



[NEWBEGINNINGSNJ.ORG/BIBLESCHOOL](http://NEWBEGINNINGSNJ.ORG/BIBLESCHOOL)

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Published January 2021

**New Beginnings Bible School**

This catalog contains the guidelines and the policies endorsed by the Executive Board of New Beginnings Church for the purpose of aiding students in planning their enrollment and should not be considered a contractual agreement between New Beginnings Church or New Beginnings Bible School and the student. All program requirements, course contents, and other applicable regulations are subject to change at the discretion of the decision-making entities within the School.

## A Message From Our Lead Pastor

## A Message From Our Dean

Welcome to New Beginnings Bible School! We at New Beginnings are excited that you have chosen to become part of this aspect of the New Beginnings Family.

It is my wish that this next chapter of your life will be a transformational period in your walk with Jesus. There are two times in our lives that I believe will always stand out in our memories; the most meaningful seasons we have lived through and the most impactful moments we have encountered. I pray that your efforts will be rewarded with moments filled with the wonders in knowing the Lord at a deeper level and a powerful season of the Holy Spirit in your life, your leadership, and your ministry.

I love what Paul wrote to his prodigy Timothy in 2 Timothy 2:15. The Amplified rendering of this verse reads as follows: *“Study and do your best to present yourself to God approved, a workman [tested by trial] who has no reason to be ashamed, accurately handling and skillfully teaching the word of truth”*. The opening word in that verse is the Greek word “spoudason.” It is translated here as “study”. It can be more accurately translated as “be speedily diligent.” When I read that verse, it says to me that Paul was conveying something important to Timothy and we can take the same to heart. It says that we are to hasten our attention to the Word of God. That implies a right now commitment. The Word, therefore, is not something that we should have placed on the “back burner” of our lives. The Word is something that should be foremost in everything we think, say, and do. That is what I believe each student here at New Beginnings Bible School is doing.

As you begin your season here with NBBS, you have shown that you have taken steps of faith to move outside your comfort zone and are willing to commit your time and resource to learn and grow. God has a dynamic and unique plan for your life and your ministry in your church. The apostle Peter reminds us that we have been chosen, that we “may declare the praises of Him who called (us) out of darkness into His wonderful light.” But in order to “declare” we like Timothy must “be speedily diligent” to the Word.

My encouragement is to take hold of the call that our Father has placed on you and truly commit to the Word. I am confident that NBBS will play a vital and powerful role in preparing you and equipping you for the call of God that has placed within you. Thank you for answering that call. You will be in my prayers!

In His Service,

Dr. Gerard A. Ball

Dean



236 Brick Blvd, Brick, NJ 08723

## Calendar 2021

Revised Feb 02, 2021

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Below are important dates and schedules for the 2021 First Year course of study

1st Quarter First Day of Class: Tuesday, March 2, 2021

1st Quarter Ends: Tuesday, April 20, 2021

1st Quarter Exams: Tuesday, April 27, 2021

2nd Quarter First Day of Class: Tuesday, May 4, 2021

Memorial Day: Holiday, Monday, May 21, 2021

2nd Quarter Ends: Tuesday, June 22, 2021

2nd Quarter Exams: Tuesday, June 29, 2021

July 4th: Holiday, Monday, July 5, 2021

3rd Quarter First Day of Class: Tuesday, July 20, 2021

Labor Day: Holiday, Monday, September 6, 2021

3rd Quarter Ends: Tuesday, September 7, 2021

3rd Quarter Exams: Tuesday, September 14, 2021

4th Quarter First Day of Class: Tuesday, September 21, 2021

4th Quarter Ends: Tuesday, November 9, 2021

4th Quarter Exams: Tuesday, November 16, 2021

## Withdrawal Schedule

First Day of Class: Tuesday, March 2

Last Day for Automatic Withdraw, March 16

Last Day to Withdraw WI or WF, March 23

1st Quarter Exams: Monday, April 27

2nd Quarter First Day of Class: Tuesday, May 4

Memorial Day: Holiday, Monday, May 21

Last Day for Automatic Withdraw, May 11

Last Day to Withdraw WI or WF, May 18

July 4th: Holiday, Monday, July 5

2nd Quarter Exams: Tuesday, June 29

3rd Quarter First Day of Class: Tuesday, July 20

Last Day for Automatic Withdraw, July 27

Last Day for Withdraw WI or WF, August 3

Labor Day: Holiday, Monday, September 6

3rd Quarter Ends: Tuesday, September 7

3rd Quarter Exams: Tuesday, September 14

4th Quarter First Day of Class: Tuesday, September 21

Last Day for Automatic Withdraw, September 28

Last Day for Withdraw WI or WF, October 18

4th Quarter Ends: Tuesday, October 5

4th Quarter Exams: Tuesday, November 16

## Tuition Refund Schedule

Winter '21	Spring '21	Summer '21	Fall '21
March 1 -16 100 % Refund	May 3 to 17 100% Refund	July 19 to Aug 2 100% Refund	Sept 27 to Oct 11 100% Refund
March 17 – 23 75% Refund	May 18 to 24 75% Refund	Aug 3 to 9 75% Refund	Oct 12 to 19 75% Refund
March 24 - 31 50 % Refund	May 25 to June 2 50% Refund	Aug 10 to 17 50% Refund	Oct 20 to 27 50% Refund
April 1 and after No Refund	June 3 and after No Refund	Aug 18 and after No Refund	Oct 28 and after No Refund

