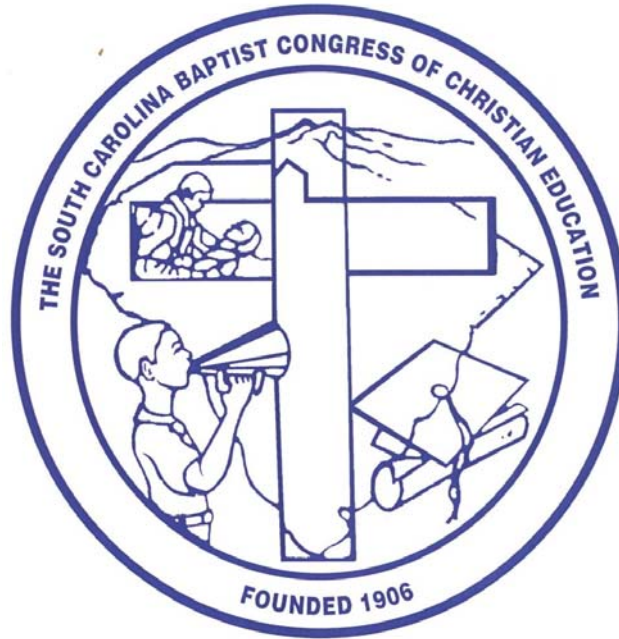


**SOUTH CAROLINA BAPTIST CONGRESS  
OF CHRISTIAN EDUCATION  
GRADUATION  
AND  
CERTIFICATION REQUIREMENTS  
2007 EDITION**



**DR. JAMES H. COKLEY**  
*PRESIDENT*  
**DR. LUCIOUS DIXON**  
*DEAN*  
**DR. L. P. GRAHAM,**  
*CONVENTION PRESIDENT*



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## CONTACT INFORMATION

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## APPLICATION PROCEDURES

All persons interested in being certified in any area (local, district or congress teacher, youth advisor, superintendent, dean, etc.) are required to be registered in the **Program of Certification**.

### **Application Procedures are:**

1. Submit formal application to the State Dean's Office at the following address:

**Dr. Lucious Dixon, Dean**  
**South Carolina Baptist Congress of Christian Education**  
**1531 Hampton Street**  
**Columbia, SC 29201**  
**(803) 755-9788 – FAX (803) 955-2467**  
**email – [victory@aol.com](mailto:victory@aol.com)**

2. Be a member in good standing of a local Baptist church;
3. Submit letter of recommendation from your pastor;
4. Local church must be in good standing with the State Congress of Christian Education having registered for at least the past three years.
5. Complete general and specific courses required and related to position to be certified.
6. Submit a church check, cashier's check or money order in the amount of **Twenty-Five Dollars (\$25.00)** as a processing fee to be enrolled in the program.

**Applications may be acquired from the Dean's Office; the President's Office or downloaded from the Congress website [www.sccongress.org](http://www.sccongress.org).**

**You may enlarge and photocopy one from this booklet.**

## GRADUATION REQUIREMENTS

Persons wishing to participate in the Commencement Exercises and/or receive the appropriate certificate from the South Carolina Baptist Convention Congress of Christian Education must complete the following requirements:

1. Be a member in good standing with their local church;
2. Complete the course requirements as listed for each level;
3. Submit the required processing fees as set by the Congress.

### **First Level Certificate**

1. 101 – Effective Bible Reading
2. 102 – Survey of the Old Testament
3. 103 – Survey of the New Testament
4. 201 – Christian Stewardship – A Tenth of Time, Treasure, and Talents

### **Second Level Certificate**

1. Provide evidence of completion of Level One Certificate; and
2. 104 – Acts: History of the New Testament Church
3. 200 – Nurturing Christians
4. 206 – Evangelism – How to Find Them and Keep Them
5. 301 – The Doctrine of the Baptist Church

### **Third Level Certificate**

1. Provide evidence of completion of Levels One and Two Certificates; and
2. 300 – The Doctrine of God;
3. 303 – How to Worship God for All He is Worth
4. 401 – Biblical Principals of Leadership
5. 502 – Using Technology in Christian Education
6. 503 – Christian Education and the Arts
7. 501 – Expressing Your Thoughts in Writing

# OUTLINE FOR BOOK REPORTS

(To be used with all areas of certification)

## Cover Sheet

Title of Book

Author's Name

Publisher and Date of Publication

(Published within the last five (5) years)

Candidate's Name and Address

Date report was submitted

**Introduction** Give background information about the book and the author if available. Note how the book is structured (chapters, sections, subsections), number of pages, number of editions.

