



STUDENT HANDBOOK

2024 - 2026

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Welcome

Dear Students

Welcome to the College of Theological and Interdisciplinary Studies (CTIS). We are delighted that you have chosen CTIS to pursue theological education and training for the ministry. Our mission is to provide a transformative experience for our students by integrating faith, scholarship and service.

This handbook is designed to guide you through your journey at CTIS. It provides all the essential information about our policies, programmes, services, and community life at CTIS. It is **IMPORTANT** that you become familiar with the content of this book.

CTIS has the right to alter any information appearing in this or any other publication relating to admission, its programmes, the continuation of study, fees, and the requirements for the granting of the degree, diploma or certificates, and any other matter.

This handbook is updated every two years.

May your time at CTIS be enriching and fulfilling.

God's Blessings on this journey.

Gillian N. Whyte
Principal - Acting

CTIS HISTORY

The College of Theological & Interdisciplinary Studies (CTIS), formerly The Jamaica Open Bible Institute (J.O.B.I.) was founded in 1954 as the official theological training institute of the Open Bible Standard Churches of Jamaica. Its objectives included the training of workers and leaders for ministry in the local churches.

Founded by Drs. Ivan and Katherine Morton, the Institute was originally staffed by missionaries from the United States of America. The first graduation was held in 1957.

The school which began in St. James was relocated to Manchester and then to Kingston in 1970 and to St. Catherine in 1997.

CTIS, which is now fully staffed by Jamaicans, has been served over the year by outstanding pioneers and visionaries in the Open Bible circle, namely, Rev. Dr. Hugh Neil, who was Dean for 34 years, Rev. Florizel Allen, Rev. Michael Hammond, former Principals and Rev. Dr. Ezekiel Curtis, past Chairman of the Board of Governors.

CTIS is located on a 5-acre plot of land at Twickenham Park in St. Catherine (adjacent to the Police Academy) which it shares with the Head Office of the Open Bible Association and the Twickenham Park Open Bible Church. There are also extensions in Montego Bay and May Pen.

The current student population has representatives from some thirty-five denominations. Graduates of the Institute are serving as pastors of churches in various denominations and are functioning elsewhere as teachers, counsellors, bankers, nurses, missionaries, and administrators.

CTIS receives sponsorship from the Open Bible Association, which makes the tuition charges for Open Bible Students a little less than Non-Open Bible Students.

Vision Statement

Committed to providing training for persons to serve in all areas of the Christian church and other institutions and to prepare them for their further educational development

Mission Statement

To provide quality and holistic educational programmes that will promote the spiritual formation, social responsibility, and personal development of our students through strong leadership, a cadre of qualified staff and facilities that engender academic success and professional development while maintaining the integrity of the institution.

Core Values

The institution will be driven by the following value statements that reflect the acronym CTIS:

- ✓ **C**hristlikeness, **C**ompetence, **C**ommunity and **C**ulturally Engaging
- ✓ **T**eachability, **T**ransparency, **T**ransformative
- ✓ **I**ntegrity, **I**ntentionality
- ✓ **S**pirituality, **S**ervanthood, **S**tewardship

School Motto & Song

MOTTO

Diligent Learning for Dedicated Living

SCHOOL SONG

An Open Bible for the World
May this our glorious motto be!
On every breeze its flag unfurled
Shall scatter blessings, rich and free

Refrain

Blest Word of God! Send forth the Light
O'er every land and every sea,
Till all who wander in the night
Are led to God and Heav'n by thee

It shows to men the Father's face
All radiant with forgiving love.
And to the lost of Adam's race
Proclaim sweet mercy from above.

Why CTIS?

WE HAVE A UNIQUE BALANCE OF BASIC FUNDAMENTAL PRINCIPLES:

1. THE AUTHORITY OF SCRIPTURE

We concentrate on mastering God's Word, learning to understand its meaning and apply its teaching.

2. WHOLE-LIFE TRAINING

We emphasize not only academic excellence but also personal growth through the dynamic of the Holy Spirit, to make us like Christ in daily living.

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3. WORLDWIDE EVANGELIZATION

We are committed to reaching our generation with the Gospel and to preparing each student to have an impact as part of the "Missions team", whether in a "sending Church" or as one sent.

Without compromising these basic concerns, we hold our convictions in a pluralism of grace that respects those in the evangelical mainstream with whom we may differ.

If these are your priorities; if you are serious about knowing God and wanting Him to mould you, and use you in significant ways, then CTIS is your school of choice.

Affiliation

College of Theological and Interdisciplinary Studies is the official training college of the Open Bible Standard Churches of Jamaica. The College is a registered independent School with the Ministry of Education in Jamaica and a registered member of the Caribbean Evangelical Theological Association.

The Independent Schools Unit has as its responsibility the registration and regulation of independent or private schools to ensure that they operate within the guidelines established by the Government. The unit advises private school managers on how to effectively operate and manage their institutions, train their staff, and provide educational materials for some schools. (MOEY)

Statement of Faith

WE BELIEVE IN:

1. The inspiration of the Old and New Testament Scriptures.
2. The one living and true God, existing eternally in three equal Persons: Father, Son, and Holy Spirit.
3. The deity and virgin birth of Christ
4. The deity and personality of the Holy Spirit
5. The depravity and lost condition of all men by nature.
6. Salvation through faith in the substitutionary death of Christ.
7. The bodily resurrection and lordship of Jesus Christ.
8. The pre-millennial return of Jesus Christ.
9. The bodily resurrection of all men – the saints to everlasting joy and bliss, the lost to everlasting conscious torment.
10. The baptism of the Holy Spirit with the initial physical evidence of speaking in tongues.
11. The responsibility of every believer is to witness by life and word the truth and to proclaim the Gospel to all the world.

The College rejoices in the great good being accomplished by the different evangelical churches and seeks to help each establish Christian Testimony. It desires the fellowship and cooperation of all the evangelical bodies and individual believers in all churches.

Students of various denominations may take our course while they continue in the fellowship of their church and then seek a channel of

service through their church or some faith mission. Hence the School enjoys the widest possible fellowship of true believers.

