



WEST TEXAS BIBLE COLLEGE
School of Theology
and Leadership

STUDENT HANDBOOK

Academic Year 2026–2027

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*West Texas Bible College exists to train men and women for gospel ministry
within the local church, believing that the local church is God's chosen
instrument for the advancement of the gospel and the discipleship of His people.*

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A WELCOME FROM THE PRESIDENT

Dear Student,

Welcome to West Texas Bible College. Whether you are opening this handbook as a brand-new student or returning for another year of study, I want you to know that you are prayed for, you are wanted here, and the work you are beginning matters more than you know.

Let me tell you why this college exists. In 2010, our church started West Texas Bible College out of a simple conviction: the local church — not the university, not the denomination, not the parachurch organization — is God’s appointed instrument for training the men and women He calls into ministry. That is how it worked in the New Testament. Paul did not send Timothy away to an institution; he trained him in the work, alongside the church, in the Word. We looked around West Texas and saw faithful believers who sensed God’s call but had no affordable, biblically serious place to be equipped for it. So we built one. Sixteen years later, that conviction has not changed, and neither has the mission.

I will be honest with you about my own heart in this. After more than three decades of pastoral ministry, there are few things that bring me greater joy than opening the Word of God with students who are hungry to learn it. Teaching is not a side duty of my calling — it is one of its deepest delights. Every semester, I watch men and women walk in with questions and walk out with conviction, walk in uncertain of their calling and walk out confirmed in it. That never gets old. It is the privilege of my life to have a part in equipping the next generation of preachers, teachers, missionaries, and servants of Christ’s church.

Here is what you can expect from us: rigorous study of the Scriptures, sound doctrine, honest pastoral care, and a standard that will stretch you — because the ministry you are preparing for will stretch you far more. And here is what we expect from you: your presence, your diligence, and your whole heart. This handbook lays out the policies and standards of the college. Read it carefully. But understand that behind every policy is one aim: to shape servants who are *approved unto God, workers who do not need to be ashamed, rightly dividing the word of truth* (2 Timothy 2:15).

I am glad you are here. Study hard, pray harder, stay faithful to your local church, and let us labor together for the glory of Christ in West Texas and to the ends of the earth.

In His service,

Dr. Scott W. Owens

Dr. Scott W. Owens

President, West Texas Bible College

Senior Pastor, Northside Baptist Church

CHAPTER ONE: PHILOSOPHY & MISSION

Philosophy Statement

West Texas Bible College exists to train men and women for gospel ministry within the local church. We believe that the local church is God’s chosen instrument for the advancement of the gospel and the discipleship of His people. Our purpose is not merely academic formation but the shaping of servants who will faithfully proclaim Christ, shepherd God’s people, and strengthen the ministries of biblically grounded congregations.

WTBC — REFORMED BAPTIST

Our Confessional Identity

West Texas Bible College is a **Reformed Baptist** institution. We hold, without apology and without embarrassment, to the **1689 London Baptist Confession of Faith** as our doctrinal standard. This is not a recent position or a passing preference. It is the historic faith of Baptists — the confession our forefathers wrote, signed, suffered for, and handed down — and it is the theological ground on which every course at this college is built.

Let us be clear about what a confession is and what it is not. The Confession is not Scripture, and it does not stand above Scripture. The Bible alone is our final authority — *the only sufficient, certain, and infallible rule of all saving knowledge, faith, and obedience*, as the Confession itself declares in its very first sentence. The Confession is a subordinate standard: a faithful, time-tested summary of what the Bible teaches. We hold to it not instead of the Bible but because of the Bible.

FROM THE CONFESSION

“The Holy Scripture is the only sufficient, certain, and infallible rule of all saving knowledge, faith, and obedience.”

