

PHILIPPINE BAPTIST THEOLOGICAL SEMINARY

2024

Student Handbook

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Philippine Baptist Theological Seminary, Inc.

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INFORMATION

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Institutional Relationships

Sponsoring Groups

PBTS primarily exists to train pastors and leaders for Southern Baptist and other evangelical churches. She maintains special relationships with the following sponsoring bodies:

Luzon Convention of Southern Baptist Churches, Inc. (LCSBC)

Central Philippines Convention of Southern Baptist Churches (CPCSBC)

Convention in Visayas and Mindanao, Southern Baptist Churches, Inc. (CVMSBC)

Convention of Chinese Filipino Southern Baptist Churches (CCFSBC)

Philippine Women's Missionary Union (PWMU)

PBTS Alumni Association

Accreditation

PBTS is accredited by the Association for Theological Education in South East Asia (ATESEA) with offices located at Central Philippine University, Iloilo City, Philippines. (<http://atesea.net>)

PBTS is also an accredited member of Philippine Association of Bible and Theological Schools (PABATS). (<http://pabats.com>)

PBTS is a member of the International Council for Higher Education (ICHE), an organization officially established in 1997 in Switzerland by concerned educators joined together on vital issues facing Christian higher education across the world. (<http://ichenetwork.org>)

Consortium Member

Asia Baptist Graduate Theological Seminary

Recognition

PBTS is approved by the Philippine Bureau of Immigration for Non-immigrant Students and by the Philippine Council of Evangelical Churches (PCEC).

PBTS is also granted CHED Recognition for its two programs, Master of Arts in Theology and Master in Pastoral Ministry.

Partners

Asia Pacific Baptist Federation (<https://www.apbf.org/>)

Baptist World Alliance (<https://baptistworld.org/>)

Cooperative Baptist Fellowship (<https://cbf.net>)

Gateway Seminary (<https://www.gs.edu/>)

International Missions Board (<https://www.imb.org/>)

Mountain Brook Baptist Church (<https://www.mbbc.org/>)

Samahan ng Teolohikal na Edukasyon ng Pilipinas

WELCOME FROM THE PRESIDENT

I commend your decision and your church affirmation for you to come and be trained in this beautiful campus. More than this, I give praise to the God who calls and sends His servants to change the world through the proclaimed Word of truth.

In many cases, many see the seminary as the burial ground of spirituality. A student may come armed with basic Christian disciplines and may graduate armed with theological gobbledygook and jargons, or deeply immersed in Chalcedonian controversies or heavily armed with Calvinism's theology- both for offense and defense ready to combat a crusade against those who do not favor the view of his favorite theologian.

This is not the way it is in PBTS. The Association for Theological Education in South East Asia (ATESEA), the accrediting body of PBTS reported their findings on their recent accreditation visit on campus. The partial summary findings said: "... The school cultivates the worship life and spiritual growth of students and staff. Faculty members are available for student consultation on academic and personal matters. The student council helps bridge the needs of the students..."

Although we are providing a course about spiritual formation, you have a particular existing condition at PBTS in which the students' spiritual formation can take place.

Being an international theological training ground, the school offers a condition wherein diverse cultures, culinary, and context exist, exude, and express. Of course, it mostly collides along the process, yet the assurance from the Spirit as children of God makes the collision more exciting than simply crashing, clashing, and conflicting.

Your presence and determination to be trained as world-changers are affirmation of God's continuous blessings to PBTS. For the past four years, I cling to the pursuit of excellence in theological education as a mandate from Christ and as a practice in this school. The program KAUSAP (Keeping All Unity, Sharing All Possibilities) is a pet program of this President to keep the school abreast of what needs to be done. All graduating students will have an opportunity for an exit interview conducted by the President himself. This ensures adjustments both in the administrative and academic departments for better service.

Please be guided by this handbook as you live on campus. Be guided by your faculty and mentors as you live the academic and Christian life. But be guided by the Holy Spirit as you live your student life and your whole life.

On behalf of the Board of Trustees, Faculty and Staff, students and alumni, and my family, welcome to PBTS!

Dr. Armand M. Canoy

9th PBTS President

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GENERAL INFORMATION

History of PBTS

In August 1951, the Philippine Baptist Mission of the Foreign Mission Board of the Southern Baptist Convention authorized the establishment of a theological school and requested Dr. Frank P. Lide to lead in the project. The Philippine Baptist Theological Seminary and Bible School, Inc. was established in 1952. The first session began on July 15, 1952 at the Chinese Baptist Church of Baguio with seven Chinese students enrolled. A building was rented very near the church to house the students. At that time there were five faculty members. The English language division opened the following year. The present permanent campus was occupied in 1955.

Dr. Frank P. Lide served as President from the beginning of the school until 1964, when he retired to work with the Chinese at the Hong Kong Baptist Theological Seminary.

Dr. Elbert H. Walker was elected the second President in 1964 but his service was cut short by his untimely death in 1965. The present administrative organization of the school was established under his direction.

In 1965, Dr. Grover F. Tyner, Jr. was named the third President. He served until his retirement in 1987 and became President Emeritus. Dr. Paul P. Johnson was elected as the fourth President in 1987 and resigned in 1989. Rev. Robert N. Nash was inaugurated as the fifth President in October 1989 and retired in May 1991. Dr. D. Leslie Hill was appointed as the sixth President in November 1991. He served until 1998. Dr. Alfredo G. Saure was elected as the seventh president in 1997 and assumed his post on June 25, 1999 until 2006. He is the first Filipino President Emeritus. Elected last March 9, 2006 and installed July 7, 2006 as the eighth president is Dr. Joyce J. Abugan. She is the first woman to serve in this post, serving until December 2012.

In September 2012, the Board of Trustees named and installed Dr. Armando M. Canoy as the ninth president. He is the current president of the seminary.

Location and Facilities

The Seminary is located on a beautiful campus of three hectares in the Guisad Valley of Baguio City. The facilities provide a desirable place to study close to the quiet beauties of nature. The area has been beautifully landscaped. Many buildings and facilities now stand on the campus.

The Grover F. Tyner Building provides space for offices, classrooms, chapel and library. The library now offers over forty-three thousand volumes in various fields. Audio and video resources are increasing in number to aid effective learning. The Zacarias P. Dayot Hall provides housing for single men. The Libby A. Tyner Building provides ample facilities for

single women. The fourth building houses the dining hall and kitchen. The married students' apartment building provides space for families. A special dorm was added for international students, especially in ABGTS. Four faculty houses stand near the Grover F. Tyner Building. The Oliver J. Yost Building houses the Music Department. A gymnasium with a stage was completed in 1987. Four more faculty apartments were built in 2000 and 2006. Additional faculty and guest housing facilities were bought in April 2004 from the International Mission Board, SBC. The SAUREnity Garden serves as a favorite venue for garden/outdoor events and small group prayer. Just right above this garden is the Crawley-AVSTM-Bethesda (CAB) Mission Center. This two-storey building provides function rooms for various occasions and groups. This is also home to the Asia Vision Short-term Mission program of PBTS. The PBTS-ABGTS Balai Alumni is a building that provides 15 rooms that are used to accommodate guests, especially the alumni of both PBTS and ABGTS.

Another addition to the facilities is the newly constructed World Changers Hall that provides dorm-type accommodation for larger groups holding camps or conferences at PBTS.

Institutional Statements

Vision Statement

Under the Lordship of Christ and in the power of the Holy Spirit, we strive to produce spiritually mature, academically competent, and ministerially skilled leaders who will advance the Kingdom of God.

Mission Statement

To train God-called and church-affirmed men and women for Christian ministry.

Core Values

People-Oriented. PBTS endeavors to develop servant leaders who are competent in holistic ministry.

Baptist Heritage. While PBTS participates in a broader evangelical community, we seek to foster a deep appreciation for the Baptist tradition in which we are rooted.

Theologically Sound. Accepting the full authority of the Bible in matters of faith and practice, PBTS strives for academic excellence and faithfulness to the revelation of God.

Spirit-Filled. With the guidance and power of the Holy Spirit, PBTS emphasizes spiritual growth and active involvement in worldwide evangelism.

Statement of Beliefs

The Seminary faculty firmly holds to and teaches in accordance with the following statement of beliefs:

1. The Holy Bible, consisting of 66 books, is the inspired record of God's revelation of himself to humanity. It is the authoritative and sufficient guide in all matters of religious faith and practice.
2. There is one and only one living and true God. He has revealed himself to us as Father, Son and Holy Spirit, with distinct personal attributes, but without division of his nature, essence or being.
3. Jesus Christ was conceived of the Holy Spirit and born of the Virgin Mary. As such, he was both completely human and divine in nature. Although tempted while in the flesh, he was without sin in both nature and conduct. In his death on the cross he made provision for the redemption of people from sin. He was raised from the dead and ascended into heaven where he is now the One and only mediator for all who trust him in saving faith.
4. The Holy Spirit is the Spirit of God. He convicts people of sin and effects regeneration in the believer. He enables believers to understand divine truth. He guides, sanctifies, and comforts believers.
5. Humans were created by God in his own image. Given freedom of choice, man and woman disobeyed God and brought sin into the human race. Because of one's sinful nature and environment, all people have sinned and are in need of salvation.
6. Salvation is offered by the grace of God to all who, in true faith, accept Jesus Christ as Lord and Saviour. In his substitutionary death, Christ provided eternal redemption for all who, in repentance of sin, come to him in faith. All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by his Spirit, will never fall away from the state of grace, but shall persevere to the end.
7. The church was founded by Christ and includes all of the redeemed of all the ages. The New Testament speaks of it as his body. A New Testament church is a local body of baptized believers bound together by the Holy Spirit for worship, observing the two ordinances of Christ, committed to Christian fellowship, and seeking to extend the gospel throughout the world. The church is a self spiritual democracy whose members are equal in rank and privileges under the headship and authority of Christ. The scriptural officers of a church are pastors and deacons. The only ordinances of a church are Christian baptism and the Lord's Supper, both of which are symbolic expressions of the message of salvation. Baptism is the immersion of a believer in

water, symbolizing one's death to sin and new life in Christ. The Lord's Supper memorializes the death of Jesus and expresses faith in his return to earth.

8. Christ will come again in glory and power to judge and to reign. There will be a resurrection of the righteous and the wicked. The unrighteous will be consigned to hell, the place of everlasting punishment. The righteous in their resurrected bodies will receive eternal life and will dwell forever in heaven with the Lord.

Educational Goals and Objectives

In fulfilling its purpose of training God-called and church-affirmed men and women for Christian ministry, PBTS will endeavor to prepare graduates who...