**Summary** Summarize the book covering the purpose and main points addressed. This should be a brief non-evaluative restatement of the main points of the book. The summary should demonstrate that the material has been read and understood.

**Analysis** Answer the following questions in paragraph form:

1. What is the main subject of the book?
2. Did the author adequately address the subject?
3. Did you agree (disagree) with the author's conclusion?  
Elaborate.
4. Can the author's ideas be incorporated into the educational program of your local church? How so?
5. Were you affected personally by the book? How so?
6. The book report must be tailored to the desired area of certification.

**Deadline for submission of book reports and applications is sixty (60) days prior to the Annual Session or local commencement exercises.**

**Mail applications, fees and book reports to:**

### Program of Certification

South Carolina Baptist Congress of Christian Education

1531 Hampton Street

Columbia, SC 29201

# CERTIFICATION REQUIREMENTS FOR LOCAL TEACHER

Persons desiring to be certified as a Church School Teacher must complete the following requirements:

1. Be a member in good standing with their local church.
2. Submit a letter of recommendation from their Pastor for admission in the **Church School Teacher's Certification Program.**
3. Must have complete basic courses listed on "Application for Certification" form. **(Levels One and Two Certificates);**
4. Complete courses as specified in **AREA OF SPECIALIZATION;** and
5. Submit a book report on Christian Education as related to the Church School or Ways of Teaching published within the last five (5) years. This report should be no less than five (5) typed (double-spaced) pages in length, not including the cover page. (See "Outline for Book Reports").
6. Complete the following **COURSES FOR CHURCH SCHOOL TEACHERS**
  1. 100 – How the Bible Came to Be
  2. 306 – Baptist Doctrine for Children
  3. 400 – Creative Ways of Teaching
  4. 500 – Developing Literacy Skills

Upon completion of course work, submit evidence of course completion, application, fees and book report to:

**Program of Certification**  
South Carolina Baptist Congress of Christian Education  
1531 Hampton Street  
Columbia, SC 29201

**CERTIFICATION REQUIREMENTS  
FOR  
DISTRICT/STATE CONGRESS TEACHER LEVEL I**

Persons desiring to be certified as a Church School Teacher must complete the following requirements:

1. Be a member in good standing with their local church.
2. For each course one desires to teach, submit a separate application to the Dean's Office.
3. Must have attended at least two (2) of the last Four(4) Annual Sessions.\*
4. Provide evidence a Degree in Religious Studies or a Local Teacher's Certificate.
5. Submit a formal two-page paper stating your reasons for wanting to be a Congress teacher.
6. Submit a letter of recommendation from your local Congress Dean/President
7. \*Must attend the Annual Faculty Retreat for the year in which you wish to teach! District Teachers ARE NOT REQUIRED attending the State Congress only their District Congress.
8. Complete the following COURSES FOR CONGRESS TEACHERS.
  - a. 202 – Equipping the Saints
  - b. 203 – The Mission of the Church
  - c. 213 – The Foundation of Christian Education
  - d. 305 – The Doctrine of Salvation: Grace-Regeneration

Upon completion of course work, submit evidence of course completion, application, fees and book report to:

**Program of Certification**  
South Carolina Baptist Congress of Christian Education  
1531 Hampton Street  
Columbia, SC 29201

**CERTIFICATION REQUIREMENTS  
FOR  
DISTRICT/STATE CONGRESS TEACHER LEVEL II**

Persons desiring to be certified as a Church School Teacher must complete the following requirements:

