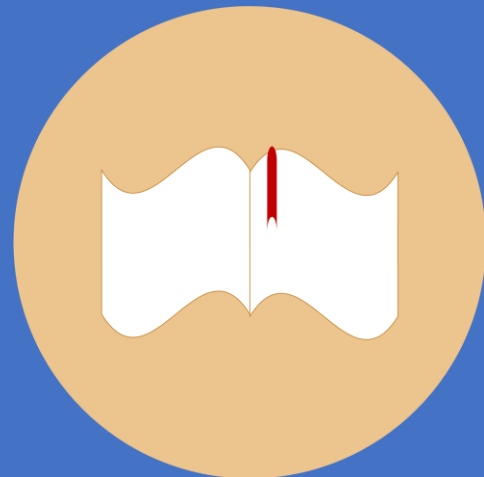


# Jesus Is Coming Evangelical INC. Bible Institute Catalog

*Jesus saith unto her,  
Said I not unto thee, that,  
if thou wouldest believe,  
thou shouldest see the  
Glory of God?  
John 11:40 (KJV)*



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*In remembrance of*

*The late Dr. Conroy A. Broomfield Th.D. who started Jesus is Coming Evangelical Ministry INC in the early 1980s. "A True Servant of God"*

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## Terms of Catalog Use

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## Contact Information

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## Messages from the President, Faculty & Board Members

JESUS IS COMING EVANGELICAL INC. BIBLE INSTITUTE only award certificates of completion and degrees that are religious in nature. The courses will prepare you to become a minister or serve in another area of ministry. If you are passionate about the study of God's Word, you desire to share the powerful message of the gospel in your ministry and the community or you are seeking to bring your understanding of Scripture to the next level, start today.

The late Dr. Conroy Broomfield Th.D. started Jesus is Coming Evangelical Ministry in the early 1980s; saved at a young age, he started preaching the word of God on the streets, in the marketplace and in the churches; leading to the desire to share the word of God online in 2023 through JESUS IS COMING EVANGELICAL INC. BIBLE INSTITUTE.

Therefore, all programs are offered at a very low cost and a payment plan is available for some of the longer programs so that nothing should stop you from reaching your goal to work in various areas of the Ministry. Enrollment is always open, and this allows you to start your program at any time at your convenience, there are no in-person classes to attend.

Quality distance Christian education is provided. The online programs can be completed from anywhere in the world. Access your coursework anywhere, and at any time. Each program is overseen by our Christian professional faculty, Board members, and other designated representatives. Faculty is available by email to assist students throughout their program and all the programs are self-paced to avoid any obstacles for successful completion of your Program. The word of God states "... Go ye into all the world, and preach the gospel to every creature". Mark 16:15.

Michelle Broomfield Registered Nurse, BSN, M. Min. President

## Faculty & Board Members

### Michelle Broomfield

A Christian who was saved at an early age and was Baptized at age 15 years old in the Baptist Church. In 1987 she felt the calling of God in her life and worked in the Ministry with her husband: the late Dr. Conroy Broomfield Th.D. who inspired her to reach for higher heights in the Lord. She participated in the church and was involved in worship leadership and Ministry. In 1990 she completed Computer Operations and in 1997 completed Bachelor's in nursing as a Registered Nurse; BSN with honor societies: Sigma Theta Tau International Honor Society of Nursing, The Golden Key National Honor Society, Dean's List. Her work experience in healthcare allowed her to care for the sick, train ancillary personnel and advocate for the families. In 2019 she pursued her Master of Ministry Degree and continues to study the word of God to offer the best to the church and the community. One of her favorite scriptures: "Behold, I come quickly: blessed is he that keepeth the sayings of the prophecy of this book". Revelation 22:12

Felicia St. John Broomfield Secretary, Digital Design,

### Computer IT Assistant

She was baptized at JESUS IS COMING EVANGELICAL MINISTRY INC. by the late, Dr. Conroy Broomfield Th.D. her father and at the age of 16 years old, she started volunteering in the church as well as the Educational Training Center at TRAIN FOR SUCCESS INC. that provided her with a deeper desire to help in the community and the Ministry.

Her training in Digital Design 1, Information Technology Assistant, Digital Assistant Designer, and Production Assistant has brought such achievements to JESUS IS COMING EVANGELICAL INC. BIBLE INSTITUTE online training platform.

One of her favorite scriptures; "I can do all things through Christ which strengtheneth me". Philippians 4:13

### Charmaine Sterling Managing Member

She has been a Christian since she was a teenager. She has dedicated her life to the Ministry and volunteered in the JESUS IS COMING EVANGELICAL MINISTRY INC. church since 2000 as a managing member. She is a Worship Leader and cares for patients as a Certified Nursing Assistant for the past 40 years and loves to care for the patients and their families. One of her favorite scriptures: "For God so loved the world, that he gave his only begotten Son, that whosoever believeth in him should not perish, but have everlasting life". John 3:16.

### Paulette McTaggart

She is a Christian who gave her life to the Lord and was saved in 1982 and has a Master's Degree in Education (M. Ed), Bachelor's Degree in Applied Behavioral Science, Secretarial Degree, has been a Billing Representative, business owner "Good to go", Sunday school teacher. One of her favorite scriptures: "But his delight is in the law of the LORD; and in his law doth he meditate day and night". Psalms 1:2.

