

北美中華福音神學院
China Evangelical Seminary North America

教牧博士科手冊

Doctor of Ministry Handbook



1520 W. Cameron Ave., Suite 275, West Covina. CA 91790
Tel: (626) 917-9482 Fax: (626) 851-1371

Vision

To partner with churches in equipping laymen, church workers and leaders with fundamental, professional and leadership training.

In recent years, there is an increasing demand from Chinese churches in North America for both full time and part time ministers to cater for internal growth and external ministry. In order to satisfy such pressing needs, CESNA, like her alma mater – China Evangelical Seminary, is committed to a balanced training that integrates academics, spirituality, and practicum so that seminarians are well equipped for ministry and living out their callings. Serving the churches by equipping the saints in multi-dimensional for effective ministry.

Mission Statement

- CESNA is committed to training, for the Kingdom of God, effective Chinese-speaking pastors and Christian leaders who serve in conformity to the will of God, and who demonstrate a balance in academics, spirituality, and ministerial skills in their lives.
- CESNA is committed to training up ministers and leaders for the Chinese churches in North America and beyond to fulfill the Great Commission through strategic partnership with Christian churches and organizations.
- CESNA is committed to responding, from a Biblical perspective, to contemporary issues that are of concern both to the Chinese-American society and Chinese churches at large.

Strategy

To train ministers for full time pastoral and various ministries as in demand by churches.
To use multi-media and other teaching formats, thereby making training platform easily accessible, to churches in North America while main campus is based in Los Angeles.
To partner with churches in formulating curriculums of equal emphasis on Biblical, theological and ministry studies.

The ultimate goal is to raise workers grounded in Biblical, theological, field education and counseling education, for full time or part time ministry, be it in local churches or mission fields worldwide. Teaching the Truth to regenerate Christians across denominations and partnering closely with churches in North America to design a goal-oriented and balanced curriculum.

History

Jan 1986 – The General Board of CES Taiwan appointed local Directors in Los Angeles, California, for the registration of a L.A Board, eventuated the promotion of Theological Education by Extension (TEE), the name incorporated was China Evangelical Seminary Los Angeles Extension Center.

Jan 1991 – The Extension Center invited former President of CES, Dr. Timothy Lin, as Consultant, overseeing the operation of the Center.

Mar 1992 – The name of the Center was changed to China Evangelical Seminary North America Theological Education Center (CESNATEC). In July, the employment of the Director and staff enhanced the expansion of out-State classrooms for theological training.

1998 – CESNATEC was upgraded to China Evangelical Seminary North America Campus (CESNAC). The School began to offer degree program (Master of Christian Studies), recruit and train students with goal-oriented curriculum, so that they can serve in the Chinese churches built in the context of North America. The vision of CES extended from Taiwan to North America, equipping and preparing leaders for worldwide mission.

1999 – The new site at La Puente was dedicated for operation. With better facilities, it not only stands as the base for lay leaders training, but also dispenses all resources across North America, serving strategic locations which has a high density of Chinese churches. A theological training network was set up.

2003 – Began to offer the Diploma of Christian Studies program.

Jul 2004 – Began to offer the Master of Divinity program in response to the great demand of ministers by Chinese churches in North America and worldwide.

Sep 2007 – The Board has approved that the name of the school be amended to China Evangelical Seminary North America (CESNA), and the Seminary has advanced to another stage of development.

Sep 2007 – Appointed Dr. Katheryn Leung as its first President.

Jul 2008 – Moved to current West Covina location.

Sep 2008 – Began to offer the Master of Art in Theological Studies program.

Jan 2009 – Began to offer the Doctor of Ministry Program.

Jun 2009 – Approval granted to issue I-20 for international students.

Jun 2010 – Accepted as associate member of ATS.

Jan 2013 – Began to offer the Master of Theology Program.

Jun 2015 – Officially accepted as Member in the Association of Theological Schools

Organization Chart

President

Katheryn Leung, Ph.D.

Advisors

Rev. Hay Chen Maak, D. Min.

Rev. John Hsu, Ph. D.