**Percentages are of Total Tuition not % of Tuition Paid**

# **New Beginnings Bible School**

## **Mission Statement**

### **OUR MISSION STATEMENT**

**The New Beginnings Bible School exists to educate, equip, and enrich its students towards leadership through quality academic programs. At New Beginnings Bible School; we hold to God's Word, Academic Excellence, Christian Foundations, and Moral Integrity.**

New Beginnings Bible School is part of the Teaching Ministry of New Beginnings Church and as such is based on Biblical core values. Therefore, the School holds to a Christian worldview and uses Bible-based curriculums for teaching, edifying, and building up its students. Although the Bible School may enroll a diversity of students with regards to their individual faith walk, all must agree to conduct themselves in alignment with the New Beginnings Tenants of Faith while enrolled. Our Tenants of Faith are what unite us and allows us the freedom to work together in a Godly manner, in the power of prayer, and under the leading of the Holy Spirit. With that in mind, one's continued enrollment in the New Beginnings Bible School is contingent upon one's acceptance of the New Beginnings' Tenants of Faith, a signed Personal Commitment Form, and the outcome of one's personal prayer life.

# General Information

## Institutional Objectives

New Beginnings Bible School is a ministry leadership training center that exists to provide a Biblically-based and theologically sound preparation for Believers and to equip the same in becoming the Spirit-empowered Christians and transformational leadership to their local church and beyond.

## School Objectives

To fulfill the stated Mission Statement, New Beginnings Bible School is committed to:

1. Imparting into our students a recognition of the authority of the Scriptures and providing them with a solid knowledge of the Bible and its principles
2. Assist our students in developing a Biblical and balanced Christ-centered theology
3. Increase the student's awareness and appreciation for the Spirit-filled Christ-centered community of faith
4. Equip our students with the basic skills for evangelism and ministry
5. Provide instruction, nurture, and personal enrichment leading to the student's personal development
6. Increase our student's Biblical knowledge with a goal of cultivating a lifestyle that is based on the Scriptures
7. Prepare our students for servant leadership to their local church, their local community, and the world
8. Help cultivate within our students a thirst for the things of God and the Spirit-driven discernment that accompanies Biblical knowledge and Biblical truth
9. Operate the School in a competent and effective manner so as to maintain a recognized standing of good stewardship of all the God-given resources we have been entrusted with

## School Outcomes

In agreement with our Mission Statement and our School Objectives, New Beginnings Bible School does expect certain outcomes to be demonstrated by our students and ultimately by our graduates. These outcomes are built on specific measurable objectives. These provide a basis for assessing a student's progress and the school's effectiveness in fulfilling our mission commitments.

1. Demonstrate an ongoing commitment to the Lordship of Jesus Christ
2. Demonstrate an ongoing life that reflects the fruit of the Spirit
3. Demonstrate the authority of the Scriptures as written in their lifestyle
4. Demonstrate strong knowledge of the Scriptures and an increasing capacity to apply its principles to their lives

5. Demonstrate a commitment to the Biblical mandate to “go and make disciples” and an ability to share their faith
6. Demonstrate a commitment to their local church and to serve there
7. Demonstrate an ever-increasing ability to effectively communicate the above in both oral and written arenas
8. Demonstrate an ability to interpret and integrate Biblical knowledge in all facets of their lives
9. Demonstrate a commitment to learning and Spirit led growth

### **Tenants of Faith**

*(If you have any questions, we encourage you to contact NBC Administrative Pastor, Joe Cappabianca.)*

### **Our Standard - The Scriptures**

We believe the Bible is the inspired, inerrant, infallible Word of God and the product of God-appointed men who spoke and wrote as they were moved upon by the Holy Spirit. The New Covenant, as recorded in the New Testament, we accept as our infallible guide in matters pertaining to conduct. (2 Timothy 3:16, 1 Thessalonians 2:13, 2 Peter 1:21)

### **God - The Godhead**

We believe our God is One but manifested in three persons; the Father, the Son, and the Holy Spirit - being co-equal. God the Father is greater than all. The Son, Jesus, is the Word made flesh, the only begotten son of the Father and He has existed with the Father from eternity. The Holy Spirit proceeds forth from both the Father and the Son and is our Helper, Comforter, Strengthener, Advocate, Intercessor, Counselor, and Standby. (Philippians 2:6, John 14:28, John 16:28, John 1:14, John 1:1, John 1:18, John 15:26)