### Shirley Anthony

She is a Christian who gave her life to the Lord in 1981 and got serious with God at the age of 15 years old. She has been a Certified Nursing Assistant, Resident Care Coordinator Assistant and currently Social Worker with a Bachelor's Degree in Social Work (BSW). A few of her favorite scriptures are:

"But seek ye first the kingdom of God, and his righteousness; and all these things shall be added unto you". Matthew 6:33,

"Delight thyself also in the LORD; and he shall give thee the desires of thine heart. Commit thy way unto the LORD; trust also in him; and he shall bring it to pass. And he shall bring forth thy righteousness as the light, and thy judgment as the noonday. Rest in the LORD, and wait patiently for him: fret not thyself because of him who prospereth in his way, because of the man who bringeth wicked devices to pass. Cease from anger, and forsake wrath: fret not thyself in any wise to do



evil. For evildoers shall be cut off: but those that wait upon the LORD, they shall inherit the earth". Psalm 37:4-9,

"For God, who commanded the light to shine out of darkness, hath shined in our hearts, to give the light of the knowledge of the glory of God in the face of Jesus Christ. But we have this treasure in earthen vessels, that the excellency of the power may be of God, and not of us. We are troubled on every side, yet not distressed; we are perplexed, but not in despair; Persecuted, but not forsaken; cast down, but not destroyed" 2 Corinthian 4:6-10,

"For I know the thoughts that I think toward you, saith the LORD, thoughts of peace, and not of evil, to give you an expected end. Then shall ye call upon me, and ye shall go and pray unto me, and I will hearken unto you. And ye shall seek me, and find me, when ye shall search for me with all your heart. And I will be found of you, saith the LORD: and I will turn away your captivity, and I will gather you from all the nations, and from all the places whither I have driven you, saith the LORD; and I will bring you again into the place whence I caused you to be carried away captive". Jeremiah 29:11-14,

"Finally, my brethren, be strong in the Lord, and in the power of his might. Put on the whole armour of God, that ye may be able to stand against the wiles of the devil. For we wrestle not against flesh and blood, but against principalities, against powers, against the rulers of the darkness of this world, against spiritual wickedness in high places. Wherefore take unto you the whole armour of God, that ye may be able to withstand in the evil day, and having done all, to stand. Stand therefore, having your loins girt about with truth, and having on the breastplate of righteousness; And your feet shod with the preparation of the gospel of peace; Above all, taking the shield of faith, wherewith ye shall be able to quench all the fiery darts of the wicked. And take the helmet of salvation, and the sword of the Spirit, which is the word of God: Praying always with all prayer and supplication in the Spirit, and watching thereunto with all perseverance and supplication for all saints; And for me, that utterance may be given unto me, that I may open my mouth boldly, to make known the mystery of the gospel, For which

I am an ambassador in bonds: that therein I may speak boldly, as I ought to speak". Ephesian 6: 10-20

"This book of the law shall not depart out of thy mouth; but thou shalt meditate therein day and night, that thou mayest observe to do according to all that is written therein: for then thou shalt make thy way prosperous, and then thou shalt have good success". Joshua 1:8.

## Faculty, Board Members Duties & Responsibilities

The members of the Board are Christian and members in the community who represent Christ. The various duties of the Board members include, but not limited to functions such as:

- To plan, direct and supervise, the Christian educational programs in accordance with the Scriptures.
- To pray daily for the Bible Institute
- To participate in Program development
- To participate in development of examinations, quizzes
- To participate in policy review
- To participate in review of student progress or concerns
- To recruit or advertise the Bible Institute
- To participate in graduations.

## Statement of the Purpose & Mission

The purpose and Mission of JESUS IS COMING EVANGELICAL INC. BIBLE INSTITUTE is to provide quality Bible education to Christian workers, outreach Ministers, Pastors, and other members of the Christian population who are serving in the ministry and in the field of service.

## The Great Commission – Be Kingdom Ready

The Great commission is a major focus as the coming of our Lord and Savior Jesus Christ should be proclaimed throughout the world.

Empower those around us to be Kingdom ready as Matthew 24:36 mentioned “But of that day and hour knoweth no man, no, not the angels of heaven, but my Father only.”

JESUS IS COMING EVANGELICAL INC BIBLE INSTITUTE’s goal is to build up the Body of Christ, through in-depth study of the word of God. It is our desire to equip Christian workers to go forth and preach and teach the Gospel of Jesus Christ – that He was born, He died, rose and is coming back again.

“And Jesus came and Spake unto them, saying, all power is given unto me in heaven and in earth.

19. Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost:

20. Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you alway, even unto the end of the world. Amen”. Matthew 28:18-20.

JESUS IS COMING EVANGELICAL INC BIBLE INSTITUTE teaches the Bible in the King James Version. The Bible is the Word of God.

According to 2 Timothy 4:2

“Preach the word; be instant in season, out of season; reprove, rebuke, exhort with all long suffering and doctrine”.

## Born Again Experience

John 3: 3-7

3. “Jesus answered and said unto him, Verily, verily, I say unto thee, Except a man be born again, he cannot see the kingdom of God.
4. Nicodemus saith unto him, How can a man be born when he is old? can he enter the second time into his mother's womb, and be born?
5. Jesus answered, Verily, verily, I say unto thee, Except a man be born of water and of the Spirit, he cannot enter into the kingdom of God.
6. That which is born of the flesh is flesh; and that which is born of the Spirit is spirit.
7. Marvel not that I said unto thee, Ye must be born again”.

