



# Certificate of Ministry Preparation

Equipping Clergy and Laity for Christian  
Ministry in the Twenty-First Century

## Program Handbook



**GRADUATE AND PROFESSIONAL STUDIES**

**MOUNT VERNON NAZARENE UNIVERSITY**

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## **RETENTION OF RIGHT TO AMEND**

*While the information in this handbook is current at the time of printing or posting, Mount Vernon Nazarene University reserves the right to make changes in programs, tuition and fees, or any other university activity without prior notice. Consult [CMP@mvnu.edu](mailto:CMP@mvnu.edu) for any changes made since the printing/posting of this Handbook.*

## **NOTICE OF NONDISCRIMINATORY POLICY**

Mount Vernon Nazarene University admits students to all the rights, privileges, programs and activities accorded or made available to students at the University without regard to race, color, national origin, ancestry, sex, age, disability, or socioeconomic status. It does not discriminate on any of the above factors in administration of its educational policies, admissions policies, scholarship and loan programs, athletics, or other university-administered programs. Any concerns regarding discrimination should be addressed to the Title IX Compliance Officer.

## **AMERICANS WITH DISABILITIES ACT OF 1992**

Students who qualify for and desire accommodations in this course due to a disability, as defined by the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008, must follow the MVNU Disability Services Policies and Procedures as put forth by the Center for Student Success. Any student may review a copy of these policies and procedures online at <http://www.mvnu.edu/academics/services/dservices.asp> or request a copy from the Center for Student Success. For further information or to schedule an appointment to discuss or arrange accommodations, call Deanna Shira-Tackett at extension 4280 or visit the Center for Student Success on the main floor of Thorne LLRC, or schedule an appointment online at <http://mvnu.edu/its/aboutus/content/StudentSuccessKioskPage/KioskHome.html>

# Mission Statement of the University

## **Mission Statement**

*Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christlikeness for lifelong learning and service.*

## **Mission Context**

Mount Vernon Nazarene University, established by the Church of the Nazarene, opened its doors in 1968 and serves the denomination's East Central Region. The University offers liberal arts, professional, and graduate education at its main campus in Mount Vernon, Ohio as well as at multiple regional sites.

MVNU's educational philosophy and purpose are shaped by its Wesleyan-Arminian holiness theological roots, informed by the Bible, focused on Christ-likeness in every aspect of life, and defined by an emphasis on loving God with all of one's heart, mind, soul, and strength, as well as one's neighbor's as one's self. Students are nurtured and empowered through caring relationships with faculty, staff, and administrators; challenged to be a devoted disciple of Christ; drawn toward discovery of wisdom and truth in every discipline of study; prepared for leadership in various professions; equipped to be lifelong learners; and sent into the world to live out their faith by offering their hearts and lives in service to God and others.

The University is characterized by an engaging environment where diversity is celebrated and differences in ethnicity, denomination, gender, economic level, and stage of spiritual development are embraced. A spirit of worship unifies the academic, social, and spiritual life of the student body, and the community is shaped through shared commitments, values, and experiences that provide the context for transformation in Christ, individually and collectively. Excellence in vocational pursuits and in character development are viewed as an expression of faithful stewardship, and a lifestyle of compassion is demonstrated as the most effective witness to others of God's love. As students become graduates, the marks of Mount Vernon Nazarene University continue to identify them as devoted disciples, servant leaders, learning professionals, and loyal alumni.

## **Institutional Background**

Mount Vernon Nazarene College was founded in 1964 by the General Assembly of the Church of the Nazarene. The pioneer class arrived on campus on October 12, 1968, and the first associate degree was awarded in 1970. In 1972 the college received accreditation from the North Central Association of Colleges and Schools as an associate degree granting institution. Accreditation was extended in 1974 to include baccalaureate degree programs and the first baccalaureate degree was awarded in May 1976. On August 1, 2002, Mount Vernon Nazarene College officially became Mount Vernon Nazarene University. Mount Vernon Nazarene University is the official university of the East Central Educational Zone of the Church of the Nazarene.

## **Institutional Objectives**

The institutional objectives of Mount Vernon Nazarene University grow out of a philosophy of education that has its roots in a distinctively Christian understanding of life. Mount Vernon Nazarene University, therefore, strives for the education of the whole person--the enlightenment of the mind through the acquisition of factual knowledge and the moral and spiritual transformation of the individual through a personal encounter with God in Christ.

