-cultural, multi-national makeup of the student body and faculty has been a constant characteristic of the school since its internationalization in Switzerland. The ongoing financial support and scholarship assistance provided by the Church of God World Missions and the European Superintendents have helped to make this possible.

During the 1980's the school successfully built bridges to other evangelical and Pentecostal denominations throughout Europe. In 1980 the school became a founding member of the European Pentecostal Theological Association (EPTA). The European integration encouraged a growing interest in the school from other church movements throughout Europe as well as additional European faculty. In 1988 the Seminary became a general member of the European Evangelical Accrediting Association (EEAA) with the goal of seeking full accreditation. The school was also beginning to recognize the need to better serve the needs of its constituency by supplementing residential studies with Distance Learning Programs. President Scherz and Philip Morris, a teacher and later president of the seminary, played a key role in organizing Distance Learning Programs. Extension centers and teaching missions were soon organized throughout Europe. As the program solidified and expanded under the leadership of President Morris it made the Seminary's Foundations Course available through distance learning and helped to integrate the program into the denomination's Ministerial Internship Program (MIP). The name of the expanded extension programs of the Seminary was changed to European Schools of Christian Ministry (ESCM) and the distance learning activities of the Seminary were formally organized as a Department of External Studies with a part-time director, Reverend Peter Thomas. The ESCM program was soon expanded to include a Second-year curriculum leading to the Certificate in Christian Ministry and Dr. Carl Simpson became the resident Director of the ESCM, the name changed to Extension Schools of Christian Ministries.

As early as 1990 the Seminary began offering additional training for nationals who held a Bible School Diploma but desired advanced training so as to become certified to teach courses in the ESCM centers. In 1991, under the presidency of Dr. Edward Williams (1989-92), the European Bible Seminary began a partnership agreement with the Church of God Theological Seminary to offer graduate courses on the campus of EBS. A number of courses were offered by visiting professors from the Seminary in Cleveland.

In 1996 the Seminary President, Dr. John Sims, began a dialogue with the Church of God Theological Seminary in Cleveland concerning the expansion of the graduate courses into a full extension program. Beginning in the fall of 1999 regular courses leading to the Master of Arts in Church Ministries were offered as short ten-day modules and on a commuting basis, under the directorship of Dr. Paul Schmidgall. This part-time In-Service Model was designed to be the foundation of a future full-time Master's program in theological studies, aimed at training highly qualified leadership for the Church of God in Europe, the CIS, and the Middle East.

During the late 90's the school experienced steady growth and took on an unprecedented international character as more students from Eastern Europe and Africa began attending the seminary. It soon became evident that the facility in Rudersberg would not be adequate for future growth. In February 2001 the EBS Board of Directors voted to move the school to Freudenstadt-Kniebis. A transfer of property was arranged with a Church of God related association that had operated a hotel and home for the aged on the site. In the summer of 2002, the Seminary moved its geographical location to Kniebis, near Freudenstadt, and changed the name of the school to European Theological Seminary. The building in Rudersberg that had served the Seminary well for thirty years had become too small and was exchanged for a much larger facility and beautiful grounds in the majestic surroundings of the Black Forest. Through an extraordinarily generous gift of an American donor, Mr. John Gregory, along with substantial gifts from the Charlotte Central Church of God, the German Church of God, and the Department of Ministerial Development, the existing structure was renovated (partially through the assistance of the Men and Women of Action) and a beautiful new building (housing a chapel, classrooms, student center, and other facilities) was added. In its first year in Kniebis, the school experienced a record enrollment. The new school and facilities were dedicated to God and His service on May 25, 2003.

The European Evangelical Accrediting Association (now known as ECTE – European Council for Theological Education) has also accepted the Seminary's Diploma program for accreditation at level B, (comparable to a Vocational Bachelor of Theology, B.Th. Equivalent). This is now offered as a Learning Opportunity at EQF-Level 6 (European Quality Framework). The Seminary has been approved for many years by the educational authorities of the State of Baden-Württemberg (Germany) as a private school for professional training.

In 2007 a cooperation agreement was signed with Lee University, Cleveland, TN, to offer master's level post-graduate degrees in the areas of Counseling Psychology and Biblical Studies using the part-time In-Service model, and these have proven to be very popular. In 2015 Counseling Psychology ceased to be offered and was replaced 2014 by the MSc in Marriage and Family Studies. After fourteen years in office, Dr. Paul Schmidgall stepped down as President to return to Israel. He was replaced by Dr. Stephen Darnell. In 2019 the two master's programs were accredited in Germany by Evalag and are offered for part-time study as the M.A. Marriage and Family Studies and the M.A. Pentecostal and Charismatic Theology. Reverend Manuel Martin-Arroyo was installed as president in September 2022.

## School Presidents

| Name                  | Place               | Year      |
|-----------------------|---------------------|-----------|
| Reverend Robert Seyda | Schorndorf, Germany | 1949-1951 |
| School inactive       |                     | 1951-1958 |

|                               |                                 |              |
|-------------------------------|---------------------------------|--------------|
| Reverend Lamar McDaniel       | Krehwinkel, Germany             | 1958-1962    |
| Reverend Lambert Delong       | Heilbronn, Germany              | 1962-1964    |
| Reverend William Alton        | Wienacht, Switzerland           | 1964-1968    |
| Reverend William Henry        | Wienacht, Switzerland           | 1968-1970    |
| School inactive               |                                 | 1970-1972    |
| Reverend Heinrich Scherz      | Rudersberg, Germany             | 1973-1989    |
| Reverend Dr. Edward Williams  | Rudersberg, Germany             | 1989-1992    |
| Reverend Philip C. Morris     | Rudersberg, Germany             | 1992-1996    |
| Reverend Dr. John A. Sims     | Rudersberg and Kniebis, Germany | 1996-2004    |
| Reverend Dr. Paul Schmidgall  | Kniebis, Germany                | 2004-2018    |
| Reverend Dr. Stephen Darnell  | Kniebis, Germany                | 2018-2022    |
| Reverend Manuel Martin-Arroyo | Kniebis, Germany                | 2022-present |

# Purpose and Objectives of the Seminary

## Statement of Purpose

The Church of God European Theological Seminary is a bilingual Pentecostal/Charismatic institution of the Church of God (Cleveland, TN, USA), which trains leaders and laity for Christian Ministry in today's world. It provides a balance of academic excellence with practical ministry experience and spiritual formation, for the purpose of equipping workers to fulfill the Great Commission of the Lord Jesus Christ.

Training for leadership in church ministry occurs on three levels at ETS:

1. Classroom or online lectures and learning activities encourage academic reflection and dialogue.
2. Life in the spiritual community, on campus or online, emphasizes social, spiritual, and character formation.
3. Practica and internships help to integrate learned material and personal development through practically engaging in real life ministry situations.
4. Institutional Goals

## Institutional Goals

The primary goals of the Seminary are to help students:

1. acquire a basic understanding of the Scriptures, the history of the church, and the church's theological heritage so as to be able to integrate these into a theological perspective that is biblically sound.
2. experience spiritual growth, personal development, and professional maturity so that they can function competently and responsibly in ministry.
3. acquire and develop communication and relational skills that will enable them to function well and communicate the gospel in whatever cultural or inter-cultural setting they may find themselves.
4. acquire and develop, under supervision, those skills, and abilities needed for the practice of ministry.

# Theological Commitment

We Believe:

1. In the verbal inspiration of the Bible.
2. In One God eternally existing in three persons: namely the Father, Son and Holy Ghost.
3. That Jesus Christ is the only begotten Son of the Father, conceived of the Holy Ghost, and born of the Virgin Mary. That Jesus was crucified, buried and rose from the dead. That He ascended to heaven and is today at the right hand of the Father as the Intercessor.
4. That all have sinned and come short of the glory of God and that repentance is commanded of God for all and necessary for forgiveness of sins.
5. That justification, regeneration, and the new birth are wrought by faith in the blood of Jesus Christ.
6. In sanctification subsequent to the new birth, through faith in the blood of Christ: through the Word and by the Holy Ghost.
7. Holiness is God's standard of living for His people.
8. In the baptism with the Holy Ghost subsequent to a clean heart.
9. In speaking with other tongues as the Spirit gives utterance and that it is the initial evidence of the baptism of the Holy Ghost.
10. In water baptism by immersion, and all who repent should be baptized in the name of the Father, and of the Son, and of the Holy Ghost.
11. Divine Healing is provided for all in the Atonement
12. In the Lord's Supper and washing of the saints' feet.
13. In the pre-millennial second coming of Jesus. First, to resurrect the righteous dead and to catch away the living saints to Him in the air. Second, to reign on the earth a thousand years.
14. In the bodily resurrection; eternal life for the righteous, and eternal punishment for the wicked.

