CLEAR CREEK BAPTIST BIBLE COLLEGE
300 Clear Creek Road
Pineville, KY 40977-9754
Phone: 606-337-3196
Toll-Free: 1-866-340-3196
Fax: 606-337-2372
E-mail: ccbbc@ccbbc.edu
Internet: www.ccbbc.edu

2025-26
GRADUATE CATALOG

The statements and provisions in this catalog are not to be regarded as an irrevocable contract between the student and the college. The college reserves the right to change any of the provisions, schedules, programs, courses or fees as might be required. This catalog is not exhaustive in presenting rules and regulations. Different offices and programs of the college issue handbooks which contain policies and procedures pertaining to those areas.

Accreditation and Memberships

Clear Creek Baptist Bible College is accredited by the Association for Biblical Higher Education. The Association for Biblical Higher Education is an institutional accrediting agency recognized by the U.S. Department of Education for the purpose of accrediting colleges that offer baccalaureate and masters degrees which prepare students for Christian ministries through biblical, professional, and general studies. ABHE holds membership with the Council on Higher Education Accreditation Board (CHEA). Contact ABHE at 5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822 or info@abhe.org or call 407-207-0808 for questions about the accreditation of Clear Creek Baptist Bible College.

Clear Creek Baptist Bible College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, and masters degrees. Clear Creek Baptist Bible College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Clear Creek Baptist Bible College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Accrediting bodies should only be contacted to verify accredited status or if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard. All inquiries concerning admissions requirements, financial aid, academic programs, etc. should not be addressed to accrediting agencies, but should be addressed directly to the college.

The Council on Postsecondary Education of the Commonwealth of Kentucky has authorized the certificate, associate, baccalaureate and master's degree programs at Clear Creek Baptist Bible College. The United States Immigration and Naturalization Service has given approval for Clear Creek Baptist Bible College to consider international students as applicants.

Clear Creek Baptist Bible College is a participant in the State Authorization Reciprocity Agreement (SARA). SARA is an agreement among member states, districts and territories that establishes comparable national standards for offering postsecondary distance education courses and programs in other member states. SARA is overseen by the National Council for State Authorization Reciprocity Agreements (NC-SARA); Kentucky's participation is through the Southern Regional Education Board (SREB).

Clear Creek Baptist Bible College is approved by both the Veterans Educational Assistance Program and the Kentucky Educational and Rehabilitation Program.

Clear Creek Baptist Bible College does not discriminate against applicants or students on the basis of race, color, national or ethnic origin.

Table of Contents

Accreditation and Memberships…… 1
President's Message…..……. 3
College Seal……..……... 4
College History, Denominational Affiliation and Doctrinal Statement…….……. 5
The Baptist Faith and Message……. 7
Core Values, Mission, Goals and Institutional Objectives ……..… 15
Philosophy of Education……..……... 16
Biblical Worldview…… 16
Organizational Chart……..…… 17
Campus Grounds and Facilities…….. 18
Competency Based Education……..… 20
Student Concerns/Complaints/Code of Conduct……..…… 22
Plagiarism…… 24
Financial Aid/Housing…….. 29
Graduate Program Quick Reference Guide……. 30
Admissions…… 32
Admissions and Alumni Relations…….. 33
Distance Education……..... 36
Academic Policies…… 37
Annual Schedule Course Offerings…… 42
Master of Arts in Ministry Degree……..……. 43
List of Competencies…… 43
Graduation Requirements…… 45
Master of Arts Course Schedule…….……..……..…… 46
Syllabi and Booklists……..……..…… 48
What Would My Studies Be Like?……..……... 48
Achieving/Demonstrating Competency…..…… 51
Tuition/Fees and Housing……..……..……..…… 52
Mentors…….. 55
Student-Mentor Contract/Commitment……..……..……... 57
Mentor Activity Report…..……..……..…… 58
Form and Style……..……..…… 60
MA Advising Worksheet……..……..……..…… 61
Director of Graduate Studies……..……..…… 62
Faculty…….…… 63
Staff……. 66
Board of Trustees…….. 69
Academic Calendar…… 70
Campus Map……... 73
Appendix……..…… 74
Fee Sheet…… 76

President's Message



Greetings,

What a joy it is to provide you with academic information about one of God's hidden gems, Clear Creek Baptist Bible College. Since 1926, Clear Creek has existed to train those called by God to serve in ministry according to their fullest capabilities. As a result, this institution is known throughout the country as a premier place to receive a world-class theological and ministerial education. Those who train here are equipped and prepared to go anywhere. We have alumni serving in a plethora of positions in places all over the world. Clear Creek is proudly accredited by both ABHE and SACSCOC. These accreditors assure that Clear Creek is a premiere institution of biblical higher education, and their partnership guarantees our graduates that their degrees will carry weight and acceptance in all realms of academia and practical ministry.

The College campus is in a rural retreat-like setting. Our vast campus borders Pine Mountain State Park, which allows our students to study in a place surrounded by the breathtaking beauty of God's undisturbed creation. Clear Creek also offers online students a cutting-edge delivery system. Our online students have the opportunity to connect with professors, fellow students, and the campus as a whole in ways that seemed impossible just a few years ago. Clear Creek Baptist Bible College has a family atmosphere across our physical and digital campuses. If you are a current student, we are honored to have you. And if not, we would love to see you become part of the Clear Creek Family.

Blessings,

Dr. Charlie Goodman
President

"For Ezra had prepared his heart to seek the law of the Lord, and to do it, and to teach statutes and ordinances in Israel." Ezra 7:10

Clear Creek Baptist Bible College's seal provides a vivid representation of our priorities.



THE SHIELD
"Above all, taking the shield of faith..." Ephesians 6:16.
Clear Creek Baptist Bible College, from its beginning, has existed to provide educational preparation for adults called of God into Christian service. Students in this theological school have taken the shield of faith, burning bridges of security behind them by responding to God's clarion to prepare for special Christian service.



THE SPIRIT
"I will pour out in those days of my Spirit; and they shall prophesy." Acts 2:18.
The college maintains a special interest in Baptist preachers who have yielded to the call to preach after they have reached mature years. Touched by the Holy Spirit's tongue of fire, Clear Creek students have exchanged personal ambitions for a torch of knowledge, a desire for an understanding of spiritual truths.



THE BIBLE
"All Scripture is inspired by God and profitable..." II Timothy 3:16.
The school is an adult educational institution maintained to meet a specific need in the program of Southern Baptist education. Students are offered ministerial preparation centered on the study of the Bible.



THE MOUNTAINS
"I will lift up my eyes unto the hills..." Psalms 121:1.
From its founding the school has considered the southern mountain region as its distinctive field and its work is conducted with a view to supplying well-prepared Christian leadership for this area. Although the school's special ministry centers in the Appalachian regions, students are not limited to these areas. Students come from throughout the Southern Baptist Convention.



THE CROSS
"...that in all things He might have the preeminence." Colossians 1:18.
The Cross--and all that word implies--is the center of this school's life. Christ commands every Christian to bear his cross and to share in the ministry of the gospel.

College History

Dr. Lloyd Caswell Kelly, pastor of the Pineville First Baptist Church, founded Clear Creek in 1926. His mission for bringing Christian education to the mountains was twofold. He was inspired to charter Clear Creek Mountain Springs, Inc. "...for educational, recreational and religious purposes, with two objectives in mind: (1) to provide grounds for assemblies and encampments and (2) to establish a base for a 'mountain mission' program." The first sessions for preachers were held July 18-August 1, 1926 with twelve students.

In 1946, the General Association of Baptists in Kentucky (now the Kentucky Baptist Convention) approved the name of the school as Clear Creek Mountain Preacher's Bible School. The primary focus of the school continued to be educating God-called men and women for Christian ministry.

From 1954-1982, Dr. Dennis Merrill Aldridge served as the second president of the school. Under his leadership, the school grew to offer a four-year baccalaureate degree. A charter revision in 1957 changed the name to Clear Creek Baptist School.

From 1982-1988, Dr. Leon Dennis Simpson was president. He led the school to receive accreditation from the Accrediting Association of Bible Colleges in 1986 at which time the name was changed to Clear Creek Baptist Bible College. The Pomeroy Family Life Center was constructed. An innovative class schedule was adopted that encouraged enrollment of commuting students.

From 1988-2007 Dr. Bill D. Whittaker served as president of the college. Early in his administration, the college became debt free and continued to operate without debt. In 1996, the Association of Biblical Higher Education reaffirmed the college's accreditation for ten years, and then reaffirmed the accreditation until 2017. A successful capital campaign concluded in 1998 with the completion of a new classroom building and nearly a million dollars in additional endowment. In June 1999, the college received accreditation with the Commission on Colleges of the Southern Association of Colleges and Schools, and the accreditation was last renewed in June of 2015.

From 2007 until December 2022 Dr. Donnie Fox served as the fifth president and was the first Clear Creek alumnus to serve as president of the college. He served at Clear Creek since 1999 in various administrative roles in College Relations, Admissions and Development. The President's home was moved back on campus in the first year of his presidency to have better interaction with the campus family. Under his leadership, the college met a $1,000,000 goal of gifts and pledges for a Student Workship Endowment and was able to secure two decennial accreditation reaffirmations: SACSCOC and ABHE. During his administration, the college curriculum was adjusted to combine all Bachelor's Degrees into one, the Bachelor of Arts in Ministry, which is a more flexible degree. A Bachelor of Arts in Ministry degree was also developed to be delivered completely online along with the development of a high school dual enrollment program. In 2020, the college was approved to offer a direct assessment competency-based Master of Arts in Ministry degree. Campus improvements completed during Dr. Fox's tenure include resurfacing campus roadways, renovation of Melzoni/Alumni Hall and the installation of screens, projectors and video cameras in the chapel to livestream chapel services. Campus classes are now livestreamed to give online students the opportunity to experience the live classroom setting. The college continued to operate without debt under his leadership.

Dr. Charles R. Goodman, an alumnus of Clear Creek, became the sixth President of CCBBC January 1st, 2023. He has served the college in various administrative and faculty roles, including Dean of Students and Professor of Theology, since 2014. Dr. Goodman also served as the first director of the competency-based Master of Arts in Ministry degree. Currently, under Dr. Goodman's leadership, the school has extended its offerings to include tracks in Pastoral Ministry, Biblical Counseling Ministry, Christian Apologetics Ministry, and Biblical Studies.

Denominational Affiliation

In 1946, Clear Creek became a recognized educational institution of the Kentucky Baptist Convention. It shares in the money allocated to Christian Education by the Kentucky Baptist Convention. The convention nominates and elects the 32 trustees of the college. The college operates cooperatively within the policies, plans, and programs of Kentucky Baptists and has fellowship with the churches of the Southern Baptist Convention. The ministry of the college serves the needs and interests of the denomination.

Doctrinal Statement

The charter of the college provides that all members of the Board of Trustees and the teaching and administrative staffs shall be members of Southern Baptist churches in good standing. The Baptist Faith and Message Statement of 1925, with revisions in 1963, 1998 and 2000 is the adopted statement of faith for all faculty, staff and trustees of the college as a witness to our beliefs and a pledge of our faithfulness to the doctrines revealed in Holy Scripture. All employees sign annual contracts signifying adherence to the college's statement of faith.

The Baptist Faith and Message

I. The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.

II. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:11ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.

B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the

reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever-present Lord.

Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; 53; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.

C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Savior, and effects regeneration. At the moment of regeneration, He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18; 1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.

III. Man

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.

IV. Salvation

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Savior.

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28:6; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12:8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.

V. God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

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. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39–12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.

VI. The Church

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture. The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.

VII. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.

VIII. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

> *Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; I Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.*

IX. The Kingdom

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

> *Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.*

X. Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

> *Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.*

XI. Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.

XII. Education

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.

XIII. Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4,19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21,42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.

XIV. Cooperation

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and

voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.

XV. The Christian and the Social Order

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16,43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12–14; 1Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.

XVI. Peace and War

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war. The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

Isaiah 2:4; Matthew 5:9, 38-48; 6:33; 26:52; Luke 22:36, 38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.

XVII. Religious Liberty

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes

to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

Genesis 1:27; 2:7; Matthew 6:6-7,24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1,13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.

XVIII. The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.

Clear Creek Baptist Bible College Core Values

Centrality of Christ
We are a community of Christians brought together by faith in Christ as Savior and Lord and by surrender to His call to service. We are committed to seek His will; to communicate with Him through prayer; to deepen His lifestyle through the indwelling of the Holy Spirit; and patiently work for His unity among us.

Trustworthiness of Scripture
We are a community of learners who affirm the total trustworthiness of God's revealed word as the guide for our lives and the foundation for our equipping ministry.

Evangelism and Missions
We are a community of individuals redeemed from sin by the death and resurrection of Jesus Christ, and transformed by the power of the Holy Spirit. We affirm He died for the whole world and commissions each believer to take the Gospel into the world. We commit ourselves to the priority of personal evangelism and world missions.

Servant of the Churches
We are a community that exists to train individuals sent to us by the churches. We commit ourselves to serve the needs of the church.

Mission Statement

Clear Creek Baptist Bible College exists to provide educational preparation for adults called of God into Christian service.

Statement of Purpose

The purpose of the educational program of Clear Creek Baptist Bible College is to provide a quality Bible-based education with an emphasis on practical Christian service.

CCBBC Institutional Objectives

To fulfill its mission, Clear Creek Baptist Bible College will seek to:

1. Nurture God-called students as they prepare for the Lord’s work.
2. Provide a quality Bible-based education with an emphasis on practical Christian service.
3. Initiate and maintain cooperative relationships with individual Christians, churches, associations, and conventions.
4. Secure and manage human, physical, and financial resources guided by biblical principles.

Educational Objectives

The men and women who have been called of God into Christian service through His church and are graduates of Clear Creek Baptist Bible College should demonstrate:

1. Knowledge and understanding of the Bible and Christian theology.
2. Sensitivity to the needs of people and the ability to minister from a biblical perspective.
3. Communication skills in the context of ministry.

Philosophy of Education

Clear Creek Baptist Bible College believes God, the eternal Creator of heaven and earth, has revealed Himself generally in nature and human conscience and specifically through His Son, Jesus Christ, and the Holy Scriptures. We believe these Scriptures are a faultless guide for individual believers and congregations of believers. Therefore, the school's curriculum has the Bible as its basic textbook, and all studies are related to it in such a manner that its truths and principles govern the content of the courses and the conduct of the teachers and the students. We believe in the soul competency of mankind to comprehend general and special revelation with God's help.

We believe God calls all believers to salvation and service in His kingdom. We believe further that God calls some members of the church to exercise their spiritual gifts as leaders of the church. God desires that these gifted people develop their spiritual gifts and grow in their ability to serve the church. People of mature years receive this special calling and deserve our assistance in their personal spiritual development. The Holy Spirit enlightens the sin-darkened minds of believers, and dedicated professors can serve as His instruments in this process of illumination carried on by the Holy Spirit.

We believe our college is a servant of the churches and should respond to and cooperate with them in the furtherance of God's kingdom. We can serve the churches by training those whose calling and gifts the churches have affirmed. This training rightly includes: spiritual development so the student can become a mature disciple of our Lord manifesting self-control and self-discipline, general education so the student can function as a respected leader in his community, biblical-theological studies so the student can understand something of the nature of God and the Christian world view, and practical training so the student can exercise his gifts in the context of the local church and community. All students should understand the church's missionary mandate and commit themselves to fulfilling their part in it.

A Biblical Worldview Rationale

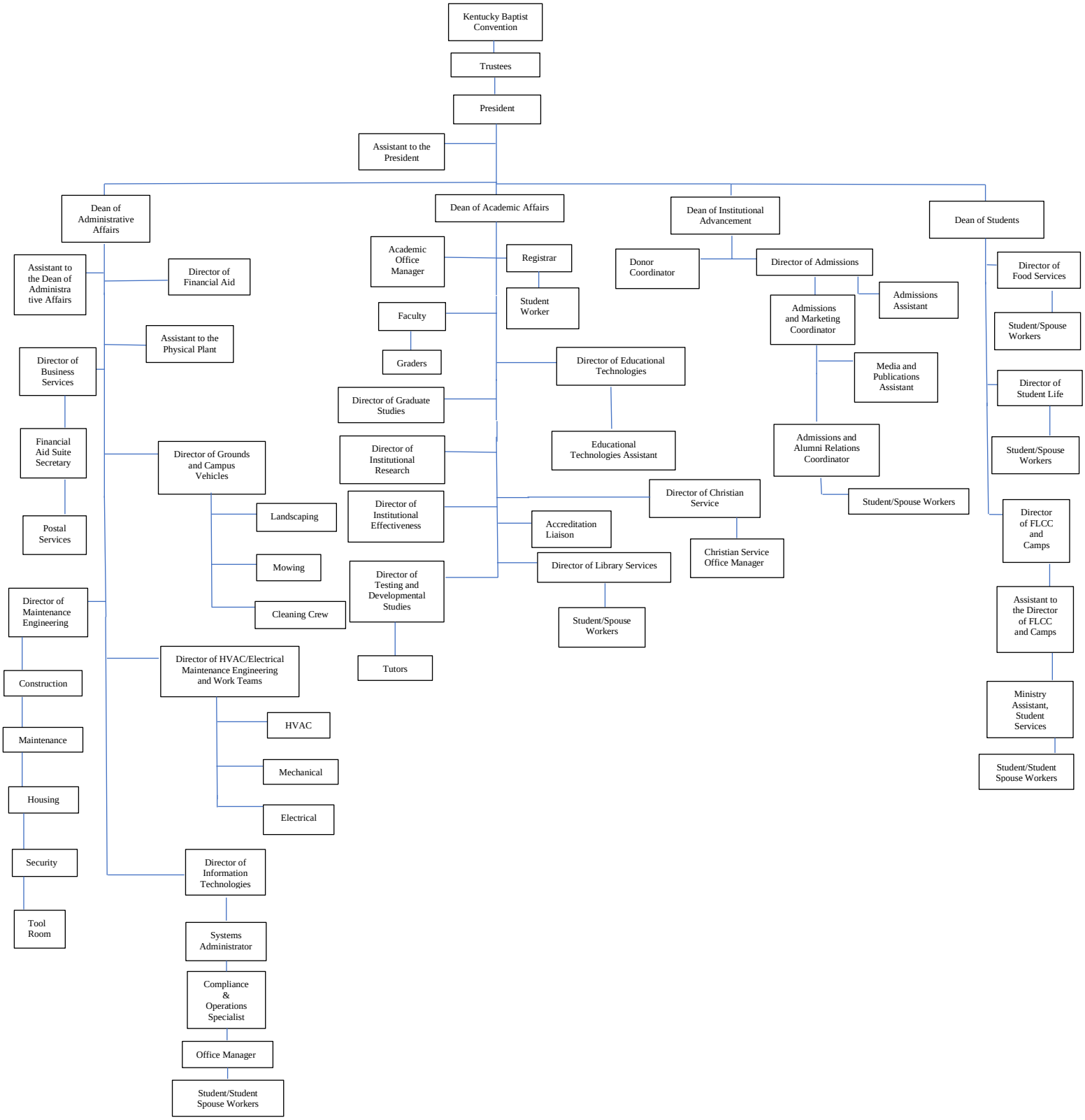
The mission of Clear Creek Baptist Bible College is to provide educational preparation for adults called of God into Christian service. The purpose of the Clear Creek Baptist Bible College is to provide a quality Bible-based education emphasizing practical Christian service. The mission and purpose of the College guide the curriculum's requirements that every Bachelor of Arts in Ministry student, online, on campus, or hybrid, regardless of which Track the student enrolls, the student must complete the required forty-four hours of Bible, a minimum of thirty-two to thirty-five hours of General Education studies. At Clear Creek Baptist Bible College, students are required to do more than merely study the Bible. They report church and other ministry engagements through the Christian Service Assignments, church involvement, and supervised internships. The faculty and staff at Clear Creek Baptist Bible College are committed to a biblical worldview.