Philosophy of Education

A Christo-centric, biblio-centric, Holy Spirit-directed way of life is the all-essential ingredient for the ultimate, most effective fulfilment of the divinely intended purpose and mission of the person, and the church at all levels, for the ultimate realization of conformity to the Christ image in character and conduct, and a standard of excellence in all endeavours.

1. BIBLICAL BASIS FOR OUR PHILOSOPHY

- a) Prov. 9:10 - The beginning of Knowledge --- fear of God.
- b) James 1:5 - Wisdom is derived from God and is available to all upon request of Him at any point.
- c) I Cor. 1:30 - The wisdom of God is reflected in life through the appropriation of the Christ-nature, the acquisition of which is the summum bonum (the highest good) of all the pursuits of man.
- d) II Tim. 2:15 - The pursuit of excellence

Governance & Administration

The Board of Governors

CTIS is the official training arm of the Open Bible Standard Churches of Jamaica and is overseen by a Board of Governors, who has the major responsibility to manage the educational programmes of the Association and establish policies for their effective governance. Sitting on the Board of Governors is a Director of Education who has the responsibility of implementing the general educational programme and policies of the Association, including those governing the College of Theological and Interdisciplinary Studies.

The School Board

Provides strategic direction, oversight, and support to ensure the delivery of high-quality education in line with the institution's vision, mission, and values.

CTIS Administrative Staff

Chief Operating Officer

Acting Principal..... Ms. Gillian Whyte

Administrative Office

School's Administrator..... Ms. Vivette Mercurius
Administrative AssistantMs. Nadine Pratt

Academic Affairs

Department of Theology:

Head of Department Rev. Dr. Melecia Davis-Gibbs

Department of Counselling

Head of Department Dr. Valerie Hamilton

Department of Non-Theological

Head of Department Mrs. Rosalie Headley-Smith

Student Affairs

Student Affairs Advisor..... Br. Floyd Campbell

Department of Enrolment and Admissions

Registrar.....Mrs. Jaqueline Bloomfield

Accounts Department

School Accountant.....Mr. Nicardo Benbow

Library

Librarian..... Min. Juliet Barton

Extension Sites (May Pen & Montego Bay)

Coordinator.....Bro. Floyd Campbell

Institutional Goals & Objectives

The following goals and objectives are the standards by which we measure the school's performance and ensure that every student enrolled receives quality education.

Goal #1

To provide a holistic educational programme that will promote the spiritual formation, social responsibility, and professional development of our students

Objectives

- To develop the spiritual, mental, social, physical, and emotional capacities of our students.
- To awaken the student's conscience towards personal, social, and ethical responsibility concerning self, family, fellow human beings, the state and labour.
- To awaken the student's consciousness to man's inherent spiritual condition before God and his obligations to appropriate and proclaim God's redemptive provisions.
- To awaken the student's awareness of the content and message of the Bible
- To develop an approach to the interpretation of the Bible
- To help students to develop research skills and the ability to do critical analysis.
- To lay the foundation for further and higher studies

Goal #2

To attract and retain highly qualified staff through appropriate recruitment, development, recognition, promotion, and effective leadership

Objectives

- To introduce new and improved methods to attract staff.
- To provide staff development and training that will enhance professionalism, maximize personal potential; increase knowledge in the use of new technologies for learning and teaching.

Goal #3

To provide adequate facilities that will promote the academic success and professional development of our students and services that will meet their social, physical, and emotional needs

Objectives

- Equipping our classrooms with the required technology that will make the learning experience effective and rewarding.
- increase student access to internet resources.
- Provide opportunities for students to engage in extra-curricular activities.
- Provide modern and appropriate library resources.
- Provide an environment that promotes safety and support for everyone.
- Timely publication and distribution of academic matters including timetables, academic calendars; exam schedules; exam grades and tuition payment deadlines.
- Provide opportunities for student consultation with faculty.
- Provide mentorship and counselling for students where necessary.

Goal #4

To maintain the integrity of the institution and the quality of its programmes

Objectives

- Quarterly evaluation of faculty members
- Maintain a relationship with all accrediting bodies.
- Sustain an ongoing programme for faculty and staff development.
- Annual review of programme offerings and their relevance to society and other stakeholders
- Maintain a vigorous student assessment process.
- Secure and maintain examination records of all students.
- Establish partnerships with reputable academic institutions.

Academic Policies

Based on the nature of our institution, all students enrolled must be Christians and must be members of a local church. We do not allow race, class, gender (male or female), or denominational differences to affect our enrolment process. All persons who meet the entry requirements are accepted without bias or favour. Our enrolment process is very objective.

The programmes offered at CTIS are offered in the evenings and so students are enrolled as part-time students.

The Admission Process

Students seeking admission to CTIS must submit an application form, academic certificates for previous studies, official transcripts if exemptions will be requested, recommendations, and a personal statement on conversion.

Applications to the College are received twice per year from May to July for the September semester and from November to January for the February. Applications for the counselling programme are only received during the period May to July.

Prospective students can collect an application form at our offices or download a copy from our website www.ctisja.org. All supporting documents must be submitted with the application form. This is critical to the processing of applications.

Documents that should accompany completed application forms:

- Three references. One should be from your local church Pastor
- A passport-size photograph.
- Certified copies of qualifications
- Testimonial of your conversion and your reason for wanting to attend CTIS.

The admission procedures are as follows:

1. Applicant's documents are collated and filed accordingly by the Registry.
2. Applicants who do not meet the minimum qualifications are invited to sit an entrance examination.
3. Applicants are invited to an interview, whether or not they were successful in the entrance examination.
4. An interview panel determines the suitability of the applicant for enrollment and makes a recommendation to the principal.

5. The principal makes a final review and assessment and determines the admission status of the applicant.
6. Letters of acceptance/non-acceptance are issued. Under no circumstance is an applicant considered accepted, until a letter of acceptance from the Registry is received by the applicant. He/she is required to sign and return a copy of the letter signalling acceptance of the offer of entry into the respective programme of study.
7. Applicants are informed no later than 1 month before the beginning of the academic year.