# Faculty

## Members of the Faculty

### VOTING MEMBERS

The President of the Seminary and teaching faculty who teach half-time (6-7 hours per week/semester), or more, shall constitute the voting members of the faculty.

### ASSOCIATE MEMBERS

Members of the Administration and members of the faculty, who teach less than half-time, shall constitute the associate members. Associate members may, with the permission of the presiding officer, attend faculty meetings. The privilege of speaking on issues coming before the faculty, however, extends only to voting members except by invitation of the presiding officer.

### PRESIDING OFFICER

The President of the seminary shall set the date of all faculty meetings and shall act as chair at all regular meetings unless a voting member of the faculty or the Board Chairperson shall be designated by the President as presiding officer pro-tem.

### SECRETARY OF THE FACULTY

The President shall appoint annually a secretary who shall keep a record of the proceedings, promptly distribute the minutes of each meeting to the appropriate persons and maintain the accuracy of all recorded actions of the faculty. The secretary shall assume office at the first regular meeting of the faculty each academic year. In the event that the secretary is absent, the presiding officer shall appoint an acting secretary for the meeting.

## Conduct of Faculty Concerns

### REGULAR MEETINGS

The faculty shall normally meet in regular sessions at least once each month during the academic year.

### SPECIAL MEETINGS



The President may call special meetings of the faculty. Notice shall be given to the faculty three days prior to the meeting date, except in unusual cases or cases of emergency.

## QUORUM

In all meetings of the faculty, a majority of the voting members constitute a quorum.

## AGENDA

The President shall set and distribute the agenda for all faculty meetings. Voting members may, however, submit items (in written form) to the President for his or her consideration when they are relevant to their teaching area. The President shall regularly consult with members of the Administrative Committee regarding agenda items.

# Powers and Duties of the Faculty

The faculty, in conjunction with the administration and Board of Directors, is entrusted with the conduct of the academic programs of the seminary with special responsibility in the areas of curriculum, subject matter, syllabi, methods of instruction, peer evaluation, professional development, and those aspects of student life that relate to the educational process.

In matters where the power of review or final decision lodged in the Board of Directors or delegated by it to the President has been exercised adversely, the faculty shall have the opportunity to express their views to the President or to the Board of Directors. This privilege should, however, always be exercised in an appropriate and professional manner.

The faculty shall establish the requirements for all educational programs offered and for the course work required, taking into careful consideration the mission of the school and the needs of the church that it serves.

The faculty shall enjoy the privilege of making recommendations to the administration and/or Board of Directors on matters of vital concern to the faculty such as the selection of the President, the formulation of the annual budget of the seminary, and the establishment of a policy that has direct relevance to the faculty. Such recommendations should always be in written form and submitted to the appropriate persons (the President and/or Chairman of the Board of Directors).

# Recruitment of Faculty and Employment Procedures

The creation of a new faculty position or the declaration of a faculty vacancy is a function of the Board of Directors. The hiring and dismissal of all full-time faculty and staff are also the responsibility of the Board. The President may hire, without the approval of the Board, part-time staff and faculty who teach less than six hours/week in the semester.

Applicants for full-time faculty and staff positions are normally processed first through the President of the seminary who shall keep applications and resumes on file. Applicants for full-time positions must be interviewed by the President and Chairman of the Board of Directors who shall consider their qualifications and suitability before bringing their recommendations to the Board of Directors. In the event that the President or Chairman of the Board of Directors recommends a person deemed unsuitable for the position, any member of the Board shall have the privilege of nomination, which the Board may approve or reject.

1. Faculty and staff who are approved and compensated through Church of God World Missions are recommended to the Board by the President of the seminary and the General Officer of the Church of God under whose supervision the seminary operates. Salaries and benefits and terms of service for these faculty and staff members are subject to the policies of Church of God World Missions and the Board of Directors.
2. Faculty and staff whose compensation comes from the operating budget of the seminary are recommended to the Board of Directors by the President of the seminary and the Chairman of the Board of Directors under whose supervision the seminary operates. Salaries, benefits, and terms of service for these faculty and staff members are set by the policies and decisions of the Board of Directors.

## Faculty Qualifications and Terms of Service

The European Theological Seminary is a school with a distinct mission. That mission is to equip leaders and coworkers for the work of the church and the Kingdom of God. The mandate of the school is to do its part in helping to fulfill the Great Commission, particularly in Europe, the CIS, and the Middle East. This spiritual duty entails a godly attitude and lifestyle, a desire to reach the world with the Gospel and make Christian disciples, the planting and building of churches, and a wholehearted commitment to the authority of Scripture and the Lordship of Jesus Christ. A personal commitment to Jesus Christ is the controlling perspective from which the entire educational enterprise is carried out. The foundational purpose of all educational programs in the school is to develop within students the knowledge, attitudes, understanding, ability, and skills which will prepare them for ministry in the Church and responsible Christian living in the contemporary world. Teaching excellence is valued as the most important faculty role, but Christian community service, practical ministry experience, and involvement in ETS student life are also deemed to be important faculty responsibilities.

It is the sharing of this common mission that gives faculty joy in their work and a sense of collegiality with one another at ETS. It is also the mission that motivates faculty engagement with the students and meaningful participation in their lives and ministries. The overarching qualification for teaching at the European Theological Seminary is a joyful desire and commitment to model through precept and example the mission of the school and its ministries.

### ACADEMIC QUALIFICATIONS

Full-time faculty must normally hold at least a master's degree or its equivalent, from an accredited institution. Under unusual circumstances consideration for teaching may be given to persons holding a bachelor's degree or its equivalent, and/or persons whose practical ministry experience or skills qualify them to make a special contribution to the school and its students. The general expectation of all teaching faculty is that they have excellent teaching skills and know how to make their teaching applicable and relevant to ministry needs.

Full-time teaching Faculty normally teach 12-15 hours per week during the semester and are expected to teach in at least one J-term (intensive course) per year. As time and resources permit, the faculty is encouraged to pursue continuing professional development in their areas of study and skill.

## **PRACTICAL MINISTRY EXPERIENCE**

It is considered highly desirable, and in some cases a condition of employment, for faculty to have had successful practical ministry experience.

## **ACADEMIC FREEDOM**

European Theological Seminary is sponsored by the Church of God, an international denomination committed to a conservative, Evangelical, and Pentecostal theological position. Teachers at ETS are free to work in an atmosphere that encourages investigation in all fields of learning and research. The teacher is entitled to freedom in the classroom in discussing his or her subject, but he or she should be careful not to introduce into his or her teaching controversial concepts which have no relation to his or her subject or which might confuse the student as to his or her commitment to the doctrinal position of the seminary.

All full-time theological Faculty are expected to embrace the Church of God Declaration of Faith and agree not to advocate in his or her teaching or publications anything contrary to this doctrinal statement. If a faculty member's study leads him or her to conclusions contrary to previous commitments to the seminary, he or she should discuss the matter with the administration. If a mutually satisfactory agreement between the teacher and the administration concerning the problem cannot be reached, the teacher should have the privilege of terminating his or her services in a professional and non-intimidating manner. If he or she does not choose to resign, he or she will be considered to have violated his or her agreement with the institution and the Board of Directors shall terminate his or her services.

## **COMMITTEES AND MAJOR ASSIGNMENTS**

All full-time Faculty are expected to serve on faculty committees and take responsibility for other assignments necessary to the functioning of the school. Major assignments may include serving as Directing the Library, Campus Pastor, Director of Practical Ministries, Public Relations, Director of Extensions, Coordinating and Supervising Student Work Assignments, or other assignments delegated by the President. These assignments should be within the bounds of reason. Faculty who feel that they are overworked in these areas should feel free to express their concerns and feelings to the president.

## FACULTY EVALUATION

The President and Academic Dean evaluate all Faculty on an annual basis. Initially, student evaluations of courses will be examined by the faculty member, the Academic Dean and the President to provide an indication of strengths and weaknesses. The President will meet with each faculty member on an individual basis to discuss these evaluations, explore matters of concern, and dialogue on other matters pertinent to the individual's development. An unsatisfactory evaluation may result in a faculty member being placed on probation for the following year.

## FACULTY VACATION

Full-time salaried faculty are entitled to five weeks of paid holiday each year, in addition to German Public holidays. Faculty are expected to take their vacation outside of the Semester when the school is closed. Faculty under mission's appointment who will be itinerating during the summer are required to furnish the House Manager with a copy of their planned summer itinerary by May 1st each year.