A Definition of a Biblical Worldview

Clear Creek Baptist Bible College defines a biblical world view as:
A biblical worldview serves as a framework for understanding the world around us. It emphasizes the importance of recognizing and applying the truths disclosed by God in His infallible Word, which serves as the final authority in all areas of life. This perspective acknowledges several key principles: God as the Creator, humanity created in His image, and the inherent sinful nature of people as a result of the fall of man in Genesis 3, which necessitates salvific regeneration. According to biblical truth, and thus a biblical worldview, salvation is found exclusively in Christ, and complete restoration through Him will be realized in the eternal state, when God will make all things new and dwell with His people forever. This understanding has a profound impact on our relationship with God, our interactions with others, and the way we choose to live our lives.

Organizational Chart for Clear Creek Baptist Bible College (Revised-July 11, 2025)

Organization is the patterns of relationship between the human resources of the organizations. It maps the lines of responsibility and work assignments. Clear Creek Baptist Bible College can be described by the following organizational chart:



Campus Grounds and Facilities

The campus consists of over 700 acres of beautifully wooded mountain land in Bell County, Kentucky, where the two forks of Clear Creek meet. The campus lies south of Pineville. It is three miles off US 25E on Hwy 1491 leading to Pine Mountain State Resort Park which adjoins the college campus.

There are 50 buildings of various types on the campus. Many of them are constructed of native stone. The college has 38 family housing units and 47 dorm rooms. Many faculty and staff members are housed on school property.

Bear Trail has eight units with 2 or 3 bedrooms for families.

Harmony Heights has three 3- bedroom duplexes providing six family housing units.

Hemlock Heights has six duplexes that provide eleven units of 1 bedroom, an available laundry facility, and a picnic shelter.

Holly Hill has thirteen individual units with 2 or 3 bedrooms for families and two ministry retreat houses.

Kelly Hall is a large three-story stone and concrete building containing dormitory rooms for single male students and overnight commuters. It also houses the campus dining hall.

Melzoni-Alumni Hall has six 3-bedroom apartments. These apartments house the single female students, faculty/staff families, and missionaries in residence.

Matthew Black Camp and Conference Center contains accommodations for 131 short-term visitors.

The Asher Building features a classroom, music practice rooms, and offices.

The Whittaker Building contains 8,500 square feet made up of a lecture room, science room, and four classrooms.

The D. M. Aldridge Building contains administrative and faculty offices, the chapel and the campus store located in the welcome center.

The Foxes' Den houses the post office and student lounge.

The Pomeroy Family Life and Conference Center houses the gymnasium, swimming pool, physical fitness and exercise facilities, arts and crafts area, childcare facilities for faculty/staff/students and serves as the student activities center for the campus.

The Physical Plant Building contains offices and the maintenance shop.

The Correll Building houses the **Carolyn Boatman Brooks Memorial Library** along with the Educational Technologies and the Information Technologies Departments. The Brooks Memorial Library is an essential part of the instructional program as it supports, supplements, and continues classroom instruction. The library has over 36,000 print books and nearly 100 print periodicals, as well as access to over 22,000 electronic books and thousands of full-text periodicals through subscriptions to online databases. These resources provide students and faculty with materials for classroom preparation and professional growth.

The Director of Library Services oversees the library and provides bibliographic instruction, both in a formal classroom setting and informally to individuals. The library staff consists of a cataloging specialist and

student workers who assist patrons in tasks such as: finding resource materials within the library, using a laptop or computer, and assisting patrons with the use of printers and copiers.

Fresh coffee is always available in the lounge area downstairs, while the second floor houses a fully functional classroom, a quiet study area/tutoring center, a children's room with a selection of children's books, and a lending lab. The archive room, displaying items of historical interest in connection with the history of Clear Creek, is viewable on the second floor as well.

Physical Impairment
Due to the mountainous terrain on which the campus is located, it is recommended that persons who are confined to wheelchairs or have a severe physical impairment should visit the college campus to determine the accessibility of all facilities.

Guest Accommodations
Relatives and friends of students or other interested persons, who may wish to visit the school, are welcomed as guests in Kelly Hall. A very moderate scale of charges has been established to meet the costs of providing for such guests. Limited availability requires a reservation for Kelly Hall guests. The contact number is 606-337-1554.

Clear Creek Baptist Bible College has also established two housing units to be used as Ministry Retreat Housing. These houses are located in Holly Hill and are reserved for those in ministry who wish to come for a time of rest and relaxation. There is no cost to stay at these houses. To make a reservation, contact the College Relations Department at ext. 109.

WHAT *IS* DIRECT ASSESSMENT COMPETENCY BASED EDUCATION?

Competency Based Education (CBE) and Direct Assessment Education are terms that have been familiar with educators in the secular realm for some time but have only recently made their way into the world of ministry training. EDUCAUSE, a higher education non-profit offers this explanation:

> The competency-based education (CBE) approach allows students to advance based on their ability to master a skill or competency at their own pace regardless of environment. This method is tailored to meet different learning abilities and can lead to more efficient student outcomes. (https://library.educause.edu/topics/teaching-and-learning/competency-based-education-cbe).

Regional accreditors are aware of and have written policy on Competency Based education. Included in the SACSCOC policy are these clarifications:

> For the purpose of the application of this policy and in accord with federal regulations, the Commission uses the following definitions:
> **Competency:** A competency is a clearly defined and measurable outcome demonstrating achievement of, or proficiency in, a specified unit of knowledge, skill, ability, behavior, or character.
> **Competency-Based Educational Programs**. A competency-based educational program is outcome-based (what a student knows or can do) and assesses a student's attainment of competencies as the sole means of determining whether the student earns a degree or a credential. Such programs may be organized around traditional course-based units (credit or clock hours) that students must earn to complete their educational program, or may depart from course-based units (credit or clock hours) to rely solely on the attainment of defined competencies.
> **Direct Assessment Competency-Based Educational Programs** (also referred to in this policy as direct assessment programs). Federal regulations define a direct assessment competency-based educational program as an instructional program that, in lieu of credit hours or clock hours as a measure of student learning, uses direct assessment of student learning relying solely on the attainment of defined competencies, or recognizes the direct assessment of student learning by others. The assessment must be consistent with the accreditation of the institution or program using the results of the assessment.
> (https://sacscoc.org/app/uploads/2019/08/DirectAssessmentCompetencyBased.pdf)

ABHE Commission on Accreditation also has policy on the subject. Ralph Enlow, writing as President of ABHE, remarked:

> If you are not aware of the contemporary surge of interest in Competency Based Education, you should be. Fresh interest in CBE is being driven by innovators at the institutional level but also by policy makers at the national and international levels. One institution with a historical connection to ABHE is at the forefront of the CBE conversation. Northwest Baptist Seminary (BC) is one of two ATS-accredited seminaries that has been granted special experimental permission to develop a credible approach to accredited CBE. Over the next 4 months, I will be posting excerpts of an interview with Northwest Baptist Seminary President Kent Anderson and Director of Competency Based Theological Education, Ruth McGillivray, about this innovative approach and how you can become informed and involved. (https://www.abhe.org/whats-buzz-about-competency-based-education/)

CCBBC takes a course/Credit approach where competency course requirements are satisfied through direct assessment.

FOUR ASSESSMENT TOOLS TO BE USED IN THE MASTER OF ARTS IN MINISTRY DEGREE

Barbra Thoeming wrote an article on five ways to assess competency-based learning. The article was part of the guide "Real Life Learning: An Up Close Look at Competency-Based Education." Though the focus was on CBE in elementary schools, the concepts were basic in content and broad in application. The insight was so broad and so basic that four of the five methods could be adapted to graduate-level education. From that article came this four-fold model of assessing ministry competencies in adult learners. These four approaches to assessment constitute the model to be used in the Master of Arts in Ministry degree.[1]

1. Formative Assessments—Happening in Real Time
CBE is more of a journey than a process. Formative assessments are necessary to adjust teaching and learning as needed. Mentors and professors interact with student learning at a real-time level. This interaction allows them to modify instruction as it is happening. Teachers not only provide real-time feedback but also add, subtract, or edit assignments to fill perceived needs. This is the key to dynamic learning.

2. Summative Assessments—After a Learning Experience
"Unlike formative assessments, summative assessments are evaluative in nature—taking place after instruction is complete and gauging mastery of a skill or competency" (Thoeming). The outcomes of summative assessments also help guide subsequent learning. The goals for summative assessments should be more than data. They should also be a learning experience in themselves and serve as a guide to learning that follows. These assessments can vary in type to match the competency being evaluated.

3. Authentic Assessments—Real World Learning
Thoeming contends that "Authentic assessments, specifically, are student centered and focus on real life situations—performing a task, conducting an experiment, designing and building a project." This insight highlights the opportunities for assessment tied to ministry projects performed in real situations at the ministry points. A line from a movie comes to mind: "You are in real school now!" Authentic assessments are the heart of the learning model to be employed in the Master of Arts in Ministry program at Clear Creek.

4. Self-Assessments—Digital Portfolios—Artifacts of Learning
"Digital portfolios support a formative approach by encouraging students to collect artifacts that they can share with both peers and teachers" (Thoeming). The portfolios facilitate self-assessment in the process of students compiling evidence of skills and knowledge. The portfolios facilitate self-assessment in the process of students compiling evidence of skills and knowledge. The portfolios facilitate self-assessment in the process of students compiling evidence of skills and knowledge. Students & professors all need to have access to the common repository of a digital portfolio. This resource not only serves as a key element of assessment but a student should keep a copy of each assignment submitted and all feedback documents, that they might be used as evidence of ministry competency in other contexts. Portfolios track progress and reveal creativity. Finally, the portfolio will contain an on going narrative that the professor builds on and refines until it eventually becomes the content of the qualitative transcript for the student.

[1] Barbra Thoeming, "New to Competency-Based Learning? Here're Five Ways to Assess It," accessed 6/10/2024, https://www.edsurge.com/news/2017-05-22-new-to-competency-based-learning-here-re-five-ways-to-assess-it

PROCEDURE FOR STUDENT CONCERNS/COMPLAINTS

Formal complaints by students in reference to issues that relate to accreditation standards are the concern of the academic office. The academic office maintains records relating to issues raised by students as well as action taken by the college to resolve those issues. The proper procedure for formal complaints are as follows:

1. Student's Professor
2. Director of Graduate Studies (who also acts as academic advisor to all graduate students)
3. Academic Affairs Committee
4. Academic Dean
5. President
6. Board of Trustees (at President's Initiative)
7. Accrediting Association (contact information in *College Catalog* p. 1)

Student Concerns/Complains
The proper procedure for a student to follow (in order of progression) in registering a concern, suggestion, criticism, complaint or conflict is as follows:

1. If the student is experiencing issues with a professor or fellow student, then it is recommended for the professor to be notified of the issue and given the ability to address the issue a student is facing.

2. If the matter is not resolved satisfactorily, the student should go to the Director of Graduate Studies who acts as academic program Advisor for all graduate students t and who will assist in resolution of the student's conflict.

3. If the student is still not satisfied and the matter deals with an academic issue such as a competency, curriculum, grade(s), or professor, a formal written statement should be emailed to Academic Affairs Committee, who will reply to the student within a week of receipt of the formal statement/email. All written statements need to be addressed in a fair and professional manner. The President will issue a written response in a timely manner.

4. If the student feels the need to further pursue this matter, a written statement should be emailed to the Academic Dean (with a copy to the President). All written statements need to be addressed in a fair and professional manner. The Academic Dean will issue a written response in a timely manner.

5. If the student feels the need to further pursue this matter, a written statement should be given to the to the President. All written statements need to be addressed in a fair and professional manner. The President will issue a written response in a timely manner.

6. If the student feels the need to further pursue this matter, they may request the President to have their issue to be heard by the full board of trustees at the next scheduled meeting.

7. If the student still feels as if the issue has not been addressed or handled properly, they can reach out to the accreditation agencies from the information on pg. 1.

CODE OF CONDUCT

Clear Creek Baptist Bible College students, faculty and staff are expected to abide by a code of Christian conduct based on biblical principles. The college administration believes that each person involved in the college should maximize his/her influence for Christ both on and off the campus. Without being unduly legalistic, the following guidelines have been set forth to govern specific areas of student life:

1. **OUR TALK:** Strive to speak with love, kindness and compassion even when others do not talk, act and dress as we think they should.
2. **OUR ACTIONS:** Act toward others the way Jesus would in similar circumstances. This will help us to maintain a wholesome respect for each other.
3. **OUR DRESS:** As a Christian and a member of the Clear Creek Baptist Bible College family each person is accountable for the image or appearance he/she portrays. Students are to be careful at all times of their personal hygiene, modesty, and neatness. For both men and women, clothing should never be too tight or revealing. All persons are encouraged to use Christian integrity concerning dress, hair length and wearing of jewelry. (Please refer to *Student Handbook* for further details.)

While the below statement is not *yet* CCBBC policy, consider it as a motivation to hold yourself to the highest academic standards expected of minister-Bible scholars:

> *After confessing the Lordship of Christ and believing in His resurrection from the dead, I recognize that I am an image-bearer of God, and have become a disciple of Jesus Christ—being now indwelt by the Holy Spirit of God. Therefore I pledge to abide by the principles of Integrity expected by the Lord Jesus as expressed in God's Word—to love God with all my heart, soul, mind, and strength; to love my neighbor as myself; and to abide in Christ's love by obediently following all His commands. As such, I pledge to glorify Jesus Christ in my academic work by being: (1)* ***honest****—doing my own work (without using Artificial Intelligence software to create content) and properly citing others whose work I utilize (thus avoiding plagiarism); and (2)* ***dutiful*** *in study and service—doing all class assignments as directed and on time.*

ACADEMIC DISCIPLINE POLICY

A student may be placed on probation or dismissed from school for the following reasons:

1. Inability to meet the academic requirements.
2. Any evidence of cheating and/or plagiarism in respect to examinations and class assignments.
3. Excessive chapel absences
4. A student may be placed on probation or dismissed from school for behavior or attitudes which violate the Christian commitment, standards of conduct and/or regulations or policies of the school.

PLAGIARISM: POLICIES, INSTRUCTOR DIRECTIVES AND PENALTIES

REVISED AND APPROVED: AAC (5/12/25)
2ND REVISION: AAC, DAA, DOS & IT REVIEW (5/15/25)
3rd REVISION: AAC (6/26/25)
Faculty Adoption (7/23/25)

Clear Creek Baptist Bible College Faculty Guidelines for Plagiarism and AI Infractions
*Revised and adopted by Faculty Vote (4/7/25)
1. Each semester, each faculty member will explain the AI and Plagiarism policies of CCBBC.
2. Our Syllabus quiz will include the student to state: yes or no they read and understand the policies.
3. Contact IT (Kyle Stachewicz) so he can do a deep dive into the Turn-It In site if needed to support additional evidence of Plagiarism or AI infractions. Always gather written evidence/snap shots etc.
4. Follow the recommended steps below depending on the seriousness of the infraction.
5. Contact the student by campus email to arrange a call or an office visit (if available).
6. Follow up with a phone call. Be sure to note the time the call was made and write a verbatim summary of the conversation for future use is needed.
7. **Anything** that is considered serious or major infraction **requires documented evidence** must be sent to the Dean of Academic Affairs and stored electronically in a file named: Plagiarism/AI Issues. Original documents **MUST** accompany the report.

Policy on Plagiarism
Webster defines plagiarism as, "the act of stealing the words, ideas, etc. of another and using them as one's own." All students and faculty are expected to maintain intellectual honesty in their academic pursuits. Consequently, the college does not tolerate plagiarism. Anyone found guilty of plagiarism is subject to strict disciplinary measures. A student may be placed on probation or dismissed from school. To avoid suspicion of plagiarism, one should always give credit to any known source of borrowed information. Correct citation form can be found in the CCBBC approved style manual, which is the latest edition of “A Manual for Writers” by Kate Turabian. Students are reminded that care must be maintained in all areas of academic life including written works, class work and music. Papers and other material (both written and other media) produced by students for classes remain the intellectual property of the student and cannot be used without the permission of the student.