### **Our Need - Man's Fall and Redemption**

We believe man is a created being; made in the likeness and image of God. Through Adam's transgression and fall, sin came into the world, and death was the result. Therefore, man is spiritually dead and separated from God. Jesus Christ, the Son of God, was sent to give His life and shed His blood to redeem and restore man back to God by providing us with salvation. Salvation is the gift of God to man, separate from works and the law, and it is by grace, through faith in Jesus Christ, that we are saved. Jesus is the way, the truth, and the life and no one comes to the Father but by Him. (Romans 5:14, Romans 3:10, Romans 3:23, 1 John 3:8, Ephesians 2:8, John 14:6)

### **Eternal Life - Being Born of the Spirit**

We believe in order to be saved and receive eternal life; Jesus said every person must be born again. The New Birth is necessary to all men, and when experienced, produces eternal life. For God so loved the world, He gave His only begotten Son that whoever believes in Him would not perish but have everlasting life. (2 Corinthians 7:10, 1 John 5:12, John 3:3-5, John 3:16)

### **Divine Power - Being Filled with the Spirit**

We believe every believer should be "born of" the Spirit and subsequently "filled with" the Holy Spirit. This is also known as the Baptism in the Holy Spirit, receiving the Spirit or being filled with the Spirit. This is a gift from God as promised by the Lord Jesus Christ to all believers and is received by faith, subsequent to the New Birth. Being filled with the Spirit gives a believer power to be a witness for Christ, and is the entry point for the supernatural, victorious life. The Bible teaches that this experience is received by faith and is often evidenced by the accompanying supernatural gifts of the Spirit, including speaking in tongues. (Matt. 3:11, John 14:16,17, Acts 1:8, 2:4,38, 19:1-7, Eph 5:18)

### **Going Public - Water Baptism**

We believe Jesus commanded all believers to go public with their faith through water baptism, by immersion. Water baptism is a public declaration of the internal work of God in the heart and life of a believer. This is a symbol of the Christian's identification with Christ in His death, burial, and resurrection. (Matthew 28:19, Romans 6:4, Colossians 2:12, Acts 8:36-39)

### **Real Growth - Sanctification**

We believe the true Christian life is evidenced by the godly fruit of the Spirit that is developed and produced in the life of a believer. This process of sanctification leads to a genuine, holy, Christ-like life and is a definite, yet progressive, work of grace. This process begins at the time of the new birth and continues throughout our Christian life. (Hebrews 12:14, 1 Thessalonians 5:23, 2 Peter 3:18, 2 Corinthians 3:18, Philippians 3:12-14, 1 Corinthians 1:30)

### **Blessings - Divine Healing**

We believe that Jesus desires the abundant life for all believers who walk in the light of His Word. This includes many blessings- spirit, soul, and body. God promises to forgive all our sins and to heal all our diseases. Therefore, we believe that health and healing for the mental, emotional, and physical ills of the human mind and body are available by the

power of God. (John 10:10, Psalm 103:3, Mark 16:18, James 5:14-25, 1 Peter 2:24, Matthew 8:17, Isaiah 53:4-5)

### **Things to Come - The Return Of Our Lord**

We believe in the physical, bodily return of the Lord Jesus Christ. When He comes, the dead in Christ will rise first, then we who are alive will be caught up together with them in the clouds (what we refer to as the Rapture), to meet the Lord in the air. After this rapture event, we believe the Tribulation, a period of 7 years, will take place on earth. Following the Tribulation, Jesus shall return to the Earth as King of kings, the Lord of lords. Believers will return with Him and will reign with Christ on earth for a thousand years during what is known as the Millennial Reign of Christ. (Acts 1:11, 1 Thessalonians 4:16,17, Revelation 20:6)

### **Final Destination - Hell and Eternal Retribution**

We believe that a person who physically dies without accepting and confessing Jesus Christ as Lord is hopelessly and eternally lost. This person will spend eternity in hell and the Lake of Fire, and therefore, has no further opportunity of hearing the Gospel and repenting. (Hebrews 9:27, Revelation 19:20)

### **Christian Marriage**

We believe that the Bible describes marriage as involving one man and one woman and has been instituted by God. We believe God intends sexual intimacy to occur between a man and a woman who are married to each other. God loves every person, no matter what their sexual gender, views, experience or orientation may be. His desire is that every person on the planet comes into a personal relationship with him, continues to grow, and be conformed to his image. (Titus 1:6, 1 Corinthians 6:9-10, Leviticus 18:22, Leviticus 20:13)(Man and Woman as determined by God at birth at the chromosome level)

# The New Beginnings Bible School

## What Defines Us

### Our Philosophy Of Education

Our students are Believers in Jesus Christ and have come together to enrich their leadership skills, become deeper students of the Word, and mature spiritually. Our students strive to accomplish this by recognizing that our Father has revealed to us His truth through Jesus Christ in nature, history, and above all through His Word the Bible. Thus, we can hold that the Scriptures are the authoritative Word of God in their original texts, and as such are central to any quest for knowledge or relationship with the Triune Godhead. This is the guiding force for our educational philosophy.

All classes are taught by qualified instructors who have been approved by our Senior Pastor and the New Beginnings Executive Board.

### What Are The Requirements To Be Part of New Beginnings Bible School?

As a student of the New Beginnings Bible School, one must have submitted all the following in consideration of their placement.