## FACULTY OFFICES/PHONES/COMPUTERS

The President in consultation with the Academic Dean assigns faculty office space. Faculty offices should be maintained in a clean and orderly fashion. The use of faculty phones and computers is limited to faculty members and purposes directly related to the school.

# Termination and Retirement Procedures

The European Theological Seminary does not offer tenure, but faculty are offered legal contracts. Faculty are evaluated, primarily as a means of ongoing development, on an annual basis. Board decisions, when necessary, regarding personnel, are normally taken at the Spring Board meeting. Before the end of the Spring semester, the president shall inform any full-time faculty member, in writing, if their employment status will change.

Faculty whose employment is terminated shall be advised of the reasons that contributed to that decision if he or she so desires. Faculty who are placed on probation may not remain on that status for more than two consecutive years. In the event of a decision not to renew, or to place on probationary status, the individual in question shall have the right to be advised of the reason(s) that contributed to that decision. But it should be understood that the burden of proof regarding competence and performance rests with the individual in question.

Faculty who intend to retire or voluntarily terminate their employment with the seminary at the end of the academic year should notify the President and Board Chairman, in writing, no later than the Spring Board meeting preceding the termination of their employment.

The President and Board of Directors reserve the right to suspend temporarily the services and campus activities of any faculty member and/or employee who violates his or her responsibilities to the institution is insubordinate, is guilty of moral turpitude, or contributes to divisiveness in the

school. Before such action is taken the President shall talk with the person in question regarding the seriousness of the offense. If the matter cannot be resolved the President shall provide the suspended faculty member with a written statement of the reason(s) for the suspension. In cases of suspension, full compensation and benefits shall continue until such time as the matter can be brought before the Board of Directors at which time the faculty member shall have an opportunity to be heard.

# Practical Ministry

## Description

ETS seeks to balance academic excellence, spiritual formation, and practical experience. Practical experience is invaluable to the student as it enables the integration of classroom learning with actual Christian ministry. The student will be expected to observe, participate, and share leadership in the various ministries of a local church. The Director of Practical Ministries has the responsibility to coordinate and oversee the various ministry activities.

## Objectives

Supervised Christian Ministry during the time of studies at ETS serves the purpose of:

1. Providing a practical experience of church ministries, in a local congregation, through evangelism or missions
2. Challenging students to integrate theological studies with practice
3. Helping students to discover and unfold their areas of spiritual gifting and to apply this for the benefit of Christ and the Church

Students are placed under the direct supervision of a local mentor at the place of their internship or practicum with whom they should meet regularly. They also report to the ETS Director of Practical Ministries who will also stay connected with the mentors.

## Format

There are three main types of Practical Ministry undertaken by students at ETS, described as follows:

### SUPERVISED FIELD MINISTRY

Regular attendance at a local place of worship is required for all students; often this provides an opportunity for an ongoing Christian ministry through the semester, assisting in the regular worship services, Sunday School etc. Some students may engage in a regular ministry, in a place other than their normal place of worship, or on a day other than Sunday (e.g. Cell Groups, Children's Clubs, Teenager's Meetings etc.). All such services should be agreed upon by the Director of Practical Ministries and be guided and overseen by an on-site mentor. This ministry should not exceed a time commitment of more than 4½ hours per week during the Semester.

# PRACTICUM SEMESTER

A further eight weeks of full-time ministry are required during the months of January and February, or with permission in the summer. Individual students may have specific opportunities outside this period and may require special permission from the Director of Practical Ministries (e.g. requests to minister during the Christmas/New Year Period, or Easter). These may also count towards the eight weeks of the Practicum Semester.

# PROFESSIONAL INTERNSHIP

The Professional internship linked to the area of concentration of a student can be undertaken following the three years on-campus. It may serve as the one year of practical internship or work experience needed to access the post-graduate programs offered at ETS. The requirements are shown below.

## Evaluation

Competent preparation for ministry demands a dynamic, ongoing supervision and assessment process. Students receive academic credit for their supervised ministry and are evaluated on the basis of the regular reports of both mentors and students. The Director of Practical Ministries must approve all ministry for which ETS grants credit and/or a committee set up by the Seminary. Competent, approved church workers must also supervise practical ministries and internships.

The evaluation of student performances in Christian Ministry is an on-going process under the responsibility of the Director of Practical Ministries. It is based on the regular reports of both students and mentors, as detailed below. Credit is awarded on a Pass/Fail basis.

1. Supervised Field Ministry - requires regular reports from the student during the academic year. Mentors are asked to sign an agreement, which will set out the type of ministry and commitments expected of the student, and to provide an evaluation at the end of each semester.
2. Practicum Semester - requires a report from the student and the mentor for the eight weeks, or each part of this time if ministry is engaged in separate locations. Normally each student will complete this ministry in an eight-week block.
3. Professional Internship - A proper contract is signed setting out areas of responsibility, students report on a bi-monthly basis and must attend two meetings at ETS during the year, mentors report on a six-monthly basis and complete ministry evaluations. The student also submits a final paper as a theological and personal reflection based on their ministry experiences during the senior internship. This is read and evaluated by two faculty members. The final evaluation is an Oral Examination at the end of the professional internship.

## Guidelines for the Professional Internship

# INTRODUCTION

Students at European Theological Seminary are required to undertake Professional Internship, under the supervision of a Mentor. Normally, this follows three years of study and is a vital addition to the student's education, combining theory with praxis and allowing an integration of ministerial philosophy with ministerial practice. It is necessary for all German students in receipt of BAföG to complete this internship; and fulfil the requirements in order to graduate. It may be pursued in different fields of ministry which should reflect the student's concentration e.g. Pastoral, Missions, Music, or Youth and Christian Education. Other types of ministry are also possible, but this would be negotiated with the Director of Practical Ministries. Each student has the responsibility of finding a placement, but he or she can request assistance from the school; it is essential that an on-site mentor be guaranteed.

## DURATION

The professional internship is to begin on September 1st and last until August 31st of the following year (full-time internship), based on a forty-hour working week. Five weeks a year are permitted for vacation. The internship can be extended into two years (part-time internship) if the intern is involved in another occupation during the internship period, requiring fifteen hours of ministerial work per week. This will also last from September 1st to August 31st two years later.

## SPECIFIC REQUIREMENTS OF THE INTERNSHIP

### REGULAR REPORTING

The Director of Practical Ministries will conduct orientation sessions with all students before the Internship. The students will be acquainted with all report forms required from them and their on-site mentors, and of the due dates.

### INTERN MEETINGS

During the course of the year two intern meetings will take place at the school. The interns and faculty tutors must attend those meetings. In special cases exceptions to this rule can be granted, upon written request to the Director of Practical Ministries.

### SENIOR PAPER

During the professional internship the intern must write a 40 - 60 pages Senior Paper on a specific aspect of the internship. It should focus on a specific aspect of ministry and should include a biblical or theological reflection about one's calling or ministry, integration of theory and praxis, and application of theological understanding to issues and problems. It must follow the guidelines set out in the Style Manual, and interns and tutors should respect the submission deadlines. Students are required to register for a one-hour course during their last semester at ETS that is designed to prepare them for the writing (and assigned readings) of the Senior Paper. Deadlines for the Senior Paper must be followed.



## **ORAL EXAMINATION**

In the month of September after the professional internship the intern will be subject to an oral examination. The oral examination will take place at ETS and prior to graduation. The Director of Practical Ministries must receive applications for exceptions to this rule no later than 31st May of the respective year. The examination panel will normally consist of three senior members (e.g., the President, the Academic Dean, the Director of Practical Ministries).

## **SUPERVISION OF THE INTERNSHIP**

The professional internship is the final part of ETS studies. It is important that each intern be given close supervision during the internship. The intern will report to basically three people. The Director of Practical Ministries has the overall responsibility and will coordinate with the intern and other supervisors. Each intern will be assigned a member of the ETS faculty who will act as personal tutor. The local on-site Mentor has a very important role in providing day-to-day supervision. It is expected that each supervisor will make a regular commitment to pray for the intern.