— 1689 London Baptist Confession of Faith, Chapter 1, Paragraph 1

[The 1689 Baptist Confession of Faith](#)

The Doctrines of Grace

At the heart of our confession stand the **Doctrines of Grace** — the biblical teaching that salvation, from first to last, is the work of God and not of man. Salvation is of the Lord (Jonah 2:9). These doctrines are commonly summarized in five points:

- **Radical Corruption** — Sin has touched every part of man — mind, will, and affections. The sinner is not merely sick; he is dead in trespasses and sins (Ephesians 2:1), unable and unwilling to come to God on his own.
- **Unconditional Election** — Before the foundation of the world, God chose a people for Himself (Ephesians 1:4–5) — not because of anything foreseen in them, but according to the good pleasure of His will alone.
- **Particular Redemption** — Christ did not die to make salvation merely possible; He died to actually save His people from their sins (Matthew 1:21). His atonement accomplished redemption for all whom the Father gave Him — and it cannot fail.
- **Effectual Calling** — Those whom God has chosen, He calls — not with an invitation that may be refused forever, but with a grace that raises the dead (John 6:37, 44). The Spirit makes the unwilling willing.
- **Perseverance of the Saints** — Those whom God saves; He keeps. He who began a good work will finish it (Philippians 1:6). No true child of God will finally fall away, for none can pluck them from the Father's hand (John 10:28–29).

These five points are not five separate ideas. They are one truth seen from five angles: **God saves sinners**. Not God helps sinners save themselves. Not God does His part and waits for man to do his. God — Father, Son, and Holy Spirit — saves sinners, wholly and to the uttermost. And a salvation that is entirely of grace leaves man nothing to boast in and God everything to be praised for.

“But of him are ye in Christ Jesus, who of God is made unto us wisdom, and righteousness, and sanctification, and redemption: That, according as it is written, He that glorieth, let him glory in the Lord.” — 1 Corinthians 1:30–31

How This Shapes the Teaching of WTBC

Our Reformed Baptist convictions are not one department of the college. They are the lens through which every course is taught. A student cannot take a class at WTBC — whether Hermeneutics, Ephesians, the Tabernacle, Christian Counseling, or Personal Evangelism — without encountering the sovereignty of God on every page. Expect this influence to be heavy, deliberate, and unashamed:

- **In how we interpret Scripture** — We teach students to read the whole Bible as one unfolding story of God's covenant grace, with Christ at the center of every text. Scripture interprets Scripture, and the clear governs the unclear.
- **In how we preach** — Because salvation belongs to the Lord, the preacher's task is not to manufacture decisions but to proclaim Christ faithfully and trust the Spirit to give the increase. This frees a man to be honest in the pulpit.

- **In how we evangelize** — Election does not kill evangelism; it is the only thing that guarantees evangelism will succeed. God has a people in every place (Acts 18:9–10), and He gathers them through the preaching of the gospel. So we go, we plead with sinners — because the results belong to God.
- **In how we counsel** — The doctrine of providence — that God ordains all things and wastes nothing — is the sturdiest comfort a counselor can bring into a hospital room, a funeral home, or a broken marriage. We train students to counsel from that rock.
- **In how we worship and live** — Grace that is sovereign produces humility, not pride. A man who knows he contributed nothing to his salvation has no ground left for boasting — only gratitude, holiness, and service.

A word to incoming students: you do not have to arrive at WTBC already Reformed. Many of our students did not. But you should arrive knowing what you will be taught. Our instruction is confessional from the first class to the last, and we will always show you these doctrines *from the open Bible* — not from a system imposed on it. Bring your questions. Bring your objections. We are not afraid of them, because we did not invent these truths; we found them in the text, where the church has been finding them for centuries. All we ask is that you bring an open Bible and a teachable heart.

These doctrines are not cold. Rightly understood, they are the warmest truths in the world — for they mean that your salvation does not rest on the strength of your grip on Christ, but on the strength of His grip on you. That is the grace we confess. That is the grace we teach. And that is the grace we pray every graduate of West Texas Bible College carries into every pulpit, mission field, and home the Lord gives them.