- Potential Students must read this Handbook.
- Potential Students must fill out and submit a New Beginnings Bible School Application and sign a “Statement of Truth and Hold Harmless” Form
- All Applications must be submitted with the designated Application Fee.
- Potential Students must submit a New Beginnings Bible School Personal Recommendation Form.
- All students must agree to the policies regarding Internship while attending New Beginnings Bible School
- All Students must sign signifying they agree and will abide by New Beginnings Church Tenants of Faith. All teachers must agree to teach from a Creation-Science viewpoint (which means a Creator God who created in six literal days) and in accordance with Biblical texts and values.
- Acceptance: New Beginnings Bible School Office will notify new applicants as to their status before each registration period closes and the start of classes.

# spiritual training for practical ministry

Please do not call the Church Office to check on a student's registration status.

## START OF APPLICATION

### New Beginnings Bible School

236 Brick Blvd, Brick, NJ 08723

Application for admission. Today's Date is: \_\_\_\_\_

#### Application Requirements

2" Head & Shoulders Photo ONLY

Do not send applications without PHOTO.

A passport picture is recommended.

*(All of the following must be completed before this application is processed.)*

1. Attach a CURRENT 2" x 2" photo. Head and shoulders only.

2. Enclose the \$35.00 NONREFUNDABLE Application Fee.

3. Answer ALL questions. If a question does not apply, write "DNA" (Does Not Apply).

Your application may be returned if any area is left blank.

*THIS APPLICATION MUST BE AN ORIGINAL COPY.*

*PHOTOSTATIC COPIES OR FACSIMILES OF APPLICATIONS WILL NOT BE ACCEPTED*

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### Personal Info

PLEASE PRINT FULL LEGAL NAME. This is how your name will appear on your student ID and all correspondence.

Include your hometown and home state as they should appear on all correspondence.

Name

(first) \_\_\_\_\_ (middle) \_\_\_\_\_

(last) \_\_\_\_\_ Maiden Name \_\_\_\_\_

Present

Address \_\_\_\_\_ City

\_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Social Security Number \_\_\_\_\_ Sex (circle one) Male Female

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Are you a U.S. Citizen or a Legal Resident (Type/Write YES or NO) \_\_\_\_\_

Permanent Residents, please provide the following: Country of Citizenship Please indicate what status you hold.

Country of Birth \_\_\_\_\_

• A front and back copy of your resident alien card or work permit.

• Social Security Number \_\_\_\_\_

## Family Info

Marital Status (circle one) Single - Engaged\* - Married - Remarried - Divorced - Widowed - Separated\*\*

Name of spouse or fiancé

last, \_\_\_\_\_ first, \_\_\_\_\_

middle \_\_\_\_\_

Date of marriage (present or proposed) \_\_\_\_\_

Dependents for whom you are responsible. (If married, your spouse and children are required to live in the Ocean County area with you while you are attending NBBS.)

Name \_\_\_\_\_ Age \_\_\_\_\_ Date of

Birth \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_ Date

of Birth \_\_\_\_\_

Have you been previously married? How many times? \_\_\_\_\_

Date(s) of previous marriage(s) \_\_\_\_\_

Date(s) of divorce(s) \_\_\_\_\_

Number of children from previous marriage(s) \_\_\_\_\_ Do you pay child support?

How much? \_\_\_\_\_ Do you pay alimony to your previous spouse or spouses?

If you do have children, who has custody of them? \_\_\_\_\_

Where do they presently live? \_\_\_\_\_

What are their ages? \_\_\_\_\_

If children are residing with you and they are under school age, what are your plans for their care while you attend

NBBS \_\_\_\_\_

Is your spouse or fiancé(e) saved and filled with the Holy Spirit?

Will your spouse or fiancé(e) be attending NBBS?

Consent: I, the undersigned, am in full agreement for my spouse to attend New Beginnings Bible School. I also confirm that I (including children) will be living with my spouse in the Ocean County area while he or she attends New Beginnings Bible School.

Spouse's

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Church Affiliation

List the name of the church which you currently attend. Pastor's recommendation given to:

(Must be current pastor or church leader. If not your pastor, state position of leadership in church.)

Name of Church

\_\_\_\_\_

Name of Pastor

\_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

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

How long have you attended this church? \_\_\_\_\_

Are you a member?

Do you attend regularly?

If you have attended your present church less than one year, state the reason and include the name of your former church, pastor, and dates of attendance

\_\_\_\_\_

In what church activities are you currently involved? In what church activities were you formerly involved? How long? From To \_\_\_\_\_

If you are not currently involved in your local church, please BRIEFLY explain why not \_\_\_\_\_

### Enrollment Information

How did you hear about NBBS (please check all that apply)

Church Announcement \_\_\_\_\_ website \_\_\_\_\_ radio \_\_\_\_\_ postcard \_\_\_\_\_ email \_\_\_\_\_ friend/family \_\_\_\_\_

Why do you want to attend NBC Bible School? (State briefly.)

\_ Date you were saved: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Were you raised in a Christian home?