### **ETS PRACTICAL MINISTRIES DIRECTOR**

1. Conduct orientation sessions with all interns before they leave ETS about the internship, reporting procedures, writing the Senior Paper, supervision, examination and graduation requirements Approves all Internships, and on-site Mentors
2. Provides, receives and processes reports from interns and mentors d) Oversees the progress of the senior paper with the assistance of the tutors
3. Liaise with the faculty tutors and on-site mentors
4. Maintain regular contact with the interns and mentors
5. Arrange two interns' meetings at ETS each year, and the oral examination

### **SUPERVISING TUTOR**

1. The tutor is the primary point of contact for the intern, and will receive copies of both interns' and mentors' reports
2. When possible, make two on-site visits during the course of the year
3. Maintain contact by telephone with both the intern and mentor
4. Supervising the writing of the Senior Paper, encouraging the submission schedule to be followed, and responding quickly to inquiries
5. Attend the interns' meetings at ETS
6. Liaise with the Practical Ministries Director in all areas concerning the internship, the oral examination and graduation

### **ON-SITE MENTOR**

1. Provide guidance, advice and opportunities to the intern to develop ministry skills
2. Meet weekly, or at least once every two weeks, with the intern, to discuss and evaluate progress
3. Submit two half-yearly reports, and evaluations of preaching and other ministries

4. Negotiate a contract with the intern, which sets out clearly the requirements, responsibilities and provision for the intern during the internship

# Student Formation

An essential part of the educational experience at ETS is the shaping of each individual as they are being changed into Christ's image. It is required of all students admitted to ETS that they have experienced the New Birth and it is desired that they have also been filled with the Holy Spirit. In addition, it is important that there is evidence of spiritual maturity and a calling for ministry training. The daily life in the School Community as students and faculty live, work and worship together is seen as invaluable in the personal development of students.

## The School Community

All single students are expected to live in the ETS student accommodation and share daily life with Christians from many different nations, cultures, denominations, and perspectives. This provides a unique opportunity to develop friendships, an understanding of others, and to put into practice Christian love and ministry. Work assignments are a part of daily life for all students, including those who live off-campus. There is an atmosphere of study, prayer, worship, and practical work but there is also time for fellowship and fun. Students are encouraged to live and behave according to scriptural principles, respect the Church of God's practical commitments, and always exercise an attitude of openness and respect toward others.

Married students are normally required to find their own accommodation outside the school. Any exceptions to this policy must have the president's approval. To involve off-campus students, spouses, and families several events are scheduled each semester to which these are invited, notably the School Picnic, Family Night, and Music Evening.

## The Worshipping Community

Each week students, staff, and faculty engage in a variety of worship experiences that are designed to deepen their spiritual lives.

### Chapel Services

A Worship Service is normally held in the School Chapel on Wednesday morning, under the direction of the Campus Pastor in which students and faculty participate in worship ministry, reading, praying, testifying, and preaching. Guest preachers are invited by the President and usually meet the student body for a Colloquium in the afternoon.

### Cell Groups

All students are assigned to a Community of Faith Group that meets once per week during the semester under the leadership of one or two members of staff or faculty. These groups provide the opportunity for fellowship, discussion, exploring and exchanging views, and personal and spiritual development.

## Prayer Meetings and Devotions

Everyone involved at ETS is encouraged to engage in and develop private devotions. School Devotions are held two mornings per week with faculty and student participation under the direction of the Campus Pastor. Corporate prayer is emphasized through student-led prayer meetings. From time to time, a missions focused prayer meeting will be held when a missionary will be invited to share about the work they are doing.

## Convocation

From time to time the school sets aside time for praise, worship, teaching, or evangelistic preaching. This presents a unique opportunity for the ETS community to invite visitors to the ETS Campus or to hold meetings in surrounding churches to develop the ministry of the School and Church.

## Christian Community and Social Concern

Through regular church attendance, Supervised Field Ministry, and special events ETS students and faculty seek to build Christian Community through worship and involvement in social ministries.

# The Academic Community

Students must be reminded that their primary purpose for being at ETS is to study and prepare for ministry. Academic excellence is expected. Students should respect quiet time for study, especially in the Library and Reading Room where there should always be an atmosphere that is conducive to study.

# The Working Community

All students at ETS are required to participate in work assignments under the direction of the Dormitory Supervisor. These daily work assignments offer an opportunity for students to develop a sense of responsibility, teamwork and submission to authority that is invaluable in Christian ministry.

# Extension Schools of Christian Ministry

The Church of God European Theological Seminary offers External Studies Programs that under certain conditions are transferable into the residential studies program for undergraduate credit. These studies are offered through the Extension Schools of Christian Ministry / ESCM set up by the National Churches of God in conjunction with the Seminary. The conditions for establishing and operating these schools are listed in a special catalog available through the Seminary office or the national schools. The course offerings and schedules are determined by the Director of the national school in agreement with the Director of External Studies and under the conditions laid down in the ESCM catalog. The following general information and presentation of the programs is from the ESCM catalog.

## Description

Mature Christians, who wish to prepare for Christian Ministry or to improve their ministry skills benefit from the courses in Biblical, Historical & Theological studies and Practical Ministries offered by the Extension Schools of Christian Ministry. They are operated under the auspices of the Division of External Education of the European Theological Seminary, under the responsibility of the Director of Extension Schools of Christian Ministry. This study program is distinct from that of the residential study program. However, courses completed at College Level are transferable where applicable into the Seminary's Undergraduate Studies Division.

## Purpose

The purpose of the ESCM is to help the national Church of God congregations across Europe in training workers for Christian Ministry through a course of study that integrates the learning of ministry skills with the foundational studies necessary for Biblical-theological formation. It also serves as a preliminary year for students who wish to prepare for leadership ministries such as pastor, missionary and teacher.

## Format

The format of the program is flexible in that it allows course work through distance learning and extension centers. Instruction is offered in a variety of ways such as evening classes, weekend seminars and vacation schools. It is also possible to complete work through the Church of God School of Ministry on the Internet (that is transferable to ETS).

# Programs

Three programs of training for Church Ministries are offered through the Extension Schools of Christian Ministry. The first requires thirty-six (36) credit units leading to the Foundations Course Certificate. The second is an advanced program that requires thirty-three (33) additional credit units and leads to the Certificate in Church Ministries. The third is a total of seventy-eight (78) credit units leading to the ETS Diploma. Most national schools offer the Ministerial Internship Program or the Certificate in Ministerial Studies (CIMS) program designed by the Church of God General Education Department.

## Admission

Academic entry requirements for the ESCM Program are limited to a reading and writing knowledge of the language of instruction. However, candidates for College credit must have a High School Diploma or GED Certificate (Graduation from Secondary Education or equivalent, i.e. twelve years total of primary and secondary education). Students who wish to continue their studies in the Seminary's residency program are expected to meet the normal admission requirements for undergraduate studies.

## Orientation

Each candidate to an ESCM-Certificate is required to take part in an Orientation Session that is conducted once a year by the National ESCM Director. It serves the threefold purpose of orienting students to the program of studies, getting acquainted with new students and conducting placement tests.

## Course syllabi

Course syllabi are the responsibility of the ESCM Director in conjunction with the ETS Academic Dean. They must be approved in advance in order to warrant compliance with the requirements of the residence program and transfer of credit to ETS.

## Evaluation of student learning

The evaluation of learning outcome is carried out by the teachers according to the guidelines of the ESCM manual and under the responsibility of the ESCM Director. Grading and record keeping should be in conformity with ESCM guidelines.

## Academic credit

Participants in the program may receive academic credit at Institute or College Level by examination. Satisfactory completion of the Foundations Course at College Level allows entry into the second year of residency studies at the European Theological Seminary if other requirements

are met. College level credit requires the completion of extensive self-study. Each credit unit demands from 12-15 hours of self-study. These normally include extensive readings from a course bibliography (up to 200 pages per credit unit), reading reports and one research paper. Institute level credit requires less academic work. The self-study assignments are much more limited. They include small group interaction, reporting and limited reading.

## Transfer of Credit

Credit obtained through the ESCM programs at College level is transferable where applicable into the residency program at undergraduate level for obtaining the Diploma in Christian Ministries (3- or 4-year program). Students intending to pursue studies in the residence program should consult the catalog of the residency program, choose a program and carefully select their courses in accordance with the requirements of the respective program.

## Term paper requirement

Students who qualify for the Diploma in Christian Ministries need to demonstrate research and writing skills. They are expected to write a 25-35 page (12,500 – 16,500 words) paper on a topic related to their studies in accordance with standard writing guidelines. This paper should demonstrate the student's ability to integrate theory with practice. A copy is to be kept on file with the student's records by the on-site extension registrar.