1. have a passion for evangelism and the skills that will make them more effective witnesses for Christ.
2. have a vision for world missions and will seek to communicate that vision to other Christians and to the churches in which they serve.
3. are characterized by scholarly devotion to Christ, including a deep understanding of the Scriptures and the principles for interpreting and applying the lessons of Scripture to their lives.
4. are sufficiently and effectively trained in their specific area of calling and ministry, including hands-on experience in ministering in the church and in the world.
5. display Christian character and growth in their personal lives and relationships, and regularly seek to disciple other Christians into maturity.
6. are devoted to ministering regularly in and through a local New Testament church.
7. have a deep appreciation for the Baptist heritage and understanding of the Christian faith.

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ACADEMIC MATTERS

Admissions

Admission Requirements

To be enrolled in the seminary a student must:

1. Be committed to Christian service on the basis of a divine call.
2. Maintain good standing in the home church, community, and church as evidenced by a letter of recommendation from his/her local church.
3. Possess good physical health, as evidenced by a thorough medical examination that includes a chest x-ray result.
4. Have completed at least 74 college units, including 12 in English, or have completed at least two years of vocational course, including 12 units in English.
5. Have obtained a score of 80% or more on the PBTS-administered English Exam or its equivalent to the internet TOEFL.

All correspondence concerning enrollment should be addressed to

The Registrar
Philippine Baptist Theological Seminary
P.O. Box 7, Baguio City 2600 Philippines

Or email: registrar@pbts.edu.ph

English Proficiency

The language of instruction in the seminary is English, so a student applying for admission must demonstrate proficiency in English. Student applicants must have a score of 80% or higher on the seminary-administered English test; or TOEFL score of 90 or more (Internet-Based), or 229 or higher (Computer-Based), or 567 or higher (Paper-Based) to be eligible to enter and work toward any degree program.

Those who cannot demonstrate an acceptable level of ability to work in English (a score of 79% and below) must take classes in the English as a Second Language (ESL) program of the seminary until the required level of proficiency is attained. During this time, however, no academic credit will be given for ESL studies.

Another option is to enter the non-degree programs of the seminary which do not require an English exam.

The seminary-administered English exam should be taken by all incoming students before they can enroll in any class. The schedule of these exams can be found in the Academic Calendar which will be posted on the school bulletin boards and the seminary website.

Application for Admission

Application should be completed, preferably six months before the semester the student begins, which includes the following:

1. Completed Application for Admission Form (form provided by the seminary or may be downloaded from PBTS website: <http://pbts.net.ph>). The Admission Form is composed of several parts which includes (page numbers indicated below refer to the Admission Form):
 - Application Form (pp. 3-5).
 - Church Recommendation (pp. 6-8). A recommendation signed by the pastor and church secretary from the church of which the applicant is a member. A form will be furnished to the church suggesting the items to be considered in making the recommendation. This recommendation must be by vote of the congregation (if consistent with church polity) or by Board Resolution. The applicant should have been an active member of the recommending church for at least one year before entering the Seminary. Some circumstances, clearly explained, may allow exceptions to this one rule on faculty approval.
 - Medical Certificate (p. 9). A certificate of medical examination with chest x-ray and other laboratory results for each applicant.
 - Recommendation for Admission (3 copies, pp. 10-15).
 - Application for On-campus Housing (p. 16). This will only be accomplished if the applicant wishes to stay on.
2. Payment of Application Fee. The applicant pays at the Finance office in cash or check. Payment can also be done through a bank deposit. The bank details are as follows:

Bank: Bank of the Philippine Islands (BPI)

Account Name: Philippine Baptist Theological Seminary

Account Number: 0561-0297-68

3. 2x2 colored ID photo with white background.
4. Transfer Credentials from the last school attended – a copy of the Official Transcript of Records (for evaluation purposes) and Honorable Dismissal (to be used for a school-to-school request).
5. A computer-printed personal statement relating the applicant's conversion, Christian service, and call into the full-time Christian ministry.
6. Marriage Certificate issued by the Philippine Statistics Authority (for married applicants). This will be returned to the student shortly after verification.

7. English Exam Result (TOEFL or PBTS-administered English Exam). A minimum rating of 80% is required for a student to enter any of the degree programs.
8. Returning students who have been away for one year or more will be required to submit the following: application form, church recommendation, and medical certificate. The Registrar will notify the students about the status of the application after submission of the needed documents.

Additional Admission Requirements for an International Applicant

PBTS has been authorized to accept foreign missionary-in-training students by the Bureau of Immigration and Deportation through the Philippine Council of Evangelical Churches (PCEC). Thus, PBTS is able to process Pre-arranged Employment Visa (Non-Commercial) (9G) or Missionary Visa through PBTS. However, it is the responsibility of the applicant to acquire the necessary visa they need upon arrival in the Philippines.

The student is advised to prepare the documents for their visa processing as listed in the Bureau of Immigration Form V-NI-009-Rev 1 that can be downloaded from their official website (<https://www.immigration.gov.ph>). Navigate to VISAS>NON-IMMIGRANT VISAS>PRE-ARRANGED EMPLOYMENT VISA (9G)>CONVERSION TO PRE-ARRANGED EMPLOYEE (NON-COMMERCIAL) for a complete checklist of necessary documents.

Transfer of Credits

Applicants who have previously attended other schools offering similar studies should send to the Registrar copies of their transcripts for evaluation. As per policy, a maximum of 40 units (one year of study) may be credited to PBTS.

Notice of Approval

When the admissions committee has accepted an applicant for Seminary study, a notice of approval will be sent immediately. Applicants should not proceed to the seminary until they have received notice that their application has been approved. The seminary will not necessarily admit students who arrive on campus without having received a written notice of acceptance. Seminary housing will be available only to students formally accepted and then only for the school year. First year students are accepted on a probation basis. Second and third year admission is only by a letter of invitation issued by the Academic Committee.

Time of Arrival for Students

Students approved for admission should arrive on campus at the beginning of a new school year on the day before the scheduled English Exam. Families with school-age children may arrange through the Registrar to arrive earlier in order to enroll their children in their respective schools.

School Calendar

The regular school year typically starts on the second or third Monday of August and concludes in the first or second week of May. The academic schedule follows a semester system, with each semester lasting seventeen weeks and including two one-week academic breaks. Additionally, there is a semester break from mid-December to mid-January.

June and July are designated as the Short Term, during which intensive courses are offered. The Graduation Ceremony takes place one month after the final exams.

The Curriculum Plan

The Categories of Study

All academic classes in the Seminary curriculum earn three units unless otherwise specified, and are placed in one of three categories, as follows:

1. **Biblical Studies Area:** The purpose of the Biblical Studies Area is to enable the Christian minister to understand the text and context of the Bible for ministry. This area includes: Biblical Interpretation, Biblical Languages, Hermeneutics, New Testament, and Old Testament.
2. **Theological and Historical Studies Area:** The purpose of the Theology & History Studies Area is to enable the Christian minister to understand the historical contents of the Christian faith and their implications for the ever cultural context. This area includes: Ethics, History, Philosophy, and Theology.
3. **Practical Studies Area:** The purpose of the Practical Studies Area is to train and develop ministers in the skills and character traits needed for Christian ministry. This area includes: Christian Education, Evangelism, Ministerial Leadership, Missions, Music, Pastoral Care and Counseling, Preaching, and Worship.

Key to Course Code

For the graduate courses, two letters are designated for the area of study for each class offered, which are as follows:

BIBLICAL STUDIES

BI=Biblical Interpretation

GR=Greek

HE=Hebrew

NT=New Testament

OT=Old Testament

THEOLOGICAL AND HISTORICAL STUDIES

ET=Ethics

CH=Church History

PH=Philosophy

TH=Theology

PRACTICAL STUDIES

BP=Biblical Preaching

CE=Christian Education

CM=Church Media

MA=Music Applied

MC=Music Conducting and Composition

ME=Music Ensemble

MH=Music History

MI=Missions

ML=Ministerial Leadership

MM=Music Ministry

MP=Music Piano

MT=Music Theory

MV=Music Voice

PC=Pastoral Care

RD=Research and Design

SMP=Supervised Ministry Program

Guidelines for Taking Courses

Students will be advised to follow the prescribed schedule of core courses first before enrolling in elective classes. Any student desiring to follow his/her own choices over the prescribed order of study will be required to sign a form accepting the full responsibility for such choice. This form will be filed in the student's folder for future reference.

1. Students must declare their intended degree program at the time of enrollment for the first year of study. Earlier decisions allow greater guidance in the choice of classes leading to specific degrees.
2. Students are urged always to follow the Academic Plan for their degree to ensure that they finish it on schedule. It is difficult to provide another schedule that will enable a student to complete core classes at a time nearer to graduation.
3. Classes that are a continuation of previous ones (examples: Sermon Crafting & Delivery and Preaching with Variety; or BP 1 and BP 2) should be taken in the order of presentation since the second course presumes knowledge of the first.
4. Classes required for specific degrees may be taken as elective for students enrolled in other degree programs.

Degree Programs

PBTS offers degree programs, in theology and in music, that aim to equip God's servant in various facets of the ministry. Each degree program is designed to have a balance of rigorous theological thinking and practical hands-on training. In order to be able to enter into a program, a student must comply with the basic entrance requirements stated in this section.

Entrance Requirements for Degree Programs

All students desiring to enter any of the degree programs must meet its set requirements.

For the two-year degree programs:

1. Finished a four-year college or university bachelor's degree of no less than 140 credit units.
2. Achieved a minimum of 81% average in seminary work through the first year of study.

For the three-year degree programs:

1. Same as above but with a modification for the Grade Point Average and Research.
2. A minimum 85% average in seminary work up to the second year of study and
3. Have demonstrated the ability to write an acceptable academic research paper evidenced by a minimum grade of 90% in RD 1.

For non-college graduates:

The seminary offers 74-unit degree programs that can be finished in as short as two years if the applicant has either of the following:

1. Completed at least 74 college units, including 12 units in English; or
2. Completed at least a two-year vocational course, including 12 units in English.

Entrance Requirements for Non-Degree Programs

PBTS offers certificate and associate programs in Theology and in Music for those students who do not intend to enter into a regular degree program. Applicants need only to accomplish the admission requirements.

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SUPERVISED MINISTRY PROGRAM

The Supervised Ministry Program is an intentional program of the seminary to provide students with the avenues of hands-on, practical involvement in the ministry. Because each student is both a learner and a minister, supervised ministry program is also designed to keep the students abreast with the needs of church while they are learning concepts in classroom situations.

Weekly Ministry Involvement

Participation and involvement in the Supervised Ministry Program of the seminary is essential for personal and spiritual growth of the student-learner. Involvement in local communities of faith must be arranged through the Supervised Ministry Program Director. Attendance in the weekly seminar with the SMP Facilitator and submission of weekly ministry involvement reports are required to gain one unit of credit per semester.