## Notice of Non-discriminatory Policy to Students

JESUS IS COMING EVANGELICAL INC. Bible Institute admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. JESUS IS COMING EVANGELICAL INC. Bible Institute does not discriminate based on race, color, sex, national or ethnic origin in the administration of any of its policies or programs.

## Physical facilities

JESUS IS COMING EVANGELICAL MINISTRY INC. BIBLE INSTITUTE currently offers only Online courses – user friendly for distance learning opportunities.

## Status Regarding Licensure, (DOE Exemption)

Status regarding licensure; Department of Education (DOE) exemption).

Florida Statute 1005.06 (1)(f) Religious Institutions Exempt from the Commission's Jurisdiction

Religious institutions that meet the requirements found in Section 1005.06(1)(f), Florida Statutes and Rule 6E-5.001, Florida Administrative Code are not under the jurisdiction or purview of the Commission for Independent Education and are not required to obtain licensure.

## Life work Experience / practical ministry experience

Students who have life work experience, practical ministry experience may be eligible to receive up to 30 Semester Credits upon enrollment, simply submit the information to us along with your application for review.

## Admission: Certificate & Degree Program Requirements

### Admission Policies & Procedures

#### Admission Requirements

To be considered for admission, you must complete the following items that are required as part of the application process:

#### Applying for Admission

1. Complete and submit the online application.
2. Write an autobiographical essay - a short account of some aspect of your life or testimony, may include a brief description of your experiences, interests, hobbies, or some memorable events in your life.
3. Provide two references.
4. Submit the application fee \$50.00 (non-refundable).

## Religious Certificate Programs & Religious Degree Programs

### Additional Submission Requirements

A copy of a high school diploma certificate or a copy of the High school transcript for undergraduate applicants or GED.

An official transcript is required for Graduate applicants.

### Religious Educational Programs and curricula (Bible Based)

All programs will be based on the word of God – The Bible.

JESUS IS COMING EVANGELICAL INC. Bible Institute only award certificates and degrees that are religious in nature. The courses will prepare each student to become a minister or to serve in another area of ministry. The student will gain practical strategies for ministry, preaching, worship, prayer, counseling, missions, and evangelism.

The student will build a strong foundation in theological and biblical studies as he/she moves deeper into the word of God.

The students will also develop and strengthen their faith as they study and examine the ministry of Jesus Christ, the Apostles/ Disciples, Prophets, and other Saints in the bible.

Each student, will gain strategies for sharing God's Word, developing marketing skills that is used in ministry communication, teaching, coaching, counseling, and mentoring.



# Undergraduate Candidates

## Certificate Programs, Requirement & Cost

Certificate in Worship Leadership 12 Hr

Certificate in Christian Counseling 12 Hr

Certificate in Prayer Leadership 12 hr

Certificate in Biblical Studies 12 Hr

Certificate in Christian Leadership 12 Hr

Certificate in Care for the Dying & their Family 12 Hr.

## Certificate in Worship Leadership 12 credits 4 classes

### Requirement

Prerequisites: High School Diploma or Equivalent such as GED.

Tuition Cost: \$400.00

Application fee \$50.00 (non- refundable).

The Certificate in Worship Leadership is a 12-hour program. This program is ideal for church members, and workers in the church, missions, outreach ministries, evangelists, students, and anyone who has the desire to lead the worship services.

The goal of this course is to lead anointed worship services in every setting and where everyone present will experience true worship in the Holy Spirit.

To earn your Certificate of Completion in Worship Leadership, complete the following four courses. After completion you may transfer some of the credits to degree programs of JESUS IS COMING EVANGELICAL INC. Bible Institute.

Courses include:

Worship Leading 3 hr

The role of the worship leader 3 hr

Biblical Theology of Worship 3 hr

The Holy Spirit anointing 3 hr.

## Certificate in Christian Counseling 12 Hr 3 classes (4 hr)

### Requirement

Prerequisites: High School Diploma or Equivalent such as GED.

Tuition Cost: \$300.00

Application fee \$50.00 (non- refundable).

### The Purposes & Objectives

The Certificate in Christian Counseling is a 12-hour program. This program is ideal for workers in the church, Ministers, Educators, Counselors, Pastors, Evangelists, students, and anyone who has the desire to reach out to those who are experiencing personal crisis, lost or traumatic events, hurting emotionally or physically, grieving, experiencing loss or struggling with substance abuse.

The goal of this course is to equip individuals who have the desire to be Christian counselors with biblically based strategies that will effectively produce change in people's lives as they turn to the church for spiritual and emotional support to assist with coping during a time of crisis.

To earn your Certificate of Completion in Christian Counseling, complete the following three courses. After successful completion you may transfer some of the credits to degree programs of JESUS IS COMING EVANGELICAL INC. Bible Institute.

Courses include:

Prayer in Christian Counseling During Times of Trauma, Loss, and Grief 4 hr

Substance Abuse 4 hr

End of life care, support, and resources for individual & family 4 hr

## Certificate in Prayer Leadership 12 hr 3 classes

### Requirement

Prerequisites: High School Diploma or Equivalent

Tuition Cost: \$300.00

Application fee \$50.00 (non- refundable).

### The Purposes & Objectives

The Certificate in Prayer Leadership is a 12-hour program. This program is ideal for church members, workers in the church, Ministers, Educators, Counselors, Pastors, Evangelists, students, and anyone who has the desire to pray for the church, the community, in the mission fields, in the Prayer Ministry and wherever there is a need.