Briefly state how you know you are saved

The date you received the baptism in the Holy Spirit with the evidence of speaking in other tongues:

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Briefly state how you know you are filled with the Holy Spirit.

In the time since your initial salvation experience, has there been a period when you did not live for the Lord?

If yes, please include date(s) and explain briefly. Indicate the approximate date of your decision to fully commit your life to the Lord.

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## **Educational History**

What is your highest level of education?

Beginning with High School, list educational institutions attended.  
Name of school(s) and dates you completed

Are you able to read, write, and comprehend the English language?

## **Occupational History**

Please list your past work experience starting with present or most recent employer:  
Name of Employee/Duties/Dates

## Personal History

Have you declared bankruptcy within the last 5 years? (If yes, explain the origin, cause, and amount)

Please be specific. \_\_\_\_\_

Have you ever used any form of tobacco products? If so, when did you last use them? (date)

\_\_\_\_\_

Have you ever used alcohol? If so, when did you last use it? (date) \_\_\_\_\_

Have you ever used illegal or habit-forming drugs? If so, when did you last use them? (date) \_\_\_\_\_ If

“yes”, what illegal or habit-forming drugs? \_\_\_\_\_ How long? \_\_\_\_\_ If

you answered yes to any of the above questions and use has occurred within the past year, please give an explanation including dates and details on the back of this page.

Have you ever been arrested?

When \_\_\_\_\_ Where \_\_\_\_\_ Why \_\_\_\_\_ Date Released \_\_\_\_\_

Have you ever been convicted of a criminal charge?

When \_\_\_\_\_ Where \_\_\_\_\_ Why \_\_\_\_\_ Date Released \_\_\_\_\_

Have you ever been incarcerated?

When \_\_\_\_\_ Where \_\_\_\_\_ Why \_\_\_\_\_ Date Released \_\_\_\_\_

Have you ever been placed on probation?

When \_\_\_\_\_ Where \_\_\_\_\_ Why \_\_\_\_\_ Date Released \_\_\_\_\_

PH1. Have you ever been accused or investigated for child abuse, child neglect, or child molestation?

PH2. Have you ever been accused or investigated for spousal abuse?

If you answered “yes” to either PH1 or PH2 above, please give the details on a separate sheet of paper.

\*\*Please note when answering “PH1” or “PH2”

PH3. Have you ever been involved with/in a homosexual or lesbian relationship or encounter?

If “yes”, please give the approximate date(s): From \_\_\_\_\_ to \_\_\_\_\_.

Also, if you answered “yes” to “PH3”, on a separate sheet of paper, please give a brief description of: (a) what your beliefs were leading up to your involvement; (b) why you believe you became involved; and (c) what your beliefs are now and are they in line with the Scriptural view.

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Have you ever been a patient (committed or voluntary) in a mental hospital or sanitarium?

(If yes, specify when, where, why, name of the doctor, and complete address of hospital or clinic)

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Have you been discharged from military service in the last 5 years?

If so, please attach a copy of your DD/214 form.

**END OF APPLICATION**

ONCE APPLICATION IS COMPLETE PLEASE:

- A.) Download your completed application and email it to (with all other required documents attached) [gerry@newbeginningsnj.org](mailto:gerry@newbeginningsnj.org)
- OR*
- B.) Print your completed application (all other required documents attached) and bring it to The Hub during a weekend service.

## Statement of Truth and Hold Harmless

I understand that all items submitted to New Beginnings Bible School as part of the application process become the private internal property of New Beginnings Bible School and cannot be returned or copied.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby state that all the information contained on this application is correct and true to the best of my knowledge.

If New Beginnings Bible School is notified or made aware that any of the information contained herein is false, it will be grounds for immediate dismissal as determined by New Beginnings Bible School with no refund or recourse on my part. By signing below, I hereby agree to indemnify and hold harmless New Beginnings Bible School, its directors, Pastors and all those associated with New Beginnings Bible School for any damages whether real or perceived do to any statements contained herein that may later prove to be false statements and thus lead to my dismissal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## New Beginnings Bible School Classes, Coursework and Materials

- At NBBS all academic classes are comprehensive, and the teachers may assign a full week's worth of work during any given week. If you enroll in a class at the NBBS, it is recommended that you do not attempt an additional program at home or at another Bible school.
- NBBS Instructors will assign homework and this will be part of what makes up your final grade for that class.
- Writing will be an important part of NBBS courses. All papers will not only be graded on content but on presentation. It is strongly recommended that all papers follow a specific acceptable academic format. The format that NBBS recommends can be found in: "A Manual for Writers" by Kate L. Turabian.
- The New Beginnings Bible School can only benefit those who attend their classes, do the work required and hand the work in. If there is a consistent problem with a student being absent or unprepared without a valid reason, the Instructor will inform the Dean who will then take appropriate action
- NBBS Instructors will:
  - Choose the texts where applicable
  - Direct the group and coursework
  - Assign homework
  - Assign grades or a proficiency rating
- Students should:
  - Purchase the necessary books and supplies listed in the course description before the first day of class. It is suggested that you wait to purchase your books until the registration process has been completed
  - Schedule NBBS work regularly as part of your day.
  - Diligently apply yourself to all work assigned.
  - Make sure you complete and comprehend all written and reading assignments.
  - See that the work is completed to the BEST of your ability.