Guidelines

Students who are paid staff in a church may fulfill their Supervised Weekly Involvement (SWI) requirements in that church provided they keep appropriate records and report them to their respective facilitators.

SMP assignments for students in local churches will be made so that there will be a maximum of two units to each assignment. A single student is considered a unit. A married couple is also considered a unit. Southern Baptist students are encouraged to do their SMP in SB churches in order to maintain scholarship for tuition and housing.

The one-hour weekly meeting will be with each respective facilitator for each year level. Furthermore, each year level of SMP will have a different emphasis or focus on spiritual formation for each semester. It is as follows:

SMP 1 — Contemplative Bible Reading

SMP 2 — Spiritual Gifts

SMP3 — The Vocation of Christian Ministry

SMP 4 — Spiritual Disciplines

SMP 5 — Strategic Leadership

SMP 6 — Ministerial Ethics

Please refer to the curriculum plan on various degrees for Supervised Ministry Program requirements under each degree program.

Internship Program

The Internship Program is designed to further expose students to the different ministry involvements and contexts based on their degree program. This allows the students to put to test and apply the lessons learned in the classroom and the insights they have gained in their interactions with the seminary community on campus. The students will then be able to learn further through their intensive involvement and participation in an actual ministry context. The SMP Director is over-all supervisor of the Internship Program. A three-unit credit is given upon completion of this program.

Students with two or more years of substantial ministerial experience may substitute four units of electives for the Internship after receiving written approval from the Academic Dean.

Schedule of Internship

1. For the Bachelor and Master of Arts students (two-year degree programs)
 - a) The Internship Program is required after completing two semesters (38 units) of study.
 - b) Students who started in the first semester are expected to be in the internship program in the summer following the two semesters.
 - c) Students who started in the second semester may be allowed to be in the internship program after three semesters have been completed.
2. For the Master of Church Music and Master of Divinity students (three-year degree programs)
 - a) The Internship Program is required after completing four semesters as full-time students (76 units).
 - b) Students who started in the second semester may be allowed to be in the internship program after three semesters (57 units) of study.

Venues of Internship

1. For students in the MA Missiology program:
 - a) Students under the Master of Arts in Missiology degree program are required to do Internship under the Asia Vision Short Term Missions (AVSTM) program of the seminary. This is to ensure cross-cultural involvement of the student.
 - b) A student may be allowed to do an internship in one's respective country when the AVSTM Director determines that it satisfies the E3 requirement.
 - c) Students doing cross-cultural internships are supervised by the AVSTM Director.
2. For students under Bachelor's degree, MA Ministry, MCM, and M.Div.:

- a) Students may choose to do internship in a local church, CPE (except for Bachelor's degree), Nehemiah Teams (within the Philippines only), and AVSTM.
 - b) CPE is under the direct supervision of Bukal Life Counseling Center; Nehemiah Teams is under its supervision; and local church internship is under the SMP Director.
3. The following will be the guidelines for local church internship:
- a) International students are expected to return to their respective countries, otherwise, they are encouraged to do their internship within the Philippines.
 - b) Filipino students are expected to minister within the Philippines and are encouraged to do internships in another local church, not with their respective local church where they hold their current membership.

Internship Program (IP) Basic Guidelines

1. Internship Program enrollment is in the second semester of every year. It is the student's responsibility to make sure that he/she is enrolled according to schedule (refer to Schedule of Internship above).
2. During the second half of the second semester, the students enrolled in the Internship Program will attend seminars with the SMP Director once a week in lieu of the regular SMP weekly ministry seminars.
3. Students attending the Internship Program seminars will submit their weekly ministry involvement reports to the SMP Director.
4. The SMP Director will inform the enrolled interns at the start of the weekly Internship seminars.

Grading

1. Students will be graded in different areas of their internship as determined by the SMP director using a point-system.
2. Each supervisor will also be evaluating their respective interns by giving them points. These will be counted towards the total points, which will then become the basis for the intern's Pass or Fail.
3. Enrollment in the internship program does not automatically mean Pass. It will be based on the points and its weighted average. The passing weighted average is 80%.

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LIBRARY SERVICES

Library Regulations

One of the most important resources for training and preparation is the seminary library. Good Christian stewardship of the library facility and materials is an absolute necessity. Students must observe library rules at all times.

No student will be allowed to use the library unless he or she has undergone the library orientation or until after one has been encoded into the library database system. Regulations concerning the use of all library materials like books, magazines/journals, pamphlets, theses/dissertations, vertical files, and other facilities like the computer for public access, cdrom, internet, email, and others will be provided during the library orientation.

When necessary, students may be required to sign-in and out of the library for study each weekday night until a grade point average of 80% (bachelor degree students) or 85% (master's degree students) has been achieved.

Library Service Hours

Regular Semester (August to December, January to May)

Monday	8:00 a.m. to 5:00 p.m.
Tuesday to Friday	7:30 a.m. to 9:00 p.m.
Lunch Break	12:00 nn to 1:00 p.m.
Dinner Break	5:00 p.m. to 6:00 p.m.
Saturday	8:00 a.m. to 12:00 nn

Semestral Break and Christmas Break

Monday to Friday	8:00 a.m. to 5:00 p.m. (with lunch break)
Saturday	8:00 to 12:00 noon

Short Term (June and July)

Monday to Friday	8:00 a.m. to 9:00 p.m. (with lunch & dinner break)
Saturday	8:00 a.m. to 5:00 p.m.

Sundays and Legal Holidays —Closed

The library closes at 5:00 pm every Monday to allow students to attend dormitory devotions and also at 9:30—10:30 a.m. during chapel services (Tuesday, Thursday, and Friday). It also closes during official holidays unless arranged otherwise. During break periods no student will be allowed to check out books except those who are working on their research papers. ABGTS students should secure written permission from their professors. Changes may be made in the library schedule and regulations as deemed appropriate by the administration.

Additional Services

Books may be ordered through the library. (Please see the librarian for other details related to the library.)

Printing and photocopying services are available to students for a minimal fee.

5

SEMINARY EDUCATION BY EXTENSION

History

The extension training was pioneered by faculty members of the Philippine Baptist Theological Seminary in Baguio City in the mid-1980s under the leadership of Dr. Grover F. Tyner, Jr., PBTS President, and with the help of faculty and some seminary students. The main purpose of the program was to reach the general church membership and not just the pastors. The materials used were primarily Study Course books focusing on Baptist Doctrines, Bible Study, and Church Administration. No seminary or Bible school credit was given to the students, but they were given certificates after completing the designed program.

Rev. James Slack of the Philippine Baptist Mission (PBM) of the Foreign Mission Board (FMB), Southern Baptist Convention, initiated a Church Growth Survey among Southern Baptist Churches in 1971-72. He led the FMB missionaries to think of an additional approach to train more leaders in addition to what the resident Southern Baptist theological institutions (PBTS in Baguio City and Mindanao Baptist Bible School in Davao City) were providing. Theological Education by Extension (TEE) was formalized.

Dr. J. Gordon Harris, newly appointed FMB missionary to the Philippines in 1971, volunteered to help. Also, PBM asked Dr. David Leslie Hill, another missionary, to develop and lead the extension program. More missionaries under the PBM were involved in promotion, teaching, and training extension teachers.

In 1988, the name Seminary Education by Extension (SEE) was adopted and an office was set up on the Baguio campus. Filipino personnel were employed to assist in the growing ministry under the new leadership of Dr. Weldon Viertel and his wife, Mrs. Joyce Viertel. Under the umbrella of the Philippine Baptist Theological Seminary, Baguio City, people were made to realize that they, too, can get seminary training without going to Baguio, for a lesser cost and at their own pace. People have a sense of pride in identifying with PBTS when it comes to seminary training.

After Dr. Viertel's retirement and return to the United States, Rev. Mark Weiler took over as the Extension Dean. Rev. Feliciano Montenegro was invited to serve as SEE Dean in 1996. During his leadership, the office was moved from Baguio to 2444 Taft Avenue, Manila for easy access to the majority of the centers. After Rev. Montenegro's retirement in March 2000, the SEE office was transferred on a temporary basis to the University Baptist Church in Sampaloc, Manila. Dr. Joyce Abugan, the Academic Dean of the resident school, picked up a portion of the extension dean's responsibility in April 2000. For better coordination with the resident seminary plus budget and personnel constraints, all SEE records and files were returned to Baguio in 2001.

During this time, an increased number of qualified pastors and leaders served as volunteer faculty in various centers. (Most of those who have graduated through the extension classes, in turn, are leading studies in their respective places of ministry.) More qualified students have

enrolled in degree levels and are working on the completion of their respective degree programs.

In 2008 Dr. Lizette F. Knight accepted the SEE Directorship. She served until May 31, 2010. Dr. Joyce Abugan directed the extension program until December 2012. Under her leadership as Academic Dean and President, the number of centers, facilitators, enrollment, and graduates increased considerably. Active local centers have been established in Luzon and Visayas as well as abroad.

In March 2013, Team PBTS under Dr. Armando M. Canoy started to implement reforms in the Extension Program by calling all the SEE facilitators right after graduation for a special meeting. The meeting ended with an agreement to have an annual summit or gathering for SEE Facilitators in January 2014. The PBTS-SEE Summit is for theological education enhancement, facilitator's teaching skills development, fellowship, awareness of administrative policies and regulations, and consultations. This started the campaign to improve the extension education program. The first PBTS-Summit was successfully held last January 2014.

Many events and personalities have become part of the extension ministry in various ways. One thing stands out through the victories, difficulties, and limitations: SEE continues to be a partner in training more leaders for the Lord's kingdom. What was started as a denominational venture has broadened in scope, geographically and otherwise. Changes continue to challenge the context of ministry and will call for new strategies to respond to current needs. PBTS plays a strategic role in equipping the equippers, both through the resident and extension training programs.

Distinctive Features of S.E.E.

Supplies training where students live, work, and minister

Emphasizes instruction and information through self-study textbooks; teacher is facilitator

Meets at a flexible time and place

Integrates study and practical ministry

Needs minimal cost to begin and maintain training

Avails of existing resources from local context: church, pastors, leaders, facilities, library, etc.

Responsibility for independent study rests on the learners

Yields more students and credits earned into the resident program

Education at its best, nationally and internationally,

by

Extension of expertise of theological educators, local leaders, and other ministers.