“*Salvation is of the LORD.*” — **Jonah 2:9**

Our Foundation: The Divine Call

We affirm that God’s call on an individual’s life is the foundation of all true ministry. Ministry is not a career path, a personal ambition, or a human appointment — it is a divine summons. Therefore, WTBC seeks to come alongside local churches in recognizing, confirming, and equipping those whom God has called to serve. We train students to discern, embrace, and walk worthy of that calling with humility, integrity, and perseverance.

Our Commitment: Rigorous Biblical Study

“*Study to show yourself approved unto God, a worker who does not need to be ashamed, rightly dividing the word of truth.*” — **2 Timothy 2:15**

Because Scripture commands believers to study diligently, WTBC is committed to rigorous biblical study, theological clarity, and practical ministry preparation. We believe that those who handle God’s Word must do so with diligence, reverence, and skill. Academic excellence is not pursued for its own sake but as an act of obedience to God and service to His church.

Our Governance: Local Church Autonomy

West Texas Bible College holds firmly to the historic Baptist conviction of local church autonomy. We operate under the authority of our sponsoring local church and are not governed by any outside entity, denomination, or religious organization. This independence ensures that our mission, doctrine, and training remain rooted in Scripture and aligned with the needs of local congregations rather than external institutions.

Our Vision

In all things, WTBC seeks to glorify God by preparing faithful servants who love Christ, love His church, and labor for the spread of the gospel in West Texas and to the ends of the earth.

Core Commitments of West Texas Bible College

- Training for gospel ministry within the local church
- Recognizing and confirming the God-given call to ministry
- Rigorous biblical study grounded in 2 Timothy 2:15
- Local church autonomy and freedom from external governance
- Glorifying God through faithful servant formation

CHAPTER TWO: STUDENT CONDUCT & CHARACTER STANDARDS

West Texas Bible College expects every student to pursue a life that reflects the holiness of God, the faithfulness of a servant, and the obedience of a disciple. Because WTBC exists to train men and women for gospel ministry within the local church, the standards of conduct flow directly from Scripture and the character of Christ Himself.

Standard 1: A Call to Holiness

Students are expected to live in a manner consistent with the Bible's command: "Be holy, for I am holy." Holiness is not perfection but a posture — turning from sin, pursuing righteousness, and allowing the Spirit of God to shape one's character.

- **Personal purity** — Students must abstain from immoral behavior, destructive habits, and anything that compromises their witness.
- **Integrity of speech** — Words should reflect truth, grace, and self-control.
- **Honesty and transparency** — Academic integrity, truthful communication, and ethical behavior are required at all times.
- **Respect for others** — Every person is to be treated with dignity as an image bearer of God.

Holiness is not merely avoiding sin; it is actively pursuing Christlikeness in every area of life.

Standard 2: Faithfulness in God's Work

Because WTBC trains students for ministry within the local church, faithfulness is expected both in private devotion and public responsibility.

- **Commitment to spiritual disciplines** — Prayer, Scripture reading, worship, and fellowship are essential habits.
- **Diligence in ministry assignments** — Students should serve with reliability, humility, and a teachable spirit.
- **Stewardship of time and gifts** — Laziness, negligence, or apathy toward God's work is inconsistent with the calling of ministry.
- **Accountability within the local church** — Students are expected to be active members of a local congregation and submit to pastoral leadership.

Faithfulness is measured not by talent but by consistency, humility, and obedience.

Standard 3: Obedience to the Word of God

WTBC affirms that Scripture is the final authority for faith and practice. Therefore, students are expected to order their lives according to the teachings of the Bible.

- **Submission to biblical authority** — Students must align beliefs and behavior with Scripture, not culture or personal preference.
- **Pursuit of wisdom** — Students should seek to apply God’s Word in decisions, relationships, and daily conduct.
- **Repentance and restoration** — When a student falls short, confession, repentance, and reconciliation are expected responses.
- **Unity and peace** — Students must avoid divisiveness, gossip, and conflict that disrupts Christian fellowship.