Statement on Student Use of AI Technology

The emergence of AI technology, and its foreseeable impact on education necessitates that the college make clear to all students the following position statement:

> *The use of AI technology for assignment completion and achievement of academic credit is neither consistent **theologically** nor **ethically** with the calling of Gospel ministry which brings students to Clear Creek Baptist Bible College.*

Therefore,
The use of AI technology for any purposes in contribution to an assignment, will in all cases be viewed by the college as analogous to consultation with another person or external source for assistance.

- As such, the use of AI technology for generative purposes in assignment completion ***is expressly prohibited under the purview of plagiarism***, and will be subject to the same disciplinary policies which attend and describe instances of plagiarism.

First Draft to President, Dean & AAC (11/6/23)
AAC Revision & Final Recommendation (1/8/24)
Faculty Vote of Approval (1/8/24)

PLAGIARISM: POLICIES, INSTRUCTOR DIRECTIVES AND PENALTIES

REVISED AND APPROVED: AAC (5/12/25)
2ND REVISION: AAC, DAA, DOS & IT REVIEW (5/15/25)
3rd REVISION: AAC (6/26/25)
Faculty Adoption (7/23/25)

CCBBC: PLAGIARISM SHORT REFERENCE		INSTITUTIONAL RESPONSES					
INFRACTION LEVEL	**COURSE SANCTIONS**	DAA REPORT	IT REVIEW	REPEAT TRAINING	ACADEMIC REMEDIATION	COURSE FAILURE	PROBATION/ SUSPENSION
Minor	**15%** initial penalty **10%** off resubmission	Optional	Assistive	✓			
Moderate	**15%** initial penalty **10%** off resubmission	Optional	Assistive	✓	✓		
Major I	**0%** initial penalty **50%** off resubmission* *(if self-reported)	✓	✓	✓	✓		
Major II	Course Failure	✓	✓	✓	✓	✓	✓
Major III	Course Failure	✓	✓	✓	✓	✓	✓

CCBBC PLAGIARISM POLICIES & RESPONSES: LONG REFERENCE

PROBLEM DETECTED	INFRACTION LEVEL	COURSE SANCTIONS	INSTITUTIONAL RESPONSE
Self-Plagiarism Self-plagiarism involves submitting the same work, or substantial portions of it, as new work in a different context (e.g., a different course, a different assignment) without indicating that it was previously written.	**Minor Infraction** The first infraction is considered minor and will be dealt with by the professor.	**Reporting & Deduction** The professor is free to use his/her personal discretion as when to report to the DAA. It is not always necessary to report it to the DAA. 15% deducted, but the student may also request the assignment be resubmitted at a 10% reduction. Student required to repeat Plagiarism training.	The professor WILL Inform the student they need permission to use personal former work for any assignment. The professor MAY report the infraction to the DAA. The professor will maintain a written record of the incident for personal records.
Inaccurate citations or poorly cited references in Assignment	**Moderate Infraction** The assignment demonstrates the student attempted	**Reporting & Deduction** The professor is free to use his/her personal discretion as when to	The professor WILL inform the student about the issue and how to correct it. The student will be referred to the Tutoring Center and/or the

	to apply proper footnotes and bibliography, but the attempt was obviously haphazardly done.	report to the DAA. It is not always necessary to report it to the DAA. 15% deducted, but the student may also request the assignment be resubmitted at a 10% reduction. Student required to repeat Plagiarism training and tutoring/remediation.	professor of College Research Literacy for remedial instruction. The professor determines if DAA needs to be notified. The Professor will submit a record of all communication with the student related to this incident to the DAA and/or the College Research Literacy professor, and/or the Tutoring Center.

PROBLEM DETECTED	INFRACTION LEVEL	COURSE SANCTIONS	INSTITUTIONAL RESPONSE
Quoted Materials without an attempt to provide citations. There is a high degree of line for line, or thought for thought content.	**Major I Infraction** This is a major issue. The extent of the plagiarism is determined by professor review, submission to plagiarism detection systems, and review by the IT department to see how serious the infringement has been.	**Reporting & Deduction** Report the infraction to the DAA. 50% deducted from the submission. Student required to repeat Plagiarism training.	The student WILL be notified of the issue and given an opportunity to respond to the professor's questions related to the assignment. The professor WILL notify the DAA with a report showing and linking plagiarism examples.
Through Professor evaluation and/or plagiarism detection systems, it appears the assignment has a high degree of plagiarized material.	**Major II Infraction** This is a major infraction. The extent of plagiarism is determined by the professor, plagiarism detection systems and IT Director review.	**Reporting & Deduction** Report the infraction to the DAA. **1st Occurrence**: Failure of assignment, resubmission allowed at 50% credit recovery. Student placed on academic probation for one semester. Student required to repeat Plagiarism training & tutoring participation. **2nd Occurrence**: Failure of course. Student placed on academic probation for one semester. Required tutoring participation.	The professor **MUST** report to the DAA and request help from the IT department, that is the Director of Educational Technology for review. Once IT and the professor agree that there is significant evidence for plagiarism, the Professor will contact the student by email and inform the student of the issue and initiate a conversation about it. If needed the DAA and the Dir of Ed. Tech may be asked to sit

		3rd Occurrence: Failure of course. Student placed on academic suspension for one year.	in on the conversation with the student. The student can be asked to explain how they developed their content. (Remind the student that all content needs to be their own work as a minimum). Post the grade. Submit a report to the Dean of Academic Affairs so the notice can be documented and placed in the student's file. Remember to be graceful and non-antagonistic with the student. Let's assume the best until evidence proves our suspicions wrong. The student can follow the Student Concerns/Complaints Policy as outlined in the most recent Course Catalog.

PROBLEM DETECTED	INFRACTION LEVEL	COURSE SANCTIONS	INSTITUTIONAL RESPONSE
Through Professor evaluation and plagiarism detection submission, it appears the assignment has a high degree of plagiarism with particular reference to AI generated material.	**Major III Infraction** The use of AI for generative purposes with respect to submitted content is a violation of both academic and ministerial integrity.	If the Occurrence is self-reported within the semester it occurs: failure of assignment, but resubmission allowed at 50% credit recovery. Student placed on academic probation for one semester. Required tutoring participation. If the occurrence is NOT self-reported, but discovered by faculty/staff the above applies without allowance of resubmission. If the Occurrence is self-reported after the semester that it occurred: Failure of the course retroactively. Student placed on academic probation for one year. Required tutoring participation. If the occurrence is discovered by faculty/staff student is suspended for 6 months before they can reapply; and will remain on academic probation for two years. If readmitted, tutoring participation will be required the remainder of their time at CCBBC.	The student (or Alumnus), being convicted by the Holy Spirit, will be expected to self-report to the Academic Affairs Committee that they have transgressed the CCBBC Plagiarism policy and the CCBBC Integrity Pledge. They will explain when, how, and why they did so to the Academic Affairs Committee, meeting with the Director of Educational Technologies. The Director of Educational Technologies will do deeper research into the issue. To regain their Diploma, an Alumnus self- reporting AI usage will need to reapply for the degree program and successfully retake all courses

		If the Occurrence is self-reported after the student graduates: Retroactive Failure of all courses that the alumnus self-reports they used AI on assignments. The registrar will pull their diploma and suspend distributing their transcript. If the occurrence is discovered by faculty/staff alumnus student suspended one-year before they may reapply. If readmitted, tutoring participation will be required the remainder of their time at CCBBC and will remain on academic probation the remainder of their time at CCBBC.	in question in which they used AI. Student's retaking a course for AI usage will be required to participate in tutoring.

FINANCIAL AID

Eligibility:

1. Clear Creek Baptist Bible College Alumni
2. Kentucky Baptist Convention or Southern Baptist Convention student
3. Completed FAFSA establishes financial need
4. Masters students will receive a declining scale only for in-house of CCBBC financial aid (scholarships) when they retake a previously taken competency course -- which they did not complete in a prior attempt(s).
    - 1st attempt at a course = a student will receive 100% of whichever CCBBC scholarships for which they are eligible and awarded.
    - 2nd attempt at a course = a student will receive 50% of whichever CCBBC scholarships for which they are eligible and awarded.
    - 3rd or more attempt = a student will receive 25% of whichever CCBBC scholarships for which they are eligible and awarded.
    - ***This policy will begin counting in Fall Semester 2025, and will not be retroactive for students already enrolled in the Masters Program.***

How to Apply:

1. Student must complete FAFSA
2. Student must complete Clear Creek Baptist Bible College Scholarship Application
3. Student must complete any outside scholarship application

Clear Creek Baptist Bible College Endowments:

- CCBBC Alumni – up to $50/Competency enrolled CCBBC Scholarship not to exceed $1200 for the life of enrollment based upon availability of funds. Max of $200 a semester.
  Asher Matching/Church Matching - $50/Competency enrolled per semester form the church matched with the Asher Matching at $50/Competency for a total of $100/Competency enrolled per semester. Max of $200 a semester Church Matching $200 Asher Matching Total Max $400 per semester.

*CCBBC Endowed scholarships will be removed to prevent an over award on the student account
*All Scholarships awarded per semester or per year will be disbursed within each semester the student is actively enrolled. If a student is not actively enrolled, scholarships will be removed.
* Students must maintain Satisfactory Academic Progress to continue receive Financial Aid.

GRADUATE PROGRAM HOUSING

Undergraduate students desiring to remain on campus in student housing for the graduate program, must notify either the Student Life office or the Physical Plant office and be enrolled, accepted, and registered for classes no later than May 1st for the Summer semester. Undergraduate students planning to begin the graduate program in the Fall semester will be responsible for summer rent and must be enrolled, accepted, and registered for classes by May 30th.

1. To remain active in the graduate program and live-in campus housing, students must be full time, taking at least three competencies each semester. In special circumstances, students may apply for a housing waiver for part-time status through the Academic office. Students must remain enrolled on a continuous basis in order to remain in student housing. If a student ceases to maintain continuous enrollment, they will have 30 days to vacate student housing.

2. Graduate students must apply for housing by completing an online housing application form as follows: Single graduate students will apply for dorm housing through the Student Life Office. Single graduate students may also apply for a single dwelling apartment at Hemlock Heights through the Physical Plant office. Graduate students with a family will apply for housing through the Physical Plant office.

3. Graduate students may apply for a housing rent scholarship through the Financial Aid office.

4. Graduate students are responsible to adhere to all Clear Creek handbook policies and procedures.

5. Graduate students living in single student dorm housing are not required to attend weekly floor meetings and monthly joint hall meetings.

6. Graduate students living in single student dorm housing are required to undergo a room inspection once a semester conducted by Directors of Student Life. The Directors of Student Life may enter the room, with appropriate notice given.

7. Graduate students living in single female student dorm housing will be required to help clean common areas.

8. Graduate students in single student dorm housing will report directly to Student Life and are not under the Resident Assistants. However, all Graduate students are expected to uphold an attitude of Christian love.

9. Graduate students living in a single student apartment at Hemlock Heights apartments must follow all policies for non-dorm housing per the *Student Handbook*. See *Student Handbook* sections “Standards of Conduct” and “Physical Plant.”

GRADUATE PROGRAM QUICK REFERENCE GUIDE

1. Do you accept transfer credit?

   No. Because of the uniqueness of the competency based educational approach we are unable to accept any transfer credit.

2. What happens if I do not withdraw from a competency prior to the week eight deadline and I cannot complete the competency by week sixteen?

   If a student submits enough work so as to neither: (1) Fail for Non-participation [FN Grade] nor (2) fail from accumulated absences from the course; and yet does not complete a competency course, the professor will assign the appropriate assessment for the work completed. The professor will assess the course competency as either a B1 (Benchmark 1—novice; for 0.0 gradepoint hours) or M2 (Milestone 2—apprentice; for 0.0 gradepoint hours). The student’s portfolio of competency work will retain all completed/submitted assignments regardless of assessment level. However only assignments which were assessed as either M3 (Milestone 3—proficient, *this is competency*; 3.0 gradepoint hours) or C4 (Capstone 4--expert; 4.0 gradepoint hours) will count toward the affirmative completion of the competency. Thus, assignments passed as competent (M3 or C4) will not need to be redone upon the next time the student takes the course—those assignments remain in the student’s portfolio of competency work. All work assessed as B1 (Benchmark 1—novice) or M2 (Milestone 2—apprentice) will need to be redone and submitted again. The student may work on those assignments (either not submitted or not meeting competency) of the competency course over the next year, but the assignments may only be submitted at the correct time when the student is a registered student for the class during the semester that it is next offered.

3. How often do I need to plan to meet with my ministry mentor?

   Students and mentors should plan to spend a minimum of one hour discussing goals related to their respective competencies during the odd weeks of the semester (Weeks 1, 3, 5, 7, 9, 11, 13, 15). Students will document these discussions using the “Mentor Activity Report” form that will be provided in Canvas. Each competency will require the submission of this form during the odd weeks of the semester. A student’s submission of

the mentor report form will count toward weekly attendance but not toward activity in the class. Only a competency assignment submission will count toward course activity.

4. Is housing available on campus for those participating in this program?

   While it is not required or necessary to live on campus when participating in this program accepted students can petition the Academic Office as a candidate for housing. (See the housing policy on Page 22.). However financial aid toward housing is only available for full-time students. Full time for a graduate student in the Masters of Ministry is 9 hours (three competency courses) per semester.

   See **Graduate Student Housing**

ADMISSIONS POLICY

Clear Creek Baptist Bible College is an institution of the Kentucky Baptist Convention. Our basic purpose is to provide educational preparation for men and women preparing for Christian service. The College emphasizes the preparation of vocational ministers but other believers can secure biblical training for Christian service in the church and community. The college accomplishes this purpose by providing an education that is biblical, practical, and missional from a conservative Baptist perspective.

As a Christ-centered educational institution, the college is redemptive, but not rehabilitative, in nature. Therefore, a person should not come to college with serious family, health, emotional, or financial problems. The pressures of study, family, finances, church participation, and other factors weigh heavily upon the students and their families. These pressures can affect the well-being of the student. For this reason, applicants must be a minimum of one year removed from the completion of a rehabilitative program, probation/parole and/or incarceration sentence.

Standard Admission Requirements: All applicants for admission or readmission must qualify under the following initial minimum requirements:

1. Give evidence of divine call to vocational ministry or Christian service.
2. Have at least one year of active church membership before applying.
3. Must be free from the use of tobacco, narcotics, intoxicants, or habit-forming drugs in any form. Members of their families must also refrain from the use of such substances.
4. Successful completion of a bachelor's degree or equivalent is required for admission to the MA in Ministry degree. Arrange for the Admissions Office to receive official transcripts for all courses attempted and completed from all colleges and universities previously attended and/or currently attending. The Director of Graduate Studies and Graduate Faculty will work with the Registrar to evaluate applicant transcripts.

Additional requirements apply to applicants who come under "International Student Admission" or "Special Circumstances".

International Student Admission
Clear Creek is permitted under Federal law, to enroll nonimmigrant international students. Such students must take the following steps to gain admission to the college.

1. Complete all the standard admission requirements.
2. Take the Test of English as a Foreign Language (TOEFL) and arrange for the official score to be sent to the college. The minimum acceptable paper-based TOEFL PBT (paper based TOEFL) score is 80 (out of 90) and the minimum acceptable TOEFL iBT (internet based, i.e. computer-based) score is 100 (out of 120).
3. Arrange for the Admissions Office to receive an official and final transcript for all courses attempted and completed in secondary school (the equivalent of U.S. high school) or official evidence of attaining the GED.
4. Arrange for the Admissions Office to receive official transcripts from all colleges and universities previously attended and/or currently attending.

When notified of provisional acceptance, an international student must send to the Business Office an advanced payment (in U.S. funds) equal to the cost of one full year of the college's tuition, fees, room, meals, and estimated personal expenses (approximately $20,000.00). An international student must also furnish documents that show they have the necessary finances to pay for future tuition, fees, room, meals, and personal expenses. Upon the receipt of the deposit and the necessary financial documents, Clear Creek will issue an acceptance letter and an I-20 form needed by the individual to obtain a student visa.

The acceptance letter furnished by the college must be presented to the Consular Officer of the United States. The I-20 information will be entered into SEVIS and can be accessed by the Consular Office. The student must be approved by the Immigration and Naturalization Service (INS) to attend Clear Creek. The

college will not enroll students issued visas for enrollment at other colleges. The college will evaluate transcripts course by course in accordance with the Office of International Education Services (OIES) through AACRAO guidelines.

Special Circumstances

1. Applicants who have been divorced and/or whose spouse has been divorced will be required to include an explanation of the circumstances leading to the divorce on the online application.
2. Persons who are incarcerated, on penal probation/parole, or partaking in a rehabilitation program will be considered for admission only after their incarceration has ended, the probationary/parole period has expired and/or their program has been completed.

Graduate Admissions Policy

The prospective student should initiate the admissions process by submitting an online application. *Any falsification of the applicant's information or omission of pertinent information will be deemed grounds for rejection.* Masters degree students must have completed high school or obtained a GED in addition to a Bachelor's degree from a dually accredited school prior to admission in the Master of Arts in Ministry program. Each applicant will be considered on an individual basis by the Admissions Director. After submitting the online application, applicants are required to submit the following:

- $50 Application Fee
- Pastoral/Church Reference
  All applicants are required to submit a reference from their pastor. If an applicant is the pastor of his church, he will be required to submit a reference from another church staff member or chairman of the deacons.
- Student & Mentor Commitment Contracts
- Official College Transcripts indicating the completion of a Bachelor of Arts degree
- $10 College Transcript Review Fee

Applicants cannot be officially enrolled until the application process is complete. Applicants will be officially notified in writing by the Director of Admissions as to the acceptance or rejection of their application. If the applicant is accepted, and they wish to be on campus, they must apply for housing. If the applicant is approved for campus housing and does not enroll and move on campus for the next semester, then the student must reapply for student housing.