More Positive Aspects of Seminary Education by Extension

Allows leaders with limited educational ability to use local dialect/s in class

Bridges gap between clergy and laity

Cultivates priority and discipline in the use of time for ministry and study

Develops expertise among the teachers since they are both generalists and specialists

Encourages mutual cooperation and respect in sharing of ideas, feedback, questions, problems, answers, etc. among students

Finds places of ministry for students and graduates

Gives additional income to the resident seminary; generates closer relationship and understanding among learners; between teacher and students

Helps lessen the pressure of "finishing a degree" within a two—or three-year time

Involves more leaders, pastors, educators, teachers, churches in theological education

Job creation: qualified teachers can augment their income

Kingdom awareness, expansion, and cooperation among various denominations

Lack of financial supporters cannot hinder one's theological education

Multiplies trained leaders

New innovation (use of e; skype; email; internet, audio/video materials) for teaching and learning

Opens avenues to all interested learners

Paces according to learner's capacity and level

Quest for theological education is answered regardless of limitations

Revives zeal for ministry and reputation is increased positively

Supplies more trained workers

Transcends many barriers and tolerates various perspectives

Unifies leaders toward a common goal

Vision for growth encourages the church

Works in implementing the Great Commission

eXercises one's spiritual gifts

Yields lives and service for the Master Teacher

Zeals academic achievement (graduation is done in a resident seminary campus)

6

SPECIAL PROGRAMS

Asia Vision: Short Term Missions (AVSTM)

The AVSTM Project was conceptualized and first realized in the MI 391 (Short-Term Missions) class in 2002. Since then, it has given students a chance to become involved in making a difference in the unreached and unchurched areas of Asia through short-term missions trips.

A two-week intensive Pre-field Training prior to departure prepares and equips them for cross-cultural ministry opportunities in different ministry areas in Asia. Another benefit of the program is the preparation of students in having a longvision through their missions involvement.

Other than going, students are trained also to serve as welcomers of missionaries, mobilizers of churches, intercessors, and senders.

As a PBTS program, AVSTM works in partnership with both sending and receiving churches and institutions.

This program is also open to non-PBTS students.

Clinical Pastoral Education (CPE)

In partnership with Bukal Life Ministries, PBTS offers its students an opportunity to experience another form of ministry through Clinical Pastoral Education.

The program requires one hundred hours of class work and three hundred hours of ministerial experience in a church or another ministry setting. Students are required to spend at least a part of their time in a hospital as a chaplain. The course incorporates individual supervision, a peer group reflection experience, case studies and presentation of various topics on issues related to ministry, pastoral care and counseling, and individual growth. The individuals in the course are encouraged to reflect on how they do ministry. The program helps the students develop pastoral identity through a variety of ministry experiences.

PBTS students may opt to do CPE as their Internship.

This program is open to non-PBTS students also.

Church Media

In partnership with Mt. Brook Baptist Church and Samford University, both located in Birmingham, Alabama, USA, PBTS envisions itself as a learning center in Asia for using technology in the work of the Kingdom.

Thus, short-term training programs and workshops are offered every year to equip PBTS students, local church leaders and technical workers in the use of technology as a tool and aid to their ministry. The lead trainer is Mr. Ed Landers, the Director of the Media Center at Samford University.

Missions Language Acquisition Program

This program is offered every semester by the ESL Department of PBTS primarily to interested students desiring to be trained in teaching English as a tool for missions. Participants who have successfully completed the requirements and passed the standards set in the course are awarded certificates of completion at the end of the training. Because the PBTS ESL Department has fully qualified trainers, the certificate is duly recognized by other institutions and governments.

As an added service to the community, PBTS also allows church workers and missionaries to avail of this program at a highly subsidized cost.

7

STUDENT ACADEMIC LIFE

Study Load

The maximum recommended course load for any student (especially first year) during a regular semester is 22 units, 7 academic courses and a Supervised Ministry Program. During Summer Institute, the maximum is two courses. After the first year (or having completed at least 38 units), a student who maintains an average of 93 or above may be allowed a maximum of 25 units. Students desiring to enroll in classes exceeding the set maximum must have the permission of the Academic Committee on the basis of proven ability to do the work.

The maximum study load for students under a cross-enrollment program to complete college work is 10 units. A student who cross-enrolls is responsible for informing the Registrar at the time of registration. Notation to this effect is to be included in the student's file in the Registrar's Office. (See also the rules under degrees for non-college graduates.)

The first academic year is probationary, allowing students to demonstrate their ability and to select the field they wish to pursue.

Resident students who enroll in Seminary Education by Extension must have prior approval of the faculty in a regular meeting.

Grading

An average grade of 75 out of a possible 100 is required to pass any class.

Grading Scale Equivalent

A	96–100%	4.0	1.0
A–	93–95	3.7	1.25
B+	90–92	3.3	1.5
B	87–89	3.0	1.75
B–	84–86	2.7	2.0
C+	81–83	2.3	2.25
C	78–80	2.0	2.5
C–	75–77	1.7	2.75–3.0
F	74% and below	Failure	Failure

Incomplete Work

Students who are unable to complete all required assignments in a class due to extenuating circumstances such as illness will receive an Incomplete (INC) grade. They have sixty days after the end of the semester to remove the INC. Failure to remove the incomplete within sixty days will result in a failing grade. Students who receive more than two incomplete grades during any semester must receive clearance from the Academic Dean in order to enroll for the next semester.

Failing Grades

A minimum of 70% will be placed on the student's permanent record for any failed class. These failing grades cannot be removed from the academic record and they are included in the computation of the student's grade average.

Students are encouraged strongly to submit all requirements for a class before the end of the semester. Extension of time to submit required work is strictly a "grace period" and is not to be interpreted as an entitlement or right for the student. It is for emergency use only when severe circumstances, as assessed by the Academic Committee, make it impossible for the student to complete the work on time.

A student who fails in more than one class in any one semester is required to explain the matter to the Academic Dean. A mandatory study program may be imposed upon a failing student. Unsatisfactory completion of this mandatory study program is cause for automatic dismissal from the school.

A student who fails in two classes each for two semesters is not eligible for campus work or for campus housing the next semester without faculty action.

Class Standing

Absences and Tardiness

Students are expected to be regular in class attendance and to arrive in class prior to the ringing of the bell for class to begin. Whenever it is necessary for the student to be absent or tardy, the following rules will apply:

1. Students who are absent more than four times (in any one class) cannot receive credit. This includes excused and unexcused absences.
2. Students who are absent from any class more than two times will lose one point from their final grade for each absence beyond two unless they secure a written excuse from the Dean of Students and Academic Dean on the basis of a health emergency signed by a doctor.
3. Students who miss any test during an unexcused absence will not be allowed to take the missed test or have it disregarded in the averaging of the final grade. An excuse from the Dean of Students and Academic Dean on the basis of a health emergency substantiated by a doctor's note is required for a student to take any missed test or have that missed test disregarded in the averaging of the class grade.
4. Students may be absent from class without penalty only if the absence has been excused by the Dean of Students and Academic Dean based on a physician's note or because of a serious family crisis such as death or dying of an immediate family member.
5. A student is tardy if they arrive at the class after the final bell has rung. One point will be deducted from the final grade for being tardy three times. A teacher is not authorized to excuse tardiness except in emergency cases.

Classroom Demeanor

A student must exercise Christian decorum within the classroom. Rude behavior, inappropriate attire (such as shorts, sando, slippers, sandals, etc.), excessive noise, and disruptive classroom behavior will result in the student's dismissal from the class and a corresponding disciplinary action.

A student may leave class only in extreme emergency and with the expressed permission of the teacher. A student violating this regulation will be subject to discipline. Cellular phones must be turned off while in class.

Honesty in Studies

The seminary, being a Christian community dedicated to spiritual and academic growth, considers cheating and plagiarism to be a serious offense against the covenant which binds the seminary together.

The Random House College Dictionary defines “plagiarism” as “the appropriation or imitation of the language, ideas, and thoughts of another author, and the representation of them as one’s original work.” In her book *Manual for Writers of Term Papers, Theses, and Dissertations* (6th Edition, p. 74), Kate L. Turabian notes:

By definition, a research paper involves the assimilation of scholarship and entails the responsibility to give proper acknowledgment whenever one is indebted to another for either words or ideas. . . . Failure to give credit is plagiarism.

To that extent, quotations from books as well as the paraphrasing of ideas and thoughts are permitted provided that the student gives credit to the original author by the use of quotation marks (for exact quotations) and an appropriate system of reference notes.

The seminary defines cheating in the following manner:

1. All work assigned is to be completed personally by the student. In the event of a textbook shortage, a professor may allow alternate cooperation between students on work assignments for notebooks.
2. The securing of anyone (other than your professor) to criticize, evaluate, stylize, correct, research, or express any portion of work assigned to an individual is improper and cause for disciplinary action unless such action is approved by one’s professor.
3. Examinations and tests are to be completed without the use of notes, books, or bibles except as explicitly permitted by the professor.
4. Students who share previously submitted and/or graded work, as well as the student who receives such work, will be subject to disciplinary action.
5. Sharing and receiving information during tests of any kind is absolutely prohibited.
6. All infractions of plagiarism and/or cheating will be registered with the Academic Dean for disciplinary action.
7. As a matter of policy, the following procedure governs discipline for cheating or plagiarism:

First Offense: the first time a student is found to cheat or plagiarize he or she will receive a failing grade in the test, exam, or paper upon which he or she cheated.

Second Offense: the second time one is found cheating or plagiarizing, regardless of which course it occurs, he or she will receive a failing grade in the class.

Third Offense: the third time a student is found cheating or plagiarizing, regardless of which course in which it occurs, the student will be dismissed from the seminary.

Policy for the Use of Generative AI Software

PBTS prohibits the use of Generative AI (“GenAI”) software to (1) generate content presented by the student as his or her own original content, or (2) modify existing work so that the end result no longer is identifiable as the words or work, in part or in total, of the student.

Uses of generative AI that do not violate the above statement are permitted. These include:

- Pre-drafting stage to evaluate topics, initiate the gathering of sources, and develop outline.
- Post-drafting stage to spell-check and correct grammar. GenAI may NOT be used to change tone, style, or make major revisions to work. Again, the words should be the student’s own.

Violation of this policy is considered to be academic dishonesty and will be treated like plagiarism in the disciplinary process.

Faculty may choose to be more, or less, restrictive in the use of GenAI in their courses. However, if so, the course syllabus must give clear guidance as to its use. If no such guidance is given, the above seminary policy will apply. Where a student violates the course policy found in the syllabus, this will be treated as academic dishonesty and be disciplined accordingly.

Policy on the Cancellation of Classes

The seminary implements the following guidelines regarding cancellation of classes due to holidays and inclement weather.

Holidays in the Philippines	Face-to-face meetings are automatically cancelled. However, this does not mean a suspension of learning as well. Thus, teachers are advised to convert their lectures to videos or have an alternative activity in lieu of the lectures/activities planned for the day.
Storm Signal No. 1	Blended classes and online assessments (for fully online and blended) are cancelled. Internet connectivity issues caused by the typhoon are expected. Face-to-face classes may continue.