The goal of this course is to empower the church worker with the passion of prayer. By the end of the course, each individual will be able to effectively pray for those who are in need, and each student will have confidence in the Holy Spirit, and move in faith as they pray in all situations.

To earn your Certificate of Completion in Prayer Leadership, complete the following three courses. After successful completion, you may transfer some of the credits to degree programs of JESUS IS COMING EVANGELICAL INC. Bible Institute.

### Courses include:

Prayer I - The need for Prayer 4 hr  
Prayer II - Understanding Prayer 4 hr  
Prayer 111 - Fasting & Prayer 4 hr

## Certificate in Biblical Studies 12 Hr 3 classes

### Requirement

Prerequisites: High School Diploma or Equivalent such as GED.

Tuition Cost: \$300.00

Application fee \$50.00 (non- refundable).

### The Purposes & Objectives

The Certificate in Biblical Studies is a 12-hour program. This program is ideal for church members, workers in the church, Missionaries, Ministers, Educators, Bible Study Leaders, Counselors, Pastors, Evangelists, students, and anyone who has the desire to study and share the word of God in the church, the community, in the mission fields, in the various aspects of Ministry and wherever there is a need.

The goal of this course is to equip the students with the tools to study, understand and share the word of God under the anointing of the Holy Spirit. By the end of the course each individual will have a deeper understanding of the word of God and be able to effectively share Biblical study information within the church, in the community and around the world.

To earn your Certificate of Completion in Biblical Studies, complete the following three courses. After successful completion you may transfer some of the credits to degree programs of JESUS IS COMING EVANGELICAL INC. Bible Institute.

Courses include:

Old Testament Survey 1 (4 hr)

Genesis

Exodus

Joshua

New Testament Survey 1 (4 hr)

Matthew

Mark

Luke

Effective ways to study the Bible (4 hr)

## Christian Leadership 12 Hr 3 classes

### Requirement

Prerequisites: High School Diploma or Equivalent

Tuition Cost: \$300.00

Application fee \$50.00 (non- refundable).

### The Purposes & Objectives

The Certificate in Christian Leadership is a 12-hour program. This program is ideal for workers in the church, managers in Christian organizations, Ministers, Educators, Pastors, Evangelists, administrators, students, and anyone who has the desire to obtain a leadership position within the religious setting.

The goal of this course is to equip the Christian workers with the biblical tools and guidance to be strong spiritual leaders in various areas of Ministry, to lead, plan, organize, and to effect changes within the church, the surrounding communities and around the world.

To earn your Certificate of Completion in Christian Leadership, complete the following three courses. After successful completion you may transfer some of the credits to degree programs of JESUS IS COMING EVANGELICAL INC. Bible Institute.

### Courses include:

- Leadership Roles and Responsibilities 4 hr
- Prayer & Leadership 4 hr
- Characteristics of a Christian Leader 4 hr

## Care for the Dying & The Family 12 credits 3 classes (4 hr)

### Requirement

Prerequisites: High School Diploma or Equivalent.

Cost: \$300.00

Application fee \$50.00 (non- refundable)

### The Purposes & Objectives

The Certificate in Care for the Dying & The Family is a 12-hour program. This program is ideal for members in the church, Ministers, Pastors, Evangelists, Christian counselors, students, and anyone who has the desire to care for the dying and their grieving families.

This course will empower the Christian workers with the biblical and spiritual tools that will impact and strengthen the dying and the members of their family through a challenging period of grief, pain, and mourning.

As individuals approach the end of their lives, they often need prayer, strength, faith, love, and support. The purpose of this course is to review some of the decisions that some individuals face as they approach the end of their lives, review the type of assistance or caregiver help they need, whether to receive care within an institution, facility treatment setting or whether to receive care within their home. Review of the role of the Christians, church, and family. Review the assistance or spiritual and emotional and spiritual support that the



caregiver and family needs as well as the resources that are available in the community.

The course also includes decisions that some individuals may face as they approach the end of their lives, comfortable clothing options, and various nutritional changes and approach.

To earn your Certificate of Completion in Care for the Dying & The Family, complete the following three courses. After successful completion you may transfer some of the credits to degree programs of JESUS IS COMING EVANGELICAL INC. Bible Institute.

### Courses include:

Praying with the dying and the family (4 hr)

Types of assistance or caregiver help needed (4 hr).

End of life care support and resources for patient & family 4 hr

## Associate of Ministry (A. Min) Program

### Requirement

A high school diploma or other equivalent such as GED is required for admission into the Associate of Ministry program (if you have not yet received your High School diploma or GED; most States offer the GED, complete that then sign up.

A copy of a high school diploma certificate or a copy of the High school transcript for undergraduate applicants is required with all other required application materials.

A total of 60 credit hours are required to earn an Associate Degree.

Tuition cost: \$1,800.00

Payment plan available if needed:

initial payment of \$250.00 then a monthly payment of \$129.00/month X 1 year

Application fee: \$50.00 non-refundable

Texts cost not included.

Graduation fee \$250.00 (required 30 days before graduation)

On site graduation \$450.00 (required 30 days before graduation).

## Associate of Ministry (A. Min)

### Program Overview

The Associate of Ministry (A. Min) Program is the beginning of Ministry training for men and women.

Ministers perform many duties for their church and community, such as planning church services, leading worship services, coordinating church volunteers, organizing, or attending community events as well as other duties that the church requires.