Rev. David Hsu

Department Head

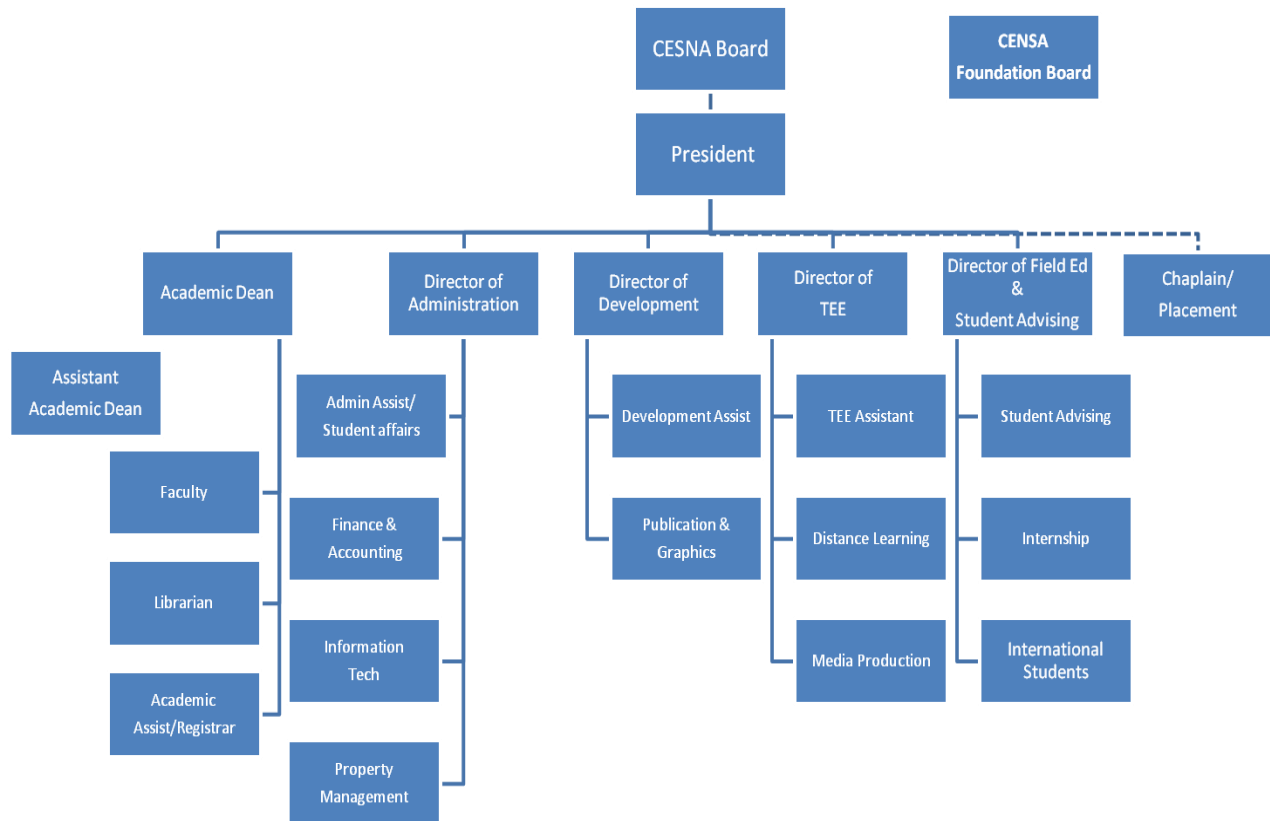
Academic: Rev. Raymond Hsu, Ph.D.

Administration: Rev. Cliff Chan

Field Education: Rev. Chun Ming Fong, Ph.D.

Development: Agnes Chiu, Ph.D.

Extension: Rev. Joshua Siu, DMin.



Doctor of Ministry

- 1) Purpose: The objective of this program is to provide a continue education for pastorals and Christian workers who hold a Master of Divinity or its equivalent, and had been serving full-time in the field for at least three years. The purpose of its curriculum focuses on spiritual renewal, in-depth theological comprehension and enrichment of ministerial skills in pastoral ministry.
- 2) Goals: The goals of this program are to help students to gain various perspectives in the nature and philosophy of Christian ministries. The historical and present trends of church developments and ministerial practices are explored in order to help realize the appropriate way to contextualize ministerial skills and formats. The final dissertation requires students to demonstrate an integration of theology, ministerial philosophy, and contextual practices which is workable in their future ministries.
- 3) Curriculum: Students in the D. Min. program has to complete 5 Required courses (20 Quarter credit hours) and 5 courses in their major area of research (20 Quarter credit hours), and a Dissertation (8 Quarter credit hours). Required courses are in-depth studies on general pastoral ministries aim to train students to conduct independent research. Students may choose major courses according to individual's needs and interest, and are encouraged to consult their dissertation advisor in selecting these courses. Dissertation topic should be of practicality, and demonstrates candidates' ability in critical thinking, analyzing, integration and presentation skills.