Storm Signal No. 2	Blended classes and online assessments (for fully online and blended) are cancelled. Internet connectivity issues caused by the typhoon are expected. Face-to-face classes may continue.
	Teachers are expected to be lenient and flexible to postpone the deadlines for submission of requirements.
Storm Signal No. 3+	All classes are suspended (lectures and assessments). Teachers are expected to refrain from asking students to submit ANY class requirement.

Class Management

Auditing Classes

Some classes may be taken for audit, that is, no credit is given for the course. The following serves as a guideline when auditing a class:

1. Students from ESL, an alumnus/alumna, ministers on sabbatical leave, Missionaries in Training (MIT), students of Asia Pacific Institute of Missions, spouses of regular students, and regular students (as approved by the Academic Dean) may take classes on audit.
2. Those who are not regular students of PBTS will be required to submit the following minimum requirements:
 - a) Application Form (Personal Data)
 - b) Pastor's Recommendation Form
3. Only those classes approved by the Academic Dean may be taken for audit.
4. Students taking a course for audit are expected to regularly attend classes, faithfully participate in class/group activities, and accomplish some of the requirements identified for them by the professor.
5. Students on audit status are encouraged to attend Chapel services and other seminary sponsored activities.

Changing or Dropping of Classes

Any class change must be made through the Office of the Registrar, with the approval of any teacher involved and the Academic Dean. Dropping of classes is only until the day after the Midterm. It will be noted as Dropped in the student's permanent record.

Dropping of classes beyond the deadline mentioned above will result in the placing of either a Withdrew Passing or a Withdrew Failing notation on the student's permanent record. In any case, the student must continue in a sufficient number of classes to qualify for on-campus housing. If the student drops within the first two weeks of classes, it shall not appear in the student's permanent record.

Changing the status of a class from credit to audit (or audit to credit) is allowed only within the first two weeks of classes. This is subject to the auditing policy mentioned above.

Regular students who fail to abide by the attendance policy or who fail to fulfill their responsibilities as an audit student may result in being denied the privilege of taking audit classes again.

Total Withdrawal from School

Before a student may withdraw from school all financial obligations must be met, a clearance form accomplished, and permission for withdrawal must be obtained from the President.

Otherwise, the permanent record will reflect discredit that could prohibit re-entrance or honorable dismissal.

Student fees are refundable on the following prorated basis:

75% after the first week of classes,

50% after the second week of classes up to the Prelim.

No refund will be given after the Prelim.

Academic Guidance and Counseling

Each student will be given academic counseling before or during enrollment each term. In addition, special counseling services are offered for academic problems, personal and spiritual development, as well as social and personal problems. The Bukal Life Counseling Center and the Faculty members will be available for such counseling students free of charge.

Program Completion

Diplomas are awarded with a ceremony only once per year at the conclusion of each academic year. Degrees are granted only after satisfactory completion of all requirements. Students, upon faculty approval, may receive their degrees personally or in absentia without ceremony at any other time they complete their requirements.

Any student with the prerequisites for earning a master's degree and electing to receive a bachelor's degree will be required to complete at least two full years of field experience before enrolling for upgrading into a master's degree.

The following guidelines for the completion of graduation requirements apply:

1. The graduating student must have settled all financial obligations to the seminary. Unpaid bills will prevent the candidate from receiving the diploma.
2. The student must have maintained high standards of moral and ethical conduct throughout one's seminary work. Repeated breaches of conduct, as indicated by reprimands in the student's file, will be grounds for not granting a degree.

Student Awards

The seminary acknowledges award recipients for each academic year during its annual graduation exercises. Various student awards are designated to recognize those who exemplify outstanding Christian qualities. Academic performance is only one aspect of Christian stewardship. Consideration of character traits such as leadership and servanthood will also be considered for most awards. Student awards include the following:

1. **The Kukay Memorial Award for Academic Excellence.** This award was established by Dr. and Mrs. Roberto Betia, Jr., the parents of Rachelle Lynne P. Betia, nicknamed Kukay, born on March 17, 1974 and who went to be with the Lord on September 15, 1980. Kukay spent most of her life on PBTS campus. Her parents have established this award to assist in keeping her memory alive. The recipient must meet the following guidelines:
 - a) A Filipino Southern Baptist upon entering the seminary.
 - b) Completing the two years of studies and/or is expecting to graduate the following year (for 3-year degree programs);
 - c) Must have earned the highest overall average based on the two years' record;
 - d) Must have the recommendation and approval of the faculty as worthy of such recognition.
2. **Rev. Dr. Tim Lardizabal Jr. Academic Excellence Award.** This is given to the three top graduating students from the resident ecclesiastical programs who have gained the highest grade point average during their studies at PBTS.
3. **The Rolly Delgado Academic Excellence Award for SEE.** This award is given to the top graduating students from ecclesiastical programs among SEE Centers.

4. **The Paulino Delos Reyes and Joseph Block Award.** The fund was established by a gift from Dr. and Mrs. Isaac Block of U.S.A. to provide awards for students in two categories:
 - a) One scholarship on a theological/scholarly level for a qualified, full time, first year student of a biblical language upon the recommendation of the professor, and
 - b) One scholarship on a practical ministry area to encourage a full time, graduating student in the subject area or field mutually agreeable to the faculty.
5. **Silbor-Escobar Old Testament Studies Award.** This award is given to a graduating M.Div. student who has shown acceptable proficiency in the area of Old Testament Studies. The fund was established by Pastor Gerry Escobar in honor of the late Dr. Henry Silbor who taught Old Testament Studies at PBTS.
6. **CANOYnized Work Grant Award.** This award is given to three graduating students (one each for bachelor, MA, and MDiv) who excel in academics while doing work grant assignments. The award is given by the Canoy family (ArmanVoJobel). Dr. Canoy himself was a work grant student (floor manager) during his PBTS studies from first year to third year.
7. **Asian Theology Award.** Excellence in Asian Theology is given to a student who shows exceptional skill and passion for the task of doing theology. This student is recognized for his/her promising ability to contribute to Asian Theology. The award is sponsored by Dr. Tereso and Dr. Cecilia Casiño.
8. **Dela Paz Theology Writer's Award.** This award is given by Dr. Nori Lacquian to a graduating Master of Divinity student who presented a thesis that is characterized by critical analysis and theological contextualization.
9. **Evangelism Award.** This is given by Dr. Kwon Hyeok Seon (Will) to a student who exemplifies outstanding work in evangelism.
10. **Child Evangelism Award.** Established by Rev. Enrique B. Ortega, this award is given to graduating students who take an active involvement in child evangelism.
11. **Dario and Rebecca Inocencio Children's Evangelism Award.** Established by Ms. Helen Salvado, an alumna, in honor of her parents, this award is given to a graduating student who is passionate in reaching out to children.
12. **Rev. Ramon Boniol Missions Award.** Provided by Rev. Ramon Boniol and Sta. Ignacia Baptist Church, Tarlac, this is given to a student who exemplifies outstanding work in missions.

13. **Asia Vision Missions Award.** Provided by Dr. Kim Byung Yoon (Andrew), it is given to a current or graduating PBTS student who has actively participated in crossmissions and is intending to be a career missionary.
14. **President Emeritus Field Education/Evangelism Award.** Dr. Saure, President Emeritus, was himself a rural field education worker when he was a student. He also served as Field Education Director. The award is given to a second year student of a three-year degree program who excels in field education ministry assignment, preferably in rural areas, and is active in evangelism.
15. **Saul Samante Internship Award.** Provided by an anonymous donor, this award is given to five students in recognition of their outstanding performance during their internship.
16. **Sixto A. Apura, Jr. Memorial Award.** Provided by Mrs. Mel de Jesus in memory of Rev. Sixto Apura, Jr. (PBTS alumnus and former President of the Luzon Convention of Southern Baptist Churches), this award is for a Southern Baptist graduating student who excels in preaching in his/her Supervised Ministry Program assignment.
17. **Eleana Rachel Best Lady Preacher Award.** Provided by Kris and Me-An Tan, this award is given to a female graduate who excels in preaching (Both BP1 and BP2).
18. **International Student's Award.** This award is given by Dr Mark Nam to two international students who have shown exemplary Christian life on campus and have adapted well into the multicultural environment.
19. **Pastoral Care Award.** Given by Mrs. Mary Joy S. Cabrera, this award is for a graduating student who is involved in pastoral care and counseling ministry.
20. **Ministerial Leadership Award.** Being a pastor while a PBTS student is a challenge, so this award recognizes a graduate who has done both. This is provided by Dr. Alfredo P. Cabrera of Houston, Texas.
21. **Christian Education Award.** This is provided by Mrs. Christine J. Escobar for a Christian Education graduate who has shown diligence and good application of educational principles.
22. **Virgie Ruelos Students Leadership Award.** This award is given to the Student Council president in recognition of his/her leadership in the Student Body.
23. **Lola Noling Female Leadership Award.** Provided by Miss Hannah Joy J. Abugan, the award is in memory of her maternal grandmother, Manolita Sim Joquino. "Lola Noling" was the first woman barangay captain in the whole Koronadal City (South Cotabato) in 1980.
The recipient of the award should have met the following qualifications:

- a) a female student who has served as an officer of the Student Council during the current academic year
 - b) a student who has fulfilled her responsibilities well as a leader
 - c) a full time second or third year student in any three degree program
24. **Dr. Andres Bugnosen Cordillera Award.** This award is provided by Mrs. Deborah Ruth Bugnosen-Madrid in memory of her father, Dr. Andres Bugnosen. It is given to a Cordilleran who is pastoring a church in Cordillera while studying at PBTS.
 25. **CPM Discipleship Award.** This award is given by Dr. Alexander Arceno in memory of his father, Rev. Agapito B. Arceno, who was actively involved in discipleship in Parañaque City and Las Piñas City. The award is for SEE graduating student/s who excel/s in discipleship while studying in the Seminary Education by Extension in Manila and Southern Luzon area.
 26. **Lukas Missions/Church Planting Award.** Given to a graduating student who shows potential in doing local missions/church planting work. The award is named after the son of a PBTS alumnus.
 27. **ABC Award.** This award is given by an anonymous donor to a graduating SEE student who excels in evangelism and is Able to Build a Church on their own while ministering in Northern Luzon.
 28. **Cabal-Amores Award.** This award is given by Ms. Maybelle C. De Los Santos in memory of her grandmother. This is given to a student who actively participated in church planting while studying at the Philippine Baptist Theological Seminary, Baguio City.
 29. **Bethel Hui Memorial Award.** Given by Willa Hui in memory of her husband Rev. Bethel Hui (former pastor of Baguio Chinese Baptist Church) this award recognizes a resident graduating student who was actively involved in church planting while studying at PBTS.
 30. **Apong Osing Music Award.** This is given to a Master of Church Music graduate who has demonstrated strong musical talent, high academic achievement, and leadership qualities for ministry. This award is provided by Mr. Jimmy Lacquian in memory of Apong Osing.
 31. **Yoon Sook Choi Piano Award.** In memory of missionary and piano teacher, Ms. Yoon Sook Choi, this award is given to a graduating music student who excels in his/her piano skills and performance.
 32. **Star Awards for Church Musician.** Sponsored by Mrs. Star Valino for a graduating student who excels in the ministry of church music while training at PBTS.