Students may receive up to 30 hours transfer credits from life work experience, practical ministry experience credits. Credits may also be achieved from the certificate programs offered by JESUS IS COMING EVANGELICAL INC. Bible Institute.

The program also prepares the student for the Bachelor of Ministry program at JESUS IS COMING EVANGELICAL INC. Bible Institute.

The Associate of Ministry (A. Min) program is an advance at your own pace program. This allows the students to work at a stress-free pace. It is possible to complete the program in less than 2 years.

Students are required to maintain a 2.00 GPA to advance into the Bachelor program.

Upon completion of the Associate of Ministry (A. Min) Program, the student may enroll into JESUS IS COMING EVANGELICAL INC. Bible Institute Bachelor of Ministry program.

## Associate of Ministry Degree Curriculum

The Associate of Ministry (A. Min) program consists of training from specific biblical chapters from the Old and New Testament.

### Old Testament Survey 1

Genesis 4 credits

Exodus 4 credits

Joshua 4 credits

### Old Testament Survey 11

1 Samuel 4 credits

2 Samuel 4 credits

### Old Testament Survey 111

1 Kings 4 credits

2 Kings 4 credits

Daniel 4 credits

### New Testament Survey 1

Matthew 4 credits

Mark 4 credits

Luke 4 credits

### New Testament Survey 11

Galatians 4 credits

Ephesians 4 credits

### New Testament Survey 111

1 Thessalonians 4 credits

2 Thessalonians 4 credits

Total 60 credits

## Bachelor of Ministry Program (B. Min)

### Requirement

Prerequisite: An approved Associate Degree.

Applicants into the Bachelor's of Ministry program need to have a minimum of 60 semester hours of college credits or an Associate of Ministry degree or an Associate degree in another field the equivalent amount of credit hours (60 credit hours is required from the Associate).

This is a 60-credit hour program.

Tuition cost: \$1,848.00

Payment plan available if needed:

initial payment of \$250.00 then a monthly payment of \$133.00/month X 1 year

Application fee: \$50.00 non-refundable

Texts cost not included.

Graduation fee \$250.00 (required 30 days before graduation)

On site graduation \$450.00 (required 30 days before graduation).

## Bachelor of Ministry Program Overview

The Bachelor of Ministry program is designed to prepare men and women to serve in Christian Ministry. Ministers perform many duties for their church and community, such as assisting in church administrative duties, counseling church members and other duties that the church requires.

Within the Bachelor of Ministry program students are able to receive advanced standing in the program through transfer credits, and in instances where the student qualified, through life work experience or practical ministry experience credits or credits from certificate courses completed through JESUS IS COMING EVANGELICAL INC. Bible Institute.

The program also prepares the student for the Master's of Ministry program provided at JESUS IS COMING EVANGELICAL INC. Bible Institute.

The Bachelor of Ministry program consists of training in a curriculum that focuses upon enhancing the student's Biblical knowledge.

The program is 60 credit hours in length and provides a Biblical foundation of study for all Christians and for those who desire to preach and participate in outreach ministry.

The Bachelor of Ministry program is an advance at your own pace program. It is possible to complete the program in less than 2 years.

Students must maintain a 2.00 GPA to advance into the JESUS IS COMING EVANGELICAL INC Bible Institute Master of Ministry program.

Upon completion of the Bachelor of Ministry program, the student is eligible to enroll directly into the JESUS IS COMING EVANGELICAL INC. Bible Institute graduate program.

## Bachelor of Ministry Degree Curriculum

The Bachelor of Ministry program courses will assist the student to gain knowledge in the areas church and community outreach ministry, assisting in church administrative duties, counseling church members, evangelism, discipleship, and methods of Bible study.

### Old Testament survey 1

Ruth                      4 credits

Esther                    4 credits

### Old Testament Survey 11

Job                        4 credits

Isaiah                    4 credits

## Old Testament survey 111

Ezekiel 4 credits

Jonah 4 credits

## New Testament Survey 1

Matthew 4 credits

Mark 4 credits

Luke 4 credits

## New Testament Survey 11

John 4 credits

Acts 4 credits

Colossians 4 credits

## New Testament Survey 111

Titus 4 credits

Hebrews 4 credits

James 4 credits

Total 60 credits



## Graduate Candidates

### Master of Ministry (M. Min) Degree Program Requirement

Applicants into a Master of Ministry program are required to have a Bachelor's degree of ministry or equivalent (bachelor's in another field) with a GPA of 2.00 or higher.

An official transcript is required from colleges, and/ or other institutions where Undergraduate Degree(s) were obtained.

Tuition cost: \$1,920.00

Payment plan available if needed:

initial payment of \$250.00 then a monthly payment of \$139.00/month X 1 year

Application fee: \$50.00 non-refundable

Texts cost not included.

Graduation fee \$250.00 (required 30 days before graduation)

On site graduation \$450.00 (required 30 days before graduation).

## Master of Ministry (M. Min)

### Program Overview

The Master of Ministry (M. Min) is a 30-credit hour program.

The Master of Ministry program focuses upon the teaching of important doctrines through the study of Bible books.

The program is designed to prepare men and women to serve in Christian Ministry. Ministers perform many duties for their church and community, such as confirming new members of the church, providing spiritual assistance and advice, perform weddings, Baptisms, and other duties that the church requires.

Each course has three credits. Students will work through each verse of each book and identify what the text means. The Master of Ministry program allows students to advance at their own pace.