# Miscellany

## Distinguished Alumnus Award

The European Theological Seminary seeks to recognize the important role of its alumni in the ministry and life of the Church. Each year an Alumnus whose life and ministry reflect the purpose and mission of the school is selected by a committee for special recognition. This committee is chaired by the President of the Seminary, includes a Board member and an elected faculty representative. The title Distinguished Alumnus is conferred on this alumnus at the School Opening and Graduation ceremony.

## Seminary Logo

The ETS logo has been designed to reflect the nature of the school and its ministry. The centrality of the cross of Christ is highlighted in its design.



## Seminary Seal



ETS has its own Seminary Seal that is used to certify and validate all Certificates and Diplomas issued by the school. Any certification not bearing the seal is invalid.

# Academic Policies and Procedures

## Curriculum Development

### SPECIFIC DUTIES OF FACULTY INCLUDE:

1. Consider changes in the curriculum, including the addition or deletion of courses, changes in majors, minors, or areas of concentration, and the creation of diploma or degree-granting programs
2. Consider all curriculum changes and development in keeping with the educational objectives of the seminary
3. Make recommendations to the Board of Directors concerning all matters relating to curriculum development. The final decision regarding curriculum development and changes rests with the ETS Board of Directors

### THE PROCEDURE FOR ADDING OR DELETING A COURSE IS AS FOLLOWS:

- A proposal for adding or deleting any course should be presented in writing to the Academic Dean at least two weeks prior to the faculty meeting when the proposal will be discussed
- In cases where a new course (or courses) is being proposed each course proposal must include the following:
  - The course title and number, the credit hours, and any prerequisites
  - The school mission statement and a brief explanation of how the proposed course(s) is relevant to the mission of the seminary
  - A catalog description and purpose statement for the course
  - A statement of the general and behavioral objectives of the course
  - An outline of the topics to be covered
  - Instructional methods, activities, and evaluation
  - Suggested textbooks and supplementary reading lists
- In cases where the deletion of a course is being recommended, the rationale for the deletion should be provided in writing
- The Academic Dean shall review all proposals and consult with the Administrative Committee prior to the faculty meeting when such proposals shall be considered
- If approved by the Administrative Committee the proposal(s) shall be discussed and voted upon by the faculty. Any amendments proposed at the general faculty meeting must be referred back to the Administrative Committee unless adopted by a unanimous vote

- If approved by the faculty, the proposal(s) shall be presented to the Board of Directors, which shall make the final determination on all proposed changes.
- Once the procedure has been completed the course(s) will be added or deleted from the school prospectus

## New Majors, Minors or Concentrations

Proposals for new majors, minors, or concentrations shall follow the same procedure as new course proposals. All such proposals shall include:

1. An explanation of the purpose and need for the proposed program of study
2. A list of other required courses and electives in the proposed program
3. A plan for assuring the effectiveness of the proposed program of study
4. A projection of staffing and of the proposed program's impact on the budget

## Course Syllabi

Once a course has been approved for addition to the curriculum, the course proposal becomes the official syllabus for the course. The official syllabus must be kept on file in the school office, and it must be updated as changes occur in the course.

## Transfer of Undergraduate Credits

Credit can be accepted for transfer from other schools and Extensions of the Church of God European Theological Seminary only with the approval of the Academic Dean. For that purpose, it must meet the following criteria:

1. It must be from an accredited school, e.g. accredited by the European Council for Theological Education at level B (Bachelor equivalency, EQF Level 6) or meet the prescribed criteria as outlined in the accrediting manual, or be denominationally certified (Church of God) at the BA level
2. It cannot exceed two-thirds of the credits required for completion of the program of studies
3. It must be applicable to the prescribed curriculum

## Student Records

The Seminary keeps all student records and correspondence on academic files. These records become and remain the property of the European Theological Seminary. This includes the application, recommendations, transcripts, correspondence, and a Seminary transcript. These become part of the permanent file.

# Academic Facilities

The European Theological Seminary is blessed with beautiful and functional facilities for instruction, research, worship, and living accommodation for single students and staff. The chapel has a seating capacity of over 300 persons. The library holds approximately 17,000 sources in English and German. Computers and online services, such as the ATLA database are available to faculty and students. The proximity of other libraries in the greater Stuttgart area allows for extensive research, notably the University Library of Tübingen which permits students to make use of one of the largest theological collections in the world.

Student services include a dining room serving regular meals during school terms and student accommodation with single and multiple occupancy rooms, as well as a spacious student center and recreational room; patios and terraces, a beautiful green, and many areas for walking provide ample opportunity for relaxation and social interaction.

## Withdrawal from School

Although students may withdraw from classes by notifying the Academic Dean, withdrawal from school may only be possible by notifying both the Academic Dean and the President. Fees are chargeable according to a sliding scale included in the School Catalog.

## Accreditation

The European Council for Theological Education formerly the European Evangelical Accrediting Association (EEAA), in 2005 accepted the Seminary's Diploma program for accreditation at level B (equivalent to a vocational Bachelor of Theology, B.Th.). THE ECTE cannot accredit degrees but can guarantee educational equivalence. This is now classified by the ECTE as a learning opportunity in the European Quality Framework at level 6 (EQF Level 6). The Seminary has been approved for many years by the educational authorities of the State of Baden-Württemberg (Germany) as a private school for professional training in Church Ministries. It is also authorized under German law to enroll international students after approval of the local immigration department.

At the undergraduate level, ETS does not enjoy degree-granting privileges from any governmental agency or from a university in Europe. However, the training and academic work of the seminary is acknowledged by all International Council of Evangelical Theological Education (ICETE) theological schools for transfer of credits or acceptance to further studies.

## Classroom Procedures

### SYLLABUS DISTRIBUTION

All essential information such as changes in methods of student evaluation, specific assignments, due dates, etc. shall be distributed to students on Moodle before or during the first week of class. A copy of this individualized version of the syllabus file should be submitted to the Dean of Studies during the first two weeks of each semester, or no later than the first day of an intensive course.

## CLASS REGISTERS

The Dean of Studies shall finalize class registers on Moodle immediately after the last day to drop or add a class. The teacher should carefully check the class roll and a corrected copy, with the teacher's signature, should be returned to the Dean, along with the individualized version of the syllabus. The corrected official class register sheet will be used as the grade report sheet for the class. The Dean of Studies will notify teachers when students drop the class or withdraw from school.

## ATTENDANCE POLICY

The class attendance policy is explained in the Student Handbook. Some consideration should be given to students who are absent because of ministry and school-related activities.

## CLASS DEVOTIONS

Teachers are encouraged to open each class with prayer, Scripture reading or brief devotional comments. The format for this time is left to the individual teacher's discretion. However, time for class devotions should not be excessive.

## GRADING POLICY

The grading of examinations should normally be completed within two weeks of the examination and promptly returned to the students. The grading of research papers should normally be completed within two or three weeks. Final grades at the end of each semester should be completed and given to the Dean of Studies within one week after the last day of the semester.

## GRADES – UNDERGRADUATE STUDIES

In the undergraduate program all academic and practical courses are evaluated by the individual instructors according to the grading system listed below:

| %      | Grade | GPA | Decimal value | German Grade  |
|--------|-------|-----|---------------|---------------|
| 100-93 | A     | 4.0 | 1,0           | 1 (excellent) |
| 92-90  | A-    | 3.7 | 1,3           | 1-            |
| 89-88  | B+    | 3.3 | 1,7           | 2+            |

|       |    |     |     |                |
|-------|----|-----|-----|----------------|
| 87-83 | B  | 3.0 | 2,0 | 2 (good)       |
| 82-80 | B- | 2.7 | 2,3 | 2-             |
| 79-77 | C+ | 2.3 | 2,7 | 3+             |
| 76-70 | C  | 2.0 | 3,0 | 3 (average)    |
| 69-67 | C- | 1.7 | 3,3 | 3-             |
| 66-65 | D+ | 1.3 | 3,7 | 4+             |
| 64-55 | D  | 1.0 | 4,0 | 4 (sufficient) |
| 54-0  | F  | 0.0 | 5,0 | 5 (failing)    |

The quality point system allows for computing the academic standing of the student by multiplying first the quality points obtained in a course by the respective number of semester hours of the respective course and then by dividing the total number of quality points obtained by the total semester hours attempted by the student. The grade point average will be based on the following scale: 4.0 - 3.5 excellent; 3.49 – 3.0 good; 2.0 – 2.99 (average).

## GRADE REVIEWS AND ACADEMIC PROBATION

Scholastic records of each student are reviewed at the end of each semester at a meeting of all faculty members. The educational continuance of each student is determined at this meeting. A grade point average of 2.0 is required to progress to the next level or to graduate. Grade point average is calculated by multiplying the number of ECTS for each course by the number of quality points a student has earned, the total for all courses in a semester is then divided by the total number of hours attempted. Failure to attain these standards may lead to a student being placed on academic probation, and if there is still no improvement a student may be dismissed from the seminary.