Entry Requirements

Entry requirements vary based on the programme of study to be undertaken.

- A minimum of 5 CXCs/GCE including the English Language at grade three or above.

- Applicants who are not strong academically can participate in a special certificate programme covered over a probationary period of two years, where he/she must maintain a Grade Point Average (GPA) of 2.5 or higher. During the 2 years, the student must also enrol to sit CXC English. After this period, the student can apply to be accepted into the regular program to be completed in an additional 2 years.

Admission for Mature Applicants

Provisions are made for mature applicants who do not meet the minimum entry requirements but are involved in pastoral or general ministry for five years or more.

Registration

Registration is done at the beginning of the semester for one week. During this period students are required to submit their proof of tuition payment and select courses before they can receive the necessary passes for class and the use of the library and Learning Management System.

The courses to be offered based on the programme of study are published at the beginning of each semester or can be collected from the Registrar.

Registration Procedures

Students can register for courses via the Registrar's Department

1. Successful applicants are issued an enrollment package which includes:
 - Registration and Orientation Schedule
 - Tuition Payment Vouchers
 - Student Handbook
 - Student Code of Conduct
2. Obtain Academic Clearance:
Heads of Departments or the Registrar must approve a student's programme of study
3. Obtain Financial Clearance:
Proofs of payment or commitment letters are to be submitted to the School Accountant/Registrar. Upon submission, students will be given financial clearance.
4. Collect Library card from Librarian
5. Collect Class permit from the Registrar
6. Taking of Identification card

A CTIS-registered student satisfies the following:

- Academic approval is given
- Financial obligations to the College are met and financial clearance is received from the School Accountant.
- All required forms in the registration package are completed and returned

Late Registration

Late registration is any date after the second week in September for semester one, and the first week in February for semester two. Any student who registers after these dates will be required to pay a late registration fee.

Penalties for Non-Registration

All students are required to register each semester while enrolled in the College. Students who fail to abide by the registration procedures and who attend classes do so in contravention of the College's rules and regulations, and of such the College reserves the right to:

- Bar such a student from attending the classes
- Send a letter to the student's local pastor
- Prevent such a student from accessing the learning management portal, obtaining an ID number, and sitting examinations.

The Academic Calendar

The academic year is divided into three semesters. Semester 1: September to December. Semester 2: January to May and Semester 3 (Summer): May – July. Key dates, including registration periods, holidays, and exam schedules, are published on the Calendar and made available to students.

Financial Information

Tuition Payment

Tuition and other fees become payable at the beginning of each semester. Fees for the current period can be obtained from the Account's office.

Fee Payment

Payment of fees can be done at the School or the National Commercial Bank.

Payment Plan

Persons who have difficulty making their payments in full can participate in a "Deferred Payment Plan" with the College. Students who opt to participate in this plan must complete all payments before the final examination period for the semester.

Below is the procedure for applying for part payments:

- 1) Request the Tuition Payment plan from the office
- 2) Submit the completed form to the office
- 3) The first payment must be made on or before September 27.

Currently, deferred payment does not attract a late fee charge. However, If students fail to honour their payment schedule, a late fee of \$2,000 per month payment is missed will be incurred

Important

- All outstanding balances on tuition fees must be settled before students will be allowed to register for the next semester.
- Students will not be allowed to sit final examinations or participate in graduation until all financial obligations with CTIS have been paid in full
- Students who do not pay their tuition will not be able to:
 - i. attend classes
 - ii. borrow books from the library
 - iii. obtain an examination card
 - iv. Obtain copies of grades or transcripts
 - v. Access the learning management portal

Tuition Refund Policy

The school's refund policy is outlined below:

- Withdrawal before the first week of the commencement of the semester - 100%
- Withdrawal the second week of the semester - 75%
- Withdrawal the third week of the semester - 50%
- Withdrawal the fourth week of the semester - 25%
- Withdrawal the fifth week of the semester - 0%

N.B. Miscellaneous fees are not refundable. Application for refund must be done in writing

Miscellaneous Fees

In addition to tuition students are required to pay the following miscellaneous fees:

- i. Registration
- ii. Student Council
- iii. Learning Management
- iv. Library Fees
- v. Deferred payment plan fee (if applicable)
- vi. Transcript Fee (after graduation)
- vii. Replacement of Diploma/Degree Fee

Financial Aid

Scholarships & Bursaries

Students are allowed to apply for scholarships and bursaries when available. Available scholarships will be announced at the beginning of each Academic Year.

Requirements for Scholarship:

1. At the time of application, students should have a GPA of at least 3.0.
2. Participation in co-curricular activities and programmes
3. Proven financial need.

Other Financial Incentives

1. Students have the opportunity to receive a discount of up to 100% off their semester tuition if they get at least five or more to be enrolled and start classes at CTIS. To obtain the discount, the

recruits must pay off at least Seventy Percent (70%) of their tuition at the time of registration.

2. Students also have the opportunity to receive funds that will go towards their tuition by assisting in the library, and other areas of administration.

Programmes & Courses

The College offers the following courses of study:

- Bachelor of Arts in Theology
- Associate of Arts in Theology
- Certificates in Counselling and Biblical Studies

The college is currently in consultation with the Caribbean Evangelical Training Association and the Jamaica Tertiary Education Commission to have our programmes accredited and registered respectively.

The Bachelor of Arts in Theology

This is a four-year part-time programme of study (summers are included). The programme carries a minimum of 120 credit hours. And consists of the following components: Biblical and Theological Studies (60 credits), Pastoral and Practical Studies (36 credits), Languages (9 credits), Philosophical and General Studies (17 credits) and Behavioural Studies (9 credits).