- Students should
  - Be familiar with the “Student Handbook”.
  - Do their work neatly, completely, and in the manner prescribed by their instructor.
  - Come prepared with all books, supplies, and homework. Turn homework in on time.
  - Retrieve work from the instructor if a class has been missed.

## New Beginnings Bible School - Communication

One of the most important aspects of a well-functioning school is excellent communication. That can only be achieved through the efforts of the NBBS in developing an excellent communication platform.

- E-mail and Website: The New Beginnings Bible School can be found on the New Beginnings Church website. The NBC website will be the primary way to communicate with our students. An E-mail will be the secondary way to communicate. Please make sure you have supplied the school with a valid email address and then check your e-mails at least once a day. If our leadership or instructors have made an effort to contact members via email, it is the student's responsibility to gain access to that information and to stay informed.
- Posting on the website: New Beginnings Bible School will eventually be able to post messages on the website. This is to enhance communication for the Bible School. When fully activated, Bible School leaders and instructors will be posting instructions, assignments and grades.
- Posting Computer files: The word processing program used at the New Beginnings Bible School is Microsoft Word. All written files sent and posted are in Microsoft Word format (except those files which by nature need to be secure in which case we will use Adobe.) Students must submit digital documents in Microsoft Word format only. This is a .doc file format. No other word processing format will be accepted.
- The New Beginnings Bible School has a Handbook: It is strongly suggested that you print a copy so that you can read it, refer to it, and be familiar with everything in this Handbook. This Handbook will address and answer most if not all of your issues and/or questions. Please refer to this Handbook before asking the leadership any questions.
- Snow Days: Whether NBBS will meet or not on weather-related days by mirrored by whether the Church is open or delayed. Please check the website and/or listen to a local radio station. In the event of a snow day cancellation, the Dean will

decide whether to continue to follow the schedule as published on the syllabus or move the class timetable up one week.

**New Beginnings Bible School**  
**236 Brick Blvd, Brick, NJ 08723**

## **Grading and Attendance Policy**

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### **Conventional Class Grading**

Your final grade will be determined based on:

- a Final Exam (30%),
- your homework/class participation (30%),
- test scores (20%),
- required reading (10%)
- and your Internship Reports. (10%)

### Extra Credit

Extra credit will be available for some classes to make up loss of points due to Final Exam results. Completed Recommended Reading and summary form of book material OR essay per instructor = 10% extra credit for a final grade.

## **Ministry Labs Grading**

Your final grade will be based on class participation, ministry journals, group discussions, and practical ministry experience opportunities.

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### **Attendance**

Due to the amount of information covered in each weekly class, attendance is a major part of your learning experience at New Beginnings Bible School. Each unexcused absence will be a loss of 10% from your final grade. An “Excused Absence” form must be completed and approved for absences not to affect your final grade and all missing work must be submitted.

- One Absence – deduct 10%
- Two Absences – deduct 20%
- Three Absences – deduct 30% recommended withdrawal
- Four Absences – Withdrawal with failure

## Tuition

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### TUITION

All Classes and Workbooks\* - \$800\*\*

\*This includes Course Workbooks only. It does not include all books needed for a specific course

\*\*All costs listed are per school year (not per quarter)

Payment plan:

First Payment - \$200.00 on or before Orientation Day March 1, 2021

Monthly payment - \$100.00 on or before April 1, 2021

Monthly payment - \$100.00 on or before May 1, 2021

Monthly payment - \$100.00 on or before June 1, 2021

Monthly payment - \$100.00 on or before July 1, 2021

Monthly Payment - \$100.00 on or before August 1, 2021

Final Payment - \$100.00 on or before September 1, 2021

*\*\*\*Receive 10% discount for full tuition payment on or before April 1, 2021*

Regular Price: \$800 with 10% discount	\$720.00
First Payment March 1, 2021	\$200.00
Second and Final Payment April 1	\$600.00

# Writing Guide

Taken from “Center for Online Education” College Writing Guide

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The writing required in your courses may be different than anything you've encountered before. English classes are taken in middle school, and sometimes in the early years of high school, provide the basics, but many students lose these skills before they begin classes later in life. In addition, for nontraditional students who haven't studied English in a while, making the transition to this style of writing can be difficult.

Instructors in all majors expect students to enter their courses with a certain level of writing skills. A gap in skill level is often met with remedial English courses in their first semester. This Guide has been furnished to assist in refreshing your knowledge of basic grammar rules, and to understand what you need to know and apply in your classes when turning in writing assignments. This resource can also serve as a reference as you complete your first written assignments.

## Types of Academic Writing

There are different writing styles, each with a different purpose or audience. There are situations in which one style will be more appropriate than another, and there is a variety of strategies you can use to approach the work. This section of our guide provides an overview of the writing types you will likely encounter as a student.