Admissions and Alumni Relations

The Mountain Voice

The official college newsletter, The Mountain Voice, is published twice yearly in spring and fall. Items of interest from all areas of campus life include recent campus activities, various ministries, important upcoming events, and information about students, faculty, staff, and alumni. The newsletter may be viewed at the CCBBC webpage: www.ccbbc.edu, then click on alumni and friends and then click on media. Students are automatically subscribed through their student email account.

Campus Tours

Visitors, whether individuals or groups, are always welcome on the Clear Creek campus. Areas of interest include: the scale model of Jerusalem, historic Kelly Hall, Clear Creek Spring, and the Dudley Thomas and Jean Asher Pomeroy Family Life and Conference Center.

Visitors will also enjoy a tour of the Bill D. Whittaker classroom building. Its eight faceted stained-glass windows situated over 30 feet above the floor in the cupola underscore the Bible emphasis of Clear Creek. Those wishing to arrange a tour of the campus can make advance arrangements through the College Relations office.

Alumni Relations
Clear Creek is proud to have alumni in 46 states, Guam, Puerto Rico, and four foreign countries. An active file of alumni is maintained at the college. An Alumni Homecoming is held on campus the last Monday and Tuesday of July each year providing a time of fellowship, inspiration, and sharing of information. National alumni officers are elected by Alumni at the Annual Alumni meeting each year which is always the last Monday and Tuesday of July. The meeting begins with dinner at Kelly Hall at 5 p.m. on Monday followed by the first session at 6:30 in the Chapel. The second and last session on Tuesday goes from 9 a.m. until noon. The alumni leadership provides planning and implementation of alumni events, and is a resource to the college administration, providing input and ideas in the ongoing ministry of Clear Creek.

Ministry Relations
Strong, positive relationships with churches, Baptist associations, Baptist state conventions, and the Southern Baptist Convention are important to Clear Creek. An ongoing goal of the College Relations office is to deepen and strengthen these bonds.

Campus Store
The Clear Creek campus store is located in the welcome center of the Aldridge building and is open to the public. It is owned and operated by the College. A selection of books, gifts, college merchandise, snacks, various drinks as well as our own Clear Creek coffee is available.

Purchases can be made by cash, check, gift card or debit/credit card basis. Due to limited space, the Campus store cannot hold merchandise or put items on lay-away.

RETURNS:
Receipts must be presented with all returns within five (5) business days of date of purchase. Refunds will be made via store gift card or check.

Church Relations
Clear Creek faculty, staff, and students are available to assist congregations in several areas of church life. These include musicians (instrumental and vocal), mission speakers, revival teams, and pulpit supply. Churches can receive assistance in these areas by contacting the College Relations Office by mail, e-mail: collegerelations@ccbbc.edu or by calling 606-337-3196 Ext 499.

- Job Board

We exist for the Church! Our Job Board is dedicated to serving Churches by offering a valuable resource for their staffing needs. Churches can both browse available positions and submit their own job openings, making it a two-way avenue for connecting individuals with fulfilling ministry-based roles within Churches.

If you have a ministry-related job opening that you would like to share with our network, please follow these simple steps:

Email: Send an email to collegerelations@ccbbc.edu with all the necessary information about the job posting. Please include details such as the position title, job description, qualifications, application deadlines, and contact information.

Phone: Alternatively, you can contact us at (606) 337-3196 ext. 499 to inquire about the job board over the phone.

Once we receive your job posting details, The College Relations Team will review the information to ensure its relevance to our network. After approval, we will promptly post the job opportunity on our platform.

Association Relations
Each year, members of the CCBBC faculty and staff attend numerous annual associational meetings and other special association events. Often, a representative of the college is given the opportunity to bring greetings from and share about Clear Creek.

The Associational Great Commission Project provides congregations with wonderful opportunities to learn more about the college. By coordinating together, several churches in an association may invite students, faculty, and/or staff to share with the congregations. The event usually takes place on a Sunday morning, and may involve preaching, singing, and sharing about the ministry of the college.
www.ccbbc.edu/the-great-commission-project

State and National Relations
Clear Creek participates in several annual state conventions and state evangelism conferences as well as the Southern Baptist Convention. Materials and information about the college are made available at a booth set up in the exhibit area of the convention or conference. Representatives of the college are on hand to answer questions and to greet those who visit the exhibit.

We welcome opportunities to serve our constituents and are always ready to share a good word about the college. For further information and/or possibly scheduling Clear Creek Baptist Bible College to participate at a conference or convention, contact the College Relations Office by mail, by e-mail (collegerelations@ccbbc.edu), or by calling 606-337-3196.

DISTANCE EDUCATION

Mission

The Office of Educational Technologies seeks to provide the on-campus and online community with the technology needed for high-quality biblical education in the context of today's culture. Since all classes are offered online, students can obtain the MA in Ministry degree offered at CCBBC through an online platform.

Online Orientation

Clear Creek's innovative online orientation allows the online student to have a firm grasp of the online platform (Canvas). It walks the student through the requirements for an optimal online experience, advises the student on how to interact with the online platform, demonstrates where the student should go for academic assistance, and much more. The online orientation is the gateway to the student's online education. It is used for informational and practical purposes, and it can be a helpful resource for the online student throughout their educational experience.

Online Tutoring Center: Tutoring Services for Masters Students

Online tutoring center services are provided for the benefit of all online students. Tutoring services are available during the school year by contacting Director of Tutoring Services and Developmental Studies. Any MA student may take advantage of these services at no charge. As Distance Education students, MA students can meet with tutors electronically. Online students have access to the Online Tutoring Center site from the beginning of each semester. The center is operated by a faculty member and qualified staff members who meet the college's criteria to serve as a tutor. The tutoring center is a tool to help the student achieve their academic goals. It can be used to receive assistance through a difficult course or to glean helpful insight before the submission of an assignment. Students can communicate with a tutor online face-to-face or call during the scheduled tutoring hours.

Technology Requirements for Online Classes

All online courses at Clear Creek are mobile friendly. However, students must meet the following technology requirements before taking online courses:
All online students must have access to:

(1) A reliable high speed internet connection
(2) A reliable computer with Windows 10/11 or Mac OS X 10.14 or newer (If a student does not have access to a computer, a Chromebook device may be used)
(3) Office 365 (This software is free for online and on-campus students)

Online Support Team

It is the goal of the Office of Educational Technologies to offer online students the same quality support as on-campus students. All students in need of technical assistance may contact HelpDesk@ccbbc.edu and support will be given in a timely manner

ACADEMIC POLICIES

Orientation
Special features of the new student orientation include: acquainting new students with CCBBC regulations and academic requirements, introducing the new student to school personnel, and the online format in which they will be taking their competencies. Masters program orientation will take place annually in an on-campus or online Masters Colloquium in September.

Academic Support
CCBBC staff is available, by appointment, for assistance in course work. Please contact the Academics Office for details.

Program Advising
Upon entry, each student is assigned the Director of Graduate Studies as their program advisor. This advisor is the student's counselor regarding all academic matters. Any academic procedure such as registration, dropping or adding classes, or withdrawal from school must begin with the program advisor. Normally, a student will have the same program advisor during his entire academic career. A student who changes programs must enter a program under the catalog in place at the time of the change.

Registration Procedure
Graduate Students are expected to register for a minimum of one course each semester (Fall, Spring, Summer) and must complete the degree within four years (12 semesters). If a student will not be registering for a class in a given semester, the student must communicate their current status to both the Registrar and Director of Graduate Studies. The student who has not completed the degree within 12 semesters may apply for more time to the Academic Affairs Committee (AAC). If the student has made sufficient progress toward the degree, the AAC may award a one-year extension. Registration procedures will be communicated to students prior to each semester. Students must consult with their assigned program advisor prior to registration. No one will be allowed to register after the first week of classes without the approval of the Registrar's Office.

Registering on SONIS software
The courses available for each registration period can be found on SONIS under "Academics" then "Registration" with the term set to "202526" (for this year) and "Fall-GRAD" or "Spr-GRAD". There is a tutorial for registering in Sonis included in the Canvas orientation site.
The publicly available course schedule is published on the college website under "Academics" and "Resources". Graduate classes 25-26

Dual Enrollment
Students who are in their final year of their undergraduate degree at CCBBC can apply to be dually enrolled in the MA in Ministry program. The student will only be able to take two competencies per semester while designated as a MA-dual enrollment student.

Transfer of Credit to Other Institutions
Credits earned at Clear Creek Baptist Bible College may be transferred to other institutions. Decisions concerning acceptance of credit are under the control of the receiving institution. Students anticipating transferring credits to another institution should consult that institution prior to enrolling. Accreditation does not guarantee transferability of credits.

Course Load
Any student enrolled in 9-12 credit hours is considered full-time. Any student enrolled in less than 9 hours is considered part-time.

Class Changes
Once a student has registered, his or her schedule can be changed by following the established drop/add procedure which must begin with their advisor. Students may only add or drop a class during the first week

of class. Students may withdraw from a class up until the eighth week and will receive a course assessment corresponding to the work completed (B1, M2, M3, Cap4). A Drop/Add/Withdrawal form will be sent to the student's email by their advisor after they have spoken with their advisor. The form is not considered complete until the student has been notified by the Registrar. Any student who feels he must withdraw from school must confer with the Registrar. If withdrawal is deemed necessary, he should follow the established withdrawal procedures.

Program Changes

If a student wishes to change programs, they must first consult the decision with their advisor. The advisor will walk the student through a degree audit and advise the student upon the feasibility of transfer. After receiving approval from their advisor, the student is responsible for notifying the Registrar's office of their desired program change. There is a program change fee which will be imposed upon the student's account after the program change has been finalized.

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's educational records.
2. The right to request the amendments of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise a violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent the FERPA authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the college to comply with the requirements of FERPA.
5. The right to obtain a copy of the college's student record policy. You can obtain a copy of the policy from the Registrar's Office.

This institution is in compliance with 34 CFR 99, which is the Code of Federal Regulations concerning the Family Educational Rights and Privacy Act.

Graduate Program Attendance Policy

Just as in a face-to-face course, attending an online course is important. Clear Creek Baptist Bible College expects all online students to participate in all instructional activities.
Graduate online courses will, at a minimum have weekly activities for student participation, which can be documented by any or all of the following methods:

Records of Course Activity/Attendance

(1) Syllabus quiz or other mandatory attendance activity as defined by the professor in Week 1
Students who do not log on to the course and complete the syllabus quiz or other required activity within the first week of the course will be dropped from the course at the beginning of the second week.
(2) Submission of an academic assignment.
(3) Completion of a quiz or an examination.
(4) Participation in a posted online academic discussion.
(5) Communication with the instructor of the course concerning any of the items listed above, that includes:
    a. An email conversation which minimally includes: the student appeal, the professor's response to the appeal, and the student affirmation reply]).
    b. The appeal to the professor regarding their situation in regard to course assignments must be ***PRIOR*** to earning the FN grade. If the reason for appeal is the death or hospitalization of a student's immediate family member, the professor at his discretion may wave or delay late penalties and allow for more time. The professor, at their discretion, may count the student's appeal for more time as a Record attendance for the FN—thus restarting the 21-day clock for the FN. However this will not count as attendance or reduce accumulated absences.

NOTE: Professors and Students are ***required*** to use their Clear Creek Canvas Inbox email account for all course or program interactions.

(6) The Mentor Activity Report only counts as attendance/activity in weeks that it is due and no other assignment is due.

Please note, the following do not count as official course activity:

a. logging into an online class without active participation (as described above).
b. A recorded phone message to the professor
c. A one-sided email to the professor
d. Submitting the Mentor Activity Report does not count as activity/attendance to class in weeks that the Mentor Activity Report is due and another assignment is due.

Accumulated Absences

Graduate Students are responsible for all work from the first day of the semester and online students are expected to attend all classes in whatever form they may take. Graduate students will have a weekly assignment by which the professor will track their attendance. Failure to complete the weekly assignment will count towards an absence for the online student. Absences beyond 3 for a 3-hour class, 2 for a 2-hour class or 1 for a 1-hour class will be penalized at the discretion of the professor. A student who misses the accumulated equivalent of three weeks of class fails *unless* both: (1) an appeal is made to the Academic Affairs committee (AAC) showing cause, AND (2) the AAC then grants a waiver. If that student then misses the equivalent of a fourth week, he or she fails without opportunity to appeal. When a waiver is granted, all absences continue to accumulate. Students who fail to maintain active participation in an online course as defined here and in the course syllabus will be processed in accordance with the college's attendance policy. Any student who is absent due to not submitting a record of attendance (see Record of Course Attendance 1-6 above) for an accumulated 25% of the weeks of a class automatically fails.

FN Grade & Attendance Tracking

A student who does not participate in a graduate course in which they are registered for a period of ***21 straight days*** will earn the grade of **FN** (Failure for Non-participation). Participation is defined as turning in one of the *Records of Course Activity* (see 1-5 above). Competency course assignments submitted prior to the FN—and assessed as Milestone 3 (M3-proficient) or Capstone 4 (Cap-expert)—will be retained in the student's digital portfolio as passed/completed.

Graduate Program Late Work Policy

In church ministry, pastors must hit their marks—no pastor emails their congregation on Saturday to say that there will be no sermon on Sunday due to their life pressures/issues. This speaks to a level of both professionalism and the quality of shepherding care which is required to serve the flock. In the same manner the timeliness of your assignment submissions within a semester are tied to the quality, competency, care, and professionalism of your work.

(1) Graduate students may always work on competency assignment requirements outside of the semester the competency is offered as a class. All competency syllabi and assignments will be made available in the CCBBC "Graduate Student" course on the Canvas Dashboard. However required competency assignments may only be submitted and will only be assessed by the competency professor during the semester in which that competency class is offered. Each competency syllabus will have a course schedule listing the required weeks in which specific required competency assignments may be submitted for assessment/feedback.
(2) If, for any reason, a student misses a due-date and thus during the semester turns in work late, the following late penalties are prescribed: (1) 1-7 days late – an automatic one-level drop of the professor's assessment of the quality of work (ie. From Capstone 4 to Milestone 3; or from Milestone 3 to Milestone 2; or from Milestone 2 to Benchmark 1; (2) 8-14 days late will earn an automatic two-level drop in assessment; (3) Over 14 days late will automatically receive the grade of Benchmark 1 and feedback will not be given by the professor.

(3) Some assignments have two due dates with the professor allowing a resubmit 1-2 weeks (max) after the professor's feedback is given on the first submission (during the semester). Assignments which have a resubmit option offered by the professor AND the first submission is turned in on time, may—after the professor's feedback—be resubmitted for assessment. However all late assignments (regardless of reason or waving of penalty) will only be assessed once by the professor, and the student may not resubmit after feedback. All competency assignments must be assessed as either Milestone 3 (proficient/competent) or Capstone 4 (excelling) during the semester the class is offered. Otherwise the student will need to retake the competency the next time it is offered and resubmit failed (or missing) assignments on time during that next offering.

(4) Appeal: If the reason for late submission is the death or hospitalization of a student's immediate family member, the professor at his discretion may wave the late penalty and allow for a later first or second submission due date within the semester (max 2-3 weeks, but not beyond the end of the semester). If the student meets the above criteria for appeal and yet the professor declines the appeal, the student may then appeal to the Academic Affairs Committee.

Retaking an MA in Ministry Competency Course

A student who receives an overall grade of B1 or M2 for a course must retake that course. However you will retain the individual assignments passed with a grade of M3 or Cap and will not have to start over. Upon retaking a competency class, the Director of Graduate Studies will look at your digital portfolio and note the assignments passed with a grade of M3 or Cap and the student will not need to resubmit assignments previously submitted and passed in that course.

As the program moves forward across semesters, lead professors may change and they may make some changes to syllabus, textbooks, and assignments required within an individual competency. The assignment categories will basically remain the same (as has been the case over time), but assignment names & descriptions and some other requirements may change while some assignments could be dropped or added. Whatever assignments you completed in the competency course the last time you took it will be matched/aligned by the Director of Graduate Studies with the new/newly adjusted current competency syllabus assignments and if the prior assignments had been assessed as competent (milestone 3 or capstone 4) by the previous lead professor then you will not need to repeat them.

While you may work on assignments between semesters, any assignments completed will need to: (1) conform to the current/new term syllabus requirements for that assignment, and (2) be turned in during the Fall 2024 term in the time-frame (due date) expected by that syllabus.

The required textbooks may occasionally change. The academic rigor of graduate level textbooks must necessarily be greater than the good undergraduate textbooks required by the College.

When retaking a competency course, New textbook readings, newly added assignments, mentor meetings, mentor activity reports, etc. will need to be completed and submitted on time according to the class schedule across the semester.

If/When you retake a competency course, you will need to contact the Director of Graduate Studies who will audit the prior course assignments completed and the new course syllabus and will give you a detailed comparison/correlation of the assignments between the two course offerings to further clarify what would remain to complete the competency course. Take note, there may be a declining financial scale of aid for internal CCBBC scholarships for repeated courses (see Financial Aid).

Withdrawal Procedures

If for any reason it becomes necessary for a student to leave school, a withdrawal form must be completed. This form is obtained from the student's advisor and must be completed by the student. Withdrawal is not complete until student housing is vacated, the Physical Plant/Kelly Hall is notified, all appropriate financial arrangements have been made in the business office, and the student receives a copy of the completed withdrawal form. If the student drops out of the institution without notifying the institution (i.e., does not officially withdraw), the last recorded date of class attendance by the student, as

documented by the institution, will be considered the withdrawal date. See student fee sheet for refund information.

- **You are responsible** for turning in **ALL** keys to the Physical Plant/Kelly Hall **before** vacating the premises.
- The Physical Plant will notify the Business Office if there are any charges or refunds to be assessed to your student account.

The Business Office will send you a current statement within seven business day **after** you have completed the withdrawal process **and** vacated the premises.