Sequence of Programme:

Year 1

1 st Semester	CR	2 nd Semester	CR	Summer	C R
Bible Introduction	3	Introduction to the Old Testament & Literature	2	Intro to Theological Research I	3
Doctrine I and 11	3	Cults & World Religion	3	Introduction to the New Testament & Literature	2
History of Christianity	3	Personal Evangelism	3	Intro to Psychology	2
Spiritual Formation	2	Doctrine 111 and IV	3	Seminar	1
Christian Education	2	Basic Skills in Counselling	2		
TOTAL CREDITS	13	TOTAL CREDITS	13	TOTAL CREDITS	8

Year 2

1 st Semester	CR	2 nd Semester	CR	Summer	CR
Intro to Theological Research II	3	Biblical Hermeneutics	3	Homiletics II	2
Missions & Evangelism (with field practicum)	3	Homiletics I	2	Christian Ethics	3
Pentateuch	3	New Testament Studies II	3	Seminar	1
New Testament Studies I	3	Caribbean Church History	3		
		Introduction to Sociology	2		
		Christian Service (90 hrs)*			
TOTAL CREDITS	13	TOTAL CREDITS	13	TOTAL CREDITS	6

Year 3

1 st Semester	CR	2 nd Semester	CR	Summer	CR
Christian Apologetics	3	Church Administration & Leadership	3	Greek Exegesis	3
New Testament Greek I	3	Systematic Theology II	3	Marital & Family Counselling	
Systematic Theology I	3	New Testament Greek II	3	Communications I	2
Gospels	3	Old Testament Studies I	3	Seminar	2
TOTAL CREDITS	12	TOTAL CREDITS	12	TOTAL CREDITS	10

Year 4

1 st Semester	CR	2 nd Semester	CR	Summer	CR
Contemporary Theology I	3	Contemporary Theology II	3	Pastoral Theology II	3
Old Testament Studies II	3	Pastoral Theology I	3		
Communications II	2	Pastoral Counselling	3		
Church Growth & Planting	3	Human Sexuality	3		
TOTAL CREDITS	11	Internship/Practicum (180hrs)	6	TOTAL CREDITS	3
		TOTAL CREDITS	18		

Associate of Arts in Theology

This is a two-year part-time programme of study. The programme is the first two years of the BA Programme.

A minimum of 72 Credit hours comprises the diploma programme including 6 credit hours for practicum/Christian Service.

Certificates

Certificate in Counselling – This course provides training in basic counselling and other areas such as counselling for contemporary issues, marriage and family counselling, career counselling and abnormal psychology. Courses include:

- Introduction to Counselling
- Introduction to Psychology
- Marriage & Family Counselling
- Ethical Issues in Counselling
- Substance Abuse & Disabilities Counselling
- Theories of Personality and Development
- Multicultural Counselling
- Relationship and Abuse Counselling
- Career Counselling
- Counselling for Contemporary Issues
- Introduction to Social Psychology
- Developmental Psychology
- Abnormal Psychology

Certificate in Christian Education – This programme is designed to prepare Sunday School Teachers and workers with a basic knowledge of the Word of God, Understanding and working with people, Sunday School Teaching and Administration, Lesson Planning and Preparation. Courses include

- Doctrine of the Bible – Introduction
- Christian Education
- Basic Skills in Counselling
- Intro to Psychology
- Personal Evangelism
- Christian Ethics

Certificate in Biblical Studies – This programme is designed to prepare church workers with a basic knowledge of the Word of God which would equip them to be Christian Workers in the local church. Courses include:

- Doctrine of the Bible – Introduction
- Christian Education
- Mission and Evangelism
- Christian Ethics
- Homiletics
- Hermeneutics

Certificate in Leadership and Administration – Offered over the summer, the course looks at leadership and administration within the Christian church. Course includes:

- Doctrine of the Bible -Introduction
- Church Leadership & Administration
- Apologetics
- Mentorship & Coaching
- Pastoral Counselling
- Discipleship
- Homiletics
- Hermeneutics

Short Courses

Biblical Preaching - The course is for 8 weeks and introduces participants to the art of preaching.

Christian Education – This course is for Sunday School Teachers, or anyone interested in teaching in the Sunday School Ministry. The course is for 6 weeks.

Basic Skills in Counselling - This introductory course provides participants with the skills involved in counselling an individual.

Understanding the Prophetic: In this introductory course, participants gain an understanding of the prophetic gift and ministry, biblical knowledge concerning spiritual gifts and how to discern the difference between true and false prophets and recognize the voice of God and the proper principles and guidelines for giving and receiving prophecy.

General Academic Information

The Credit System

Programmes at CTIS are assessed based on a credit system.

1 credit course – 15 hours

2 credit courses – 30 hrs

3 credit courses – 45 hrs

The Grading System

The College has a four-point grading system. The table below outlines the grades and codes used. Modified September 2020.

Percentage Scale	Grade	Grade Point	Student Performance Description
90-100	A	4.0	Excellent
80-89	A-	3.7	
75-79	B+	3.3	
70-74	B	3.0	Good
65-69	B-	2.7	
60-64	C+	2.3	
55-59	C	2.0	Pass - Satisfactory
50-54	C-	1.7	
40-49	D+	1.3	Re-sit
0-39	F	1.0	Fail – Redo course

Calculation of GPA

- 1) Multiply the course credit by the earned grade point to obtain the grade points for each course
- 2) Add the grade points for all the courses
- 3) Add the total course credits for all courses attempted
- 4) Divide the total grade points earned by the total course credits.

Examples:

Course	BP112	BP216	BP212	BP223	BP323	Total
Course Credit	2	2	2	2	2	10
Grade	A	B	B+	C+	C-	
Grade Point	4	3.0	3.3	2.7	1.7	
Grade Points earned (Course credit X GP)	8	6	6.6	5.4	3.4	29.4
G.P.A	$\frac{\text{Grade Points Earned}}{\text{Total Course Credit}}$			$\frac{29.4}{10}$	= 2.94	

GPA Calculation for Students with Exempted courses

Course	BP112	BP216	BP212	BP223	BP323	Total
Course Credit	2	2	2		2	8
Grade	A	B	B+	EXMP	C-	
Grade Point	4	3.0	3.3		1.7	
Grade Points earned (Course credit X GP)	8	6	6.6		3.4	24.2
G.P.A	$\frac{\text{Grade Points Earned}}{\text{Total Course Credit}}$			$\frac{24.2}{8}$	= 3.0	

Levels of Award

Bachelor of Theology

G.P.A	CLASSIFICATIONS
3.7 – 4.0	Upper-Class Honours
3.25 – 3.69	Lower Class Honours
2.60-3.24	Pass

Leave of Absence

A student may apply for Leave of Absence for a semester or a period of up to one year. Requests should be made in writing to the Registrar, with a completed “Notice of Leave Absence Form” signed by the Head of Department.