A grade report will be issued to every student within two months of the end of the semester. If the student is on probation for the next semester, it will be mentioned in the report.

## FINAL EXAMINATIONS

A schedule for the final semester examinations is prepared by the Dean of Studies and distributed at the faculty meeting prior to the exam week. Teachers must adhere to this schedule unless the Dean gives permission for exemption.

Cheating in examinations is contrary to the Christian principles of honesty and integrity. The policy for dealing with this is to be found in the Student Handbook. Plagiarism in academic papers is

treated in the same way as cheating.

## **COURSE AND TEACHER EVALUATIONS**

Each student taking a course for credit is required to complete an evaluation. This is normally done towards the end of the course.

## **GRADUATION**

A final oral examination is administered by the internship evaluation board at the conclusion of the professional internship. The Examining Panel normally includes the President, the Academic Dean, the Director of Practical Ministries, and a representative of the Church of God, Germany. All requirements for the professional internship shall have been satisfactorily completed, and all fees and accounts must be cleared prior to graduation. Students have five years from the first semester in which to complete their undergraduate studies.

## **TRANSCRIPTS OF ACADEMIC RECORDS**

An unofficial transcript of Academic Records will automatically be issued to each student after completion of all coursework necessary for graduation for the purpose of verifying the progress of the student's studies.

Official transcripts can only be requested by the student. For this purpose, a written request accompanied by a cash payment of the transcript fee (10 Euros) and the indication of the institution to which it should be forwarded must be addressed to the Registrar. No official transcript will be issued before all debts toward the school have been settled. Lee University issues all transcripts of graduate studies.

## **INAPPROPRIATE LANGUAGE/PHYSICAL CONTACT**

No comments or physical contact, which can be regarded in any way as being sexually explicit, will be tolerated by either faculty or students. Violations of this policy will not be tolerated and shall be grounds for dismissal. Sexual harassment in any form must be reported immediately to the school president. Vulgar language by faculty or students is totally inappropriate and should also be reported to the president. These guidelines extend beyond the classroom into all spheres and activities of the school community. Other specific guidelines may be found in the Student Handbook.

# Administration, Faculty and Staff

## Board of Directors

The ETS Board of Directors is ultimately responsible for the school's academic programs, its stability as an institution, and its finances. Nominees are presented by the Field Director to the General Director of World Missions and appointed by the World Missions Board. Board members are appointed bi-annually. The Board presently consists of 15-20 voting members. Board membership does not have a stated limitation, but traditionally Board members have been changed after eight years.

Board meetings are usually conducted over a two-day period twice each year (December and May). The Board is divided into three committees: Development/Facilities; Academics/Curriculum/Personnel; and Finances/Endowment.

### SPECIFIC DUTIES INCLUDE:

1. Shall be legislative in nature fulfilling the governance function by establishing policies that are in harmony with all policies established by the World Missions Board.
2. Shall nominate an individual to fulfill the office of President to the General Director of World Missions for his consideration. The General Director will then submit to the World Missions Board the individual of his choice as outlined by the Minutes of our General Assembly for their approval.
3. Shall evaluate along with the President members of the faculty and staff offering suggestions and direction as felt needed.
4. Shall help determine the cost of tuition and all other school fees.
5. Shall approve an annual budget for the operation of the school.
6. Shall dismiss faculty or staff not abiding by stated principles of the school.
7. Shall see that the president and faculty sign an agreement to not teach, publish, or allow to be taught anything contrary to the Declaration of Faith or any other established doctrine of the Church of God. Shall not permit any person, unable or unwilling to accept the doctrine and practices mentioned above, to be employed. In the event of the failure on the part of any faculty member to live up to the said agreement, the Board shall be authorized to dismiss said faculty member from employment with the school.

## The President



As the Director of the school, the President is responsible for the general welfare and progress of the Seminary. The President is directly responsible to the Board of Directors for the administration of the institution and indirectly accountable to the General Director of World Missions and the World Missions Board.

## **SELECTION OF THE PRESIDENT:**

1. After consultation with the Field Director and the ETS Board of Directors the General Director of World Missions shall nominate and the World Missions Board shall appoint.
2. Shall be appointed to a four-year term of office.
3. Shall have a budget recommended and approved by the World Missions Board.

## **QUALIFICATIONS OF THE PRESIDENT:**

1. Shall have a heart for Europe.
2. Shall be a committed Christian with spiritual leadership abilities.
3. Shall have faith and vision.
4. Shall be a bridge builder.
5. Shall be an experienced leader.
6. Shall be able to implement change.
7. Shall be experienced in guiding human resources.
8. German language abilities are helpful, but not required.
9. Shall be an experienced churchman who knows and believes in the Church of God.
10. Shall hold at least a Masters degree.
11. shall be exemplary of the school's goals.

## **SPECIFIC DUTIES INCLUDE:**

1. Shall be the chief executive of the Seminary with full responsibility for its general welfare and progress.
2. Shall prepare the agenda for each meeting of the Board of Directors, after consulting with the chairperson.
3. Shall prepare, with the assistance of the Financial Officer, an annual budget for submission to the Board of Directors.
4. Shall determine all members of the administration, faculty and staff with the Field Director and General Director.
5. Shall administer policies established by the Board of Directors.
6. Shall cooperate with the Master Plan of Education set by the World Missions Board.
7. Shall moderate all faculty meetings or appoint a moderator.
8. Shall invite chapel speakers and guest speakers for special occasions (e.g. school openings/graduation, convocation, etc.).
9. Shall stay informed of pertinent developments in the field of education, particularly those relevant to the welfare of ETS.
10. Shall work to ensure the quality of student life.
11. Shall control the administration of the budget and disbursement of funds.
12. Shall supervise fund-raising and promotional programs.

13. Shall represent ETS at denominational conventions and conferences.
14. Shall represent ETS at professional educational societies and conferences.
15. Shall determine and approve all faculty and staff positions and salaries along with the General Director, Field Director and ETS Board Chairman.

## Administrative Committee

The Administrative Committee is composed of the President, Academic Dean, Director of Graduate Studies, and the Director of the Extension Schools of Christian Ministry (ESCM). The purpose of this committee is to work with the president in the administrative oversight of the Seminary, to carry out the policies and programs established by the Board of Directors, and attend to the general welfare of the school. The committee normally meets once a month and the school president chairs the meetings. Special meetings may be called if deemed necessary by the president.

## Academic Dean

The Academic Dean serves as the academic officer of the Seminary and reports directly to the President. He or she is responsible to the President for the development and supervision of the faculty, the curriculum, instructional processes, academic records, academic resources, and the recognition of student achievement by the faculty culminating in the awarding of the appropriate certificates, diplomas, etc. The Academic Dean shall perform any official functions assigned by the President and may also serve as the Director of Graduate Studies.

### SPECIFIC DUTIES INCLUDE:

1. Shall serve as a member of both the administration and the faculty.
2. Shall serve on the school's Administrative Committee.
3. Shall be responsible for the academic advising of faculty.
4. Shall be responsible for the assessment and approval of academic transfer credit.
5. Shall approve special student status.
6. Shall prepare annual reports and required information for the German educational authorities.
7. Shall recommend faculty teaching assignments to the President each semester.
8. Shall prepare and publish a current general prospectus for the school.
9. Shall chair the annual curriculum review by faculty.
10. Shall supervise the administration of the library and its budget.
11. Shall supervise, in cooperation with the president, the annual faculty evaluation and review.

## Director of Graduate Studies

The Director of Graduate Studies shall be accountable and report directly to the President of the European Theological Seminary. The Director shall have full faculty status at ETS and serve on the Administrative Committee that shall oversee the graduate program, its policies and procedures, and its coordination with the undergraduate program at ETS and the graduate program of Lee University, Cleveland, TN: (USA). The Administrative Committee shall also serve as the on-site Admissions, Retention, and Scholarship Committee for graduate studies.

The primary responsibility of the director shall be to provide on-site administration of recruitment, advertisement, admissions, records, scholarships, advising, faculty coordination, orientation, scheduling, and office management for graduate studies. The Director shall maintain contact with the Academic Dean and graduate program directors at Lee University in Cleveland regarding the status of the graduate courses and compliance with the requirements and management of the program in Cleveland.