1. Required Courses

- a. Required course codes and contents as below:

Codes	Contents	Credits
TD100	Advanced Theological Research Methodologies	4 Units
TD101	Theology and Practice of Spiritual formation	4 Units
TD102	Theological Integration	4 Units
TD103	Advanced Leadership Issues	4 Units
TD104	Dissertation Proposal Writing	4 Units
TD500-501	Doctoral Dissertation	8 Units

2. Suggested Major Courses

a. Five major areas of research for considerations:

i. Church Ministries and Pastoral Leadership :

- 1) Church History and its Organizational Development
- 2) Study in Contemporary Church Organization
- 3) Case Study on Churches
- 4) Research in Worship
- 5) Church Education Ministry Theories and Practice

ii. World Mission :

- 1) Advanced Study in Missiology
- 2) Study in Cross Culture Missions
- 3) Study in American Missions
- 4) Study in Chinese Missions
- 5) Study in European Missions
- 6) Evangelism Theology & its Practice
- 7) Study in Missions Organizations
- 8) Others

iii. Family Ministries and Counseling :

- 1) Church Growth and Family Ministries
- 2) Gender Relations & Pre-Marital Counseling
- 3) Marital Relations & Marriage Counseling
- 4) Family & Parenting
- 5) Divorce and Remarriage Counseling
- 6) Single Parent & Blended Family Counseling
- 7) MassMedia and Family Ministries
- 8) Others

iv. Next Gen Ministries in the Chinese Church

- 1) Pastoral Care Case Study
- 2) Advanced Study in Leadership Transformation
- 3) Study in the phenomenon of North America Emerging Churches
- 4) Second Generation Chinese Ministry
- 5) Others

- v. Spiritual Formation Ministries
 - 1) Spiritual Formation and Discipleship
 - 2) Spiritual Formation in Community
 - 3) Others

b. Six courses are required (24 credits), to be determined together with dissertation advisor but subject to academic department approval.

3. Dissertation :

a. Doctor of Ministry Candidates

- i. Must complete all required courses before starting on dissertation.
- ii. Major Course: Must complete the required twenty-four units.
- iii. Submit a 30-page dissertation outline (Proposal) that includes Title, theme, questions, value, secondary literature and bibliography to the Academic Department for approval before beginning your research. After proposal has been approved, you may discuss with your dissertation advisor to invite two individuals specialized in the research topic and seek approval from the Academic Director to invite them as additional readers of your dissertation.
- iv. You become an official candidate for Doctor of Ministry only after both procedures are completed.

b. Completing dissertation

- i. The candidate must complete the dissertation within 12 months after the proposal has been approved. When necessary, the candidate may petition to extend the writing process for an additional 12 months.
- ii. Dissertation advisor and both readers must support and agree with the candidate's dissertation before the defense meeting.
- iii. After completion, dissertation advisor may apply with the Academic Department to hold a defense session.
- iv. After defense, candidate must complete his dissertation according to the required format determined by the Academic Department.

- v. Page-count requirement for your dissertation is minimum 200 pages (excluding cover, table of contents, bibliographies and appendices).
4. Dissertation Advisor: For every Doctor of Ministry student, the Academic Department will assign a dissertation advisor according to the intended research topic, to help the student till completion of study (including dissertation writing).
 5. Reading requirement: Duration of each course (including report and assignment) is usually three months. Reading requirement for each course is minimum 2500 pages.
 6. Location & Class schedule: Student is given six years to complete the program, must register minimum two courses in a year. If necessary, may apply for extension of one year. At least four courses (16 credits) must be completed at Los Angeles West Covina campus.

4) Graduation Requirement

1. Must complete all required courses with grade B (83 points) or above, otherwise need to retake the same course.
2. Doctor of Ministry candidate must complete his dissertation according to requirement, pass the defense, make revisions to his dissertation as requested, and complete it according to publishing format.
3. Doctor of Ministry candidate must fulfill all requirements of relevant departments by obtaining endorsement from every department directors.
4. Doctor of Ministry candidate must settle outstanding payments include but not limited to library fines, school fees, and any other miscellaneous charges before graduation.