The decision whether to grant leave will be made by the Principal, the Registrar or their designate.

Leave of absence will not be granted for more than two (2) consecutive academic years. Students should submit a completed resumption form at the end of a leave of absence.

Official Withdrawal from the College

A student wishing to withdraw from a programme of study should complete the Withdrawal form provided by the Registry.

Unofficial Withdrawal

A student who is absent from classes for more than four (4) consecutive weeks without submitting a withdrawal form or communicating a valid reason for absence, will be deemed to have withdrawn unofficially from the College. Re-admission will be considered only after the student reapplies to the College and undergoes the usual application procedures.

Deferred Enrolment

A student who was successful in the admission process but due to extenuating circumstances must defer for more than one academic year, will be required to submit the following documentation upon re-entry:

- A completed application form
- Pastoral and Academic reference

If deemed necessary by the submissions committee

Request for Course Exemption

Request for exemption must be done using the specified forms which may be collected from the Registry. Submission must be done by September 15 or February 15 in each semester and should include supporting documentation (transcript, certifications, etc.)

Cancellation of a Class

A class or classes may be cancelled at any given time as a result of the following:

- Weather conditions
- OBSCJ functions/events
- Illness of lecturer
- Social unrest
- Other special circumstances

If classes are cancelled, efforts will be made to ensure that students receive the notes via email, website, or make-up classes

Academic Probation

The passing grade at CTIS is 50% with a GPA of 1.7. Students in the programme whose GPA falls below 1.3 will be placed on Academic probation for a certain time. Under specific conditions, the student will need to work to improve his/her grades. Failure to do so can result in:

- i. A downgrade to a special certificate or participation award for the diploma programme or a diploma award for the degree programme,
- ii. Academic probation - This involves:
 - Referral for Academic Counselling with Head of Department
 - Placed on probationary for a semester for improvement in performance
 - Should a student fail to achieve the required performance he/she will be asked to withdraw from the programme
 - A student may reapply after one year of the withdrawal

- Students can appeal the decision to the Academic Committee
- The decision of the Academic Committee is final

Students who are enrolled in the special certificate programme must maintain a GPA of 2.7 before he or she can matriculate to the diploma programme

Classrooms

Furniture should not be removed from the classrooms without approval from the Administration. Lights and fans should be turned off after use.

Progress Reports and Transcripts

Grades for semester one will be published two weeks after the beginning of Semester two. At the end of each academic year, a progress report will be issued to students.

Upon graduation, students will receive an official copy of their transcript. Any request for additional copies will incur a cost. Transcripts will only be released after all outstanding financial obligations with the school are met.

Examination and Assessment

The examination and assessment process are an especially important component of our programme of studies. CTIS is committed to maintaining a standard of quality in its assessment process.

Student assessment may include:

- Course work pieces (i.e., tests, presentations, projects, etc.)
- Mid-Term Written Examinations
- Final Written Examinations

CTIS has two final examination periods:

Semester 1 – January

Semester 2 – May - June

All examinations are conducted in the evenings between the hours of 6:00 pm to 10:00 pm online. Face to Face exams are between the hours of 6:00 pm and 9:00 pm.

General Examination Regulations/Guidelines

1. Examination Procedures

Examination Timetable

The first draft of the examination timetable will be published at least two weeks prior to the commencement of the examination period.

Students are responsible for noting any changes to the timetable by checking the notice boards frequently

Examination Clashes

The responsibility lies with the student to inform the registry of any clashes that they may have.

Requirements for sitting exams

- All students must receive financial clearance from the Bursar before he or she can sit final examinations

- All settlement of outstanding fees must be done on or before December 18, for Semester one fees and April 30 for Semester two fees.

Required Documents for Examinations

- Identification card (school's ID). If a student forgets his/her ID, he/she should report to the registry. This will attract a fee.
- Examination permit (card). No student will be allowed to sit an examination without his/her examination card. Examination cards are distributed from the Bursar or Registry after receiving financial clearance

Arrival Time for Exams

Students should be present in the examination room at least fifteen (15) minutes before the scheduled start of the examination. Students should only enter the examination room only when instructed to do so by the invigilator

Online exams commence at the time it is scheduled for.

Late Arrivals

Students who arrive late for their examination will not be allowed any extra time to complete the examination. Any student who arrives after the lapse of one hour of an examination will not be admitted to the examination room unless permission is given by the Registrar or other authorized personnel.

Communication during an Examination

Students are not allowed to communicate with each other verbally or otherwise. If a student wishes to speak with the invigilator, he/she should raise his/her hand and await the arrival of the invigilator.

Students who need to use the restroom may indicate by raising of their hand, and the invigilator will accompany them to the restroom.

Borrowing during Examinations

The borrowing or lending of equipment during examinations is strictly prohibited. Students should, therefore, ensure that they have all the tools that are needed for each examination

End of Examination

Upon completion of writing exams, students are to indicate by the raising of the hand and remain seated until the invigilator/examiner collects your examination script.

All examination material must be returned. No paper is to be removed from the examination room without consent of the invigilator/examiner

Students who continue to write after the examination has ended will be penalized

Use of Mobile Phones and Other devices

Mobile phones or other electronic devices are not allowed in the examination room.

Other Prohibited items

- Cases for pencils/pens
- Bags, purses, and handbags
- Books or paper of any kind
- Heavy Jackets

Writing Examinations

Unless instructed to do otherwise, students must write their examinations using a black or blue ink pen.

Absence from Examinations

- Examinations are due at the time specified unless a natural disaster prompts a rescheduling
- Students who are absent from their exams (mid-term or final), due to ill health are to submit a medical certificate from their doctor, no later than 5 days after the exam date. A special arrangement will be made for the sitting of the examination after the medical certificate has been submitted.