Obedience is not legalism — it is love expressed through submission to God’s revealed will.

Standard 4: Representation of Christ and WTBC

Students represent Christ, their local church, and West Texas Bible College both on and off campus. Therefore, they are expected to:

- Maintain a Christlike testimony in public and private.
- Exercise discernment in entertainment, relationships, and lifestyle choices.
- Demonstrate humility in interactions with faculty, staff, and peers.
- Pursue reconciliation when conflict arises.

Students are called to live in such a way that the gospel is adorned, not hindered.

Standard 5: Commitment to Growth

WTBC recognizes that students are in process. Therefore, the college commits to providing biblical instruction, offering pastoral guidance, encouraging accountability, and cultivating a community of grace and truth. Students, in turn, commit to grow, learning, submitting, and serve as they prepare for a lifetime of ministry.

CHAPTER THREE: ADMISSIONS

Admissions Information

Prospective students seeking enrollment at West Texas Bible College must complete the following steps to be considered for admission. All applicants are encouraged to pray for guidance and consult with their pastor before applying.

Admissions Process

- 1. Submit the Online Application** — All applicants are required to complete the appropriate application form through the online registration portal available at northsidechurchtx.org. Applications must be filled out accurately and submitted prior to the start of the desired term.
- 2. Provide Any Additional Required Information** — Applicants may be asked to supply further documentation or information as part of the admissions review process. All requested materials must be submitted promptly to ensure timely processing.
- 3. Review and Acknowledge the Cost of Attendance** — Tuition at WTBC is free. Students are responsible only for the cost of textbooks and materials required for each class. Book purchases must be made by the student and are not included in tuition.
- 4. Commit to the Standards of Conduct and Academic Integrity** — Enrollment at WTBC signifies agreement to live in accordance with the college's biblical standards of conduct, character expectations, and academic policies as set forth in this handbook.

How to Apply

Online Portal	northsidechurchtx.org
Tuition	FREE — students responsible for textbooks/materials only
Sponsoring Church	Northside Baptist Church, Fort Stockton, Texas

CHAPTER FOUR: ACADEMICS & COURSEWORK

Homework, Assignments, and Projects

West Texas Bible College designs each course to develop biblical understanding, ministry skill, and personal discipline. Students are expected to complete all assigned work with excellence, integrity, and faithfulness as part of their preparation for gospel ministry.

Coursework Overview

Each course includes three primary components that work together to reinforce learning, deepen biblical understanding, and cultivate practical ministry skills:

- Classroom Participation
- Homework Assignments
- Semester Project

1. Classroom Time

Classroom sessions are designed for instruction, discussion, and hands-on ministry training. Students are expected to attend all scheduled classes, participate actively and respectfully, and engage with Scripture, lectures, and peer interaction. Classroom participation contributes to the student's overall grade and reflects their commitment to preparation for ministry.

2. Homework Assignments

Homework assignments are given regularly throughout the semester and may include:

- Reading assignments
- Written reflections
- Scripture studies
- Research tasks
- Practical ministry exercises

Assignments are designed to reinforce classroom teaching and encourage personal study. All homework must be submitted on time unless prior arrangements are made with the instructor.

3. Semester Project

Each course includes one major project per semester. This project represents the student's opportunity to demonstrate:

- Mastery of course content
- Ability to apply biblical principles
- Skill in ministry practice
- Personal initiative and creativity

Projects may take various forms depending on the course — research papers, ministry plans, teaching outlines, sermon manuscripts, or practical ministry work. Because projects reflect the highest level of learning and application, they carry the largest percentage of the final grade.