33. **Haim Award.** Established by Dr. Donghyun “Mark” Nam and Seunghyun “Cleo” Jo, both alumni of PBTS, in honor of their son, Haim Nam, this award is given to a married music student who excels academically and balances well family responsibility, ministry, and studies all at the same time.
34. **GoFourth Award.** In memory of Ptr. Luis Gambuta, this award is given to a graduating student who garnered the highest score in the English Entrance Exam of PBTS.
35. **Pastor Gene Alfonso Senior Minister Award.** This award is given to a graduating student who, despite being in retirement, still chooses to be trained in the seminary while doing ministry.
36. **Pastor’s Wife Award.** Provided by Mrs. Eun-Soon Yoon, this award recognizes the exemplary support of a pastor’s wife who struggled together with her husband in order to receive theological education.
37. **Shared Ministry Award.** This award is given by Dr. Bob and Celia Munson to a married couple who are both involved in ministry or being trained for ministry.
38. **Star Awards for Graduating Father.** This award is given by Mrs. Star Valino, a PBTS alumna, to a graduating resident Master of Divinity student who is a father of two or more children while working on his degree and still was able to come up with a grade point average of 85% or better.
39. **Tiff-Mason Graduating Grandparent Award.** Given by a PBTS alumna to a graduating student from the SEE who pastors a church and is already a grandparent.
40. **Our Keeper’s Award.** This award is given by the owners of Our Keeper’s Honey Products Manufacturing to a graduating student, preferably to an officer of student Council, who has faced challenges and/or difficulties during the course of their study at PBTS but still has shown exemplary academic performance and community service that manifest evidence of being kept by God (Psalm 121).
41. **P4:13 Diligence Award (Philippians 4:13).** Awarded to any graduating student/s with the longest recorded year of studies with PBTS and SEE at the time of his or her graduation. Given by a diligent alumna Ms. Irma Yacapin, the award is also in memory of Dr. Laggie Sunga who finished her PBTS degree after more than twenty years at PBTS.

Other awards may be provided for by individuals or organizations. Recipients are approved by the Faculty.

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STUDENT SEMINARY LIFE

Student Conduct

The Philippine Baptist Theological Seminary, being a Christian institution for the training of men and women called by God into full time Christian service, seeks to create an environment in which mutual responsibility and trust govern our relationships with one another. In order to foster such relationships and to engender a sense of accountability, every student who desires to avail of the opportunities for learning and growth which this seminary offers should sign the Student Covenant (see below), and should seek to live according to the precepts noted therein.

Each student will receive a copy of the covenant to sign during registration. Students who refuse to covenant with the seminary will not be admitted. The following is the covenant:

The Student Covenant

Through God's Word to us it is made clear that God is pleased to walk in a way of covenant with his people; he promises to be their God and they promise to be his people. I, therefore, desiring to serve him fully, do solemnly covenant with God and with this seminary community: to cleave unto Christ my Lord and Savior; to give my heart and mind to the task of training for the gospel ministry of our Lord; to abide by the regulations of the school and to cooperate in creating and maintaining a spirit of Christian fellowship throughout my student days.

Student Ethical Standards

Effective spiritual leadership requires personal and community discipline. Students are expected to maintain a high standard of ethical and moral conduct. Whenever personal discipline becomes such that rights of community and other individuals are violated, the Dean of Students and the Discipline Committee will apply appropriate community discipline to correct the situation in a redemptive way.

Orientation Program

General orientation for first year students is required before the first week of the school year. Additional orientation sessions may be arranged to meet new situations and needs of the community. All students must be present for the orientation in order to fulfill this requirement. Absentees during orientation will be required to take an exam on the Catalog/Handbook and pay P100.00. A minimum of 80% grade is required.

Student Health Provisions

Students who come to the seminary are expected to be in good physical health in order to do the required work. A report of the student's health and a chest x-ray are required before the time of entrance and each year thereafter.

In case of a medical emergency, contact either the Dorm Supervisor, Dorm Representative, or Dean of Students who will then secure further medical assistance as needed.

Hospitalization for both emergency treatment and confinement is available for a reduced price at the Benguet General Hospital or Baguio General Hospital. A student may go to other private hospitals at his/her personal discretion and expenses. All patients are expected to buy their own medications.

One significant help in maintaining good health is cleanliness. Students, therefore, are encouraged to maintain personal hygiene.

The seminary has retained the services of a local physician who is available for consultation on designated days and hours. When you are ill, prepare to see the doctor on their arrival.

Dental services may also be arranged for students and their families. A medical-dental clinic is provided at the basement of the Canteen building.

Students are also enrolled in the Inteng Bonete Medical Assistance Trust Fund every semester. For as low as P200, each student will be able to get refunds for prescription medicine. The application forms are available at the Information Office.

Student Council

Student input into the life and work of the seminary is conducted by means of the Student Council and the Dorm Council. The Student Council officers are elected once each year during the fourth term. Southern Baptist students only are eligible for the presidency of the Council, but other positions are open to all qualified students. Only those who have completed forty hours of study with a GPA of at least 80% may be nominated for a student council position.

Officers and Representatives

The elected officers are: president, vice president for spiritual affairs, vp for academic affairs, vp for social affairs, secretary, treasurer, and representatives from the various dorms and international students.

The Student Council and the Dorm Council are the students' liaison to the seminary administration. Therefore, suggestions and concerns should be given either to one's dorm representative or to a Student Council officer. The seminary, being a covenant-based community, is concerned for all members of its family. Students who have special concerns or problems should notify either their dorm representative or a Student Council member.

The Student Council, in cooperation with the Dean of Students, is responsible for preparing a calendar of student activities each year. No student activity may be scheduled without the approval of both the Student Council and the Dean of Students.

All student body meetings must be announced at least two weeks in advance and must be held under the supervision of the Dean of Students or his/her representative.

Student Activities

Realizing that the Christian life involves the whole being of the individual, the seminary provides for a variety of social, cultural, and physical activities for students. Students who wish to form a student organization may do so, but they must first secure the approval of the Dean of Students.

The Student Council, in coordination with the Dean of Students, plans an on-going program of recreation that includes volleyball, basketball, and others. The gymnasium and the open court suitable for basketball and volleyball assist greatly in this. Fellowships are planned so that faculty, students, and staff have an opportunity to get together regularly.

The gymnasium is available for student use on a regular basis which is determined by the Student Council in consultation with the Administration. Any student organization that desires to use the gym at any time other than designated hours should make advance arrangements with the person in charge.

Student Discipline

Preamble

1. The Philippine Baptist Theological Seminary is a Christian institution. Its primary purpose "is for the training of God-called and church-affirmed men and women for Christian ministry."

2. The discipline committee and/or its chairperson deal with cases of student disciplinary matters. Students enrolled in any PBTS sponsored program fall under the student discipline policy.
3. Disciplinary action may result whenever a student is involved in the violation of personal or property rights of others or in immoral or other unethical behavior. Examples of unacceptable behavior include, but are not limited to:
 - a) Academic misconduct such as plagiarism or cheating
 - b) Use or possession of tobacco, alcoholic beverage or drugs
 - c) Any kind of sexual misconduct
 - d) Neglect of financial obligations
 - e) Giving false information or altering records
 - f) Theft of seminary or personal property
 - g) Misbehavior using technology such as cyber-bullying, improper use of online social networks, or other internet-based resources.
 - h) Repeated violation of any seminary regulation
 - i) Any conduct unbecoming of a Christian minister
4. While it is understood that such conduct on campus is grounds for disciplinary action, reports of such conduct off campus will be investigated. The student involved will be subject to disciplinary action at the discretion of the chairperson of the discipline committee.
5. The intention of the seminary faculty and the administrative staff is to make all of its disciplinary transactions with a student as occasions for learning, personal growth, and professional development. The welfare of the student and the seminary community is important.
6. Students involved in civil infractions are accountable to civil authorities but may also be subject to discipline by the seminary.

Organization

The discipline committee of the seminary is composed of the Academic Dean who serves as the chairperson, one faculty member, the Dean of Students, and the Student Council President or representative (no voting privileges). Should the faculty chairperson be the same as any of the above, then another faculty member can be chosen to sit on the discipline

committee for a total of five members. Alternates may be chosen by the chairperson to sit on the discipline committee in the absence of any one member.

Procedure

So that the seminary community can be truly responsible and redemptive, it is expected that faculty, students and administrative staff jointly accept the responsibility of reporting any action which may be deemed unacceptable, unethical, or detrimental to a Christian academic community.

1. Any person who witnesses or has knowledge of any unacceptable conduct by a seminary student on or off the seminary campus takes the following steps:
 - a) The witness reports the alleged infraction to the appropriate seminary faculty or staff member;
 - b) With or without the faculty or staff member, the witness confronts the accused student with his/her knowledge of the alleged infraction and intentions or actions with regard to the matter or the witness notifies the faculty or staff member of the reason why he/she is unwilling to confront the accused student; the witness or the faculty or staff member should then report the alleged infraction to the chairperson of the discipline committee or Dean of Students.
2. The chairperson of the discipline committee collects preliminary data on the case and conducts an interview with the student involved to review the charges and to interpret the Seminary discipline policy and procedures including the student's right to appeal. The chairperson may decide to determine disciplinary action at this point and report it to the student.
3. If the chairperson decides that further investigation or action is necessary, or if the accused student wishes to appeal the decision of the chairperson, the discipline committee is assembled for a hearing in which the student involved is present.
 - a) The hearing includes a presentation of evidence with the student's statement of facts regarding the case and questioning of the evidence.
 - b) The committee reviews the data and makes a decision.
 - c) The chairperson reports the action to the student.
4. All disciplinary actions are implemented by the chairperson of the discipline committee or the President and written notice is presented to the accused student.

5. All disciplinary actions of the chairperson are reported to the discipline committee and to the seminary faculty.
6. All disciplinary hearings are open only to the members of the discipline committee, the accused student(s), and witnesses as needed.

Appeals

The accused student may appeal the disciplinary action by the chairperson to the discipline committee, and disciplinary action by the discipline committee to the President of the Seminary.

An accused student who wishes to appeal a disciplinary action must present in writing to the chairperson of the discipline committee the intention to appeal within three working days of the time the student is notified of the decision of the committee.