### ARGUMENT PAPERS

Assignments that require you to support a position, claim or opinion involve a persuasive writing approach are “Argument Papers.” These papers are framed with a thesis statement, which introduces a focused assertion. Examples include: "Fast food consumption is linked to heart disease in low-income communities," and "The chemicals used in pesticides pose the most significant threat to our health in the 21st century." The remainder of the paper provides a logical argument and relevant evidence that supports the claim presented in the thesis and as stated in the opening statement. Tips for writing argument papers include:

- Clearly describe the central issue, position, or premise.
- Provide evidence that supports the position presented in your thesis statement.
- Develop a conclusion based on the evidence you provided.

### RESEARCH PAPERS

Research papers can take multiple forms, depending on the purpose and specific requirements of your class assignment. This format can be used to describe the methods used in your own research, present the results of a research project, and describe the research that has already

been completed in an area of interest. Some assignments require a combination of these approaches. These papers typically include formal sections, such as an introduction, review of existing research literature, analysis, discussion of results, and conclusion. Tips for writing research papers include:

- Develop a clear and focused research question, hypothesis, thesis, or topic.
- Identify relevant sources, including previous research reports.
- Analyze the results found in your sources.
- Describe how results answer your research question, prove or disprove your hypothesis, support your thesis or expand knowledge of your topic.



## EXPOSITORY PAPERS

The majority of the papers that you will be asked to submit here at New Beginnings Bible School will be of the style of “Expository Papers.” Similar to argument and persuasive essays, expository papers require you to research an idea, concept, or in most cases a Biblical passage or topic and provide supporting evidence. This type of writing includes a thesis statement, as well as the logical presentation of sources that address the idea you are exploring in your paper. A five-paragraph format is typical for expository essays: (1) introduction paragraph, (2-4) three body paragraphs, (5) conclusion paragraph. This form of writing is often used to evaluate your knowledge and can be included in exams. Tips for writing expository papers include:

- Determine the approach required for the assignment: compare and contrast, cause and effect, procedure or process.
- Write a concise thesis statement that presents your topic, but does not include opinion.
- Research existing information about your topic.
- Provide objective evidence and relevant information found in your research.
- Provide a conclusion that connects supporting information with the thesis statement.

## EXAM ESSAYS

Instructors often use written exams to measure your knowledge of a specific topic, understanding of a complex concept or comprehension of course reading and resources. These essays can include components of argument and persuasion, research and exposition, as directed by your instructor. The first step in preparation for essay exams is to complete all of your course reading assignments, participate in discussions and organize your notes and study time. This should take place throughout the course, not just in time for the exam date. Tips for exam essay writing include:

- Read the exam question carefully; look for keywords such as "compare" and "criticize" to direct your approach.
- Create a rough outline that sets up the scope and sequence of your essay, as well as critical concepts and sources you should include.

- Develop a response that presents a clear main point or argument and organized supporting points.
- Monitor your progress if the written exam is timed.

## Common Writing Pitfalls

The proper use of grammar increases the clarity of your writing and creates an easy flow of words and ideas for the reader to follow. Common problems occur when using the passive voice, incorrect punctuation and confusing word options. The examples in this section provide easy-to-remember tips to avoid these errors in your own writing.

### ACTIVE VS. PASSIVE VOICE

Active voice is generally preferred in most forms of writing. It places emphasis on the subject of a sentence and the action taking place. Active voice usually requires fewer words than passive voice and communicates action more clearly to the reader.

- Passive: It was decided by the administration that new databases must be added to the library.
- Active: The administration decided that the library must add new databases.

### PUNCTUATION

Some of the most common forms of punctuation are listed below, along with tips for putting them to use.

#### Comma

Commas divide sentences into separate components, which improves readability, creates a pause, and connects thoughts. They may be used with conjunctions (e.g., and, but, for, so), to separate items in a series, or to emphasize a phrase or clause.

Examples:

- Most students enjoyed the guest speaker, but faculty members said the presentation was inappropriate.
- Before classes begin, you must complete the orientation tutorial, order your textbooks, post an introduction and read the syllabus.
- Dr. Williams, who won last year's teaching award, offers that course in the spring semester every year.

#### Colon

A colon is primarily used to introduce something in a sentence, but it can also draw attention to a list, example, quotation, noun, or phrase.

Examples:

- The course syllabus includes assignment instructions, due dates, instructor contact information, and grading policies.
- The library was as expected: quiet and full of resources.

- The provost set the policy in her statement: "Academic integrity is expected in all courses, and plagiarism cases will be reported to my office immediately."

### Semicolon

Semicolons separate items in a list when one or more of the items includes a comma. They are also used to join two sentences or independent clauses.

Examples:

- The professor said there was a lack of reading comprehension; attention to detail and creative, thoughtful responses.
- She enrolled in classes today; too many require expensive textbooks.

### Hyphen

Hyphen guidelines are not as strict as those for other types of punctuation. Primary use includes connecting two words to create a compound adjective when they come before a noun in a sentence. They are also used with some prefixes.

Examples:

- As a well-known expert in ancient history, Dr. Williams has the best-attended classes in the department.
- Student protests on college campuses increased in the mid-1970s.