Annual Scheduled Course Offerings

Summer

Course Code	Course Title	Credit Hours	Faculty
MINI 502	Preaching and Teaching	3	Dr. Josh Smith
MINI 503	Biblical Counseling	3	Dr. Donavon Burton
MINI 504	Worship Leadership	3	Dr. Matthew Nix
MINI 507	Disciple Making and Servant Leadership	3	Dr. Lonnie Brooks

Fall

Course Code	Course Title	Credit Hours	Faculty
MINI 500	Bible Knowledge	3	Dr. Eric Mitchell
MINI 501	Biblical Exposition	3	Dr. John Ditty
MINI 506	Christian Theological Heritage	3	Dr. Malcolm Hester
MINI 511	Research and Writing	3	Dr. Kevin Kennedy

Spring

Course Code	Course Title	Credit Hours	Faculty
MINI 505	Church Administration	3	Dr. Bruce Merrick
MINI 508	Interpersonal Skills	3	Dr. John Whittaker
MINI 509	Critical Thinking	3	Dan Haggerty, ABD
MINI 510	Spiritual and Character Formation	3	Dr. Dan Summerlin

MASTER OF ARTS IN MINISTRY DEGREE

This Degree program is based on twelve desired competencies which are integral to the design of the program and which are integral to competency in Christian Ministry based upon a biblical worldview and Bible knowledge integration. The twelve competencies are the basis for evaluating student success and determining when the degree should be awarded. The student learning outcomes of the program are achieved as these competencies are mastered. The four SLOs are listed next, followed by the twelve competencies.[2]

Degree Learning Outcomes (DLO)

DLO 1. Accuracy in understanding and communicating Scripture.
DLO 2. Effectiveness in servant leadership.
DLO 3. Authenticity in roles and relationships.
DLO 4. Understanding denominational and congregational history and culture

Student Learning Outcomes (SLO)

SLO 1. Understand and Communicate Scripture.
SLO 2. Servant Leadership.
SLO 3. Roles and Relationships.
SLO 4. Denominational History and Culture.

LIST OF COMPETENCIES

Each of the Four Student Learning Outcomes will be achieved and assessed in direct correlation to at least one of the twelve competencies of the Master of Arts in Ministry program. The student will achieve competency who demonstrates the four Program Learning Outcomes in direct correlation to at least one of the twelve competencies of the Master of Arts in Ministry program. Those competencies are listed in course number order below and then by semester/term offered:

1. Bible Knowledge. The student will demonstrate competence at the graduate level in their contextual understanding and interpretation of the Bible. MINI 500, (Relates to DLO 1 “Accuracy”).
2. Biblical Exposition. The student will demonstrate competence at the graduate level in biblical exegesis through understanding and applying proper biblical hermeneutics. MINI 501, (Relates to PLO 1 “Accuracy”).

3. Preaching/Teaching. The student will demonstrate competency at the graduate level in the interpretation and communication of biblical truth through the ministry of the local church. MINI 502, (Relates to DLO 1 “Accuracy”).

[2] DLO’s and SLO’s will be assessed by one or more assessment methods and reported on a *Master of Arts in Ministry Institutional Effectiveness Report*. The report will include: (1) An **Assessment method** to measure the DLO/SLO, (2) An **Assessment Assignment**(s) (the Measurement/means of Measurement); (3) **the Administrative Procedures** followed to assign the measurement; (4) The **Assessment Results**; and (5) **How the Results were used (changes) to Improve** future results. This annual Program reporting will have a rolling cycle of three stages of administrative oversight: (1) **Static Assessment** (end of year 1) leading to Improvements/changes to close the loop; (2) **Change Assessment** (end of year 2), “Did the changes improve the DLO/SLO being assessed? If so, no changes necessary, If not reevaluate as to why (perhaps suggest further changes); (3) **Certify Assessment** (end of year 3), confirm the results of year 2, suggest further changes to improve the DLO/SL, and/or change the assessment method(s) for that DLO/SLO. All Competency Courses will be annually assessed regarding all DLO/SLO’s. Each competency course will be assessed on a *Master of Arts in Ministry Assessment Worksheet*. The worksheet will include: Details regarding the Assessment Method, Specific Assignment for the DLO/SLO/CLO (CLO=Coulre learning objective) assessment, the Rubric used, Detailed Findings, and How the findings will be used to improve the DLO/SLO/CLO outcome.

4. Biblical Counseling. The student will demonstrate competence at the graduate level in providing Bible-based Biblical counseling. MINI 503, (Relates to DLO 2 “Effectiveness”).

5. Worship Leadership. The student will demonstrate competence at the graduate level in the effective facilitation of worship. MINI 504, (Relates to DLO 2 “Effectiveness”).

6. Church Administration. The student will demonstrate competence at the graduate level in administrative leadership of the church. This competency includes the ordinances and business affairs of the church. MINI 505, (Relates to PLO 2 “Effectiveness”).

7. Christian Theological Heritage. The student will develop and demonstrate competence at the graduate level in the foundational disciplines of Christian theology, Baptist doctrinal heritage, and theologians of the Baptist tradition. MINI 506, (Relates to DLO 4 “Understanding” and SLO 1 “Accuracy”).

8. Disciple Making and Servant Leadership. The student will demonstrate competence at the graduate level in stimulating church health through mobilization of the church for missions, evangelism, discipleship, and church growth. This competency includes proficiency in team building. MINI 507, (Relates to DLO 2 “Effectiveness”).

9. Interpersonal Skills. The student will demonstrate competence at the graduate level in the performance of pastoral care including communication and conflict management. MINI 508, (Relates to DLO 2 “Effectiveness”).

10. Critical Thinking. The student will demonstrate knowledge of the Biblical worldview and competency in applying it through Biblical critical thinking both in thought (observation, interpretation, reflection, evaluation, inference) and action (explanation, problem-solving and decision-making). MINI 509, (Relates to DLO 2 “Effectiveness”).

11. Spiritual and Character Formation. The student will demonstrate competence at the graduate level in providing moral leadership by modeling and mentoring Christian character and devotion. MINI 510, (Relates to DLO 3 “Authenticity”).

12. Research and Writing. The student will demonstrate competence at the graduate level in communicating biblically, theologically, and ministerially through the means of research and writing. MINI 511, (Relates to PLO 1 “Accuracy”). *This course MUST be taken in the first Fall semester in the program*

The college may at times, and at its discretion, change lead professors as schedules require.

Graduation Requirements

To qualify for graduation a student must demonstrate significant ability to engage in the integration of biblical knowledge & worldview with ministry skills in a ministry setting. Required assignments develop and assess the expected student skills, abilities, behaviors and character—which must meet the standards of competency to successfully complete all academic requirements. Each assignment must achieve a 3 (competency) or 4 (excelling competency) assessment in each required competency course. Commencement exercises are normally held in May. Students who complete a program in December are invited to participate in the following May graduation. Academic Requirements for Graduation are: 1. MA Degree – 36 hours as specified. 2. Be approved by vote of faculty. 3. Complete and receive assessment of 3 or better on all required skills, abilities, behaviors, and character. 4. Successfully meet with and submit bi-weekly reports on Mentor discussion/meetings with an overall grade of 3 or better.

Graduation Procedures

Completion of academic requirements does not guarantee graduation. Student must complete the following steps:

1. Submit online application to the Academic Office for graduation one semester prior to anticipated completion of the degree or graduation date. For an August completion make application by May 1; for December completion and/or Spring graduation, make application by July 21.
2. Settle all financial accounts and return all items to the library.
3. Be appraised as having proper moral conduct and attitude appropriate for a graduate of a Clear Creek Baptist Bible College.
4. Participate in graduation exercises or inform the Academic Office of graduation in absentia.

Participation in Graduation Exercises before Completing All Requirements

Clear Creek Baptist Bible College has only one graduation ceremony each year. Students who have not completed all the requirements for the Masters in Ministry may not participate in graduation exercises After making online application to the Academic office to graduate, any student who fails to complete the work by the end of the Spring semester of the calendar year of the graduation ceremony must reapply for graduation and pay all fees associated with graduation, including the printing of a new diploma. The unused diploma with the improper date will be destroyed by the registrar.

Transcripts

Clear Creek Baptist Bible College has partnered with Parchment to process transcript orders for the institution through the internet. Go to CCBBC website, hover over Academics and on the drop-down, click on Transcript Requests. Create an account with Parchment then follow the instructions. Transcripts will only be processed if no hold has been placed on the student's account by the business office.

MASTER OF ARTS COURSE SCHEDULE

The following chart represents the recommended order in which the competencies will be offered. Once accepted into the Masters in Ministry program, students are encouraged to begin readings and other self-assessment studies assignments outside of classes—these may be found for all Graduate Competencies on Canvas. However in their first Fall semester, students ***must*** register for the Research and Writing class regardless of other courses taken.

Fall Competencies:	**Hours**
Research and Writing	3
Bible Knowledge	3
Biblical Exposition	3
Christian Theological Heritage	3
Spring Competencies:	
Critical Thinking	3
Church Administration	3
Spiritual and Character Formation	3
Interpersonal Skills	3
Summer Competencies:	
Biblical Counseling	3
Worship Leadership	3
Preaching and Teaching	3
Discipleship Making and Servant Leadership	3
Total:	**36 hrs.**

Optional **Two-year Schedule**

Year 1			**Year 2**	
Fall Competencies			**Fall Competencies**	
Research and Writing	3		Biblical Exposition	3
Bible Knowledge	3		Christian Theological Heritage	3
Spring Competencies:			**Spring Competencies:**	
Critical Thinking	3		Church Administration	3
Spiritual and Character Formation	3		Interpersonal Skills	3
Summer Competencies:			**Summer Competencies:**	
Biblical Counseling	3		Preaching and Teaching	3
Worship Leadership	3		Discipleship Making & Servant	3
			Leadership	
Total:	**18 hrs.**			**18 hrs.**

Semester Schedules:

a. Fall Semester Masters courses will begin/align with the CCBBC undergraduate Fall dates including the Fall break.
b. Spring Semester Masters courses will begin/align with the CCBBC undergraduate Spring dates but WILL NOT INCLUDE the spring break—Masters courses will be active during the undergraduate spring break.
c. Summer Term Masters courses will begin the first day after the last day of the Spring semester for Masters courses and will end the Friday before the Fall undergraduate courses begin—some summer terms will have fifteen weeks (as in 2024) and some may have fourteen weeks depending upon the calendar year (as in 2025).

SYLLABI & BOOKLISTS

Professors will complete submit each updated course Syllabus, along with their updated CV and faculty BIO, to the Graduate Studies Coordinator 60 days prior to the first day of the semester:

A. Summer Syllabi due: Mar 1st of every year**
B. Fall Syllabi due: May 1st of every year
C. Spring Syllabi due: Nov 1st of every year

The Academic Dean will communicate to Professors their upcoming courses by Feb 1st of each year for the following Academic year (Fall, Spring, Summer). Professors will complete and submit course Booklists for the upcoming year to the Registrar by March 1st of each year. These dates will help the student know when they can contact the professors for syllabi and book lists.

WHAT WOULD MY STUDIES BE LIKE?

- Your first step would be to **select the number of competencies** you want to master in a given semester (Fall, Spring, and Summer). You can think of each competency course as a "window" for you to submit required competency assignments for assessment.
  - Students may enter the program and begin work on competency assignments at any time. However, assignments may only be submitted during the semester the competency is offered and you are registered as a student in that competency class. We recommend students to *apply* to enter as soon as practicable—and then to download/view syllabi and *begin* readings and study for their first competency course assessments in the following Fall semester.
  - In their first Fall semester, Students must register for the ***"Research and Writing Competency."***
  - Four competencies will be offered in a given semester.
  - A semester will consist of sixteen weeks. Some choose to complete the program within three semesters (Fall, Spring, and Summer) i.e. within twelve calendar months. These should plan to enroll in the four competencies that are offered in each consecutive semester.
- Students who choose to enroll in at least two competencies a semester should expect to complete the program in twenty-four months. *This is recommended for students currently pastoring or with a heavy ministry load. This will feel like a full-time load.* All **assignments/assessments** within each competency must be mastered in order to successfully pass the competency, and all competencies must be passed in order to complete the program. Your assignments must be submitted in an online format only during the semester the competency is offered and you are registered as a student in that competency course.
- **Assessment Marks** (**Grading**)
  Graduate Level Competency assignments and Courses will be assessed according to the following four-level format. Writing assignments will also be assessed by rubrics following this format.

Benchmark 1 (B1)	**Milestone 2 (M2)**	**Milestone 3 (M3)**	**Capstone 4 (Cap)**
Novice, Developing——the student has demonstrated progress toward initial required knowledge, skill/ability/ behavior-- *demonstrating SLO 1-4*	**Apprentice**, Emerging Competency—the student has demonstrated proficiency in initial required knowledge, skill/ability/behavior-- *demonstrating SLO 1-4*	**Proficient**, Meets Competency—the student has demonstrated proficiency for all required knowledge, skill/ability/behavior: a student must demonstrate at this level to be competent--	**Expert**, Applying Competency—the student has applied the required knowledge, skill/ability/behavior to a new context-- *demonstrating DLO 1-4*

Gradepoints: 0.0	Gradepoints: 0.0	*demonstrating DLO 1-4.* **** This is Competency*** Gradepoints: 3.0	Gradepoints: 4.0

- **Rubrics:** Professors are strongly encouraged to use rubric assessments for:
  a. Examinations (Field pre- & post-tests; quizzes, etc…)—may be assessed by points but often will be assessed by a rubric where portions of exams would assess line items in a rubric (tied to CLO, SLO/DLO, ELO) and where the professor would assign each level of competency (Benchmark 1, Milestone 2, Milestone 3, Capstone 4) an expected percentage to reach that competency level for that rubric line-item/exam portion.
  b. Product assignments (Research Papers, Book Reviews, Essays, Reading Summaries, Posters, Bible Studies, Training Programs, original creative works, etc…) and
  c. Performance assignments (sermons, teachings, talks/speeches, presentations, counseling events, recitals, exhibits, etc…) as possible;

  -- At a minimum, each course will utilize a rubric to assess 2-3 major assignments.
  -- Rubrics will be assessed according to the four-levels of Competence (above).

- **Assignment Submissions:** Students are ***required*** to submit assignments solely through the school 'Canvas' (elearning system) competency course—which is backed up daily by our IT department.

- **Grading:** Semester Course Grades will reported by professors and on transcripts as:

B1=Benchmark 1	**M2**=Milestone 2	**M3**=Milestone 3	**Cap**=Capstone 4

  a. With the assessment of **Cap**, a student has demonstrated an ***expert*** level of competency and will receive a transcript gradepoint of 4.0 for a three hour graduate course.
  b. With the assessment of **M3**, a student has demonstrated a ***proficient*** level of competency and will receive a transcript gradepoint of 3.0 for a three hour graduate course.
  c. With the assessment of **M2**, as student has only demonstrated and ***apprentice*** level in completing initial assignments/ requirements—they will receive no transcript gradepoints or hours, they must retake the course the next time it is offered in order to complete their remaining skills/abilities/knowledge at an **M3** or **Cap** level.
  d. With the assessment of **B1**, a student has only demonstrated ***novice*** progress toward initial assignments/requirements—they will receive no transcript gradepoints or hours, they must retake the course the next time it is offered in order to complete their remaining skills/abilities/knowledge at an **M3** or **Cap** level.
  e. "I" = the student has demonstrated an **M2** level of competency, however the student may appeal for an "I" (incomplete) for more time. The professor, if the student has been assessed at **M2** level, *at his discretion* may grant a request for an "**I-M2**" thus giving the students 3 weeks beyond the end of a semester to complete all remaining work to an **M3** or **Cap** level. If the professor then assesses the student's overall work as **M3** or **Cap** level, the student passes that competency. However if the student does not complete the work to an **M3** or **Cap** level, the student's grade reverts to **M2** and they must retake the class the next time it is offered in order to complete their remaining skills/abilities/knowledge at an **M3** or **Cap** level.

f. Individual required course competency skills/abilities/behaviors passed with a competency level of M3 (Milestone 3) will be retained in the student record. We are working with IT to house your assignment digital portfolio in a way that you and your professors have access at any time. Thus if you receive an overall grade of B1 or M2 for a course and must retake that course, you will retain the individual assignments passed with a grade of M3 or Cap and will not have to start over. Upon retaking a competency class, the professor will look at your digital portfolio and note the assignments passed with a grade of M3 or Cap and the student will only need to submit assignments previously not submitted or passed in that course.

- **Feedback**:

  In addition to the required competency assignments & assessments of knowledge/skills/abilities/behaviors required in the course, Professors will provide the following:

  a. Professors are ***required*** to assess submitted assignments solely through the school 'Canvas' (elearning system) competency course—which is backed up daily by our IT department—giving written and/or written summary feedback for all assignments.
  b. Feedback for assignments (assessments/comments): will be returned to students within 7 days of the assignment submission.
  c. Feedback for student progress: A mid-term Formative Evaluation of each student's progress will be provided at mid-semester (phone-call or Zoom).
  d. A Summative/Formative Assessment of the student's overall coursework and course assessment (Benchmark 1; Milestone 2; Milestone 3; Capstone 4) will be provided at the end of each course (phone-call or Zoom).

- You will actually **do the work of ministry as you study ministry**. The "coursework" is only part of your learning experience.
  - You will be responsible for choosing a place of service and a mentor.
  - The mentor will not be required to have a terminal degree, as your professors are required, but will need to be experienced in ministry.
  - As you work through the competencies, you will stay with that ministry and that mentor until completion of the program.
  - Your mentor will be asked to disciple/mentor you through formative assessment of your real life ministry experiences.

- "Competency Based" means **you finish the program when you have demonstrated competence in the twelve areas** as defined in this manual.
  - We believe the average time will be 18 months. **Note:** It is up to you and the pace you choose to work your way through the program.
  - If a student sits in a class 3 hours a week for 15 or 16 weeks, that student may or may not be competent in the subject matter. Our competency-based program integrates the theoretical with the practical by utilizing the ministry field as the classroom.
  - A student could make an "A" in Preaching and not be a competent preacher.
  - This program awards the degree when the student has demonstrated competence. Isn't that what really matters?