Emergency Discipline Action

In cases of emergency as determined by the President or Acting President arising from any action which threatens physical injury, property damage, or disruption of teaching, worship, or administration, the President or Acting President has the power to take whatever immediate actions are necessary to return the campus to normalcy. Any disciplinary action arising out of an emergency is reported by the President to the chairperson and the discipline committee who, in turn, are expected to follow the usual procedures for implementing disciplinary action.

Disciplinary Actions

CATEGORIES OF DISCIPLINARY ACTION

1. Private reprimand
2. Private reprimand with probation
3. Requested withdrawal
4. Required withdrawal
5. Private suspension
6. Public suspension
7. Expulsion

INTERPRETATION OF DISCIPLINARY ACTIONS

Private or Public. Private disciplinary action is known only by those persons involved in the disciplinary hearing. A disciplinary action may be private if the offense was committed in private and affected only a few individuals and if public knowledge of the action would serve no useful purpose. A public apology may be required if deemed necessary and restorative to the seminary community by the disciplinary committee.

Reprimand. A reprimand is a statement of censure. The action of reprimanding indicates that the offense does not warrant severance but does warrant a formal declaration of unacceptable behavior. A reprimand may or may not involve probation for a specified period of time. Probation is required when a need for demonstrated personal or professional growth is indicated.

Withdrawal. Withdrawal is the removal of student status for a period of time. This action is suggested when a questionable pattern of behavior threatens the personal or professional development of the student as a potential minister or threatens the community fellowship. Withdrawal may be either requested or required. It does not necessarily imply the assessment of guilt. It can be a private matter except in situations in which the community is aware of and concerned about the behavior in question. The amount of time for withdrawal is specified, and normally there are stipulations regarding readmission. Note: Fulfillment of the discipline contract ensures eligibility for consideration of readmission, although readmission is not automatic. The admissions committee decides readmission in light of all available data.

Suspension. Suspension is the removal of student status indefinitely when a serious offense has occurred. Readmission may occur by decision of the admissions committee in consultation with the discipline committee. These two bodies may impose requirements beyond those normally expected for admission.

Expulsion. Expulsion is the permanent removal of student status and occurs when there are repeated offenses, flagrant violations of a disciplinary contract, and when evidence in a case indicates civil or criminal infractions or violations of Christian norms. Expulsion is irrevocable and includes automatic notice to the community and to the recommending church.

IMPLEMENTATION OF DISCIPLINARY ACTIONS

Actions in all categories of discipline will be recorded in the student's permanent file for purposes of readmission and as a matter of record for other institutions seeking official transcripts of records.

In cases of disciplinary action short of expulsion, the chairperson of the discipline committee is instructed to act. In cases of recommended expulsion, the President or Acting President acts.

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STUDENT SPIRITUAL LIFE

Spiritual Formation

Spiritual formation is a very important aspect of seminary training. Various activities are held in the campus in order to foster an atmosphere of worship and fellowship.

Worship Attendance

The seminary holds worship services twice each week at the school chapel. Attendance is expected of each student since corporate worship is a part of Christian growth. Worship is generally scheduled each Tuesday and Thursday morning from 9:30—:30AM.

The library is closed during worship hour in order to accommodate faculty and staff for worship. Your absence from worship and presence elsewhere on the campus may prove a hindrance to others who would rather be in worship.

Each Friday during the worship hour a dialect service is organized and held by the student body under the supervision of the Dean of Students and the student council. Students are expected to attend and lead in these additional opportunities for ministerial leadership and development.

Special Spiritual Events

Each year special weeks are set aside to enable the seminary family to devote attention to spiritual growth. Attendance at these special events is strongly encouraged for all members of the seminary community.

Two of the most significant weeks are the Spiritual Emphasis Week, usually held during the first semester and the Annual LideBible Conference which is held in January. Other special events may be conducted during the year.

Dormitory Devotions

Under the direction of the Dean of Students, Dorm Representatives, and Vice President for Spiritual Affairs, regular devotions are held in each dorm, usually on Monday evening. Student attendance at the dorm devotions is encouraged.

SAUREnity Garden

A prayer room is provided at the SAUREnity Garden in honor of Dr. Alfredo G. Saure and his wife Ate Neneng Saure. Students are encouraged to use the room for their private devotions.

The prayer room is reserved for devotional use only, not for study or other uses. Prayer partners are to be of the same gender only. A planned group prayer time is encouraged by the Student Council.

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STUDENT DORMITORY LIFE

Dormitory Guidelines

PBTS provides dormitories for students to stay inside the campus for the duration of their studies.

Dorm Assignment

Enrolled degree students have first priority to live in the seminary-provided dormitories. If vacancies exist, others may avail of campus housing at a non-subsidized rate. The priority of room assignments, subsidies, and rates are subject to the existing **Implementing Rules and Regulations for Dorms**.

Depending on room/apartment availability, the maximum period of on-campus housing is determined by the length of the study program. Beyond this, the student may request the administration for extension.

Returning students who are absent from the general student orientation and registration session prior to or at the start of the first semester will not be guaranteed a room.

Securing a room key requires a refundable deposit. The entire lock will be replaced when a key is lost and the student will be charged accordingly. The deposit will be returned when the student vacates the room for the break after the clearance has been signed by the Dorm and Events Coordinator.

Students must be enrolled in and pass three academic subjects plus SMP each semester in order to be qualified to stay in the dormitories.

Students are not allowed to sub-lease any room or apartment assigned to them. Those who allow unauthorized occupants in their assigned units will forfeit the privilege of campus housing.

Any student who desires to maintain a room or apartment assigned, but who fails to meet the above stated requirements, must have his or her continuance in the dormitory approved by the seminary Administrative Committee. The seminary administration reserves the right to make changes in room/apartment assignments subject to the availability of space and the needs of the seminary community.

Dormitory Visitation

Visiting parents or immediate relatives of students in married housing only who need to stay overnight may be accommodated but they must first register at the dorm office. A minimal charge of P80.00 per person (without seminary provided bedding) and P100.00 per person (with seminary provided bedding) will be charged.

Friends and other guests of students must register at the dorm office, and they will be charged the prescribed guest rate whether they stay in the student's room or in the guest room. (Consult the Dorm Supervisor for a schedule of rates.) Guest units are available on a first, first-come basis through the Dorm Office.

Visiting hours in the Libby Tyner building and its adjacent patio area extend from 9:00 a.m. until 10:00 p.m. only. Visiting in the rooms of the opposite gender is absolutely prohibited. Guests should be cautioned to observe the student's schedule for study and rest.

The main doors to the dorms are closed and locked for your safety at 10:30 p.m. on Monday to Thursday and 12:00 a.m. from Friday to Sunday. Thus, all students should be in their dorms by that hour.

Use of Dormitory Facilities

Room rent is minimal and basically designed to meet the cost of maintenance and the use of utilities. Students, therefore, are encouraged to be good Christian stewards of the dormitory facilities entrusted to them.

Every effort must be made to economize water usage, since water is not always available. The following guidelines are to be followed:

1. Fill drinking water containers at the faucet at the back of the Libby Tyner building.
2. Report immediately all water leaks and plumbing problems.
3. When there is no water, please turn faucets off so that water will not be wasted when it is restored.
4. Check toilets to be sure that outlets are closed after use.
5. Never do laundry in running water but use a basin.

A fine of P2,000.00 is imposed on any student who leaves a faucet running and causes flooding in the room or apartment. (See the Dorm Office for details.)

Toilets are never to be used for garbage disposal. The cost of repairing plumbing which is clogged by garbage will be shared by all members of the dormitory hall, and will be assessed to each student's bill for the following month unless the responsible persons are identified.

Students are encouraged to conserve electricity by observing the following guidelines:

1. Turn off all lights and other electrical gadgets when you are not in your room/apartment.
2. Minimize the use of all electric appliances and devices.

3. Since study space and ample lighting are provided in the library, spend your study time there instead of in your room/apartment.

Extra light fixtures of any type are not permitted in student dorm rooms. Electric stoves are not permitted in dorms because they consume a great amount of electricity and are fire hazards. Absolutely no cooking is to be done inside of the dorm room except in those provided with cooking areas. Ironing is permitted only in the designated areas. The following personal items will be assessed a usage charge: comforters, TV sets, rice cookers, percolators, refrigerators, hot water heaters, hair dryers/blowers. (In apartments with separate electrical meters, the tenant will pay according to the actual usage.)

Although it is sometimes necessary to study beyond 11:00 p.m., students are encouraged to turn off their lights by 11:00 p.m., both for their personal rest needs and for the conservation of electricity. Blankets, bed sheets, pillows, and pillow cases may be rented from the dorm office. All students are to furnish their own towels. Mattresses not covered by bed sheets will be removed from the room by the seminary. Infants and small babies must use disposable diapers when sleeping on seminary owned mattresses. Needed dormitory supplies can be rented from the dorm office. Students are responsible for checking these items back in upon leaving the school. Additional furnishings can be brought into a room only with the permission of the Dorm Supervisor.

All laundry is to be done in the designated areas only. Electric washers and dryers are available at the Libby Tyner building for a minimal fee. Please see the dorm office staff for details.

The cleanliness of the dorm areas is very important to each student as it affects the health and welfare of everyone. Thus:

1. Student room/apartment must be cleaned, skated, and dusted daily.
2. Students are also responsible to clean the hallways adjacent to their room or apartment.
3. Comfort rooms must be kept clean. Each hall is responsible for the regular cleaning and sanitizing of the comfort room. The seminary does not provide cleaning supplies for the dorm rooms. It is the responsibility of the students to purchase the necessary items for cleaning and maintaining the rooms. Trash is to be deposited only in the designated garbage area.
4. No pets, except fish, are to be kept inside the dormitories.
5. No antennas (satellite or broadband) will be permitted on the roofs of general buildings without permission from the Maintenance Supervisor.

6. No seminary-owned property is to be taken off campus for any reason.

Maintenance and Inspection

Room care is the responsibility of the student. Losses and breakage due to negligence of the user are chargeable (at replacement cost) to the student.

Requests for repairs to your room or to your dormitory are to be recorded in the repair logbook which is located in the Dorm Office.

Requests for duplicate room keys, room supplies, etc. must be made at the dorm office during regular office hours. In case a student is locked-out and a duplicate key is to be borrowed, the student will seek help from the dorm personnel and follow necessary procedures.

Periodic room inspections (both announced and unannounced) will be made by the Dorm Supervisor together with the Dorm Representative, the Dean of Students, and necessary maintenance personnel.

Only masking tape is allowed for the hanging of room decorations. Use of nails, thumb tacks, and other sharp objects is not allowed. Students who vandalize seminary property will be subject to disciplinary action, including payment of appropriate costs for repairs.