5) Other Academic Policies

1. Degree Program :
 - a. Quarter system : Fall 1-3, Spring 4-6 , Summer 7-9 , Autumn 10-12.
 - b. There will be at least one unit of Doctor of Ministry Course in each quarter, and maybe up to two units under special circumstance.
 - c. Doctor of Ministry courses are conducted under intensive program, and each course is equivalent to 4 credits (except for dissertation). Each course is of 40 hours (include after class supervision).
2. Course Requirement & Grading Standard :
 - a. For every hour of class, student must do three hours of self-study (include both before and after class), complete the required readings and written assignment on time.
 - b. Grading :

A+ = 100-97; A = 96-93; A- = 92-90; B+ = 89-86; B = 85-83; B- = 82-80; C+ = 79-76; C = 75-73; C- = 72-70;
D = 69 or below

- c. B (83) is the minimum grade requirement for each Doctor of Ministry course. Credits will not be given for grades lower than this.
- d. All reports and assignments must be completed and submitted to instructor within two months after class. Report will not be graded after the two months deadline. Students with special reasons, may apply with the Academic Department for permission to extend assignment deadline. If approval is given, deadline can be extended for a maximum of one-month grace.

3. Leave of Absence :

- a. If absent without reason for two times or more, credits will not be awarded for the course.
- b. If absent with excuse for three times or more, credits will not be awarded for the course.
- c. Please apply with instructor and Course Registration Department for permission to be absent by filling out the applicable form.
- d. For those who require long leave of absence, please consult Academic Director.

4. Fees Payable :

- a. Course Fees (Required and Major subjects) : \$ 250 (1 course is 4 credits total: \$ 1000)
- b. Enrolment Fees : \$ 80
- c. Student Union Fees : \$ 100 (payable once only)
- d. Graduation Miscellaneous charges : \$300
- e. Various document surcharge (include transcript) : \$30
- f. Student Status Withhold Surcharge : \$100 (per quarter)
- g. Extension of Dissertation Completion : \$ 300 (per quarter)

5. Course De-registration and Refund :

- a. Written or verbal notification before commencement, refund 100%
- b. Written or verbal notification after attending 1st lesson, refund 70%
- c. Written or verbal notification after attending 2nd lesson, refund 50%
- d. No refund after 2nd lesson.

6. Transfer of Credits:

- a. Applicants who are already enrolled in another recognized seminary for the same program, may transfer credits if assessed to meet our requirements.
- b. Credits transferred is limited to a maximum of two major courses.

7. Transfer of School :

- a. Transfer in: Student from other seminaries, upon meeting our recruitment requirements and with permission from his seminary, may apply for transfer by providing information on academics performance and spiritual formation. Student must forego student status with original school. Dual-status is prohibited. Credit transfer is limited to a maximum of three major courses.
- b. New Student record surcharge: \$30
- c. Transfer out: A Student may apply for transfer only after consulting his academic advisor.
- d. Such request will be considered for approval only after the official application form is submitted to the Academics Department.
- e. A \$30 administration surcharge is payable for issuance of letter of approval for transfer and transcripts.

8. Student Status Hold :

- a. If do not register for at least a course in each quarter, must apply to withhold student status, a surcharge of \$100 is applicable.
- b. For those who need to temporary suspense study due to any special reasons, please apply with Academic Department for approval, subject to a maximum of 12 months. There is a \$200 fee.

9. Extension of Program Completion Grace Period :

- a. Master of Theology students have up to five years to complete the program, and may apply with the Academic Department for permission to extend up to a year if necessary.
- b. A surcharge of \$100 is applicable.

10. Independent Study :

- a. Applicable for topical research.
- b. To discuss with Dissertation Advisor on the need before applying with Academic Director for approval.
- c. Fill out the application form for approval before commencing.

6) Library Policies:

General rules

1. Students are to follow all the rules of the Library.

2. Reference books, course reserve, and current issue of periodicals are not allowed to be checked out.
3. Any borrowed items lost or damaged beyond repair must be paid for at replacement cost plus \$15 process fee or return a replacement with \$10 process fee.
4. Student with debt outstanding on lost or damaged, or not returning all the items he/she borrow will not allowed to applying for graduation.
5. The Library opening hours is Monday through Friday from 9AM to 5PM.