- Students who are absent from their exams other than for ill health will be graded zero and will need to apply to do the exam at another time; a time to be determined by the lecturer/school.
- The student will be required to submit in writing the reason for his/her absence from the exam, which will be reviewed by the school's administrators and/or lecturer. If the reason for absence is valid, the student will be allowed to sit another paper. If the reason for absence is not valid, the student will have to sit the exam at its next offering and at a cost.

Treatment of Examination Material

- Unless otherwise advised, all examination material must be surrendered at the end of each examination
- Examination's booklets should not be torn or otherwise defaced
- There should be no writing on examination cards

Removal of Examination Script

Examination scripts should not be removed from the examination room. Students will be awarded a zero if found guilty and will be required to redo the relevant examination at his/her cost.

2. Examination Results and Grade Appeal Procedures

Examination results

Preliminary examination results on the notice Boards. Lecturers are not authorized to issue final results to students.

Grade Appeal Procedures

For coursework/in-course assessment and For Mid-semester and Final Examinations:

Students who may have a dispute relating to their grades can appeal using the following process:

1. Speak with the course lecturer to have matter resolved

2. If there is no resolution, a written appeal is to be made to the Head of the Department, who will investigate and submit a response to the student within ten (10) days of receipt of the student's appeal
3. Should a change of grade be required, the Head of Department will communicate this to the lecturer

3 Failed Courses/Re-sit Examinations

Students who fail a course may be required to either re-sit the final examination or redo the course in its entirety

- Re-sit of an examination is allowed only once if the student receives a failing grade of between 45% - 59%
- Examinations failed in Semester one and two must be taken in the same academic year.
- A fee is charged for re-sit examinations

Repeating courses

Students who obtained a failing grade of below 44% must repeat/redo the course.

4. Problems with Examinations

Students who have any problem with their exams should send a written report via email on the incident to the School Administrator at cistheology@gmail.com within 24 hours of the specific exam

5. Weighting for Coursework and Final Examinations

- Coursework is weighed at 60% of the overall grade
- Final examination is weighed at 40% of the overall grade
- Both coursework and final examination when averaged should be 60% or above for students to successfully pass the course.
- A student can fail a coursework assignment, but when combined with his/her final examination grade, he/she must achieve no less than 60%. If a student obtains a passing grade in his/her coursework but fail his/her final examination; even if a passing grade is achieved when both coursework and final examination are combined, the student will be required to re-sit the examination.
- Should a student fail both coursework and final examination, he/she will be required to repeat the entire course the next time it is being offered.

- Final-year students are to ensure that all the requirements for courses have been achieved in the first semester of their final year. If a final year student fails a course in his/her second semester of his/her final year, he/she will have to repeat that element of the course in which he/she failed; or re-sit the course at its next offering. This means such students will not be allowed to graduate until these requirements are met.

6. Marking Practices

- Individual/Group Presentations should not be comprised of more than 15% of the overall assessment
- Courses involving a practicum component are exempted from the above rule
- Grades assigned for attendance and Participation should not be comprised of more than 10% of the overall assessment
- Other non-written assessments apart from presentations should not comprise more than 10% of the overall assessment.

Graduation

CTIS Annual's graduation is held on the 4th Sunday in October.

Requirements for Graduation

- Successful completion of all components of the programme of study.
- Obtained minimal class attendance (80%)
- Fulfilled all financial obligations to the College
- Returned all library books in reasonable condition

Participation in the Ceremony

Students who meet the requirements above and who wish to participate in the Graduation Ceremony should also fulfil the following:

- Register for participation in the ceremony by completing and returning the relevant forms within the time indicated
- Pay the required fee
- Attend rehearsals

The Ceremony

On the day of the ceremony, graduands are required to be fully robed in gowns and caps and be in attendance at least one hour before the scheduled start of the ceremony. Any graduand who is late will not be allowed to participate in the ceremony.

Awards

Awards and Special Awards will be conferred at the Graduation Ceremony.

Valedictorian/Salutatorian

Before the graduation ceremony, a valedictorian and salutatorian will be selected. Selection will be made based on the following criteria:

- Highest overall GPA/Second highest overall GPA - Salutatorian
- Involvement in school curricula
- Spiritual development
- Leadership qualities
- Discipline

Student Life/Responsibilities

Student Life

Chapel

Chapel sessions are conducted each evening between 7:25 pm and 7:45 pm.

Chapel sessions form part of the spiritual formation of students. Chapel sessions include times of worship, exposition of the scripture, prayer, and testimonies. Attendance at chapel sessions is compulsory for all students.

Notice Boards

The school will utilize its website, email and WhatsApp platforms to share information with students. It is of utmost importance that students pay attention to this information when they are released.

Christian Service

Associate degree students are required to complete 90 hrs of Christian Service in their local church or another local church of their choice. This allows students the opportunity to perform services that respond functionally to situations of need in the lives of people. Successful completion of the Christian Service is required for graduation and will earn a student, 6 credits.

Rallies/CTIS Day

All students enrolled at CTIS are organized into Rally Teams. Rally Teams are sent to local churches to participate in the Service. Students participate in the form of preaching, moderating, sharing testimonies, and ministering through songs. This activity promotes the Institution and provides ministry experience for the students. Attendance at rallies is compulsory for all students, irrespective of the programme of study.

Sports and Recreation/Fun Day

Students are placed in a house system where each house competes through sports, family fun days and in-house games during the academic year. The names of the houses are Evangelists, Prophets, and Missionaries.

Onsite Cafeteria

The cafeteria is operated by an independent concessionaire, where beverages and snacks are available. The cafeteria is open when classes are on site.

Student Services

Identification numbers

Students are assigned Identification Numbers upon enrolment. ID numbers would be used for examination purposes and when submitting assessments.

Counselling Services

Professional counselling services are available to support students' mental and emotional well-being. Appointments can be scheduled through the Student Affairs Advisor.

Mentorship Services

Students who are called to the Ministry are assigned a mentor during their third and final year of studies.

Library Services

The library provides access to a vast collection of theological, biblical and counselling texts. Research assistance is available from the library staff. There is also available access to online library facilities with access to vast collections of e-books and journals.