Student Facilities

Dining Facilities

Students are strongly advised to eat in the canteen which is maintained by the school. Food served there is reasonably priced. Preparing food takes time on marketing, food preparation, and clean-up. Such time might be used more appropriately in study. If food seems inadequate in the canteen, make your suggestions known to the Dean of Students. Please realize that a major change in the menu may require a higher food rate. Meal tickets are available at the Finance Office and can be purchased in advance.

No cooking is allowed anywhere except in designated areas. These must be kept clean at all times. Failure to maintain cleanliness may result in the loss of cooking privileges.

For the convenience of on-campus students, the school makes available cooking gas at a fair price. If the student does not have a gas tank, one may be loaned for a refundable deposit of P2,800.00. If a tank is lost, the student forfeits the deposit.

Facilities for Seminary Children

Children are the responsibility of their parents. The following regulations should be observed for the safety of the children and the benefit of the seminary community:

1. Parents are expected to supervise their children (12 years old and under) at all times and in all places, including the playground.
2. The seminary has provided a playground for our children. Please see that the children play in this area.
3. Under no circumstances are children playing around the Administrative and Music Buildings and houses of faculty members, especially during class hours or during special events which are held in the chapel or the Grover F. Tyner building.
4. The facilities and materials on the campus are for the students, faculty, and staff of the seminary. Any damage to these facilities by children becomes the responsibility of the parents.
5. Climbing trees, fences, walls, water tanks, any high structures, or playing in the seminary buildings is strictly prohibited. For safety, children should not play on the roads.
6. Parents must supervise their children carefully when they come into the cooking areas!
7. No child is to be left unattended in the seminary apartments or rooms. An older person must always be present in the room to supervise the child.

Health and Safety Reminders

Smoking, vaping, use of prohibited drugs, and drinking beverages that contain any amount of alcohol are prohibited at all times and in all places on campus. Students reported to be involved in such habits, both inside and outside the campus, will be reprimanded.

Please do not light matches in the dormitory buildings unless closely supervised. It may be possible to provide personal rechargeable, battery-operated fluorescent lamps.

The fire alarm in each dorm is a continuous ring. When you hear this, get out of your room, shut your door and walk (or crawl if there is thick smoke) to the nearest fire exit. Fire extinguishers are placed in each building and every student must know the location of the extinguisher nearest to his or her room.

For your own protection, make sure your room is locked when you leave the dormitory. Please take care of your personal belongings. The seminary will not be responsible for any loss due to theft/break-ins or negligence.

In case of an earthquake, seek shelter under any sturdy bed or table or in a reinforced room. After the initial shock has passed, proceed calmly outdoors.

During typhoons, make sure that all windows are closed, secured, and locked.

The seminary provides guard service for the safety of the entire seminary community. Students are required to sign-in and sign-out with the security guard each time they enter and leave the seminary beyond curfew (10:00 p.m. to 5:00 a.m.). Guards are also to be notified in the event of any security problem within the seminary.

Separate household garbage as bio-degradable and non-biodegradable, and throw your trash in the designated garbage bin located throughout the campus. Please do not litter, and be sure to dispose of your garbage only in the proper locations. Help keep our campus beautiful!

Housing During School Break

To help maintain low rent and fees, the seminary depends on additional resources such as income from conferences and guests. The campus is, therefore, rented out to various organizations during the Christmas holidays and the summer break.

A limited number of rooms and apartments will be made available for students who apply to remain on campus housing during the break periods. A corresponding adjustment in monthly rent will be made to approved applicants. Students must indicate their intent during the June enrollment through the Dorm Supervisor.

Items which the student wishes to keep during the break periods are to be placed in the designated storage areas only. The seminary is not responsible for items stored in unauthorized places. Belongings left in rooms during vacation and break times will be removed by the seminary staff and placed in a storage area. A storage fee of P100.00 per month will be charged for stored items.

When vacating rooms, students must wash the woodwork and windows, wax the floors, and leave everything in good order. Those who fail to clean their rooms will be assessed a cleaning charge of P500.00.

Prior to leaving campus at the end of each semester, students must receive clearance.

The Dorm Council

In order to provide student input into dormitory life, a Dormitory Council is formed during the first semester of each school year. The Dorm Council will be composed of the Dean of

Students plus one student representative each from the Libby Tyner Building, Zacarias Dayot Hall, International Dorm, Married Students' Dorm, and Off-campus students.

To be elected as a dormitory representative, a student must meet the following requirements:

1. Must be either a returning second or third year student
2. Must have maintained a GPA of at least 85% during his or her seminary studies.
3. Must be of exemplary Christian character, as assessed by the Dean of Students.
4. Must be nominated by his or her peers during the first or second week of first semester classes.
5. Upon nomination, the student must agree to attend the monthly Dorm Council meetings.

The responsibilities of a dorm representative are:

1. To attend the monthly Student Council meetings.
2. To receive student complaints and suggestions concerning the improvement of dorm life.
3. To inform the Dean of Students of all potential problems which relate to the dorm life of the students.
4. In cooperation with the Dean of Students, to coordinate and maintain weekly dorm devotionals.
5. To assist the Dean of Students, Dorm and Events Coordinator, and maintenance personnel in the inspection of student rooms.
6. To contribute to the improvement of seminary dorm life by giving positive suggestions to the Dorm Council.

Seminary Services and Financial Information

The PBTS Administration is here to provide honest and excellent services. The Office of the President has its door made of transparent glass. It means that the administration is transparent and accessible. Just like the Lord Jesus, we are here to serve and not to be served.

Office Hours

Seminary offices are open Monday through Friday from 8:00 a.m. to 12:00 noon; and from 1:00 to 5:00 p.m. All seminary offices are closed on Saturday and Sunday.

Please do not loiter around or enter any office except on authorized business. Only authorized persons are allowed in any business office.

Payment for seminary expenses should be made in the Financial Stewardship Center (FSC) only. Be sure to get an official receipt and keep it for your personal records. Checks are issued by the Finance Office only during the morning hours; so please see the seminary cashier only during the morning hours to pick up checks.

Student Communications

Regular mail to a student may use the following address:

P.O. Box 7 2600 Baguio City Philippines

Fax number: +63 (74) 445 5462

Email and Internet services are available at the library and at the designated WiFi zones.

Mails or parcels are picked up from the Baguio Post Office (usually once a day), and delivered to the Information Office. Students may claim their mail or parcels at their own mail boxes.

The seminary business telephones are to be used for official school business only.

Southern Baptist Scholarship

A minimum of one-year of active involvement in a Southern Baptist church before enrolling at PBTS qualifies a student for a possible Southern Baptist scholarship assistance. The scholarship is given only to church leaders coming from Southern Baptist churches and continuing to work with the same denomination during their studies.

Schedule of Payment

The seminary is an excellent training ground to be good and faithful financial stewards. Students are encouraged to pay fees on time and manage their resources wisely.

Dorm and Utilities

The first month's rent is due and payable on registration day. Subsequent rent must be paid on the fifth day of each month. Students who have not paid their first month's rent prior to registering for classes will not be permitted to enroll in classes and will not be allowed to stay in seminary housing unless otherwise arranged.

A statement of account is prepared and given to each student in advance in order to facilitate the payment of accounts. Failure to pay rent for two consecutive months will result in the forfeiture of student status for the subsequent Semester and until the debt has been paid in full. See the FSC personnel or bulletin board for the current schedule of charges or other fees.

School Fees

A student must be prepared to pay at least 1/4 of a semester's school fees (plus one month rent of dormitory room if staying on-campus) at the time of enrollment. Then the remaining balance will be paid to the FSC in equal amounts on or before the Prelim, Midterm, and Final Exam of the semester. Each one is required to obtain a financial clearance slip on the final week of each semester.

A student will not be permitted to enroll in a new semester if their bills have not been paid in full for the previous semester. Proper arrangements, as determined by the finance officers for the payment of pending accounts, may be considered as an exception to the policy.

As a matter of policy, approval of promissory notes will be allowed on a case-to-case basis especially when the student's obligation is below P20,000.

Applied music fees must be paid before lessons are given.

An increase in school fees is expected on a yearly basis with the approval of the Board of Trustees.

Seminary Personnel

Administrative Officers

Dr. Armando M. Canoy

President

Dr. Michael R. Janapin

Academic Dean

Stacy Shane D. Aliguyon

Registrar

Dr. Fritz Gerald Melodi

Dean of Students

Dr. Waldo V. Raposa

ABGTS Associate Dean, Philippine Area Learning Center

Dr. Czarina Lynne Sarmiento

Seminary Education by Extension Director

Academic Teaching Staff

FULL-TIME FACULTY

Armando M. Canoy PROFESSOR OF PRACTICAL THEOLOGY

Bataan Peninsula State University, B.S. Business Administration —Accounting; M.Div., Philippine Baptist Theological Seminary; Asia Baptist Graduate Theological Seminary, Th.D.

Michael R. Janapin PROFESSOR OF OLD TESTAMENT

University Of The East, B.S. Electronics And Communication Engineering; Philippine Baptist Theological Seminary, M.Div.; Asia Baptist Graduate Theological Seminary, Th.D.

Honorina D. Lacquian PROFESSOR OF THEOLOGY

Rizal Technological Colleges, B.S. Accountancy; Philippine Baptist Theological Seminary, M.Div.; Asia Baptist Graduate Theological Seminary, Th.D.

Jimmy M. Lacquian INSTRUCTOR OF MUSIC

Pampanga Agricultural College, B.S. In Agriculture; Don Mariano Marcos Memorial State University, units in MA Teaching Music, Philippine Baptist Theological Seminary, M.C.M. in Conducting and Voice.

Fritz Gerald M. Melodi LECTURER OF PASTORAL CARE

Ateneo de Davao, AB Psychology; Philippine Baptist Theological Seminary, M.Div.; Asia Baptist Graduate Theological Seminary, Th.D.

Waldo V. Raposa PROFESSOR OF NEW TESTAMENT

Divine Word College Of Legazpi, Bsc; Philippine Baptist Theological Seminary, M.Div.; Mid-America Baptist Theological Seminary, Ph.D.

Jessica Rosalie R. Raposa ASSISTANT PROFESSOR OF CHRISTIAN EDUCATION

Divine Word College, BS in Elementary Education; Bicol University Graduate School, MAEd Administration and Supervision; Philippine Baptist Theological Seminary, M.Div., Major in Christian Education; Asia Baptist Graduate Theological Seminary, Th.D.

Francis Jr. S. Samdao LECTURER OF THEOLOGY

Baguio City School of Arts and Trades, Hotel and Restaurant Services; Philippine Baptist Theological Seminary, B.Th. and M.Div.; University of Baguio, Bachelor of Arts in English Language; Asia Baptist Graduate Theological Seminary, Th.D.

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