- The **Director of Graduate Studies**, currently Dr. Eric Mitchell, **will be your advisor** to guide you through the process, your mentor (selected by the student, but approved by the Director of Graduate Studies in consultation with the Director of Christian Service) will teach you from experience, and your competency lead professors will guide you through each competency.

ACHIEVING COMPETENCY

1. You will serve in a ministry of your choosing, mentored by an experienced pastor or ministry leader of your choosing, and will be taught by a supervised, "hands-on" approach.
    a. You must choose a Mentor and have that person approved by the Director of Christian Service prior to being fully accepted into the program.
    b. The Mentor must be a seasoned practitioner, but will not have to have a terminal academic degree.
    c. You will spend at least eight hours a semester in supervised ministry activity or conversation with your field mentor.

2. You will also have the benefit of a panel of credentialed faculty members who have terminal degrees and actual ministry experience.
    a. Your Lead Professor will write the syllabus, assign reading, advise you on practical aspects of ministry particular to that professor's area, and give you feedback and assessment on submitted assignments and information on course content.
    b. You will maintain weekly contact with your lead professor.
    c. This may be accomplished in group discussion, seminars, conferences or one-on-one tutoring. It may also be in person or by distance methods.

DEMONSTRATING COMPETENCY

1. The student will be assessed for competency in each of the twelve areas using at least four types of assessment tools (see a full explanation of these assessment types above).
    a. **Formative Assessments**—Happening in Real Time. Your mentor and/or your lead professor will constantly assess your progress and adjust your training accordingly.
    b. **Summative Assessments**—After a Learning Experience. This may take the form of pre-tests and post-tests. It may be a summary report of an activity to be graded.
    c. **Authentic Assessments**—Real World Learning. This may be ministry evaluated by those to whom you minister.
    d. **Self-Assessments**—Digital Portfolios—Artifacts of Learning. This will be a continual collection of evidence of progress and will, upon completion, be viewed as the capstone assessment. It will also serve as the final opportunity to prove proficiency within the required competencies.
    e. The Lead professors will determine whether the student has demonstrated competency across all required assessments, which will exemplify the required knowledge, skills, abilities, and behaviors expected within that competency. Either a general rubric or one specific to the assignment will be used for assessing each assignment.
2. Upon notification by the Lead Professor that the student has assessed as competent (Milestone 3-proficient or Capstone 4--expert) in a given competency course, the registrar will record that achievement on the student transcript.
3. When all twelve competencies have been demonstrated and approved, and the student transcript reflects completion of those competencies, the registrar will notify the Faculty members, the Director of Graduate Studies, and the Academic Dean who must by faculty vote agree that the student has completed the requirements for the degree, and the student will be awarded the Master of Arts in Ministry degree.

GRADUATE FEE SHEET 2025-2026: TUITION AND FEES[3]

Tuition Charges:
Clear Creek's Master of Arts program is designed with an affordable price point in mind. For example, unlike traditional graduate programs which charge per credit hour Clear Creek's Master of Arts program is priced per competency.

Block Tuition (4 Competencies Per Semester)	$2,000.00
Tuition (Per Competency)	$600.00

-

Add/Drop Adjustments:
Clear Creek maintains a policy for refund in such situations as:

- The student fails to enter the course.
- The student withdraws from the course.
- The student can change their enrollment status by adding courses until the second week of classes. If hours are dropped below the block rate, tuition and scholarships will be adjusted.

Tuition Refunds

Graduate Refund Policy

Refunds will be made in accordance with the following policy:

- 100% - withdrawal on 1st day of class
- After the first day of class, refunds will be calculated based on withdrawal week up to the fourth week of class:
  - Withdrawal by the end of Week 2 – 100% refund
  - Withdrawal by the end of Week 3 – 87.25% refund
  - Withdrawal by the end of Week 4 – 81.25% refund
  - Withdrawal by the end of Week 5 – 75% refund
  - Withdrawal by the end of Week 6 – 68.75% refund
  - Withdrawal by the end of Week 7 – 62.5% refund
  - Withdrawal by the end of Week 8 – 56.25% refund
  - Withdrawal by the end of Week 9 – 50% refund
  - Withdrawal after the end of the ninth week of enrollment – No Refund
- **Withdrawal** is not complete until: the student has received a copy of the completed withdrawal form. A forwarding address form must be completed and returned to the Business Office.
- **Withdrawal from a course:** is not complete until: (1) the student has submitted the Add/Drop/Withdrawal Form to the registrar; and (2) the student has received confirmation of withdrawal from the registrar.
- **Withdrawal from the MA degree:** Students leaving the degree program, the Add/Drop/Withdrawal Form must be filled out as above, AND for on-campus students, all applicable on-campus offices notified (for example: campus housing, the business office needs a forwarding address, etc.). Students who do not complete any competency course within six successive (continuous) semesters will automatically be withdrawn by the registrar and must reapply to the program.

[3] The college reserves the right to alter, at its discretion, any of the information on this fee sheet.

Non-Refundable Charges:

Application for Admission	$50.00
Graduation Application	$100.00
Returned Check (per check)	$13.00
Schedule Change	$20.00
Transcript Evaluation	$10.00
Directed Independent Study	$100.00

Non-Refundable Fees

Late Registration Fee	$50.00
Registration Fee	$50.00
Housing Application Fee	$50.00

Non-Refundable Fees | Technology Resource Fee

Technology Hardware and Software Resources, Logos Remote Research Library, Online Library (Digital) Resources, Learning Management Helpdesk, Online Tutoring Services, Continued Student Services
Enrolled Student (per semester) $100.00

Graduate Housing Rates

Rent

Rent for married housing is charged every six months on the following basis: fall semester (July–December); spring semester (January-June). Rates for Hemlock Duplexes are charged by the semester (per six months).

Security Deposit | Married Students

A security deposit of one month's rent must be paid by each resident planning to live in campus- owned housing and must be paid before keys are issued. Before a student moves in, a check-in inspection is conducted by a representative of the Physical Plant accompanied by each new tenant. A housing inspection checklist is reviewed and signed by both.

Security deposits are refunded after the student moves if the following guidelines are met:

- Student graduates and premises are left in the same condition as they were found.
- Student moving before graduation gives written notice of moving date, and premises are left in the same condition as they were found.
- All keys, including mailbox keys, have been turned in, and a forwarding address form must be on file in the Business Office.
- The student has a zero or credit balance on their account. If not, the security deposit is applied to the outstanding balance. If a married couple are both students, both accounts must be paid in full.

Vacating Student Housing

It is necessary for students who graduate to vacate married student housing by May 31st (Monday following graduation for sing student housing) to allow time to get housing ready for new students. A written request must be submitted to the Physical Plant office for married housing or Student Life office for single housing to stay beyond the May 31st deadline. Each submission will be answered in writing by the respective office.

Students completing course requirements in December must vacate student housing by December 31st (Monday following graduation for single student housing). Graduates are not required to give written notice of departure but must notify the respective office of their departure date. Any student who moves before they graduate is required to give a 30-day written notice to the Physical Plant for married housing or to Student life for single housing. Failure to give written notice will result in forfeiture of the security deposit.

Single and Commuter Student Housing

Male full-time residents and male commuters are housed in Kelly Hall. Female full-time residents and female commuters are housed in Melzoni/Alumni Hall.

A security deposit of $100 for full-time students ($50 for commuter students) must be paid to the Student Life office before keys are issued. A $25 deposit must be paid to the Student Life office by the end of the spring semester to reserve housing for the following fall semester. This deposit will be applied to the student's account for college expenses upon enrollment in the fall.

The Student Life Director must be notified in writing by July 1st if the student plans not to return or forfeit their deposit. Failure to pay this deposit by the end of the spring semester will result in a non-refundable $25 reservation fee due before receiving housing for the fall semester.

Students who stay in campus housing for the summer are not required to pay a $25 reservation deposit for the fall semester. Failure to complete this fall reservation process, as stated above, will result in re-application for student housing and a non-refundable $50 fee. See the Kelly Hall/Melzoni-Alumni Apartments Handbook or Student Handbook for more information.

The Student Life Director reserves the right to consolidate empty living spaces or make reassignments when vacancies occur.

Refunds

Campus housing (excluding dormitory space) will be prorated, with part of a week being considered a full week. Refunds at the dormitory will be granted on the basis of the actual number

The college reserves the right to alter, at its discretion, any of the information on this fee sheet.

MENTORS

While the syllabi are written chiefly to explain the interaction between the Lead Professor and the student. This does not constitute the total activity by the student.
Your Mentor will be very important in giving you formative & summative feedback on your real life ministry experiences in your church and thus will be very important in achieving/showing competency in the skills, abilities, and behaviors assessed in all your competency courses as you seek the Master of Arts in Ministry Degree
The mentor (selected by the student), must be approved by the Director of Christian Service.

- You will be responsible for choosing a place of ministry service and a mentor.
- The mentor will not be required to have a terminal degree, as your professors are required, but will need to be experienced in ministry.
- As you work through the competencies, you will stay with that ministry and that mentor until completion of the program.
- Your mentor will be asked to disciple/mentor you through formative assessment of your real life ministry experiences.

Two key components are the **Student-Mentor Contract** (i.e. this must be filled out & signed by Student and Mentor before the end of week 1 of the semester for approval—*see above*) and the bi-weekly **Mentor Activity report** (to be completed by the student and submitted during weeks 1, 3, 5, 7, 9, 11, 13, and 15). The templates for these may be found below and as appendix to each syllabus.

STUDENT-MENTOR CONTRACT

DATE: _____

STUDENT: _____ MENTOR: _____

CHURCH OR POINT OF MINISTRY: _____

Mentor's position in ministry: _____

Assigned position of student in ministry: _____

MENTOR'S COMMITMENT

I, _____ promise my support of the student in my role
Mentor's Signature

as a "guide by the side" of the student. In that affirmation, I also promise:

_____ to meet if necessary with the Lead Professor, in person or by electronic means,
INITIAL HERE

to coordinate efforts to assist the student.

_____ to meet regularly with the student for counsel, encouragement, and evaluation,
INITIAL HERE

_____ to push the student toward excellence in every aspect of ministry,
INITIAL HERE

_____ to encourage the student in well-doing,
INITIAL HERE

_____ to correct the student in wrong behavior,
INITIAL HERE

_____ to teach the student from my experience and knowledge,
INITIAL HERE

_____ to interact with the student in patience and Christian love,
INITIAL HERE

_____ to claim any opportunity to assist the student's efforts to attain:
INITIAL HERE

Accuracy in understanding and communicating Scripture,
Effectiveness in servant leadership,
Authenticity in roles and relationships, and
Understanding denominational and congregational history and culture.

STUDENT'S COMMITMENT

I, _____ recognize that I am student of my mentor as much
Student's Signature
as I am a student of my professors. Therefore, I promise to apply the same level of dedication and commitment in working with my mentor as I will show in working with my professors. In that affirmation, I also promise:

_____ to meet if necessary with the Lead Professor,
INITIAL HERE
in person or by electronic means, as they coordinate efforts toward my good,

_____ to meet regularly with Mentor to receive counsel, encouragement, and evaluation,
INITIAL HERE

_____ to strive for excellence in every aspect of ministry,
INITIAL HERE

_____ to be diligent in well-doing,
INITIAL HERE

_____ to be quick to acknowledge and correct wrong behavior,
INITIAL HERE

_____ to respect and value my mentor's experience and knowledge,
INITIAL HERE

_____ to respond to my Mentor in respect and Christian love,
INITIAL HERE

_____ to seek any opportunity to grow toward greater:
INITIAL HERE

Accuracy in understanding and communicating Scripture,
Effectiveness in servant leadership,
Authenticity in roles and relationships, and
Understanding denominational and congregational history and culture.

List at least three ministry opportunities, generally or specifically defined, that will be available to the student. (Use back of page if necessary.)

List any requirements or limitations, generally or specifically defined, that will be placed upon the student. (Use back of page if necessary.)

MENTOR ACTIVITY REPORT WEEK NUMBER_____

(To be completed and submitted during weeks 1, 3, 5, 7, 9, 11, 13, and 15.)

Student: _____ Date: _____ / _____ / _____

Mentor: _____

Competency Discussed:

I am currently working on the following competency:	Check the Box that Applies:
Research & Writing	
Bible Knowledge	
Biblical Exposition	
Christian Theological Heritage	
Critical Thinking	
Church Administration	
Spiritual and Character Formation	
Interpersonal Skills Expository	
Biblical Counseling	
Worship Leadership	
Preaching & Teaching	
Disciple Making and Servant Leadership	

During this reporting period: **(Use this form as a template.)**

What goal(s) related to this competency did you discuss with your mentor this week?

What advice or insight did your mentor provide related to this competency and your respective goal(s)?

What do you identify as a personal weakness related to this competency?

What do you identify as a personal strength related to this competency?

How are you implementing your reading and research related to this competency within the context of your ministry?

Have you encountered any problems? If so, what?

Instructions: Complete and submit through CANVAS by the respective due date.

MENTOR ACTIVITY REPORT: Professor Feedback / Assessment

Assignment Assessment	Benchmark 1	Milestone 2	Milestone 3	Capstone 4
Overall Assessment Of this Assignment	**Novice**, Developing——the student has demonstrated progress toward initial required knowledge, skill/ability/ behavior.	**Apprentice**, Emerging Competency—the student has demonstrated proficiency in initial required knowledge, skill/ability/ behavior.	**Proficient**, Meeting Competency—the student has demonstrated proficiency for all required knowledge, skill/ ability/behavior: a student must demonstrate at this level to be competent. ***This is Competency***	**Expert**, Applying Competency—the student has applied the required knowledge, skill/ability/behavior to a new context.
Do the Student's skills, abilities, behaviors, and character meet the requirements of DLO/SLO 1: Accuracy in understanding and communicating Scripture?	**Developing the knowledge and skill of** understanding and communicating Scripture. ***Does not meet***	**Beginning to** understand and communicate Scripture proficiently ***Does not meet***	**Accuracy** in understanding and communicating Scripture. ***Meets***	**Expert** in understanding and communicating Scripture. ***Exceeds***
Do the Student's skills, abilities, behaviors, and character meet the requirements of DLO/SLO 2: Effectiveness in servant leadership?	**Developing** skills in servant leadership. ***Does not meet***	**Emerging** skills in servant leadership. ***Does not meet***	**Effectiveness** in servant leadership. ***Meets***	**Expert** servant leadership. ***Exceeds***
Do the Student's skills, abilities, behaviors, and character meet the requirements of DLO/SLO 3: Authenticity in Roles & Relationships	**Developing Authenticity** in roles and relationships. ***Does not meet***	**Emerging Authenticity** in roles and relationships. ***Does not meet***	**Authenticity** in roles and relationships. ***Meets*** .	**Excelling Authenticity** in roles and relationships. ***Exceeds***
Do the Student's skills, abilities, behaviors, and character meet the requirements of DLO/SLO 4: Understanding denominational and congregational history and culture?	**Developing Understanding** denominational and congregational history and culture. ***Does not meet***	**Emerging Understanding** denominational and congregational history and culture. ***Does not meet***	**Understanding** denominational and congregational history and culture. ***Meets***	**Expert Understanding of** denominational and congregational history and culture. ***Exceeds***

FORM and STYLE

The Faculty Style Guide committee submitted and faculty approved a new ***CCBBC Style Guide*** and ***CCBBC Formatting Checklist*** in our February 3, 2025 meeting—you must use these for all formal academic writing assignments. In summer of 2024 CCBBC faculty have also approved a ***CCBBC Graduate Exegetical Research Paper Content Checklist*** and a ***CCBBC Graduate Exegetical Research Paper Rubric*** specifically for all Exegetical Research Papers. Professors may also initiate style and rubrics for unique assignments within their courses.

Wherever a "Clear Creek Style Guide" is mentioned in existing syllabi, the reader is asked to substitute the new "***CCBBC Style Guide*** and ***CCBBC Formatting Checklist."***

The Library also has a copy of "Quality Research Papers for Students of Religion and Theology" on reserve. It has an entire chapter dedicated to using Turabian. It condenses Turabian focusing on research papers for students of Religion and Theology. Students will find it quite helpful, but need to be aware, it does not replace or supersede "***CCBBC Style Guide*** and ***CCBBC Formatting Checklist."***

MASTER OF ARTS IN MINISTRY
ADVISING WORKSHEET

Name:_____ **Program Coordinator/Advisor: Dr. Eric Mitchell**

The graduate program at Clear Creek Baptist Bible College provides students with the opportunity to pursue a competency-based Master of Arts in Ministry degree. Instead of spending time sitting in a traditional classroom, students will learn and serve under the supervision of a field mentor while completing their assignments within their respective ministry context. The program consists of twelve competencies which is the equivalent of a thirty-six hour Master's s degree. Students enrolled in our Master's program will have the opportunity to complete their studies within three consecutive semesters in the Fall, Spring, and Summer terms. To remain active in the program students must take at least one competency each semester.

		Semester/Year Attempted	Semester/Year Completed
Fall Semester Required Courses			
MINI 500	Bible Knowledge	_____	_____
MINI 501	Biblical Exposition	_____	_____
MINI 506	Christian Theological Heritage	_____	_____
Mini 511	Research & Writing	_____	_____
Spring Semester Required Courses			
MINI 509	Critical Thinking	_____	_____
MINI 505	Church Administration	_____	_____
MINI 510	Spiritual & Character Formation	_____	_____
MINI 508	Interpersonal Skills	_____	_____
Summer Semester Required Courses			
MINI 503	Biblical Counseling	_____	_____
MINI 504	Worship Leadership	_____	_____
MINI 502	Preaching and Teaching	_____	_____
MINI 507	Disciple Making & Servant Leadership	_____	_____

DIRECTOR OF GRADUATE STUDIES

The College assigns responsibility for coordinating the Graduate Program to the Director of Graduate Studies. The Director of Graduate Studies. leads the faculty in:

(1) initiating annual and accreditation program assessment of student learning outcomes,
(2) program adjustments and improvements;
(3) professional development of faculty; and
(4) updating the program policies located in the Graduate Catalog/Handbook;

The Director of Graduate Studies, along with all full-time professors who teach in the MA program, will:

- **a.** meet annually to approve and suggest MA admission requirements to the academic dean,
- **b.** oversee & evaluate the graduate program process and needed changes
- **c.** engage in the development and adoption of means for demonstrating masters level academic rigor ensure academic rigor consistent with our CCBBC mission statement—comparing content & rigor with similar graduate courses from like institutions to assure quality and comparability.
- **d.** Develop procedures and standards for coordinating the efforts of the professors and student mentors.