Students will need to maintain a 2.00 GPA.

### Master of Ministry Curriculum

#### Old Testament Survey 1

Deuteronomy 3 credits

Joshua 3 credits

#### Old Testament Survey 11

Jonah 3 credits

Malachi 3 credits

#### New Testament Survey 1

Luke 3 credits

Galatians 3 credits

New Testament Survey 11

Ephesians 3 credits

1 Thessalonians 3 credits

New Testament Survey 111

2 Thessalonians 3 credits

Ephesians 3 credits

Total 30 credits

## Doctoral programs

There are *no Doctoral programs available at this time*; please check back within the coming year.

Doctoral candidates must have a master's degree or equivalent with a GPA of 3.00 or higher.

## Doctorate Degree

### Requirement

A Master's Degree is needed to enter a Doctorate program.

An official transcript is required from college and other institutions where the Master's Degree was obtained, may be acquired from a religious Master Degree as well.

## Accreditation - Voluntary Process

JESUS IS COMING EVANGELICAL INC. BIBLE INSTITUTE is not seeking accreditation from any regional accrediting agency. Regional Accreditation is a voluntary process that is not required of Religious Schools.

Successful students of JESUS IS COMING EVANGELICAL INC. BIBLE INSTITUTE will be fully qualified to teach the Bible, Minister, or work in various aspects of the Ministry or missions and in various settings as well as in accredited institutions according to the accrediting organizations. This is because accrediting organizations have no jurisdiction or authority over any church's doctrine.

To ensure its religious freedom, JESUS IS COMING EVANGELICAL INC. BIBLE INSTITUTE is not accredited by an accrediting agency recognized by the United States department of education or any other country or order.

All Faculty personnel and Board members are Christians, trained, licensed professional and anointed, empowered by the Holy Spirit and the "Word of God" and include Licensed and trained Nurses, Educators, Social Workers, and Ministers.

As a Religious Institution, JESUS IS COMING EVANGELICAL INC. BIBLE INSTITUTE does not wish to give any group power over its Tuition, Faculty, Curriculum as well as other Policies. All the programs that are offered are Bible based and there is no higher authority. There are several scriptures that guide us regarding the word of God:

"Ye shall not add unto the word which I command you, neither shall ye diminish ought from it, that ye may keep the commandments of the LORD your God which I command you" Deuteronomy 4:2.

"For I testify unto every man that heareth the words of the prophecy of this book, If any man shall add unto these things, God shall add unto him the plagues that are written in this book ..." Revelation 22:18

“And if any man shall take away from the words of the book of this prophecy, God shall take away his part out of the book of life, and out of the holy city, and from the things which are written in this book”. Revelation 22:19

JESUS IS COMING EVANGELICAL INC. BIBLE INSTITUTE has not sought accreditation through any accrediting association for various reasons. First, it is a voluntary process.

Some accrediting association require additional courses other than Bible or Bible related courses such as Science, English, Mathematics, and other liberal arts courses to graduate and the accrediting associations can only require or certify “non-biblical” non-doctrinal courses to keep the separation of Church & State. JESUS IS COMING EVANGELICAL INC. BIBLE INSTITUTE only offer religious, Bible based programs.

Some accrediting associations require certain standards and performance in financial matters which has nothing to do with any biblical standards and the cost to participate is very expensive, which will influence the student’s tuition as well as other expenses and our goal is to keep the cost very low to give everyone who has a desire to pursue a certificate or degree in religious service or mission to achieve that goal without obstacles.

“For the word of God is quick, and powerful, and sharper than any twoedged sword, piercing even to the dividing asunder of soul and spirit, and of the joints and marrow, and is a discerner of the thoughts and intents of the heart”. Hebrews 4:12

“For this cause also thank we God without ceasing, because, when ye received the word of God which ye heard of us, ye received it not as the word of men, but as it is in truth, the word of God, which effectually worketh also in you that believe”. 1 Thessalonians 2:13

## Student Records

JESUS IS COMING EVANGELICAL INC. BIBLE INSTITUTE will not release the students' information to any party unless it is requested in writing and has the approval from the student. Some public information that cannot be restricted includes a student name, degrees or certificate, dates of attendance and enrollment status.

## Transferability of credits to and from other institutions

### Transfer of credit

Transfer of credit cannot be guaranteed as all credit transfers are at the discretion of the accepting facility or institution.

JESUS IS COMING EVANGELICAL INC. BIBLE INSTITUTE has no written agreements with any institutions regarding the transferability of credit. Transferability of credit is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice. JESUS IS COMING EVANGELICAL INC. BIBLE INSTITUTE will accept credits from other institutions; amount of credits accepted will be decided after review.

## Financial Policies

### Fee Schedule and Policies

JESUS IS COMING EVANGELICAL INC. BIBLE INSTITUTE does not provide loans or financial aid programs through any government, Federal, international, or other programs. All programs are offered at very low cost and there is a monthly payment plan that is offered for the longer Degree programs.

#### Application Fee

The Application Fee is \$50.00 and is non-refundable.

### Refund Policy

There is no refund for the application fee.

For all programs, students are given the course access and course content on purchase.

#### REFUND SCHEDULE:

- Cancellation from day 1- to day 13 will be refunded 50% (does not include application fee).
- Cancellation day 14 will be refunded 20% (does not include application fee).
- After Day 14, there will be no refund.



