

**SOUTH CAROLINA BAPTIST CONGRESS  
Of CHRISTIAN EDUCATION  
GRADUATION  
AND  
CERTIFICATION REQUIREMENTS  
2016 EDITION**



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**Application Procedures**

All persons interested in becoming certified in any areas of local, district or congress teacher, youth advisor, superintendent, and/or dean are required to be registered in a **Program of Certification**.

**Application procedures are:**

1. A formal application must be submitted to the State's Dean's Office.

**Program of Certification  
South Carolina Baptist Congress of Christian Education  
Office of The Dean  
25 Morris Street  
Charleston, SC 29403**

2. Be a member in good standing of a local Baptist church.
3. Submit letter of recommendation from your pastor.
4. Local church must have been registered with the State Congress of Christian Education at least the three years.
5. Complete required courses for certification.
6. Submit enrollment-processing fee in the amount of **Twenty-Five Dollars (\$25.00)**. **No personal checks accepted.**
7. **Graduation fee for Youth Five Dollars (\$5.00).**

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

**Graduation Requirements**

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

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

### **Level Course Requirements**

#### **Level One Certificate**

1. 101 – Translations and Versions of the Bible
2. 103 – Survey of the New Testament
3. 108 – Life In Bible Times – Old Testament
4. 201 – Managing Your Money Through the Word
5. 501 – Expressing Your Thoughts in Writing

#### **Level Two Certificate**

1. Provide Level One Certificate; and
2. 104 – Literature of the New Testament
3. 200 – Nurturing Converts
4. 206 – Evangelism: Finding Them and Keeping Them
5. 301 – The Articles of Faith

#### **Level Three Certificate**

1. Provide Levels One and Two Certificates; and
2. 300 – The Doctrine of God
3. 302 – Authentic Worship in the 21<sup>st</sup> Century
4. 401 – Methods of Supervisory in Church Leadership
5. 502 – Planning & Executing Worship Using Technology
6. 503 – Christian Education and the Arts

#### **Special Theme Recognition “Worship Matters” Certificate**

1. 001 – Overview of the History of Christian Worship
2. 002 – Planning and Leading Worship
3. 003 – The Role(s) of Prayer in Worship
4. 207 – Choosing Music for Worship
5. 502 – Planning and Executing Worship Using Technology

### **Outline for Book Reports**

(To be used with all areas of certification)

### **Cover Sheet**

Title of Book

Author's Name

Publisher and Date of Publication

(Published within the last five (5) years)

Candidate's Name and Address

Date report was submitted

### **Introduction**

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

### **Summary**

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

### **Analysis**

Answer the following questions in paragraph form:

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

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

### **Program of Certification**

South Carolina Baptist Congress of Christian Education

25 Morris Street

Charleston, SC 29403

**Certification Requirements  
For  
Local Church School Teacher**

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

1. Be a member in good standing with their local church.
2. Submit a letter of recommendation from their Pastor for admission into the **Church School Teacher's Certification Program**.
3. Must have completed basic courses listed on "Application for Certification" form (**Levels One and Two Certificates**).
4. Complete required course work.
5. Submit a book report on Christian Education as related to the Church School or Ways of Teaching published within the last five (5) years. This report should be no less than five (5) typed (double-spaced) pages in length, not including the cover page. (See "Outline for Book Reports").

**Required Courses for Local Church School Teacher:**

1. 100 – Introduction to The Bible
2. 101 – Translations and Versions of the Bible
3. 301 – The Articles of Faith
4. 400 – Teaching Strategies for Spiritual Formation of Adults
5. 500 – Developing Literacy Skills II

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

**Program of Certification**  
South Carolina Baptist Congress of Christian Education  
Office of The Dean  
25 Morris Street  
Charleston, SC 29403

**Certification Requirements  
For  
District/State Congress Teacher Level I**

Persons desiring to be certified as a District/State Congress Teacher Level I must complete the following requirements:

1. Be a member in good standing with their local church.
2. For each course one desires to teach, submit a separate application to the Dean's Office.
- 3. Must have attended at least two (2) of the last four (4) Annual Sessions.**
4. Provide evidence of a Degree in Religious Studies or a Local Church Teacher's Certificate.
5. Complete required course work.
6. Submit a formal two-page paper stating your reasons for wanting to be a District/State Congress teacher.
7. Submit a letter of recommendation from your local Congress Dean/President.
- 8. Must attend the Annual Faculty Retreat for the year in which you wish to teach.**