Technology Support

IT support is available to assist with technical issues related to the Moodle Platform (Learning Management System). Contact the IT Helpdesk for assistance.

Orientation

All new students must participate in orientation. Orientation provides the opportunity for new students to become familiar with the College environment, staff, rules, and regulations.

Code of Conduct

General Expectations

Students are expected to conduct themselves in a manner that reflects the values and mission of CTIS. Respect for faculty, staff, and fellow students is paramount.

Academic Integrity

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Violations will result in disciplinary action, which may include suspension or expulsion.

Dress Code

Students should dress modestly and appropriately for a learning environment. The specific guidelines govern the following learning mode:

Face-to-Face classes:

For men, shirts & ties, bush jackets and shirt jackets will be permitted to be worn to classes. Crepe soles and sandals, jeans, **are not permitted to be worn** to classes.

For women, miniskirts, pants, sleeveless blouses, T-shirts, polo shirts, jeans, slippers, excessive jewellery and make-up, and bright hair colours are not permitted to be worn to classes.

It is expected that for all school rallies and other church activities officially sponsored by the Institute, the school uniform is to be worn by men and women.

Electronic Devices

The usage of the cellular phone is prohibited in the following areas when in face-to-face sessions: Chapel, Classrooms, Lecture Theatre and Library.

Class Attendance

Attendance is required of ALL students at all classes for which registered. To pass in any course, the student is required to have attended at least 80% of the class sessions. Permission is required from the instructor before a student may leave a class session.

It is the student's responsibility to check with the instructor from whose class he/she will be absent to find out the assignments, and tests must be completed before the last week of the term

Resources & Facilities

Library

- The Gene Denham Library, named after graduate and missionary Gene Denham, occupies a one hundred square foot of space on the ground floor of the campus. It is divided into four compartments:
 - Reading space
 - Collection area
 - Librarian office space and
 - A space accommodating the issue desk, reference collection, and lending collection.
- In the reading area, a shelf is erected where students can place their bags. The library seats approximately sixty (60) persons; forty persons in the reading area and 20 persons in the circulation area.
- The library contains the following collections:
 - Volumes: - 4178
 - Periodicals: - 72
 - Titles - 25
 - Audio tapes - 30
- The following services are offered by the library:
 - Circulation – items are signed out manually at the issue desk. There is a fine system in place for overdue materials.
 - Reference services are offered by the Librarian
 - Internet services including wireless, are available for free
 - Photocopying is offered at a minimal cost to students
 - Library orientation is offered for new students at the beginning of the Academic year
- The library is opened every day of the week from 5:00 pm to 9:00 pm; on Tuesdays from 9:00 am to 5:00 pm and Saturdays from 10:00 am to 2:30 pm.
- **Library Partnership with CGST**
In addition to the current library resources available on campus at CTIS; the Institution has formed a partnership with the Jamaica Theological Seminary and Caribbean Graduate School of Theology, allowing students of CTIS, access to the Zenas Gerig Library's resources and facilities on their campus. This is access

to an additional 30,000 volumes and periodicals, with concentrations in Bible, Theology, Missiology, Christian Education, Church History, Counselling Psychology, and a West Indies Collection.

- **Digital Library Support**

All registered students will have access to a digital library platform. Upon registration students will be provided the login credentials for this Digital library platform.

- a. **Rules and Regulations of the Physical Library**

The following rules and regulations govern the use of the library:

- Books may be borrowed for one week and may be renewed for another week, once there is no other student request for them.
- Students can borrow a maximum of two books at a time
- A fine of \$100.00 per day will be charged for overdue books.
- Reserved/Reference books must not be taken from the library at any time without the Librarian's permission.
- Reserved books are loaned for one night only.
- Periodicals must not be removed from the library at any time.
- When a student accumulates fines totalling Five Hundred Dollars (\$500.00), his/her borrowing privileges will be suspended for a month.
- Books used in the library must be left on the tables; they must not be replaced on the shelves by students

- b. **Copyrighted Material**

The International Copyright Agreement protects and prohibits the misuse of all original works of authorship. Students may use copyrighted material, but it must be used within the guidelines/agreements posted by the writer or by copyright law.

- c. **Multimedia-fitted classrooms**

All our classrooms are fitted with multimedia projectors providing students and lecturers with a learning environment that caters to all types of learners. Students are asked not to tamper with the equipment.

- d. **Internet access**

Currently, both wired and wireless internet access are available on campus for faculty, staff, and students. The wireless Internet is accessible on the school compound, where a student can access it

via their personal computer. Students can contact the Librarian for the password.

The Registry

The Registry/Registrar Department is responsible for the safekeeping of all student records including applications, examinations, progress reports, transcripts, orientation, and graduation exercises, as well as student recruitment.

Grievance Procedures

Appeal of Grades

Students may appeal the grades for coursework or final examinations for subjects taken. The appeal is to be done in writing and is to be addressed to the Head of the Department of their programme of study. If the matter is not satisfactorily resolved, the Head of Department will forward the case to the Academic Registrar for discussion and a decision. The appeal must be done at least two weeks after the posting of results.

Procedure for General Appeals

An appeal relating to Academic Affairs may be initiated by either faculty or student. The following procedures should guide such appeals:

- i. Student and Faculty should first try to resolve the matter at hand
- ii. If either party are not satisfied with the discussion, the matter is to be referred to the lecturer's supervisor (Head of Department). The appeal can be done by either student or lecturer
- iii. If either party is still not satisfied with the outcome, a further appeal can be submitted to the Academic Affairs Personnel/Registrar. A meeting will be convened to hear the appeal and a decision made.
- iv. If either party is still not satisfied with the decision, a final appeal can be submitted to the principal.

Conflict Resolution Procedures

1. Conflict between Student and Student

The following steps are to be taken whenever there is a conflict with another student:

Step 1 - Report the matter to the Student Council President

Step 2 - If matter is not resolved, student can take the matter to the Director of Student Services/Head of Department

Step 3 - If the matter is still not resolved, the student can submit the case in writing to the principal.