### **SPECIFIC DUTIES INCLUDE:**

1. Shall send, receive, and process applications for graduate studies.
2. Shall assume responsibility for the translation of materials and courses (e.g. manuals, handbooks, applications, lectures, exams, papers, etc.).
3. Shall oversee arrangements with graduate, theological institutions near course sites (or where students are doing distance learning) for access to library resources.
4. Shall ensure the coordination of record keeping between ETS and Lee University.
5. Shall coordinate travel, housing, and honorariums for visiting professors.
6. Shall oversee the quality and distribution, of courses, syllabi, course outlines (distributed in advance), the ordering of texts, and the determination of whether courses have an adequate number of registrants or need to be cancelled.

## **Dean of Studies**

The Dean of Studies assists the Academic Dean in the day-to-day running of the academic programs.

### **SPECIFIC DUTIES INCLUDE:**

1. Shall be responsible for the academic advising of students.
2. Shall recommend faculty teaching assignments to the Academic Dean each semester.
3. Shall coordinate and prepare class schedules, calendar, and timetable each semester.
4. Shall plan and supervise orientation of new students.
5. Shall maintain academic records for the school and its students.
6. Shall maintain, update, and expand the Student Information System.
7. Shall supervise semester and final grade reports.
8. Shall coordinate and supervise semester and final examinations.
9. Shall supervise the Moodle Platform and prepare all necessary Feedback forms, create Student accounts and courses, sign up students for their classes, helping Faculty set up their courses.

10. Shall keep records of the evaluations of Faculty.
11. Shall prepare the annual reports for the Accreditation agency and go to the biannual accreditation meetings to be informed about the accreditation requirements and their implementation.
12. Shall create, update, and maintain the various Handbooks, Forms, and Catalogues.
13. Shall create, update, and maintain the school website.
14. Shall develop and maintain the online platform for online studies.
15. Shall assist in teaching courses and evaluating thesis.
16. Shall maintain the Library Management System.
17. Shall develop and present curriculum changes and adaptations to the academic dean.

## Director of the Extension Schools of Christian Ministry (ESCM)

The Extension Schools of Christian Ministry offer foundational courses in Bible, theology, and practical ministries to mature Christians who wish to prepare for Christian Ministry or to improve their ministry skills. They are offered under the auspices of the European Theological Seminary Department of External Studies and the standards set forth in the ESCM Handbook. The ESCM Director is responsible for the coordination of this program and the maintenance of the criteria set forth in the Handbook.

### SELECTION AND QUALIFICATION:

The ESCM Director shall be nominated by the ETS President, approved by the Field Directors of Eastern and Western Europe, and appointed by the ETS Board of Directors for a two-year term. The Director shall answer directly to the ETS President. He or she shall also serve on the ETS Administrative Committee and hold full faculty status. The Director would normally hold a master's degree or its equivalent, have cross-cultural experience and be thoroughly familiar with Church of God doctrine and polity.

### SPECIFIC DUTIES INCLUDE:

1. Shall help develop, review, and implement a standard curriculum for the ESCM Program.
2. Shall coordinate and supervise the program and assist national ESCM directors in planning and implementing the program on the national level.
3. Shall maintain a close working relationship with the regional coordinators and the European Education Committee.
4. Shall serve as a liaison between ETS and national Bible Schools (and other training programs) throughout Europe and the Middle East (assisting, strengthening, and maintaining high academic standards as well as emphasizing the spiritual development of those being taught).
5. Shall help to identify students who should come to ETS for advanced training.

6. Shall periodically teach in extension centers so as to gain first-hand information about the progress and needs of the program.
7. Shall keep the President of ETS, the Field Directors, and the World Missions Education Coordinator informed about developments in the ESCM program (perhaps even a newsletter).
8. Shall help to identify textbooks, course materials, and secure writers for curriculum materials as needed and applicable.
9. Shall draft and oversee the use of instruments of evaluation for the ESCM program so that the program(s) can be periodically evaluated.
10. Shall stay informed regarding trends, methods, and improvements in the area of distance learning so as to keep the ESCM program in the vanguard of quality programs.
11. Shall promote and assist in establishing and strengthening national libraries as needed and possible.

## Director of Practical Ministries

Active involvement in practical ministries is an integral part of one's preparation for ministry at ETS. Practical ministry involvement is not seen as a supplement to one's studies but as an integration of the truths and principles learned in the classroom with practical application in real ministry situations. The intent is to prepare students for complete ministry in the work of the Lord. The practical ministries program at ETS is divided into three categories: Supervised Ministries, Summer Practicums, and the fourth year Professional Internship.

**Selection and Qualification:** The Director of Practical Ministries shall be nominated by the President of ETS and approved by the Board of Directors. He or she shall answer directly to the school president. The primary qualification for this position is practical ministry experience and a heart for ministry involvement. The overall responsibility of the Director of Practical Ministries is to organize, coordinate, and oversee all practical ministries activities of ETS students.

### SPECIFIC DUTIES INCLUDE:

1. Shall provide orientation to all students regarding practical ministries' responsibilities.
2. Shall place, supervise, and evaluate students in their practical ministry assignments.
3. Shall regularly debrief students regarding the progress, difficulties, etc. they are experiencing in their Field Ministry assignment.
4. Shall provide, receive, and process report/evaluation forms from students and mentors fulfilling practical ministry assignments.
5. Shall approve all changes in Field Ministry and internship assignments.
6. Shall oversee the progress and successful completion of the Senior/internship paper (through the assistance of faculty tutors).
7. Shall maintain regular contact with students and mentors involved in supervised ministries, summer practicums, and internships and report regularly to the President and the faculty regarding their progress, unusual circumstances, difficulties, etc..

8. Shall regularly encourage prayer on behalf of those involved in practical ministry activities.

## Campus Pastor

The campus pastor shall be nominated by the president and approved by the ETS Board of Directors. He or she shall be directly responsible to the president and work closely with the president with regard to the spiritual life of the school.

### SPECIFIC DUTIES INCLUDE:

1. Weekly spiritual life events, require the attendance and participation of students to fulfill expectations for Community & Spiritual Formation. Allot consequences to students who do not fulfill these expectations, such as failing them in Community & Spiritual Formation or sending them to the disciplinary committee.
2. Concerning devotions: assign speakers and translators, moderate announcements, and provide feedback for student devotions
3. Concerning cell groups: appoint leaders and create groups. Determine the efficacy of each cell group agenda and require change if necessary.
4. Concerning chapel services: assign speakers, translators, and students for any speaking opportunities. Moderate chapel services. Determine the recipient in case of a financial offering.
5. Concerning the ETS mentorship program, assign or reassign mentor (faculty/staff) and mentee (students) relationships each semester. Specify requirements for the meetings. Correct or remove mentors who are not meeting the requirements.
6. Chair the Spiritual Life Committee meetings. This includes making decisions based on discussion points from the agenda; also, determines and implements the semester theme.
7. All responsibilities mentioned above fall under the supervision of the seminary president, whose approval is required for execution each semester.
8. Concerning pastoral care: provide pastoral counseling for students, faculty, and staff. Address students concerning relationship topics. Mediate conflicts between students that do not require a formal response from the seminary. Evaluate student progress and address concerns in Christian conduct. Report significant updates to the seminary president.

## Administrative Assistant

The Administrative Assistant shall be nominated by the president and approved by the Board of Directors. The Board of Directors shall set the salary and terms of employment for the Administrative Assistant. He or she shall be directly responsible to the president and shall consult regularly with the president regarding areas of responsibility. Upon request of the president, the Administrative Assistant shall meet with the Administrative Committee and/or faculty for the purpose of consultation and reports.

## SPECIFIC DUTIES INCLUDE:

1. Shall assist the president with day-to-day administrative duties, including correspondence, business, and church-related contacts, and the internal affairs of the school. This shall include the opening and dispatching of school mail and correspondence, answering the telephone and sending faxes, making travel and accommodation arrangements for official school business.
2. Shall work closely with the president and academic dean on assignments relating to special meetings, conferences, J-terms, and graduate courses.
3. Shall assist with planning, promoting, and implementing summer programs and special events.
4. Shall serve as the financial officer of the school supervising the following:
  - Keeping full and proper records of income and expenditures, bank accounts, and endowment funds
  - Working with the president to prepare the annual budget
  - Providing balance sheets and reports to the Board of Directors
  - Collecting and recording fees and payments to the school
  - Advising students as to their financial obligations, providing them with statements of their accounts, making liaison with BAföG and student sponsors
  - Payments of salary to faculty and staff and the consequent taxes and insurance payments
  - Approving all school purchases (major purchases and disbursements over 50 Euro must have the approval of the president)
  - Overseeing medical and liability insurance for students and insurance coverage for the school (building, equipment, vehicles, etc.)
5. Shall work closely with the president in the area of public relations.
6. Shall oversee the use and maintenance of computers and office equipment, and the purchase and distribution of office supplies.
7. Shall work closely with government offices on behalf of the school and students.
8. Shall coordinate and oversee student help in the office.
9. Other tasks assigned by the president

## House and Events Manager

It is within the President's authority to appoint the House and Events Manager (shortened to "House Manager"). This individual will be directly accountable to the President and shall consult regularly with the president regarding areas of responsibility.