## Program Withdrawal Fees

For any student who desires to withdraw from a program, all monetary funds that were previously paid are non-refundable.

When a student withdraws from a program, no additional payments are owed to JESUS IS COMING EVANGELICAL INC. BIBLE INSTITUTE and the student is dropped from the program roster.

## Monthly Payment Plans

Monthly payment plans are available for long degree programs.

If the student has decided to use a payment plan, the payment must be paid each month, without any interruptions.

If the student does not pay the monthly payment consecutively, the student has violated the terms of enrollment, and the student will be dropped from the program.

## Re-enrollment Fees

Students who re-enroll into a program after withdrawing from a program or after being withdrawn or dropped from a program due to various reasons will be subject to current tuition fees upon re-enrollment.

All funds or any amount of money that was previously paid to JESUS IS COMING EVANGELICAL INC. BIBLE INSTITUTE will be *forfeited*.

The re-enrollment fee is \$50.00 for certificate programs and \$100.00 for Degree programs.

## Change of Program Fee

If a student desires to change their program after enrolling into a program, the student will be required to pay \$50.00.

## Repeating a Course Fee

JESUS IS COMING EVANGELICAL INC. BIBLE INSTITUTE will allow a student to repeat or retake a course. If the student did not pass a course within their program, to retake or repeat a course requires a fee of \$20.00.

## Transcript Fees

### Transcript request

The Transcript Fee is \$8.00 to receive an official copy of a transcript.

All Tuition and fees have to be paid in full to be eligible to receive the transcript.

## Copy of transcript Request

To obtain a copy of transcript:

### Email request

Send an email to Email: [BibleStudyTutoring@gmail.com](mailto:BibleStudyTutoring@gmail.com) with the following information:

- Student name at time completed course/ program
- Program name

- Year graduated

To mail in a request, send a letter with the following:

- Student name at time completed course/ program.
- Program name
- Year graduated
- \$8.00 money order (no personal checks)

Mail to: JESUS IS COMING EVANGELICAL INC. BIBLE INSTITUTE.,

Attn: Transcript Department,

P.O. Box 93483

Lakeland, Florida 33804

## Graduation & Administrative Fees

JESUS IS COMING EVANGELICAL INC. BIBLE INSTITUTE charges a Graduation & Administrative fee at the end of the Degree programs. Graduation is not required for certificate programs. For the degree programs the current Graduation & Administrative Fees are:

- \$250.00 for students who will not attend the on-site graduation and the program certificate will be sent to the student upon completion of all the requirements and fees for that degree.
- \$450.00 for students who wishes to participate in the on-site graduation.

## Additional Fees

For all Programs:

Textbooks are not included in program fees or tuition. To maintain low textbook fees, students will be required to have a Bible King James Version (KJV) and are able to access theological journals through <https://www.galaxie.com/> for a low fee (set by the vendor \$5/month; this may vary through the year) or choose textbooks through Amazon or other affordable methods such as digital formats.

## Free Grammar Help

If you need some assistance with grammar

For students who need assistance with grammar, there are free online resource such as <https://www.grammarbook.com/> provides free online resources to help with grammar questions.

## Assignments & Course Completion

Each student will be allowed to complete each course at his or her own pace.

If for some reason a student withdraws or is dropped from a program, upon re-enrollment, the courses that were completed previously, shall remain valid for up to 2 years.

Depending on the specific program or the time of re-enrollment, the student may be subjected to a new curriculum.

## Learning Method & Evaluations

The student will independently study the course content online or download and review at your own pace.

The courses will be comprised of a commentary, offering of explanations about an event or situation from the biblical assignments.

The courses will be comprised of quizzes and examinations to evaluate each student's progress.

## Grading

### Grade Point Average (GPA)

The student's Grade Point Average (GPA) is determined by dividing the sum of all grade points earned by the sum of all credit hours attempted (only GPA and not transferred courses earned outside of JESUS IS COMING EVANGELICAL MINISTRY INC. BIBLE INSTITUTE).

## Grading Scale

### NUMERICAL GRADE LETTER GRADE GPA POINTS

95-100	A	4.00
90-94	A-	3.75
87-89	B+	3.25
83-86	B	3.00
80-82	B-	2.75
77-79	C+	2.25
73-76	C	2.00
70-72	C-	1.75
67-69	D+	1.25
63-66	D	1.00
60-62	D-	0.75
0-59	F	0.00

### OTHER GRADES

PASSING	P	0.00
WITHDRAW PASSING	WP	0.00
WITHDRAW FAILING	WF	0.00
INCOMPLETE	I	0.00
REPEATED COURSE	R	TBD (to be determined).

## Course Assessment

Students' grades are based upon various requirements for each program, depending upon the course topic.

Most courses will assess the student's progress through examinations and/or Final Examination.

Other requirements may include but not limited to quizzes, and other assessments.

## Student Rights

While enrolled as a student at JESUS IS COMING EVANGELICAL INC. Bible INSTITUTE, students have the right:

- To receive quality Biblical instructions according to the word of God.
- To be given notice of course requirements, methods, and criteria for evaluations.
- To have confidentiality of their records and personal identifiable information.
- To receive advising from JESUS IS COMING EVANGELICAL INC. Bible INSTITUTE's faculty or other qualified designee regarding students' placement, financial, academic, or any other matter of interest.
- To request a review of their educational records and if there are any errors detected, the student can request correction which will be reviewed by the faculty and response provided.
- Subject to the rules and regulations of JESUS IS COMING EVANGELICAL INC. BIBLE INSTITUTE.