Check-out rules

1. Please use Populi System for check-out by scanning your patron's barcode and barcode(s) of the item(s) that you want to borrow.
2. The loan period is 3 weeks and can be renewed once via email, phone, in person, or online via Populi if no one place the item(s) on hold.
3. If you know the title(s) you want to borrow, you may request to hold or reserve the item(s) via phone/e-mail. The library staff will pull the item(s) out the collection in advance for you to pick up later.
4. Please drop your check-in item(s) in Returned Item Cart by the circulation desk.
5. Students with debt outstanding on lost or damaged book will have borrowing privilege suspended. Please clear your fine as you return the overdue item(s), \$1 per day.
6. Number of outstanding items allowed for extension program student: 5; for master student: 15; for DMin./ThM student: 20.

Other Services:

1. The library provides printer and copier for students to use. The cost is 5¢/page. Please obey the related copyright law.
2. The library provides assistance in research report formatting, Bible study tool/software and 4 computer stations for online searches and database services.
3. The Library webpage on CESNA's website (www.cesna.edu) provides information of the Library as well as many other resources for biblical and theological study.

Contact the Library:

Phone: 626-917-9482 x222 Email: JennyK@cesna.edu (Jenny Kao)

Website: <http://www.cesna.edu>

7) Student Conduct

Now that you are called to be pastors, leaders in organizations and churches, you should be a role model in the Christian community. The school expects all seminarians to uphold the Scripture as our authority in faith and living. As a seminary, we expect academic integrity. As a community, we respect and are accountable to one another. We are to live according to biblical principles.

1. Proper conduct, speech and attire as according to the teachings in the Bible.
2. Of good team spirit, i.e., to partake of and be punctual for school activities, and to apply for absence when unable to attend.
3. To participate in all school events such as weekly chapel, and etc.
4. Observe all academics policies and various regulations as listed in the student handbook.
5. Mutual respect for fellow students and do not tarnish school image.
6. Abstain from all behaviors that contradict with teachings in the Bible.
7. If found to be of any improper conduct, the student may face suspension or have his certificate withheld or cancelled by the school.
8. Any conflicts should be resolved directly between the parties involved.

The student conduct is subject to review and revision annually by the Discipline Committee.

STUDENT DISCIPLINE POLICY STATEMENT **China Evangelical Seminary North America** **Approved by Directors Meeting** **Sept 18, 2014**

Purpose: The purpose of CESNA is to train ministers and lay leaders for the Kingdom of God, therefore it demands great integrity from its graduates. It follows that strong, godly character in serving God must be desired for all seminarians. Based on this consideration, CESNA has established the following discipline policy to guide the conduct and self-discipline of enrolled seminarians. It will be implemented starting Oct 1, 2014.

Institution: China Evangelical Seminary North America institutes the Discipline Committee as the party handling all student disciplinary issues. It acts as the recipient of complaints, investigator, mediator, and adjudicator when such issues occur.

Code of Conduct: CESNA has an existing Code of Conduct in the Student Handbook, which spells out the expected conduct of its students.

Student Violations: Violation of the code of conduct, especially if the seminarian engages in the following acts, will lead to disciplinary action according to the CESNA Student Code of Discipline.

1. Plagiarism, which is defined as the use, by paraphrase or direct quotation, for the purpose of class homework and term paper, of the published or unpublished work of another person without full and clear acknowledgement.
2. Disrupting or interfering in the educational process. If a student engages in disruptive conduct in the classroom, a faculty member may address and informally resolve the matter without filing a complaint under the Code. A faculty member may exercise his/her right to immediately remove a disruptive student from a class meeting. However, if the removal of a student from the classroom is intended to be permanent, a complaint under this policy shall be filed with the committee by the faculty member.
3. Harassment (verbal or physical) and/or intimidation of a member of the seminary community.
4. Breach of peace: including disorderly, lewd, or indecent conduct, or aiding, abetting or procuring another person to breach the peace on the seminary's premises or at functions sponsored by, or participated in, by the seminary.
5. Stealing, Defacing, and destroying the seminary's property.
6. Acting in a manner that interferes with or disrupts the normal and/or safe operation of the seminary.
7. Unauthorized possession, duplication, or use of keys to any seminary premises or unauthorized entry to or use of seminary premises.
8. Acts of dishonesty such as: A. Forgery, alteration or misuse of any seminary document, record, or instrument of identification; B. Furnishing false information to any seminary official, faculty member or office; C. Disrupting or tampering with the election process of any seminary recognized student organization.