**Required Courses for District/State Congress Teacher:**

1. 202 – Identifying & Developing Spiritual Gifts
2. 203 – Missionary Education in the Church
3. 210 – The Curriculum of Christian Education in the Local Church
4. 304 – The Doctrine of Salvation: Redemption and Reconciliation

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

**Program of Certification**  
South Carolina Baptist Congress of Christian Education  
Office of the Dean  
25 Morris Street  
Charleston, SC 29403



**Certification Requirements  
For  
Special Theme Recognition “Worship Matters” Certificate**

Persons desiring to earn the Special Theme Recognition “Worship Matters” Certificate must complete the following requirements:

1. Be a member in good standing with their local church.
- 2. Must have attended at least two (2) of the last four (4) Annual Sessions.**
3. Provide evidence of a Degree in Religious Studies or a Local Church Teacher’s Certificate.
4. Complete required course work.
5. Submit a formal two-page paper on the subject “Worship That Is Authentic/Real Worship”.
6. Submit a letter of recommendation from your local Congress Dean/President.

**Required Courses for Special Theme Recognition “Worship Matters” Certificate:**

1. 001 – Overview of the History of Christian Worship
2. 002 – Planning and Leading Worship
3. 003 – The Role(s) of Prayer in Worship
4. 207 – Choosing Music for Worship
5. 502 – Planning and Executing Worship Using Technology

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

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South Carolina Baptist Congress of Christian Education  
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25 Morris Street  
Charleston, SC 29403

**Certification Requirements  
For  
District/State Congress Teacher Level II**

Persons desiring to be certified as a District/State Congress Teacher Level II must complete the following requirements:

1. Be a member in good standing with their local church.
2. For each course one desires to teach, submit a separate application to the Dean's Office.
3. **Must have attended at least three (3) of the last five (5) Annual Sessions.**
4. Provide evidence of a Degree in Religious Studies from an accredited school or a District/State Congress Teacher Level I Teacher's Certificate.
5. Complete required course work.
6. Submit a formal three-page paper showing various life experiences that have influenced your teaching.
7. Submit a formal three-page paper on how you can enhance the learning of your students.
8. **Must attend the Annual Faculty Retreat for the year in which you wish to teach.**

**Required Courses for District/State Congress Teacher Level II Certification:**

1. 104 – Literature of The New Testament
2. 205 – Developing a Discipleship Ministry
3. 208 – Ministering to Married Couples in the Local Church
4. 303 – The Function of the Holy Spirit
5. 504 – The Church's Ministry to the Community

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

**Program of Certification**  
South Carolina Baptist Congress of Christian Education  
Office of the Dean  
25 Morris Street  
Charleston, SC 29403

**Certification Requirements  
For  
District/State Congress Teacher Level III**

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

1. Be a member in good standing with their local church.
2. For each course one desires to teach, submit a separate application to the Dean's Office.
3. **Must have attended at least four (4) of the last six (6) Annual Sessions.**
4. Provide evidence of a Degree in Religious Studies from an accredited school or District/State Congress Teacher Level II Teacher's Certificate
5. Complete the required course work.
6. Submit a formal book report related to the task of the teacher and /or the methods of teaching (See the guideline for book reports).
7. Submit a formal three-page paper on how you can enhance the learning of your students.
8. **Must attend the Annual Faculty Retreat for the year in which you wish to teach.**

**Required Courses for District/State Congress Teacher Level III Certification:**

1. 207 – Choosing Music for Worship
2. 212 – Using Drama in Christian Education

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

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South Carolina Baptist Congress of Christian Education  
Office of the Dean  
25 Morris Street  
Charleston, SC 29403

**Certification Requirements  
For  
Youth Advisor**

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

1. Be a member in good standing with their local church.
2. Submit a letter of recommendation from their Pastor for admission in the Youth Advisor's Certification Program.
3. Must have attended at least two (2) annual sessions of the South Carolina Congress of Christian Education.
4. Must have complete basic courses listed on "Application for Certification" form **(Levels One, Two, and Three Certificates)**.
5. Complete required course work.
6. Submit a book report on Christian Education as related to Youth Ministry published within the last five (5) years. This report should be no less than five (5) typed (double-spaced) pages in length, not including the cover page (See "Outline for Book Reports").