(5) advising all graduate students in their studies;
(6) communicating with all students.; and
(7) The Director of the Graduate Program serves on the Academic Affairs Committee (AAC). Service on the AAC allows the Graduate Studies Coordinator to correlate academic policy with the AAC, the Dean, and the Faculty.

GRADUATE FACULTY

All faculty teaching in the Masters of Ministry degree program serve under Graduate Adjunct Professor contracts. Each teaches one Competency course in the Masters program each academic year. Each have the appropriate academic credentials and/or experience necessary for expertise in their competency. They have terminal degrees and are experts in their respective fields. Some also teach full- or part-time at Clear Creek Baptist Bible College. Many also serve as pastors or in ministry at local Southern Baptist Churches in Kentucky and Tennessee.

Faculty

Full-Time Faculty

Burton, Donavon
(2019) Professor of Biblical Counseling
B.A. University of Kentucky - 1997
M.Div. Southern Baptist Theological Seminary - 2009
D. Min. Southern Baptist Theological Seminary - 2015

Ditty, John
(1990) Robert O. Fitts Professor of Old Testament
B.Th. Clear Creek Baptist Bible College - 1983
M.Div. Southwestern Baptist Theological Seminary - 1988
D. Min. Southwestern Baptist Theological Seminary - 1993

Little, Kelli
Director of Testing & Developmental Studies
(2019) Assistant Professor of General Studies
B.S. East Tennessee State University - 1987
B.A. Clear Creek Baptist College - 2024
M.A.Ed. University of the Cumberlands - 2000
M.A. East Tennessee State University - 2010
M.A. Clear Creek Baptist Bible College - in progress

Mitchell, Eric
(2023) L.C. Kelly Chair of Biblical Interpretation
Director of Graduate Studies
B.A. Baylor University - 1981
M.Div. Mid-America Baptist Theological Seminary - 1994
Ph.D. Southern Baptist Theological Seminary - 2002

Nix, Matthew
(*2018) Professor of Music and Worship*
B.S. Liberty University - 2011
M.A. Liberty University - 2013
D.W.S. Liberty University - 2020

Sims, Dustin
(2020) Assistant Professor of Apologetics and Theology
B.A. Clear Creek Baptist Bible College - 2008
M.T.S Southwestern Baptist Theological Seminary - 2017
M.A. Liberty University - 2020
D.Ed. Min. Southern Baptist Theological Seminary - 2023
Th.M. Liberty University - 2024

Smith, Joshua
(2017) Director of Christian Service
Professor of Expository Preaching
B.A. Clear Creek Baptist Bible College - 2008
M.Div. Liberty Baptist Theological Seminary - 2011
D. Min. Liberty University - 2021

Full-Time Teaching Administrator Faculty

Burchfield, Andrea
(2019) Director of Library Services
Instructor of General Studies
B.A. Lincoln Memorial University - 2010
M.L.I.S. University of Southern Mississippi - 2022

Goodman, Charlie R.
President
(2014) Professor of Christian Theology
B.A. Clear Creek Baptist Bible College - 2009
M.R.E. Covington Theological Seminary - 2010
M.A.C.S. University of the Cumberlands - 2014
M.T.S. Liberty University - 2018
M.A. in Biblical Exposition Liberty University - 2019
D. Min. Liberty University - 2021

King, Brad
(2024) Dean of Students
B.S. Campbellsville University -1996
M.Div. Southern Baptist Theological Seminary - 2004
D. Min. Lexington Theological Seminary - 2021

Lucas, Roy
(1999) Academic Dean
Professor of Bible
B.A. Oklahoma Baptist University - 1978
B.A. Oklahoma Baptist University - 1979
M. Div. Southwestern Baptist Theological Seminary - 1982
M.A. Southwestern Baptist Theological Seminary - 1985
Ph.D. Southwestern Baptist Theological Seminary - 1993

Part-Time Undergraduate Faculty

Dyer, Andrew
(2017) Part Time Professor of Missions and Evangelism
B.A. Campbellsville University - 1999
M.Div. Southern Baptist Theological Seminary - 2003
D. Min. Southern Baptist Theological Seminary - 2011

Merrick, Bruce
(2004) Co-Director of Institutional Research
Co-Director of Institutional Effectiveness
Distinguished Professor of Church Ministries and Leadership
B.A. Drury University - 1973
M.R.E. Southwestern Baptist Theological Seminary - 1977
Ph.D. Southwestern Baptist Theological Seminary -1994

Stachewicz, Kyle
(2023) Part-Time Professor of Biblical Studies
B.A. Clear Creek Baptist Bible College - 2015
M.Div. Southwestern Baptist Theological Seminary - 2022
Th.M. Southern Baptist Theological Seminary - 2023
Th.M. Liberty University - 2024
Ph.D. Midwestern Baptist Theological Seminary - in progress

Adjunct Undergraduate and Graduate Faculty

Brooks, Lonnie
B.A. Clear Creek Baptist Bible College - 1993
M.Div. Southeastern Baptist Theological Seminary - 2000
D. Min. Southern Baptist Theological Seminary - 2010

DeLand, Susan
B.S. University of Tennessee - 2007

Haggerty, Dan
B.A. Clear Creek Baptist Bible College - 2011
Adv. M.Div. Southwestern Baptist Theological Seminary - 2015
ABD, for Ph.D. Southwestern Baptist Theological Seminary – forthcoming 2026

Hester, Malcolm
B.A. Samford University - 1971
M.Div. Southern Baptist Theological Seminary - 1974
Ph.D. Southern Baptist Theological Seminary - 1981
Post Graduate study: Oxford University - 1990

Kennedy, Kevin
B.A. Liberty University - 1986
M.Div. Southeastern Baptist Theological Seminary - 1990
Ph.D. The Southern Baptist Theological Seminary - 1999

Martin, Ruth
B.A. Northland International University - 2008
M.A. Northland International University - 2011
M.A. Liberty University - in progress

Summerlin, Dan
B.S. University of Alabama - 1981
M.Div. New Orleans Baptist Theological Seminary - 1985
Th.D. New Orleans Baptist Theological Seminary - 1991

Wallis, Thomas
B.A. Murray State University - 1970
Ph.D. Duke University - 1974

Whittaker, John
B.S. Middle School Education Murray State University - 1998
M.Div. Southern Baptist Theological Seminary - 2003
D. Min. Expository Preaching Union University - 2016

Yates, Jacob
B.A. Tusculum College - 2006
M.A. Trinity Evangelical Divinity School - 2008
M.A.Ed. Emory & Henry College - 2010

Staff

Bailey, Monique
(1999) Director of Business Services
Medical Office Technology Cumberland Valley Health Occupations Center - 1990
A.A. Clear Creek Baptist Bible College - 2009

Bartell, Niall
(2023) Director of Information Technologies
A.A. Walter State Community College - 2021
B.A. Western Governors University - in progress

Chapman, Ryan
(2023) Assistant to the President
B.A. Clear Creek Baptist Bible College - 2020
M.A. Clear Creek Baptist Bible College - in progress

Deland, Michael
(*2017) Dean of Institutional Advancement*
B.A. Clear Creek Baptist Bible College - 2016
M.A. University of the Cumberlands - 2017
M.T.S. Midwestern Baptist Theological Seminary - 2020
D. Min. Liberty University - 2023

Ditty, Tanya
(2024) Admissions and Marketing Coordinator
BBA University of Texas at Arlington - 1986
M.ED University of West Georgia - 2010

Fultz, Lucy
(2025) Director of Financial Aid and Admissions Counselor
B.S. University of the Cumberlands - 1996
M.A. Capella University - in progress

Furey, Laura
(2019) Donor Coordinator

Hess, Clayton
(2025) Accreditation Consultant
B.A. Lincoln Memorial University – 1981
M.Ed. Lincoln Memorial University – 1987
M.Ed. Lincoln Memorial University – 2006
Ph.D. Walden University - 1998

Hill, Matthew
(2023) Assistant to the Dean of Administrative Affairs
B.A. Clear Creek Baptist Bible College - 2023
M.A. Clear Creek Baptist Bible College - in progress

Hill, Sarah
(2024) Director of Food Services

Martin, Ruth
(2022) Assistant to the Director of FLCC/Camp Director
B.A. Northland International University - 2004
M.A. Northland International University - 2011
M.A. Liberty University - in progress

Martin, Ryan
(2019) Director of Family Life & Conference Center/Camp Director
B.A. Clear Creek Baptist Bible College - 2013
M.A. Clear Creek Baptist Bible College - in progress

Partin, Scott
(2024) Admissions & Alumni Relations Coordinator
B.A. Clear Creek Baptist Bible College – 2024

Sanders, Allen
(2007) Director of Maintenance Engineering
B.A. Clear Creek Baptist Bible College - 1995

Sanders, Cindy
(2007) Financial Suite Secretary

Schnitzler, Thomas
(2024) Director of Admissions
B.A. Clear Creek Baptist Bible College - 2022
M.A. Clear Creek Baptist Bible College - 2023
M.A. Liberty University - 2024

Smallwood, Corey
(2022) Director of HVAC/Electric Maintenance Engineering
B.A. Clear Creek Baptist Bible College - 2022
M.A. Clear Creek Baptist Bible College - in progress

Smith, Sheila
(2006) Academic Office Manager

Sonnenmeier, Mark
(2023) Director of Groundskeeping and Work Groups
B.A. Clear Creek Baptist Bible College - 2021
M.A. Clear Creek Baptist Bible College - in progress

Stachewicz, Kyle
(2023) Director of Education Technologies
B.A. Clear Creek Baptist Bible College - 2015
M.Div. Southwestern Theological Seminary - 2022
Th.M. Southern Baptist Theological Seminary - 2023
Th.M. Liberty University - 2024
Ph.D. Midwestern Baptist Theological Seminary - in progress

Styles, Jared
(2020) Dean of Administrative Affairs
B.A. Clear Creek Baptist Bible College - 2019
M.A. Liberty University - 2021
Ph.D. Liberty University - in progress

Tucker, Andrew
(2023) Director of Student Life
B.A. Clear Creek Baptist Bible College - 2023
M.A. Clear Creek Baptist Bible College - in progress

Tucker, Rebecca
(2025) Physical Plant Administrative Assistant
B.A. Clear Creek Baptist Bible College - in progress

Yates, Jacob
(2012) Registrar
Co-Director of Institutional Effectiveness
Co-Director of Institutional Research
B.A. Tusculum College - 2006
M.A. Trinity Evangelical Divinity School - 2008
M.A.Ed. Emory & Henry College - 2010

BOARD OF TRUSTEES 2025-2026

Rev. Bennie Bush..... Williamsburg, KY

Mrs. Esther Bailey..... Stanford, KY

Rev. Brad Banks..... New Liberty, KY

Rev. John Day..... Greenville, KY

Mrs. Jessica Farris..... Richmond, KY

Rev. Tommy Floyd..... Somerset, KY

Dr. George Hammons..... Barbourville, KY

Rev. James Harley..... Harrodsburg, KY

Rev. Johnnie Holloway..... Crestview Hills, KY

Rev. Barry Jeffries..... Crestwood, KY

Rev. Daryl Jessie..... Somerset, KY

Rev. Randy McPheron..... Mount Vernon, KY

Mr. Steve Minton..... New Tazewell, TN

Mr. Al Morrow..... Bronston, KY

Rev. Daryl Mullins..... Butler, KY

Mrs. Katie Peery..... Barbourville, KY

Rev. Ronnie Pennington..... Richmond, KY

Rev. David Purichia..... Glasgow, KY

Rev. Jamie Reynolds..... Littcarr, KY

Rev. Steve Rutherford..... Nortonville, KY

Mr. Rick Slusher..... Pineville, KY

Rev. David Stokes..... Lexington, KY

Rev. Tommy Tapscott..... London, KY

Rev. Ron Shepherd..... Waynesburg, KY

Dr. John Wolfe..... Manchester, KY

Fall 2025 – Summer 2028 Academic Calendar
Fall Semester

Fall Semester	2025-26	2026-27	2027-28
Alumni Homecoming	July 21 & 22	July 20-21	TBA
100th Anniversary Celebration		July 21	
A-Term Courses (Undergraduate)	July 28 - Aug. 1	July 27-31	July 26-31
Academic Affairs Committee & Faculty Meetings	July 23	July 22	July 21
New Student Orientation	July 29-31	July 28-30	July 28-30
Faculty/Staff Meeting	Aug. 4	Aug. 3	Aug. 2
Undergraduate Fall Courses begin		Aug. 3	Aug. 2
Graduate Term A begins (8 weeks)		Aug. 3	Aug. 2
A-Term Grades due in Sonis	Aug. 6	Aug. 5	Aug. 4
Summer Undergraduate/Graduate Grades due in Sonis	Aug. 8	Aug. 7	Aug. 8
Last Day to add/drop a class	Aug. 15	Aug. 14	Aug. 13
Academic Affairs Committee & Faculty Meetings	Aug. 25	Aug. 31	Aug. 30
Labor Day (no classes/campus closed)	Sept. 1	Sept. 7	Sept. 6
Faculty/Staff Meeting	Sept. 8	Sept. 14	Sept. 13
J-term & Spring term registration opens	Sept. 15	Sept. 14	Sept. 13
Spring Course Syllabi due	Sept. 22	Sept. 21	Sept. 20
Fall Revival	Sept. 23-25	TBA	TBA
Graduate Term A ends		Sept. 25	Sept. 24
Mid-Term Grades due in Sonis	Sept. 26	Sept. 25	Sept. 24
Fall Break (no classes/campus closed)	Sept. 29 - Oct. 3	Sept. 28 - Oct. 2	Sept. 27 - Oct. 1
Academic Affairs Committee & Faculty Meetings	Oct. 6	Oct. 5	Oct. 4
Last day to Withdraw from a course	Oct. 10	Oct. 9	Oct. 8
Graduate Term B begins (8 weeks)		Oct. 12	Oct. 11
Faculty/Staff Meeting	Oct. 13	Oct. 12	Oct. 11
Fall Trustee Meeting	Oct. 14	Oct. 27	Oct. 26
Academic Affairs Committee & Faculty Meetings	Oct. 27	Oct. 26	Oct. 25
Faculty/Staff Meeting	Nov. 3	Nov. 2	Nov. 1
KBC (no campus classes)	Nov. 11	Nov. 10	Nov. 9
J-term & Spring term registration closes	Nov. 14	Nov. 13	Nov. 12
Thanksgiving Break (campus closed)	Nov. 26-28	Nov. 25-27	Nov. 24-27
Fall Semester Finals Week	Dec. 1-5	Nov. 30 - Dec. 4	Nov. 29 - Dec. 3
Faculty/Staff Christmas Dinner	Dec. 4	Dec. 3	Dec. 2
Fall Semester ends	Dec. 5	Dec. 4	Dec. 3
Graduate Term B ends		Dec. 4	Dec. 3
SACSCOC Annual Meeting	Dec. 6-9	Dec. 5-8	Dec. 3-6
Undergraduate/Graduates grades due in Sonis	Dec. 10	Dec. 9	Dec. 8
Book Lists for Summer Term	Dec. 15	Dec. 14	Dec. 13
Christmas Break - Offices closed	Dec. 22 - Jan. 2	Dec. 21 - Jan. 1	Dec. 20 - Jan. 2