Sanctions: A student found in violation of the seminary's Code of Conduct shall be subject to one or more of the following sanctions: A. verbal or written warning; B. restrictions/loss of privileges; C. community/educational service; D. probation; E. suspension; F. expulsion. The intent of the seminary is to impose sanctions in a progressive manner, beginning with the least punitive sanction. However, depending on the nature and severity of a student's violation, the seminary reserves the right to impose any of the above-referenced sanctions at any time.

Appeal: Within five days of receiving the Discipline Committee's decision, the accused student may appeal in writing to the seminary's president. An appeal is permitted only if there is new evidence to be considered. The president shall assemble a special meeting to review the issue and the decision. The president's decision shall be final.

This policy is subject to review and revision annually by the Discipline Committee.

CESNA Policy and Procedures on Responding to Student Complaints

Approved by CESNA Administrative Directors 20140417

1. Students are encouraged first to communicate their complaints directly with the school personnel or department involved through established departmental procedures (e.g. course evaluation forms for course and faculty feedback). All attempts should be made to resolve the issues in a godly and loving manner.
2. If the response is unsatisfactory, students can file a formal written complaint with Director of Administration, who will document and keep record of the complaint and forward it to the appropriate department head (use complaint form on CESNA website)
(Students with unresolved conflicts with a fellow student can seek the help of CESNA Discipline Committee. See Student Council Bylaws)
3. Department heads will have a two-week window to respond to the complaints (if not an emergency), initially with a written acknowledgement within a week. Departments will have additional two weeks to engage in investigation, evaluation, discussion, development of an action plan (which could include referral to higher decision making bodies and need to be consistent with all current CESNA manuals and Bylaws).
4. Department head will give the referral personnel Director of Administration a written response to the complaint as well as time line of implementation of action plan.
5. Referral person Director of Administration will inform student of the formal response to the complaint from the appropriate department.
6. Department head will provide a written report to the referral person upon completion of action plan, who will then close the complaint case.
7. If the student is dissatisfied with the result, student can request an appeal to the president.

Various Application Forms



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Leave of Absence

Program :

Date :

Name : (Ch)

(Eng)

Add :

E-Mail :

Tel :

Course :

Credits :

From :

To :

Academic Director :

Date :

Dissertation Advisor :

Date :



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Assignment Extension Form

Program :

Date :

Name : (Ch)

(Eng)

Add :

E-Mail :

Tel :

Course :

Credits :

From :

To :

Academic Director :

Date :

Dissertation Advisor :

Date :

* Max. 1 mth only



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Independent Study Application

Program: _____ Date: _____

Name: (CH) _____ (Eng) _____

Add: _____

Email: _____ Tel: _____

Course: _____ Credits: _____

From: _____ To: _____

Assignment Requirement: _____

Academic Director: _____ Date: _____

Dissertation Advisor: _____ Date: _____



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Application for Graduation

A. Applicant :

Name : (Ch) _____ (Eng) _____

Program : _____ Admission Date : _____ Graduation Date : _____

Application Deadline : YY02MM01 DD _____

B. Assessment :

1. Required course completed ___ credits
(C- or above) (Pls attach result slip)

Major course completed ___ credits (C- or above) Academic Advisor : _____
Academic Director : _____

2. Dissertation completed and passed Academic Director : _____

3. All library books returned Librarian : _____

C. Particulars (As to be appeared on certificate)

Chinese Name : _____ Eng Name : _____

D. Church/Ministry(after graduation)

Name : _____ Title : _____

Add : _____ Tel : _____

E. Please provide the Academic Director with the following :

1. 2 copies of recent photograph (2 inch)
2. Certificate fee \$30.00



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Termination Form

Program :

Date :

Applicant : (Ch)

(Eng)

Add :

E-Mail :

Tel :

Reasons :

Applicant's Signature :

Date :

Advisor's Signature :

Date :

Academic Director's Signature :

Date :

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Suspension Form

Program :

Date :

Name : (Ch)

(Eng)

Add :

E-Mail :

Tel :

Reasons :

Period :

YY MM DD

to

YY MM DD

Applicant's Signature :

Date :

Advisor's Signature :

Date :

Academic Director's Signature :

Date :



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Apply for Course Reading in Another Seminary

Program : Date / /

Name : (Ch) (Eng)

Add :

E-Mail : Tel:

Courses Applied : 1. Credits :

2

Starting from : / / Ending on : / /

Reasons :

Course Outline :

(Pls attach prospectus)

Course Instructor :

Academic Director : Date : / /

Dissertation Advisor : Date : / /