Grading Breakdown

Each course uses the following standard grading structure:

Course Component	Percentage of Final Grade
Classroom Participation & Attendance	20%
Homework Assignments	30%
Semester Project	50%

The semester project is intentionally weighted most heavily, reflecting WTBC's emphasis on practical ministry readiness and the biblical call to “study to show yourself approved unto God.”

Grading Scale and GPA Value

Grade	Score Range	GPA Value
A	90–100	4.0
B	80–89	3.0
C	70–79	2.0
D	60–69	1.0
F	Below 60	0.0
I	Incomplete	—
Audit	Course not taken for credit	—

Classroom Materials/Conduct

- Bible – WTBC teaches from ESV, NASB95, LSB (The student can use their preferred translation).
- Notebook – Preferable 5 subject (*Instructor notes will NOT be handed out with the exception – individual students who work and cannot attend every class*).
- WTBC does not suggest electronic note taking, classroom notes should be handwritten. If student chooses to use electronic note taking and notes are lost, teacher notes will not be provided.
- Classes CANNOT be recorded audio/video unless approved by school.
- Each teacher, at their discretion, can determine other materials needed to aid in the learning process.
- Questions on class material will be saved until the end of class where a time of discussion will be given if time permits. Written questions can be submitted to (mynorthsidechurch@gmail.com).
- Teachers will not be available after class for discussing class material due to time issues. If the teacher permits, some time prior to class starting can be used for questions. (This must be scheduled by the student and not random).

CHAPTER FIVE: DEGREE PROGRAMS & SCHOLASTIC REQUIREMENTS

Scholastic Requirements

West Texas Bible College offers the following diploma and degree programs. Each level builds upon the last, and students' progress through a single unified course of study.

Program	Hours Required	Thesis Requirement
Bible Diploma	30	None
Associate of Theology	60	None
Graduate of Theology	90	None
Bachelor of Theology	120	5,000-word thesis, approved by faculty
Master of Theology	150	10,000-word thesis, approved by faculty
Doctor of Theology	170	20,000-word thesis, approved by faculty

Course Requirements by Year

First Year

Semester One	Semester Two
Hermeneutics I Ephesians Tabernacle I Old Testament Survey	1 Peter New Testament Survey Tabernacle II Hermeneutics II

Reading Assignment: *By Grace You Have Been Saved Through Faith* — R. C. Sproul

Upon completion, the student has earned 30 hours and is eligible for the Bible Diploma.

Second Year

Semester One	Semester Two
Colossians Introduction to Inductive Bible Study Leviticus 1 Thessalonians	Advanced Inductive Bible Study Doctrines of the Bible I Doctrines of the Bible II 2 Thessalonians

Reading Assignment: *The Mortification of Sin* — John Owen

Upon completion, the student has earned 60 hours and is eligible for the Associate of Theology degree.

Third Year

Semester One	Semester Two
Philippians Parables of Christ Personal Evangelism Christian Counseling I (Divorce/Marriage)	1 Timothy Synoptic Gospels The Gospel of John I Christian Counseling II (Grief)

Reading Assignment: *Parables* — John MacArthur

Upon completion, the student has earned 90 hours and is eligible for the Graduate of Theology degree.

Fourth Year

Semester One	Semester Two
Acts I The Gospel of John II Christian Counseling III (Dealing with the Hard Topics) Cults	Acts II Romans I Life of David 2 Timothy

Reading Assignment: *To be announced.*

Upon completion, the student has earned 120 hours and is eligible for the Bachelor of Theology degree upon completion of a 5,000-word thesis.

Fifth Year

Semester One	Semester Two
Romans II Missions — Understanding the Great Commission Psalms I The Miracles of Jesus I	Jude Psalms II Paul's Missionary Journeys The Miracles of Jesus II

Reading Assignment: *To be announced.*

Upon completion, the student has earned 150 hours and is eligible for the Master of Theology degree upon completion of a 10,000-word thesis.