### Apostrophe

Apostrophes and the letter 's' are used to indicate possessive nouns. This is different than creating a plural noun with only the 's.'

Examples:

- The professor's textbooks are now available at the bookstore.
- Each student has an online appointment with the library's reference expert.

### Period

Periods are used to end sentences and in some abbreviations. Check your style guide (e.g., APA, MLA) for more specific instructions on abbreviations, since the rules vary.

Examples:

- A complete thought can be expressed in a single sentence.
- She was going to interview with Consolidated Cogs, Inc., however, they did not offer the benefits, etc. she needed.

WORDS TO WATCH

Many students struggle with some of the most common punctuation and grammar mistakes. Review the words listed below, along with tips for proper usage.

### They're, their, there

These words all sound the same but have different meanings. *They're* is the contraction of *they* and *are*; *their* is possessive (as in, it belongs to them) and *there* is a location (as in, here or there).

Examples:

- They're going to be glad they discussed the project with a reference librarian.
- Their project earned an A!
- I'll meet you at the library but won't park there.

### Two, too, to

These words all sound the same, but have different meanings. *Two* is a number (as in, one, two, three). *Too* is used to say "also" or as an alternative to "very." *To* is a preposition (which often indicated movement) or as part of an infinitive (e.g., to write).

Examples:

- I just ordered two more textbooks.
- She needs textbooks, too. They are getting too expensive!
- I will go to the bookstore to buy my textbooks.

### Its, it's

*Its* is a possessive pronoun. *It's* is the contraction of it and is. If you get confused in your writing, try replacing the word you want with "his" or "her." If you can do this, use *its* (without an apostrophe).

Examples:

- The library kept its doors closed during the holidays.
- It's time to go home for the holidays!

### Weather, whether

*Weather* is a reference to the atmosphere and conditions like rain and snow. *Whether* introduces alternatives and is similar to the word "if."

Examples:

- The weather forecast calls for rain; bring your umbrella!
- She's deciding whether she should take that class in the spring or summer.

## A lot

The use of *alot* is usually considered an error. Use *a lot* (two separate words) to indicate a large number or many.

Example:

- The new library database includes a lot of new journals.

## GRAMMAR RESOURCES

For additional assistance with grammar and punctuation, try the following writing tools and resources:

- [Grammarly](#)
- [Hemingway App](#)
- [University of Chicago Writing Program](#)
- [Ginger Grammar Checker](#)
- [Pasadena City College Grammar Handouts](#)

## Citations

Citations provide a way for you to give attribution to the authors that inform your writing and help you avoid plagiarism. Citations should give credit to those whose ideas or concepts you include in your work, direct quotations, and paraphrasing. Style guides provide a structured way to format citations so that they are consistent and verifiable. There are many style guides to choose from, but the three presented in this section of our guide are widely used by colleges and universities. Check with your instructors to make sure you are using the preferred style guide in your classes.



*The Chicago Manual of Style* is published by the University of Chicago and is currently in its 16th edition. It is often required for students in the humanities, arts, and social sciences. This guide is one of the most comprehensive writing manuals, providing detailed formatting instructions for a wide variety of writing situations. See the examples below:

Book

King, Stephen. 2015. *The Bazaar of Bad Dreams*. New York: Scribner.

Journal

Allen, Darryl E., and Jo Lacy Idlebird. 2014. "Depreciation's Effect on Capital Budgeting Metrics Needs More Educator Focus." *American Journal of Business Research* 7: 45-51. Accessed November 24, 2015.  
<https://www.questia.com/read/1P3-3725860091/depreciation-s-effect-on-capital-budgeting-metrics>.

#### Video

Saint Mary's University, Twickenham. "Research Methods for Educational Enquiry: Methodological Approaches for Small-scale Research." *YouTube* video, 1:06:12. July 5, 2012.  
<https://www.youtube.com/watch?v=rXljnAgijS0>.

#### Website

History.com. 2009. "French Revolution." Accessed November 24, 2015.  
<http://www.history.com/topics/french-revolution>.

#### In-text citation

*(Author, year of publication, page number)*

Students have difficulty computing capital recovery of investments (Allen and Idlebird 2014).

According to Allen and Idlebird (2014), "the format of the statement of cash flows did not affect students' accuracy" (45).

"The format of the statement of cash flows did not affect students' accuracy" (Allen and Idlebird 2014, 45).

#### Notes and bibliography

Chicago style includes two primary options for citing referenced works:

- author-date format (presented in the examples above)
- the notes and bibliography format (illustrated below)

Check with your instructor to see which Chicago approach is appropriate for your class assignments.

Notes are often abbreviated versions of the citations provided in a bibliography. Note the formatting differences in the following examples:

#### Note:

1. Stephen King, *The Bazaar of Bad Dreams* (New York: Scribner, 2015), 100-101.
2. King, *Bazaar of Bad Dreams*, 100-101.

#### Bibliography:

King, Stephen. *The Bazaar of Bad Dreams*. New York: Scribner, 2015.