2. Conflict between student and lecturer

The following steps are to be taken whenever there is a conflict with a lecturer or a member of staff:

Step 1 - Seek resolution with the member of staff/lecturer in question through dialogue

Step 2 - Should a student feel dissatisfied with the outcome in step 1, the student can seek counsel with the Academic Dean/School Administrator for the respective department.

Step 3 - If the matter is still not resolved, the student can present the matter in writing to the principal

Please note that in either of the above conflict cases, the principal will not respond to any complaint before the above steps have been followed.

Student Council

All students enrolled with the institution are members of the Student Council.

The Student Council Executive Body is elected at the end of each Academic year to serve the student body in the ensuing year.

The Executive Body comprises:

Core Executive:

- President
- Vice-President
- Secretary
- Treasurer

Other members:

- Class Representatives
- A faculty member is appointed to serve as an advisor to the Council.

Selection of Officers

- To serve on the executive students should have completed one year of study at the institution. However, only third-year or fourth-year students are qualified to serve in the office of president or vice president. Second-year students and above can serve in the office of secretary and treasurer.
- Class representatives are selected by their classmates at the beginning of the school year.
- Election of officers is conducted at the end of the Second Semester in May.
- Before the election, the student will be given the opportunity to nominate persons to serve in the various positions. A nomination committee will ratify the names using the following guidelines:
 - No students nominated should be in breach in the following areas:
 - i. Financial obligation to the school

- ii. Conflict with fellow students or staff
- iii. Academic performance (minimum 3.0 GPA)

Function of the Student Council

- The Student Council is responsible for making recommendations to the Principal and the Faculty concerning matters affecting student life. The Council also seeks avenues for the social and spiritual development of its members.
- To provide a forum for students to express their needs, concerns, challenges, and interests
- To enhance the relationship between students, staff, and faculty
- To plan and coordinate student activities

Meetings

- Council meetings are conducted at least twice per semester. Class meetings are conducted at least once per month. At the class level, matters of concern are to be sent to the Student Council for discussion.
- A majority of 51% should constitute the quorum for the council meetings
- Matters discussed at the meetings shall be submitted to the Principal by the Student Affairs Advisor, who should be present at the meetings upon invitation.

Meetings of the Council shall follow this general order:

- Prayer
- Welcome
- Reading of Minutes of the last meeting
- Matters Arising from Minutes
- Financial Report
- Old/Unfinished Business
- New Business
- Any Other Business
- Adjournment

Duties of the Officers

President

- To provide leadership and general supervision of the student council
- Call to order all meetings of the Student Council
- Serve as a representative of the student body on the School Board
- Be aware of the needs of the student for proper representation
- Make recommendations to the student council for corporate action
- Oversee all student social activities: sports initiatives, Christmas social, etc.

Vice-President

- Assist the President in carrying out his/her duties
- Chair the meetings in the absence of the President

Secretary

- Keep proper records of meetings of all council meetings
- Prepare and records all correspondence of the Council and Executive meetings

Treasurer

- Keep proper records of all monetary transactions of the Student Council
- Responsible for collecting and recording all student council dues
- Shall provide a financial report at each student council meetings

NB. The student council is subject to the authority of the School's Administrator and/or Principal. No decision of the Council can be implemented until it has been sent to the Principal through the Student Affairs Advisor or the School Administrator. Services for consideration and approval are secured.

College Personnel

THEOLOGY:

Rev. Ronald Hamilton, Doctorate in Biblical Studies, M.A. Biblical Studies,
B.A. Biblical Studies

Dr. Valerie Hamilton, Ph.D. Christian Counselling, M.A. Counselling
Psychology, M.A. Caribbean Ministries, B.Sc. Management Studies,
Certificate in Teaching Components

Rev. Dr. Melecia Davis-Gibbs, Doctorate in Pastoral Studies, M.A. Biblical
Counselling, B.A. Theology, Dip. Theology

Mr. Geoffrey Gordon, M.A. Theological Studies, Dip. Teaching

Rev. Dr. Owen Wilson, Doctor of Ministry in Gospel & Culture

Ms. Donna Ree Maitland, BA. Theology and Guidance and Counselling

BIBLICAL STUDIES

Rev. Michael Hammond, B.A. History, B. Th. Theology, Dip. Teaching, Dip.
Biblical Studies

Rev. Ronald Hamilton, Doctorate in Biblical Studies, M.A. Biblical Studies,
B.A. Biblical Studies

Rev. Dr. Melecia Davis-Gibbs, Doctorate in Pastoral Studies, M.A. Biblical
Counselling, B.A. Theology, Dip. Theology

Min. Christine Elliston, M.A. Theology, B.A. Theology & Counselling, Dip.
Theology

Min. Maurice Powell, MBA, Banking & Finance, B.Sc. Computer
Science, Dip. Biblical & Pastoral Studies

Min. Princess Wedderburn, MBA, B.Sc., Management Studies, Post. Grad
Dip. Education and Training

Ms. Gillian Whyte, M.A. Theological Studies (pending), M.Sc. Human
Resource Development, B.Sc. Management Studies & Accounting, Post
Grad Diploma, Education and Training, Dip. Theology

Ms. Denise Adams, M.Sc. Diploma, Theology.

Ms. Pauline Steele, B.Sc.

COUNSELLING

Dr. Valerie Hamilton, Ph.D. Christian Counselling, M.A. Counselling
Psychology, M.A. Caribbean Ministries, B.Sc. Management Studies,
Certificate in Teaching Components

Dr. Clementina Williams, Ph. D. Counselling Psychology

Mrs. Yvette Gardner, M.Sc. Counselling Psychology; Certified Clinical
Psychologist

Mrs. Vivienne Gordon, M.A. Counselling Psychology, B.A. Guidance &
Counselling Dip. Teacher Education Mrs. Rosette James, MA

Mrs. Rosette Gordon-James, M.A. Counselling & Consulting Psychology

NON-THEOLOGICAL COURSES

Mrs. Rosie Headley-Smith, M.Sc., B.A. Education, Dip. Teaching

Ms. Latoya Deslandes, B.Sc. Languages

Ms. Pauline Steele, B.Sc