Sixth Year

Semester One	Semester Two
Song of Solomon Minor Prophets Life of Abraham Law and Gospel	James Galatians Prayer/Fasting Spiritual Gifts

Reading Assignment: *To be announced.*

Upon completion, the student has earned 170 hours and is eligible for the Doctor of Theology degree upon completion of a 20,000-word thesis.

Homework and semester projects for each year are announced by the instructor.

Thesis Guidelines

Candidates for the Bachelor of Theology, Master of Theology, and Doctor of Theology must prepare and submit a thesis for faculty approval. The thesis must meet the following requirements:

Length and Presentation

- **Bachelor of Theology** — minimum 5,000 words
- **Master of Theology** — minimum 10,000 words
- **Doctor of Theology** — minimum 20,000 words
- All typing must be double spaced.
- One bound copy must be presented to the College.

Order of Contents

5. **Title page** — the first page of the thesis, prepared according to the College's title page format.
6. **Degree page** — the second page, stating the name of the degree the student is seeking.
7. **Contents page** — the third page of the thesis.
8. **Introduction** — following the contents page.
9. **Chapters** — the body of the thesis, in order.
10. **Endnotes** — an endnote page or pages following the final chapter.
11. **Bibliography** — a list of the books used in the research of the thesis, together with books recommended for further reference on the same subject.

CHAPTER SIX: CLASS ATTENDANCE POLICY

Purpose and Biblical Foundation

West Texas Bible College exists to train men and women in the Word of God for the service of Christ and His church. That training does not happen at a distance. It happens in a classroom, under instruction, alongside brothers and sisters. A student who is not present is not being trained — he is merely enrolled. This policy exists to make that distinction plain.

Scripture treats faithfulness in small, ordinary obligations as the proving ground for larger ones (Luke 16:10). It commands believers not to forsake assembling together (Hebrews 10:25), and it commands that whatever we do be done heartily, as unto the Lord and not unto men (Colossians 3:23). Class attendance is not a bureaucratic hurdle. It is an act of stewardship — of time, of calling, of the ministry a student professes to be pursuing.

“He that is faithful in that which is least is faithful also in much: and he that is unjust in the least is unjust also in much.” — Luke 16:10

The Attendance Standard

West Texas Bible College classes meet **twice each month**. Because our sessions are few, each one carries real weight — missing a single class means missing half a month of instruction. The standard is therefore simple:

A student may miss no more than two (2) class sessions per course, per semester — for any reason, excused or unexcused.

This is a ceiling, not an allowance. The expectation remains attendance at every session. A student who misses a third-class session in any course **does not pass that course**, regardless of grades earned to that point, and must retake it when it is next offered.

Excused and Unexcused Absences

All absences — excused and unexcused alike — count toward the two-absence limit. The distinction between them governs *make-up privileges and grade penalties*, not the ceiling itself.

Excused Absences

An absence may be excused, by notifying the College office within seven (7) days, for the following causes:

- Personal illness or injury;
- Death or grave illness in the immediate family;
- Ministry assignments approved in advance by the Academic Dean (pulpit supply, missions service, church emergencies);
- Military service or a legal obligation that cannot be rescheduled.

Excused absences carry full make-up privileges: the student may complete all missed work, quizzes, and examinations without grade penalty, on a schedule set by the instructor.

Unexcused Absences

Any absence not reported and approved as excused is unexcused. Work, quizzes, and examinations missed during an unexcused absence **may not be made up** and receive a grade of zero. Employment conflicts, routine appointments, travel convenience, and oversleeping are not excusable causes.

Tardiness and Early Departure

- A student who arrives after the class session has begun, or departs before it is dismissed, is recorded as tardy.
- **Three (3) tardies equal one (1) absence** and count toward the two-absence limit.
- A student who misses more than fifteen (15) minutes of any class session — at the beginning, middle, or end — is recorded as absent for that session.