## SPECIFIC DUTIES INCLUDE:

1. Gives direct oversight to the Dormitory Supervisor, the Cook, and kitchen personnel.
2. Shall handle all contracts relating to the usage of the seminary building (weddings, special events, conferences, etc.)

3. Shall oversee all special events of the seminary, which include but are not limited to the Graduation/Opening Ceremony, Christmas Dinner, Thanksgiving Staff & Faculty Dinner.
4. Shall oversee work schedules, vacation times, and absences of personnel
5. Shall keep the first aid boxes periodically properly stocked as well as keep a medication box under her/his supervision.

## Dormitory Supervisor

It is within the President's authority to appoint the Dormitory Supervisor. This individual will be directly accountable to the House Manager and shall consult regularly with the House Manager regarding the condition of the house and its occupants. The President must always be informed when the Dormitory Supervisor plans to be away from the house for a prolonged period of time. Absence can only be approved by the House Manager.

### SPECIFIC DUTIES INCLUDE:

1. Provides on-campus housing for all students.
2. Makes students feel welcome and introduces them to the ETS community and dormitory; attends new student orientation, and meets with dormitory students twice per semester.
3. Handles room assignments and manages the key deposit.
4. Oversees the general cleanliness of the house and dormitory, including regular room checks of all dormitory residents.
5. Keeps records of cleaning supplies and other materials needed in the dormitory and replaces them as needed.
6. Coordinates student work assignments and keeps records of student and scholarship hours worked.
7. Prepares guest rooms and takes care of guests' needs.
8. Manages washing and drying coins for the student laundry room.
9. Takes necessary measures in case of an emergency; contacts emergency services in consultation with president and house manager.
10. In case of student illness, assigns someone to provide the student with food.
11. Is available as a weekend contact person on a rotating basis with other staff members living on campus.
12. Prepares snacks and beverages for meetings (e.g., Staff & Faculty and Board of Directors meetings).
13. Works with the House Manager to prepare for special events (e.g., Graduation, Christmas dinners, Thanksgiving dinners, J-Terms, conferences, master's classes, etc.).
14. Assists students in preparing for special events (e.g., family night, prayer and fasting day, music night, etc.)
15. Organizes a cleaning day (towards the end of the Spring Semester) and a cleaning week (after the Spring Semester).
16. Takes care of the welcome gifts for returning students, staff and faculty and the farewell gifts for departing students, staff and faculty together with the House Manager.
17. Keeps the display box at the entrance up to date according to seasons, holidays, etc.



18. Enforces rules laid out in the Student Handbook, regarding residents' life, dress code, appearance, quiet hours, house safety, and student work.
19. Encourages, counsels, supervises and guides students in conjunction with other staff members.

## Director of the Library

It is within the President's authority to appoint the Director of the library. He or she works under the direct supervision of the Academic Dean who has the responsibility for the administration of the library and its budget. The Director of the Library is nominated by the President and approved by the Board of Directors.

### SPECIFIC DUTIES INCLUDE:

1. Oversee the day-to-day running of the library, ensuring that the rules for the use of the library, set out in the Student Handbook, are observed
2. Oversee the lending facilities, ensuring a complete record of loans, and recalling all materials at the end of each semester
3. Keep a record of the library stock and catalog all new acquisitions as soon as possible (creating call numbers and labels, cataloging the books etc.)
4. Have responsibility for the Librarian's computer and records
5. Prepare and oversee the Reserved Shelf with the books and articles required to be placed there for each course (reaching out to the teachers, getting the required books, changing the books' status in the library system, recording in an excel table, creating specific Reserved Shelf Labels etc.)
6. Place orders for new books, periodicals, Library supplies etc. as required
7. Taking care of Periodicals and journals (recording in excel table, stamps, shelves, invoices)
8. Communicate with Lee University's distance librarian about the needs of students in the graduate program.
9. Order books from the University of Tübingen for a loan, if required (Fernleihe)
10. Create and manage the printer accounts for the students
11. Library introduction for new students and assistance for students if necessary
12. Preparations for graduation (September/October): Gowns for graduates and teachers, seating plans, marching in, instructions for graduates etc.

## Registrar and Student Records

The Registrar (custodian of Student Records) works under the supervision of the Academic Dean and is responsible to the school president.

### SPECIFIC DUTIES INCLUDE:

1. Shall, under the supervision of the Academic Dean, process the registration of students.
2. Shall supervise computer data entry; processing class rolls and student grade reports.
3. Shall assist the Academic Dean in evaluating transcripts for admission and graduation.
4. Shall process requests for and distribution of student transcripts.
5. Shall prepare grade point averages for the Academic Dean.
6. Shall prepare certificates and diplomas for graduates.
7. Shall assist the Administrative Assistant in processing student applications.
8. Other duties assigned by the Academic Dean or the President relating to admissions, registration, student records, library, etc..
9. Shall communicate with the Lee University Records Office Student Registrations, Grades, and Graduation intentions.
10. Shall prepare the annual report for the German Oberschulamt.
11. Shall archive the absence forms from the students.
12. Shall create and update the meal and student birthday list.
13. Shall register the students in the Master level with Lee each Semester.
14. Shall create the timetable for each master course.
15. Shall archive the Master Theses.
16. Shall stay in contact with the Master students.

## House and Grounds Coordinator

The House and Grounds Coordinator works closely and cooperatively with the House Manager and is directly responsible to the school President.

### SPECIFIC DUTIES INCLUDE:

1. Shall oversee the security and maintenance of the buildings and their contents. Serious security and maintenance problems must be reported to the president immediately. Breakages, thefts, and damage to school property must be reported immediately.
2. Shall work closely with the House Manager in overseeing the conservation and economic use of water, electricity, and heating oil for the buildings. The coordinator should consult with the Administrative Assistant to determine when to order heating oil.
3. Shall be responsible for the care and beautification of the grounds (e.g. grass, hedges, leaves, removal of snow and ice, etc.). Students may be assigned these tasks as part of their work assignments, but the coordinator is responsible to see that they are completed properly.
4. Shall oversee and maintain school vehicles, tools, and machinery. All vehicles must be registered, cared for, insured, and operated by properly licensed and responsible persons.
5. Shall work closely with the Dormitory Supervisor in making student work assignments and keeping student workers on task.
6. All purchase orders for the school must be pre-approved by the president or the Administrative Assistant
7. Other assignments by the President relating to House and Grounds.

# Cook

The Cook is nominated by the President and approved by the Board of Directors. The work schedule will be coordinated by the House Manager (normally from 9:00 am to 5:00 pm, five days per week) who works closely with the cook in the fulfillment of his or her duties. The President shall be informed of exceptions to the normal working hours and absences due to illness or other reasons.

## SPECIFIC DUTIES INCLUDE:

1. Preparing a budget for food and cleaning materials for the Kitchen. The President must approve this budget before the beginning of each semester. The president must approve other purchases or major changes in the kitchen and dining room area
2. Plan menus two weeks in advance and post one week in advance
3. Prepare two meals each day, lunch and dinner, and ensure that a healthy and wholesome breakfast is available
4. Purchase and order food for food services
5. Supervise and ensure safe and hygienic storage of all food items
6. Maintain the cleanliness, orderliness, and upkeep of the kitchen, dining room, cooler room, and storage rooms for food and cleaning materials
7. Work closely with the Dormitory Supervisor regarding student work assignments. At the start of each new year, participate in the orientation process regarding work assignments
8. Work closely with the House Manager to maintain the general cleanliness and orderliness of the House, especially the public areas. Student tasks found to have been carried out unsatisfactorily should be reported to the House Manager
9. Supervise the work of all assistants in the kitchen, storage, and dining room areas
10. Following an altered work schedule during school holidays and summer vacation, where general cleaning and cooking responsibilities shall be coordinated with the President and House Manager

# Graduate Programs

For different regulations concerning the Graduate Programs please see the Graduate Student Handbook.