Fall 2025 – Summer 2028 Academic Calendar
Spring Semester

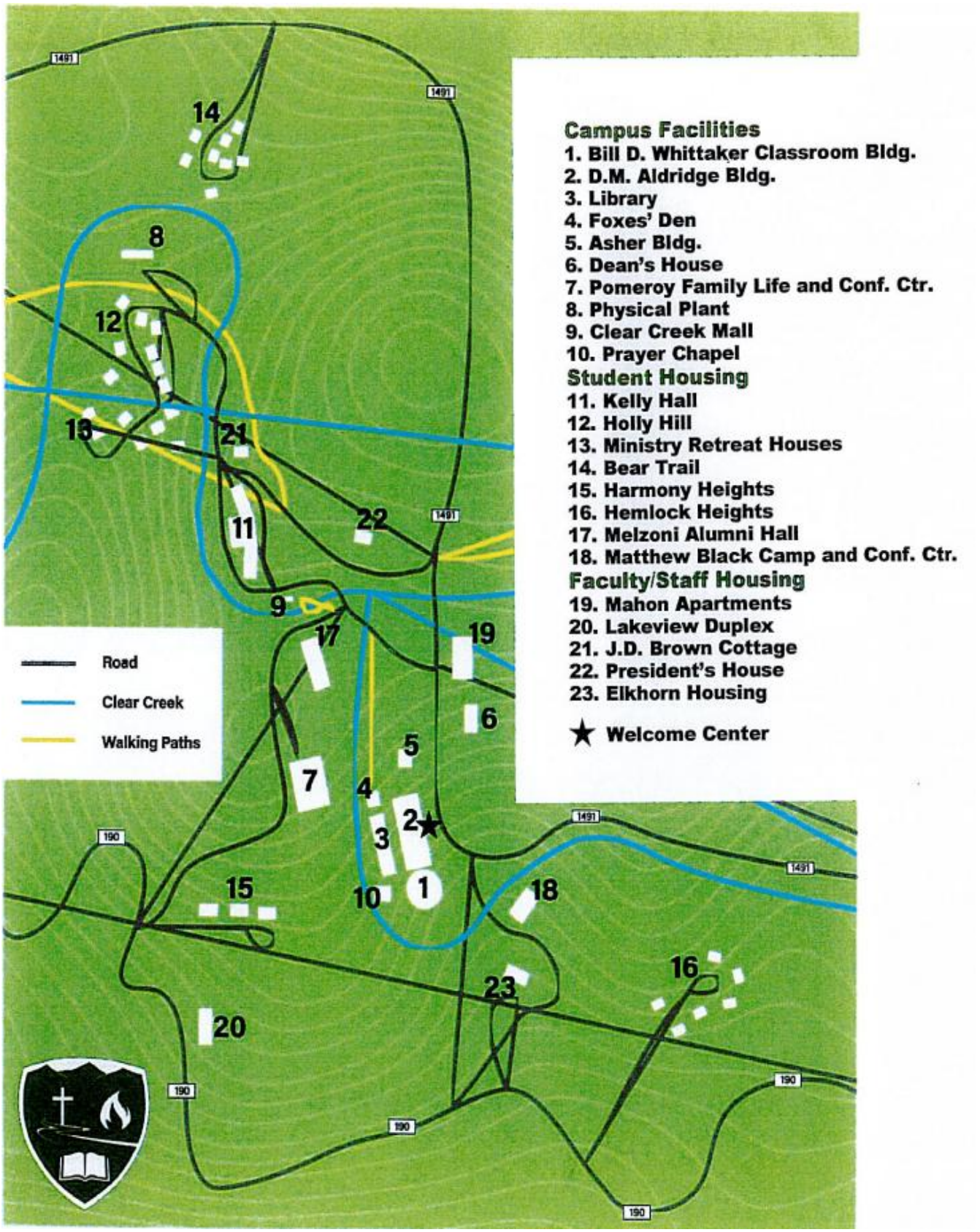
Spring Semester	2025-26	2026-27	2027-28
Graduate Spring Courses begin	Jan. 5		
Academic Affairs Committee & Faculty Meetings	Jan. 5	Jan. 4	Jan. 3
J-Term Courses (Undergraduate)	Jan. 5-9	Jan. 4-8	Jan. 3-7
New Student Orientation	Jan. 6-8	Jan. 5-7	Jan. 4-6
Faculty/Staff Meeting	Jan. 12	Jan. 11	Jan. 10
Undergraduate Spring Courses begin	Jan. 12	Jan. 11	Jan. 10
Graduate Term C begins (8 weeks)		Jan. 11	Jan. 10
J-Term Grades due in Sonis	Jan. 14	Jan. 13	Jan. 12
Trustee Executive Committee Meeting	Jan. 19	Jan. 18	Jan. 17
Last day to add/drop a class	Jan. 23	Jan. 22	Jan. 21
Summer Course Syllabi due	Jan. 26	Jan. 25	Jan. 24
Academic Affairs Committee & Faculty Meetings	Jan. 26	Jan. 25	Jan. 31
Summer Registration begins	Feb. 2	Feb. 1	Feb. 7
Faculty/Staff Meeting	Feb. 2	Feb. 1	Feb. 7
Book Lists for Fall & Spring Term	Feb. 2	Feb. 1	Feb. 7
ABHE Annual Meeting	Feb. 11-13	Feb. 24-26	Feb. 16-18
Summer Registration ends	Feb. 16	Feb. 15	Feb. 21
Academic Affairs Committee & Faculty Meetings	Feb. 23	Feb. 22	Feb. 28
Lacy Lykens Lectures (tentative)	Feb. 25-26	Feb. 9 & 10	TBA
Fall Course Syllabi due	Feb. 27	Feb. 26	Feb. 25
Faculty/Staff Meeting	March 2	March 1	March 13
Mid-term grades due in Sonis	March 6	March 5	March 3
Graduate Term C ends		March 5	March 3
Spring Break	March 9-13	March 8 - 12	March 6-10
Graduate Term D begins (8 weeks)		March 15	March 13
Fall/Spring Registration opens	March 16	March 15	March 13
Last Day to withdraw from a course	March 20	March 19	March 17
Academic Affairs Committee & Faculty Meetings	March 30	March 29	March 27
Good Friday (campus closed)	April 3	March 26	April 14
Easter	April 5	March 28	April 16
Faculty/Staff Meeting	April 6	April 5	April 3
Spring Trustee Meeting	April 14	April 20	April 18
Graduate Week #16	April 20-24	April 19-23	April 17-21
ABHE Onsite Review	April 27-30	NA	NA
Undergraduate Seniors' Finals Week	April 28 - May 1	April 26-30	April 24-28
Graduate Spring Grades due in Sonis	April 29		

Fall 2025 – Summer 2028 Academic Calendar
Spring Semester Continued

Spring Semester	2025-26	2026-27	2027-28
Undergraduate Finals Week	May 4-8	May 3-7	May 1-5
Graduate Term D ends		May 7	May 5
President's Senior luncheon	May 8	May 7	May 5
Spring Semester ends	May 8	May 7	May 5
Commencement	May 8	May 7	May 5
Undergraduate Spring Grades due in Sonis	May 11	May 10	May 10
Faculty Assessment Retreat	May 19-21	May 18-20	May 16-18

Fall 2025 – Summer 2028 Academic Calendar
Summer Semester

Summer Semester	2025-26	2026-27	2027-28
Graduate Summer Courses begin (14 week term)	April 28		
Graduate Summer Term Add/Drop Date	May 8		
Undergraduate Summer Courses begin (11 week term)	May 12	May 11	May 9
Undergraduate Summer Term Add/Drop Date	May 22	May 21	May 19
Graduate Term E begins (8 weeks)		May 24	May 22
Memorial Day (campus closed)	May 25	May 31	May 29
Southern Baptist Convention	June 9-10	June 8-9	TBA
Worship Leader Retreat	June 18-20	June 17-19	June 15-17
Fall /Spring Registration closes	June 19	June 18	June 16
Summer Term Withdrawal Deadline	June 19	June 18	June 16
Summer Break (campus closed)	June 29 - July 3	July 5-9	July 3-7
Trustee Executive Committee Meeting	July 13	July 19	July 17
Undergraduate Summer Courses ends	July 24	July 23	July 21
Graduate Summer Courses ends	July 31		
Graduate Term E ends		July 16	July 14


Campus Facilities
1. Bill D. Whittaker Classroom Bldg.
2. D.M. Aldridge Bldg.
3. Library
4. Foxes' Den
5. Asher Bldg.
6. Dean's House
7. Pomeroy Family Life and Conf. Ctr.
8. Physical Plant
9. Clear Creek Mall
10. Prayer Chapel
Student Housing
11. Kelly Hall
12. Holly Hill
13. Ministry Retreat Houses
14. Bear Trail
15. Harmony Heights
16. Hemlock Heights
17. Melzoni Alumni Hall
18. Matthew Black Camp and Conf. Ctr.
Faculty/Staff Housing
19. Mahon Apartments
20. Lakeview Duplex
21. J.D. Brown Cottage
22. President's House
23. Elkhorn Housing
★ Welcome Center
Road
Clear Creek
Walking Paths
1491
190

Appendix

Intellectual Property Rights Policy (Adopted by the faculty October 14, 2002)

A. Internet Course Materials

The Academic Affairs Committee recommends that the following policies be approved and implemented in relation to the internet/online courses at Clear Creek Baptist Bible College.

1. Clear Creek Baptist Bible College will enter into a contractual relationship with the professor who is asked to produce an online course in order to protect the intellectual property of the professor and the ability of Clear Creek Baptist Bible College to provide continuous, quality online courses in the event of the professor's leaving the College for whatever reason. It is understood that the intellectual material (content-lecture notes, charts, etc.) is the intellectual property of the professor and the course (the vehicle of offering/presenting the material online) belongs to the College. Thus, it is intended that both be protected in mutually satisfying and beneficial ways.

This contract will strive to guarantee that the intellectual materials presented on the online course will not be changed or modified without the permission and knowledge of the professor so that it remains his materials. As one professor on the committee put it, "This keeps the professor who may hold to one eschatological viewpoint from having his materials changed so that he holds another viewpoint." The content of the course will guarantee the College has access to this material as long as the College deems it needful and useful to accomplish its goals and as long as the professor is serving under a current contract.

2. The annual contract of each professor who is asked to produce an internet course will indicate the renewal of first rights for the college on the course(s) the College selects to use for the current year and the following year as a safeguard for the College's ability to offer the particular online course. In essence, this will be a two- year contract that is renewable each year the professor's contract is renewed. This contract will also protect the college from having the same course offered at another institution or as the professor's personal online course(s) simultaneously.

3. Should the professor leave for whatever reason the second year's option of the online course could be exercised by the school by virtue of the previous year's contract. This ensures that the college would not find itself in a place needing to offer an online course and not having access to one. For example, the professor signs a contract for the year 2002-2003. His contract will stipulate that the online course he has produced could be used by Clear Creek the years of 2002- 2003 and 2003-2004. Should his contract be renewed another year (2003-2004), then his contract would indicate that the online course would be renewed for 2003-2004 and 2004-2005.

4. If the professor has left the College and if the school needed and/or wanted to utilize the same online course the second year after the professor left, then the College and the professor would enter into negotiations for the use of the course. It is assumed that the school would allow its new professor to develop his course(s) as soon as possible and that the former professor's course would no longer be needed and utilized in the online courses offered. For example, the professor had a contract for 2002-2003 and then left, his contract would guarantee that the College could use the online materials for 2002-2003 and 2003-2004. If the school needed and wanted to use it the 2004-2005 terms, then they would negotiate with the professor for the use of the course.

5. The College and the professor recognize that when he is requested to develop an online course, he will be credited with either two (2) hours or three (3) hours of teaching load during that semester. So, if a professor is teaching a twelve-hour load and is developing an online course that semester, he will receive credit for fourteen hours. If it is a three-hour course, then his load would be fifteen hours.

6. When the professor is teaching the online course, he receives credit for teaching the two-hour course as if it was another scheduled extension or campus course. For example, he teaches twelve on-campus hours and one two-hour online course, then he would receive a total of fourteen instructional hours.

7. The professor might be asked to teach the online course a second time and this may be counted as part of his normal teaching load. Should he be asked to teach above the normal load, he could request to teach the online course as an adjunct and then receive the normal adjunct stipend. If he chooses not to teach the course as an

overload, then the course will be offered to current faculty. If no one on the current faculty desires to teach the course, then it will be offered for outside adjunct instructors to teach as the Academic Dean would recommend.

B. Workbooks and Other Academic Materials

1. The Academic Dean may request that a professor produce certain workbooks, syllabi, and other academic materials on school time and equipment for Clear Creek's courses. These requested materials will remain the property of the College as long as it continues using the specific text and workbook approach for the extension accreditation policies. Once the course is dropped by the College, another workbook or other academic materials are produced, then the workbook or other academic material becomes the property of the producing professor. It is agreed that this workbook cannot be altered or revised without the permission of the professor who produced the workbook.

2. Materials produced at the individual discretion and initiative of the professor will remain that professor's intellectual materials. The professor will retain all rights and privileges for this material.

3. In the event that faculty and staff should develop an electronic or any other format of a published journal, Clear Creek Baptist Bible College, would be allowed to obtain first rights to publishing the materials as requested by the journal's editors or publishers. Second and/or later publishing rights would be retained by the producing professor or staff person unless otherwise stated in a written contract.

4. Should the article or material discussed in number 3 be revised or republished for any other journal, periodical or similar published material, the name of Clear Creek Baptist Bible College should be removed from the revised and/or republished manuscript.

5. Papers and other material (both written and other media) produced by students for classes remain the intellectual property of the student and cannot be used without the permission of the student.

Addendum (approved by Board of Trustees as amended July 14, 2014)

Staff members present a situation unique to both faculty and students. All materials, designs, articles, audio/visual presentations, and other intellectual or creative property produced in connection with Clear Creek Baptist Bible College is produced in fulfillment of a contractual agreement with Clear Creek Baptist Bible College or in the course of employment compensated on a "per hour" basis. All intellectual or creative property produced by staff members in the course of their employment at Clear Creek Baptist Bible College is and remains the property of Clear Creek Baptist Bible College.

This policy is not limited to copyrights and materials mentioned in specific above, but also includes all intangible assets such as musical, literary, and artistic works; discoveries and inventions; and words, phrases, symbols, and designs. In effect, all intellectual property produced by an employee of Clear Creek Baptist Bible College in the role of that employment is and remains the property of Clear Creek Baptist Bible College until and unless otherwise noted by this policy or by another binding agreement. Compensation, royalties, and other revenue derived from those intellectual properties are therefore the property of Clear Creek Baptist Bible College to be used as the leadership of the college sees fit.

GRADUATE FEE SHEET

2025-2026 Tuition and Fees

Tuition Charges

Block Tuition (4 Competencies Per Semester)	**$2,000.00**
Tuition (Per Competency)	**$600.00**

Adjustments

Add/Drop Adjustments

Clear Creek maintains a policy for refund in such situations as:

- The student fails to enter the course.
- The student withdraws from the course.
- The student can change their enrollment status by adding courses until the second week of classes. If hours are dropped below the block rate, tuition and scholarships will be adjusted.

Tuition Refunds

Graduate Refund Policy

Refunds will be made in accordance with the following policy:

- 100% - withdrawal on 1st day of class
- After the first day of class, refunds will be calculated based on withdrawal week up to the fourth week of class:
  - Withdrawal by the end of Week 2 – 100% refund
  - Withdrawal by the end of Week 3 – 87.25% refund
  - Withdrawal by the end of Week 4 – 81.25% refund
  - Withdrawal by the end of Week 5 – 75% refund
  - Withdrawal by the end of Week 6 – 68.75% refund
  - Withdrawal by the end of Week 7 – 62.5% refund
  - Withdrawal by the end of Week 8 – 56.25% refund
  - Withdrawal by the end of Week 9 – 50% refund
  - Withdrawal after the end of the ninth week of enrollment – No Refund
- Withdrawal is not complete until the student has received a copy of the completed withdrawal form. A forwarding address form must be completed and returned to the Business Office.

Charges and Fees

Non-Refundable Charges

Application for Admission	**$50.00**
Graduation Application	**$100.00**
Returned Check (per check)	**$13.00**
Schedule Change	**$20.00**
Transcript Evaluation	**$10.00**
Directed Independent Study	**$100.00**

Non-Refundable Fees

Late Registration Fee	**$50.00**
Registration Fee	**$50.00**
Housing Application Fee	**$50.00**

Non-Refundable Fees | Technology Resource Fee

Technology Hardware and Software Resources, PerLego research library, Online Library (Digital) Resources, Learning Management Helpdesk, Online Tutoring Services, Continued Student Services

Enrolled Student (per semester)	**$225.00**

Housing Rates

Married Students

Student Rates	**$275.00 – $385.00**
Security Deposit (Paid When Keys Are Issued)	**One Month's Rent**

All rates include rent, water, sewer, and garbage. Each student must deal with Kentucky Utilities Company directly for electric service, the telephone company for telephone service, and Delta Gas for gas service.

Single Students

Hemlock Duplexes	**$1,733 (Every Six Months)**

Student Housing Policies

Rent

Rent for married housing is charged every six months on the following basis: fall semester (July–December); spring semester (January-June). Rates for Hemlock Duplexes are charged by the semester (per six months).

Security Deposit | Married Students

A security deposit of one month's rent must be paid by each resident planning to live in campus-owned housing and must be paid before keys are issued. Before a student moves in, a check-in inspection is conducted by a representative of the Physical Plant accompanied by each new tenant. A housing inspection checklist is reviewed and signed by both.

Security deposits are refunded after the student moves if the following guidelines are met:

- Student graduates and premises are left in the same condition as they were found.
- Student moving before graduation gives written notice of moving date, and premises are left in the same condition as they were found.
- All keys, including mailbox keys, have been turned in, and a forwarding address form must be on file in the Business Office.
- The student has a zero or credit balance on their account. If not, the security deposit is applied to the outstanding balance. If a married couple are both students, both accounts must be paid in full.

Vacating Student Housing

It is necessary for students who graduate to vacate married student housing by May 31st (Monday following graduation for sing student housing) to allow time to get housing ready for new students.

A written request must be submitted to the Physical Plant office for married housing or Student Life office for single housing to stay beyond the May 31st deadline. Each submission will be answered in writing by the respective office.
Students completing course requirements in December must vacate student housing by December 31st (Monday following graduation for single student housing). Graduates are not required to give written notice of departure but must notify the respective office of their departure date.

Any student who moves before they graduate is required to give a 30-day written notice to the Physical Plant for married housing or to Student life for single housing. Failure to give written notice will result in forfeiture of the security deposit.

Refunds

Campus housing (excluding dormitory space) will be prorated, with part of a week being considered a full week. Refunds at the dormitory will be granted on the basis of the actual number of weeks remaining in the semester, with a part week being considered a full week.

Single and Commuter Student Housing

Male full-time residents and male commuters are housed in Kelly Hall. Female full-time residents and female commuters are housed in Melzoni/Alumni Hall.

A security deposit of $100 for full-time students ($50 for commuter students) must be paid to the Student Life office before keys are issued. A $25 deposit must be paid to the Student Life office by the end of the spring semester to reserve housing for the following fall semester. This deposit will be applied to the student's account for college expenses upon enrollment in the fall.

The Student Life Director must be notified in writing by July 1st if the student plans not to return or forfeit their deposit. Failure to pay this deposit by the end of the spring semester will result in a non-refundable $25 reservation fee due before receiving housing for the fall semester.

Students who stay in campus housing for the summer are not required to pay a $25 reservation deposit for the fall semester. Failure to complete this fall reservation process, as stated above, will result in re-application for student housing and a non-refundable $50 fee. See the Kelly Hall/Melzoni-Alumni Apartments Handbook or Student Handbook for more information.

The Student Life Director reserves the right to consolidate empty living spaces or make reassignments when vacancies occur.

The college reserves the right to alter, at its discretion, any of the information on this fee sheet.

Graduate Course Catalog Updated 03.04.2026