Progressive Accountability

The College does not wait until a student has failed to speak to him. Accountability proceeds in three simple steps:

- **First absence:** the instructor notes the absence and reminds the student of this policy.
- **Second absence:** the student meets personally with the Academic Dean. The student is now at the limit — one more absence, excused or not, and the course is failed.
- **Third absence:** the student does not pass the course and must retake it. A student who fails two or more courses in the same semester for absences must meet with the Dean before enrolling in the next semester.

Appeals and Extraordinary Circumstances

The College recognizes that God, in His providence, sometimes ordains hardships no policy can anticipate — hospitalization, catastrophe, extended family crisis. A student whose absences exceed the limit for such reasons may write to the Academic Dean within seven (7) days of the final absence. The Dean, together with the instructor, will decide whether the student may finish the course late, withdraw without penalty, or must retake it. The Dean's decision is final.

Student Responsibility

- Attendance is recorded by the instructor at every session. The instructor's record governs.
- Each student is responsible for keeping track of his or her own absences. Not knowing where you stand is not grounds for appeal.
- Signing an attendance record for another student is dishonesty and will be treated as such.

A Closing Word

This policy is firm because the work is serious. No church will be helped by a minister who learned in Bible college that showing up is optional. The habits you build here — presence, punctuality, faithfulness in the small obligations — are the same habits that will one day carry you into a pulpit, a mission field, or a hospital room at two in the morning. Be present. It is the first and simplest form of faithfulness the Lord asks of you.

“Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another: and so much the more, as ye see the day approaching.” —

Hebrews 10:25

CHAPTER SEVEN: CHRISTIAN SERVICE CREDITS

West Texas Bible College affirms that ministry training must be rooted in active service within the local church. Christian Service Credits exist to encourage, measure, and honor a student's faithful participation in real ministry work while enrolled at WTBC.

Purpose of Christian Service

Christian Service is designed to:

- Strengthening a student's commitment to local church ministry
- Provide hands-on experience in serving the body of Christ
- Cultivate habits of faithfulness and humility
- Reinforce the biblical expectation that ministry training includes both learning and doing

Christian Service is not optional for those preparing for gospel work; it is a vital part of spiritual formation.

Credit Value

Each semester, students may earn Christian Service Credits based on documented ministry involvement. Each Christian Service Credit is valued at 0.5 credit hours toward the student's total degree requirements. Credits are awarded for consistent, meaningful service in approved local church ministries such as teaching, outreach, discipleship, worship, children's ministry, visitation, or other pastor-approved roles.

1 Christian Service Credit = 0.5 credit hours toward degree requirements

All service must be approved by the student's pastor or ministry supervisor.

Honors Recognition

Students who demonstrate exceptional commitment to ministry may qualify to graduate with Christian Service Honors. To be eligible, a student must complete:

- 10–20 hours per year of documented Christian service in their local church
- Service that is consistent, verifiable, and aligned with the mission of WTBC
- Hours may be accumulated across multiple ministries within the same church

Honors recognition is awarded to students who model the heart of a servant and demonstrate long-term faithfulness in ministry.

Approved Areas of Service

Approved Ministry Area	Examples
Teaching Ministries	Youth, children, adult classes
Evangelism and Outreach	Visitation, community outreach, tract distribution
Worship Ministry	Music, sound, media, worship leading
Discipleship and Mentoring	One-on-one discipleship, small group leadership
Church Operations and Support	Facilities, hospitality, administration
Pastoral Assistance	Assisting the pastor in any approved role

Documentation and Submission

Students must submit the following each semester to receive credit:

- A completed Christian Service Report
- Verification from a pastor or ministry leader
- A brief reflection (3–5 sentences) on how the service contributed to spiritual and ministry growth

Reports are reviewed by WTBC faculty to ensure accuracy and alignment with program expectations.

CHAPTER EIGHT: OFFICIAL FORMS

Christian Service Report Form

Complete and submit this form to your WTBC instructor at the end of each semester. All fields must be completed. Attach additional documentation as needed.