1. Be a member in good standing with their local church.
2. For each course one desires to teach, submit a separate application to the Dean's Office.
3. Must have attended at least three(3) of the last five(5) Annual Sessions.\*
4. Provide evidence of a Degree in Religious Studies or Level I Teacher's Certificate and course(s) listed below from an accredited school.
5. Complete the following courses:
  - a. 205 – Building a Holistic Ministry
  - b. 210 – Building Strong Families
  - c. 304 – The Function of the Holy Spirit
  - d. 504 – The Church's Ministry to the Community
6. Submit a formal three-page paper showing various life experiences that have influenced your teaching.
7. Submit a formal three-page paper on how you can enhance the learning of your students.
8. \*Must attend the Annual Faculty Retreat for the year in which you wish to teach! District Teachers ARE NOT REQUIRED to attend the State Congress only their respective District Congress.

Upon completion of course work, submit evidence of course completion, application, fees and book report to:

**Program of Certification**  
South Carolina Baptist Congress of Christian Education  
1531 Hampton Street  
Columbia, SC 29201

**CERTIFICATION REQUIREMENTS  
FOR  
DISTRICT/STATE CONGRESS TEACHER LEVEL III**

Persons desiring to be certified as a Church School Teacher must complete the following requirements:

1. Be a member in good standing with their local church.
2. For each course one desires to teach, submit a separate application to the Dean's Office.
3. Must have attended at least four(4) of the last six(6) Annual Sessions.\*
4. Provide evidence of a Degree in Religious Studies or Level II Teacher's Certificate and courses listed below from an accredited school.
5. Complete the following courses:
  - a. 209 – Music in Christian Education
  - b. 216 – Using Drama in Christian Education
6. Submit a formal book report related to the task of the teacher and /or the methods of teaching. (See the guideline for book reports)
7. Submit a formal three-page paper on how you can enhance the learning of your students.
8. \*Must attend the Annual Faculty Retreat for the year in which you wish to teach! District Teachers ARE NOT REQUIRED to attend the State Congress only the District Congress.

Upon completion of course work, submit evidence of course completion, application, fees and book report to:

**Program of Certification**  
South Carolina Baptist Congress of Christian Education  
1531 Hampton Street  
Columbia, SC 29201

# CERTIFICATION REQUIREMENTS FOR YOUTH ADVISOR

Persons desiring to be certified as a Youth Advisor must complete the following requirements:

1. Be a member in good standing with their local church.
2. Submit a letter of recommendation from their Pastor for admission in the Youth Advisor's Certification Program.
3. Must have attended at least two (2) annual sessions of the South Carolina Congress of Christian Education;
4. Must have complete basic courses listed on "Application for Certification" form. **(Levels One, Two, and Three Certificates)**;
5. Complete the following courses
  - a. 216 – Using Drama in Christian Education
  - b. 208 – Using Puppetry in Christian Education
  - c. 209 – Music in Christian Education
  - d. 215 - The Art of Listening to Our Youth
  - e. 405 – The Role of the Youth Director
6. Submit a book report on Christian Education as related to Youth Ministry published within the last five (5) years. This report should be no less than five (5) typed (double-spaced) pages in length, not including the cover page. (See "Outline for Book Reports")

Upon completion of course work, submit evidence of course completion, application, fees and book report to:

**Program of Certification**  
South Carolina Baptist Congress of Christian Education  
1531 Hampton Street  
Columbia, SC 29201

## CERTIFICATION REQUIREMENTS FOR SUPERINTENDENT

Persons desiring to be certified as a Superintendent must complete the following requirements:

1. Be a member in good standing with their local church.
2. Submit a letter of recommendation from their Pastor for admission in the Youth Advisor's Certification Program.
3. Must have attended at least two (2) annual sessions of the South Carolina Congress of Christian Education;
4. Must have complete basic courses listed on "Application for Certification" form. (**Levels One, Two, and Three Certificates**);
5. Complete the following courses:
  - a. 213 – The Foundation of Christian Education
  - b. 400 – Creative Ways of Teaching
  - c. 408 – How to Organize and Administer the Church School
  - d. 409 – How to Manage Conflict in the Church
  - e. 410 – How to Develop and Manage Church Staff
6. Submit a book report on Christian Education as related to the Church School published within the last five (5) years. This report should be no less than five (5) typed (double-spaced) pages in length, not including the cover page. (See "Outline for Book Reports")

**Note:** Certificates/diplomas from National Congresses "Superintendent's Workshops" are also applicable toward district and state certification.