## Procedures for handling complaints, disciplinary actions, and appeals.

### COMPLAINT PROCEDURE

All student complaints shall be submitted in writing and shall be directed to the administrative committee of JESUS IS COMING EVANGELICAL INC. Bible INSTITUTE.

Complaints will be resolved per the JESUS IS COMING EVANGELICAL INC. Bible INSTITUTE Code of Regulations as follows:

The administrative committee and /or designated representative will be responsible for:

- Investigation of the complaint thoroughly for its validity.
- Resolving the complaint in a reasonable manner if appropriate or rejecting the complaint, if determined to be unfounded.
- Recording a summary of the complaint, its disposition and the reason for action taken and placing it in students file, as well as making appropriate entry in the log of student complaint.
- If the complaint is valid, determine whether or not any other students were affected and provide an appropriate remedy and implement reasonable policies or procedures to avoid similar complaints in the future.
- Written complaints must be responded to in writing within 30 days. The written response must include a summary of the investigation and disposition of it.
- Unlawful activities will be reported as required by the law.



## APPEALS

JESUS IS COMING EVANGELICAL INC. Bible INSTITUTE will give the student the opportunity to appeal academic or disciplinary actions.

### Grade Appeal Procedure

When a student has questions regarding a possible error on the grade report, he/she has to begin the appeal process within thirty days of receiving the grade report. All appeals should be made to the administrative committee. After thirty days, the grade is considered final and is not subject to appeal by the student or any other third party.

To begin the Academic or disciplinary Appeal process, the student must write and submit documentation to support the appeal. The plan and all supporting documentation must be returned to JESUS IS COMING EVANGELICAL INC. Bible INSTITUTE by the deadline.

For Appeal please:

1. Describe the circumstances that contributed to or caused your disciplinary or academic difficulties or other concerns.
2. Document additional factors or extenuating circumstances that interfered with your academic progress as applicable. Attach supporting documentation from professionals that can verify circumstances listed.
3. Present a detailed plan to improve your academic performance if you are reinstated.

The administrative committee will review and provide a response to the student. The Committee reads each appeal individually and makes decisions on a case-by-case basis. The information that the student provides will assist the committee with their decision. All decisions made by the administrative Committee are final. The student will be notified in writing regarding the outcome of the appeal.

## Student Code of Conduct

Students are expected to complete all required assignments for each course.

Failure to satisfactorily complete any of the assignments may forfeit all credits for that course.

If a student engages in inappropriate academic behavior, the student may be dismissed from the Seminary after review by the Board.

Students are expected to be of good moral conduct according to the word of God; Galatians 5:22 - 5:23 (KJV) "But the fruit of the Spirit is love, joy, peace, longsuffering, gentleness, goodness, faith, Meekness, temperance: against such there is no law."

Students are expected to be honest according to the word of God; Colossians 3:9 (KJV) - Lie not one to another, seeing that ye have put off the old man with his deeds.

## Dismissal

If a student violates the student code and fails to conduct themselves in a manner that is contrary to their preparation for the ministry the student may be recommended for dismissal.

## Financial or Personal Hardship

If a student experiences financial or personal hardship, the student should immediately communicate the hardship so that assistance can be provided in a timely manner.

The Board will work with the student to make plans that can assist the student to succeed; may include but not limited to extending the time to allow for course completion.

JESUS IS COMING EVANGELICAL INC. BIBLE INSTITUTE will work with students who are having legitimate financial difficulties or personal hardship. If, however, students do not contact us after 3 consecutive months of failing to make tuition payments, then the student will be dropped from the roster of JESUS IS COMING EVANGELICAL INC. BIBLE INSTITUTE.

## Graduation requirements

### In Person Graduation

There will be an in-person graduation once a year in June.  
Location and actual date to be announced.

## Graduation Requirements & Qualifications

No graduation is required for certificate programs.

### Graduation: Associate or Bachelor's degree

To qualify for graduation with an Associate or Bachelor's degree, the student:

- must successfully complete each undergraduate course requirements.
- must maintain an overall GPA of C (2.00) or better.
- Pay all accounts balance.
- Must fulfill all of the Program requirements.
- Apply for graduation by submitting the request at least 30 days prior to the date desired to graduate.
- Receive graduation approval from the faculty and administration.
- Pay graduation and administrative Fees as applicable: \$250.00 for those who will not attend on site graduation or \$450.00 if desire to attend on site graduation.

## Graduation: Masters or Doctoral degree

To qualify for graduation with a Masters or Doctoral degree, the student:

- must successfully complete each graduate course requirement.
- must maintain an overall GPA of C+ (2.50) or better.
- Pay all accounts balance.
- Must fulfill all of the Program requirements.
- Apply for graduation by submitting the request at least 30 days prior to the date desired to graduate.
- Receive graduation approval from the faculty and administration.
- Pay graduation and administrative Fees as applicable: \$250.00 for those who will not attend on site graduation or \$450.00 if desire to attend on site graduation.

## Honors

### Undergraduate Honors

3.95—4.00 Summa Cum Laude

3.75—3.94 Magna Cum Laude

3.50—3.74 Cum Laude

All honors will be printed on the degree if applicable.

### Graduate Honors

3.95—4.00 Highest Distinction

3.75—3.94 Distinction

All honors will be printed on the degree if applicable.