Semester: _____ **Degree Program:** _____

Student Name: _____ **Local Church:** _____

Phone: _____ **Email:** _____

Pastor/Ministry Supervisor: _____ **Years in Local Church:** _____

Section 1 — Ministry Role(s)

Ministry Role(s): _____

Section 2 — Ministry Description

Provide a brief description of the ministry in which you served this semester. Check all that apply:

- ☐ Teaching Ministry ☐ Discipleship / Mentoring
☐ Evangelism / Outreach ☐ Church Support / Operations
☐ Worship Ministry ☐ Pastoral Assistance
☐ Other: _____

Description of Service: _____

Section 3 — Hours Served

Total Hours Served: _____ **Dates of Service:** _____

(Students may attach an additional log if needed.)

Section 4 — Student Reflection

In 3–5 sentences, explain how this ministry contributed to your spiritual growth and preparation for gospel service.

Section 5 — Pastor / Ministry Supervisor Verification

I affirm that the student listed above faithfully served in the ministry described and that the hours reported are accurate.

Name: _____ **Position:** _____

Phone: _____ **Email:** _____

Signature: _____ **Date:** _____

Section 6 — WTBC Office Use Only

Hours Verified: _____ **Credits Awarded:** _____

Honors Updated (Yes / No): _____ **Staff Initials:** _____

Christian Service Tracking Sheet

Complete this tracking sheet throughout the semester. Submit with your Christian Service Report at semester's end. Supervisor initials must be obtained for each entry.

Student Name: _____ **Semester:** _____

Degree Program: _____ **Local Church:** _____

Ministry Supervisor / Pastor: _____

Ministry Area (check all that apply):

- ☐ Teaching Ministry ☐ Discipleship / Mentoring
☐ Evangelism / Outreach ☐ Church Support / Operations
☐ Worship Ministry ☐ Pastoral Assistance
☐ Other: _____

Weekly Service Log

Week	Dates	Ministry Activity Description	Hours Served	Supervisor Initials
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
Total Hours This Semester:				

Student Reflection

Write a brief reflection (3–5 sentences) on how your ministry service this semester contributed to your spiritual growth and preparation for gospel ministry.

Supervisor Verification

I affirm that the hours recorded above are accurate and that the student faithfully served in the ministry roles described.

Supervisor Name: _____ **Position:**

Signature: _____ **Date:**

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Hours Verified: _____ **Credits Awarded:**

Honors Updated (Yes / No): _____ **Staff Initials:**

CLOSING AFFIRMATION

Student Acknowledgment and Agreement

By enrolling at West Texas Bible College, each student affirms their agreement with and understanding of the standards, policies, and expectations set forth in this handbook — including the Class Attendance Policy in Chapter Six. This is not merely a contractual obligation but a covenant of character — a commitment to pursue holiness, faithfulness, and obedience to the Word of God throughout the course of their ministry training.

*“For we are God’s fellow workers. You are God’s field, God’s building.” — 1
Corinthians 3:9*

Student Signature: _____ **Date:** _____

Printed Name: _____ **Degree Program:** _____

Local Church and Pastor: _____

West Texas Bible College

*Sponsored by Northside Baptist Church • Fort Stockton, Texas
northsidechurchtx.org*

West Texas Bible College reserves the right to revise, modify, or discontinue any course, certificate, degree program, policy, procedure, tuition, fee, or graduation requirement at any time. All course listings, program offerings, and degree plans are subject to change without prior notice. WTBC also reserves the right to refuse admission or expel a student who does not adhere to the policies of WTBC, causes discord or showing a spirit of contention or lack of respect for the faculty of WTBC, or engages in a lifestyle that is dishonoring to God and exhibits disobedience to God’s Word. With any of the above offenses there will be immediate expulsion from WTBC without opportunity to return.