Upon completion of course work, submit evidence of course completion, application, fees and book report to:

### **Program of Certification**

South Carolina Baptist Congress of Christian Education  
1531 Hampton Street  
Columbia, SC 29201

## CERTIFICATION REQUIREMENTS FOR DISTRICT DEAN

The position of Dean of any Congress, whether it is district or State, is a vitally important position. The position requires extensive knowledge of Christian Education, its importance and value to Christians and the life of the Church, and how it relates to all that is involved in the development and growth of the Christian, the church, and the Congress. Therefore, the person serving in the position of Dean must meet the following criteria:

1. Possess a Master's Degree in Christian Education, Divinity, Theology or its equivalent from an accredited Bible College or Seminary; or
2. A Bachelor's Degree from an accredited Bible College, Seminary, or Liberal Arts College or University, and
  - a. At least four (4) years experience in the ministry or some area of Christian Education within the local church, i.e. Director of Christian Education, Superintendent of the Church School, Bible Study, Church School, Vacation Bible School Teacher, etc.
  - b. Earn Level I and II Certificates,
  - c. Complete the following courses
    - i. 213 – The Foundation of Christian Education
    - ii. 400 – Creative Ways of Teaching
    - iii. 408 – How to Organize and Administer the Church School
    - iv. 409 – How to Manage Conflict in the Church
    - v. 410 – How to Develop and Manage Church Staff
    - vi. 411 – The Organization and Function of the Local Congress
  - d. A letter of recommendation from your pastor
3. A high school diploma, and
  - a. Evidence of Level III certificate
  - b. Fulfill requirements of 2a, 2c, and 2d

*(cont'd on next page)*

**Note: Certificates/diplomas from National Congresses  
“Seminars for Deans and Presidents” are also applicable  
toward district certification.**

Upon completion of course work, submit evidence of course completion, application, fees and book report to:

**Program of Certification**

South Carolina Baptist Congress of Christian Education  
1531 Hampton Street  
Columbia, SC 29201

# APPLICATION FOR CERTIFICATION

If you desire to be certified as a **TEACHER, YOUTH ADVISOR, SUPERINTENDENT, OR DEAN** please fill out this form completely.

Position Applying For \_\_\_\_\_

Individual's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Church's Name \_\_\_\_\_

Address \_\_\_\_\_

Pastor \_\_\_\_\_ Address \_\_\_\_\_

Association/Congress \_\_\_\_\_ Moderator/President \_\_\_\_\_

Address \_\_\_\_\_ Dean \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Please list what courses taken at the State Congress, National Congress (NBC, USA, NBA, America, PNBC) local congress, seminar or workshop, local church, college or seminary. (Attach Additional pages if necessary) Each applicant will be evaluated individually. *Courses must be certified with at least ten (10) hours study time.*

Course	Dates	Location	Instructor

**I certify that all of the above information is correct.**

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# COMMENCEMENT PROCEDURES

*These are direction for Annual Session Commencements.*

## **Sign-up:**

Deadline for expectant participants to check-in with Dean's office is Tuesday at 5:00 P.M.

All qualifying documents must be received by Thursday Noon (12:00 P.M.)

## **Commencement Rehearsal:**

All commencement participants must attend rehearsal at Five o'clock (5:00 P.M.) on Thursday. Anyone not present at the rehearsal session will be omitted from the commencement service.

Participants who elect not to march must provide the Dean's Office with a self-addressed, stamped envelope suitable for mailing certificate.

## **Dress Code:**

**(Ladies)** White dresses or suits with black shoes.

**(Men)** Dark Suits or Dark pants with white shirts and black or brown shoes and tie.

## **Note:**

Participants must be in place (line-up) not later than twenty minutes prior to start of the Commencement Service.