**Required course work for Youth Advisor Certification:**

1. 207 – Choosing Music for Worship
2. 211 – Helping Young People Develop Christian Beliefs
3. 403 – The Church's Ministry to Youth
4. 503 – Christian Education and the Arts

**Note:** Certificates/diplomas from National Congresses in your respective areas are also applicable toward district and state certification.

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

**Program of Certification**  
South Carolina Baptist Congress of Christian Education  
Office of the Dean  
25 Morris Street  
Charleston, SC 29403

**Certification Requirements  
For  
Superintendent**

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

1. Be a member in good standing with their local church.
2. Submit a letter of recommendation from their Pastor for admission in the Youth Advisor's Certification Program.
3. Must have attended at least two (2) annual sessions of the South Carolina Congress of Christian Education.
4. Must have complete basic courses listed on "Application for Certification" form **(Levels One, Two, and Three Certificates)**.
5. Complete the required course work.
6. Submit a book report on Christian Education as related to the Church School published within the last five (5) years. This report should be no less than five (5) typed (double-spaced) pages in length, not including the cover page (See "Outline for Book Reports").

**Required course work for Superintendent Certification:**

1. 210 – The Curriculum of Christian Education in the Local Church
2. 400 – Creative Ways of Teaching
3. 405 – How to organize and Administer the Church School
4. 406 – Managing Conflict in the Church
5. 407 – How to Develop and Manage (Supervise) a Church Staff

**Note:** Certificates/diplomas from National Congresses in your respective areas are also applicable toward district and state certification. Upon completion of course work, submit evidence of course completion, application, fees and book report to:

**Program of Certification**  
South Carolina Baptist Congress of Christian Education  
Office of the Dean  
25 Morris Street  
Charleston, SC 29403

**Certification Requirements  
For  
District Dean**

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

1. Possess a Master's Degree in Christian Education, Divinity, Theology or its equivalent from an accredited Bible College or Seminary.

Or

2. A Bachelor's Degree from an accredited Bible College, Seminary, or Liberal Arts College or University, and
  - a. At least four (4) years experience in the ministry or some area of Christian Education within the local church, i.e. Director of Christian Education, Superintendent of the Church School, Bible Study, Church School, Vacation Bible School Teacher, etc.
  - b. Earn Levels I and II Certificates
  - c. Complete the following courses
  - d. A letter of recommendation from your pastor
  - e. Complete the required course work

Or

3. A high school diploma, and
  - a. Evidence of Level III Certificate
  - b. Fulfill requirements of 2a, 2c, 2d, and 2e

**Required courses for District Dean Certification:**

1. 210 – The Curriculum of Christian Education in the Local Church
2. 400 – Teaching Strategies for Spiritual Formation of Adults
3. 405 – Organizing and Maintaining the Church School
4. 406 – Managing Conflict in the Church
5. 407 – How to Develop and Manage (Supervise) a Church Staff
6. 408 – The Organization and Function of the Local Congress

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

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

**Program of Certification**

South Carolina Baptist Congress of Christian Education  
Office of the Dean  
25 Morris Street  
Charleston, SC 29403

## APPLICATION FOR CERTIFICATION

If you desire to be certified as a **TEACHER, YOUTH ADVISOR, SUPERINTENDENT, OR DEAN** please complete this entire application.

**Position Applying For:** \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

Address \_\_\_\_\_

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

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

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

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

Please list what courses taken at the State Congress, National Congress (NBC, USA, NBA, America, PNBC) local congress, seminar or workshop, local church, college or seminary. (Attach Additional pages if necessary) Each applicant will be evaluated individually. ***Courses must be certified with at least ten (10) hours study time. Attach copies of course cards and certificates AND BE PREPARED TO SUBMIT YOUR ORIGINAL COURSE CARDS UPON COMPLETION.***

Course	Dates	Location	Instructor

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

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean's Office Signature \_\_\_\_\_ Date \_\_\_\_\_

## COMMENCEMENT PROCEDURES

*These are directions for Annual Session Commencements.*

### **Sign-up:**

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

Youth attending the Congress for four years and have completed four core courses in the Youth Division with evidence (class certificates) may participate in commencement exercises on Friday in the Congress.

All qualifying documents must be received by **WEDNESDAY COB (5:00 P.M.)**

### **Commencement Rehearsal:**

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

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

### **Dress Code:**

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

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

### **Note:**

Participants must be in place (line-up) not later than twenty (20) minutes prior to the start of the Commencement Service.