

Kansas District Church of the Nazarene School of Ministry and Training

Rev. Jon M. Fillipi, Director 1545 Austin Circle, Salina, KS 67401 (785) 577-1777

Student Requirements

A. Educational Program Options

1. Attendance at a Nazarene Liberal Arts University with a degree focus in Religion. University must certify Course of Study Completion.
2. Attendance at Nazarene Bible College and completion of the NBC Degree, Variance or Modular Program (MPP).
3. Kansas District School of Ministry and Training Program.
4. Transfer in of Non-Nazarene College work with completion of the Course of Study through a Nazarene Institution or the Kansas District School of Ministry. (Transcripts must be submitted to Rev. Jon Fillipi for evaluation. Transcript Evaluations will be done by Nazarene Bible College.)
5. Courses you have completed through another Nazarene District Program will be accepted, provided their Chairman of the Board of Ministry/Studies sends a letter or email to Jon Fillipi (jfillipi@sfnaz.com), certifying your completion of the class(es).

B. Grade Requirements

1. The Kansas District School of Ministry and Training requires a “C” average or 70% on all work to receive credit for a course.
2. If a student has attended a Nazarene Institution and they have granted credit for a course, the Kansas District Board of Ministry will accept that grade.

C. Kansas District School of Ministry

1. ALL courses in the Course of Study will be offered through the Kansas District School of Ministry and Training. However, if a student desires, they may take courses as well through Nazarene Bible College and their information can be found at www.nbc.edu.

2. Courses completed in the School of Ministry will cost \$60 per course. Once a course has begun, there is no refund if a student withdraws. Attendance is mandatory* at all classes and a minimum of 70% on all work must be received to pass any of the 24 courses. Course fees do not include the cost of textbooks which are required for course completion. If a student fails to reach the 70% benchmark in a School of Ministry and Training course, they will have to retake the course at full cost.

*The instructor reserves the right to provide makeup sessions provided that the student makes arrangements with the instructor prior to the missed class.

3. Courses through the School of Ministry and Training will be 6-8 weeks in length, meeting one night per week through a video conference method. Occasionally there will be one-day intensives offered, or four week courses as well. Students will need to have access to a computer with both a camera and a microphone to participate in the class. (While you can access the video conference platform with a cell phone to attend class, active participation is better if the student has a camera and microphone on their computer to participate. Classes will be 2-3 hours in length each session, except for the intensives which will be 6-8 hours in length.

D. Requirements for District Licensure

1. In order to receive a District License in 2019, a student must have held a Local License (Manual paragraph 531) in their home church for a period of 1 year (Manual paragraph 532.1), and be recommended by the local Church Board (Manual paragraph 532.1) to the District for a District License.
2. In order to be considered for a District License, a student must have completed a minimum of 6 courses in the Course of Study (Manual paragraph 532.1.2) of which one course must be Exploring Nazarene History and Polity, per Kansas District Advisory Board, January 2018). Courses may be taken either through one of our educational institutions or through an approved District Ministry School like the Kansas District School of Ministry.
3. If the student has experienced a divorce in their past, they must go through the Divorce Barrier Removal process as outlined in Manual paragraph 532.1.8.
4. In order to have a District License renewed, a student must have completed a minimum of two courses (Manual paragraph 532.3.2) in the Course of Study during the preceding year. While two courses is the Manual requirement, it is highly suggested that a student work to complete at least three classes each year so as to complete the Course of Study in a more timely manner. If a student fails to meet the two course minimum

requirement in an one year, Manual Guidelines stipulate that a District License “may be renewed by the district assembly only upon submission of a written explanation for this failure. Such explanation shall be satisfactory to the District Ministerial Credentials Board or District Board of Ministry and approved by the general superintendent presiding (Manual paragraph 532.3.3). “To qualify for ordination, [students] must achieve graduation from a validated course of study within 10 years from the granting of the first district license (Manual paragraph 532.4).

5. It is the responsibility of the student to regularly communicate with the the Chairman of the Board of Ministry/Studies about their progress in the Course of Study. Transcripts and/or records of work completed each year must be submitted to the Chairman of the Board of Ministry/Studies no later than March 15 of each calendar year. Send all records to Dr. Jon Fillipi at 1545 Austin Circle, Salina, KS 67401 or by email at jfillipi@sfnaz.com. You may reach Dr. Fillipi at 785-577-1777.

E. Record Keeping

1. Students are responsible for submitting transcripts to Rev. Jon Fillipi initially upon enrolling in the Course of Study if they have any previous college work. Those transcripts will be reviewed and credit will be given for those courses that match Course of Study Requirements.
2. As a student completes a course on the Course of Study, record of the course completion should be submitted to Rev. Jon Fillipi. You can do that through an unofficial copy of your transcript showing the course completed, or through an email or letter that you forward to Rev. Jon Fillipi from the course instructor. We are not able to give credit for a course without a submission of one of these three potential records (transcript, forwarded email or letter).
3. The updating of a students records are up to the student and not the School of Ministry and Training. While the official copy of a Student’s Record is maintained by the School of Ministry and Training, providing information to update those files is the responsibility of the student. Course completion updates must take the form of either an unofficial transcript from the educational institution the student is attending with a grade clearly stated, or in the case of a student doing work in the School of Ministry and Training, the forwarding of a final grade from the course instructor to Rev. Jon Fillipi.
4. Failure to provide either an unofficial transcript or an email forward from a course instructor will constitute no credit being given for a course.

F. Coursework

1. Each instructor will establish course expectations and requirements for their students.
2. All writing assignments for School of Ministry and Training Courses should be in Turabian format with footnotes and an ending bibliography. Coursework completed outside of the School of Ministry and Training will be done in the format specified by the institution.
3. Failure to complete required coursework assignments will result in a "Fail" course grade and require the student to retake the course at full cost.
4. Coursework deadlines will be established by each instructor and there will be no deviating from these deadlines.
5. School of Ministry and Training Courses will include at a minimum the following:
 - a. Reading of assigned textbooks or portions thereof and written assignments from the reading as required;
 - b. Completion of weekly assignments that focus on application of the course material to the ministry environment;
 - c. Completion of a major writing assignment for each course to be assigned by the instructor. These assignments will generally be a minimum of 1250-2500 words/5-10 pages in length.
6. Plagiarism will not be tolerated in any form, and will incur a course grade of "Fail." Please be careful to properly notate all references and give credit where it is due within written assignments.

G. Student Mentors

1. All students will be teamed with their Senior Pastor or other appointed mentor to help encourage and assist the student in the completion of their Course of Study.
2. Additionally, assistance will be offered through the Mission Area Coordinator or other appointed person in the Mission Area to assist the student in the completion of their Course of Study as well.

Please make certain that you make a record of the following information. This is how you will contact and keep in touch with the School of Ministry and Training until you have completed your Course of Study.

Director: Rev. Jon M. Fillipi
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