## **Certificate of Ministry Preparation**

Shortly after MVNU was founded, the Division of Religion and Philosophy began to offer a few courses to help men and women who were preparing for ministry through the Home Study program of the Church of the Nazarene. Later, under the direction of Dr. William Youngman, the Division of Religion and Philosophy developed a certificate program called Adult Studies for Christian Service to meet all the educational requirements for ordination of elders and deacons in the Church of the Nazarene. The program became part of the EXCELL division (later known as Adult and Graduate Studies and today known as Graduate and Professional Programs) of MVNU in 1999. In 2000 the program received validation and approval from the office of the Clergy Development and the International Course of Study Committee of the Church of the Nazarene as a program that fulfills the requirements for ordination as an elder in the Church of the Nazarene. In 2002 the name of the program was changed to Certificate of Ministry Preparation (CMP). In 2005 the CMP program adopted the Modular Course of Study curriculum of the Church of the Nazarene. In 2010 the CMP program began operating under the direct oversight of the School of Theology and Philosophy and designated course credits as one Ministry Education Unit (MEU) per course.

In addition to courses taught on the campus of MVNU, this program is now offered at various centers in the five Ohio Districts within the Church of the Nazarene.

### **Purpose of the Certificate of Ministry Program**

The opportunity for Christian service begins with the initial and continuing responsibility to serve efficiently and knowledgeably. This is true for the person who accepts part-time and volunteer responsibilities in the church, as well as the person who accepts a full-time position.

The primary purpose of the Certificate of Ministry Preparation program is to provide academic classroom experiences for those adults already in careers who want to increase their Christian ministry effectiveness, but are unable to enter into the regular college program. It is designed to assist both those who plan to enter full-time Christian service and those working in volunteer lay ministry. In addition to those seeking ordination, Sunday school teachers, youth workers, and church board members will find these courses helpful. The CMP program fulfills the elder ordination requirements in the Church of the Nazarene. Those who wish to be ordained as deacons need to complete additional courses required by the Church of the Nazarene.

## The CMP Student

### Enrolling in Classes

#### Eligibility to enroll in CMP courses

Anyone who has completed high school or the GED program may take the CMP courses for Ministry Education Unit (MEU) credit. There are no prerequisite educational requirements for a student to audit courses. The course registration form will serve as the application to enroll in courses. Those who are on the CMP mailing list will automatically receive the course registration form. Course registration forms and course schedules are also available on our website at [http://www.mvnu.edu/gps/continuing\\_education/cm\\_preparation.asp](http://www.mvnu.edu/gps/continuing_education/cm_preparation.asp) (*Graduate and Professional Studies, Certificate of Ministry*).

#### Course Registration

In order to be properly enrolled in CMP courses, students must send the course registration form to the School of Theology & Philosophy office **no later than two (2) weeks before the start date** of the course. The course registration form must be accompanied by the full payment of the tuition for the course. Only those who register in advance will receive the syllabus for the course prior to the course start date. Students registering for class later than two week before the course start date will not be permitted to enroll (for courses beginning on a Saturday, registering on the subsequent Monday will be sufficient).

#### Class Assignment and Sites

If a student is more than one hour away from a CMP video-conferencing site or would be the only participant calling in from that site, they may call in from home. However, if the CMP registrar assigns a CMP student to a particular site for a particular class, the student must attend that site. Failure to do so will result in immediate withdrawal from the class for which they are registered. If the student perceives this to be a great hindrance, they may appeal to the CMP coordinator.

#### Class Attendance

The student is expected to attend all class sessions. When absences are necessary there may be no more than three hours of class time missed per course. In the event that a student is absent more than the three hours of class, she/he must withdraw from the course unless missing time is made up by special permission of the instructor. The withdrawal process is initiated by the student.

#### Procedure for Withdrawal from a Course

When a student chooses to withdraw from a course, the student must contact the CMP Registrar via email ([CMP@mvnu.edu](mailto:CMP@mvnu.edu)) or phone (740-397-9000, ext. 3615) to initiate the completion of the Course Drop form. Neglecting to do so may result in a failing grade and loss of course fees.

#### Class Cancellation:

Any decision to cancel a CMP class session due to inclement weather (snow emergency, flooding, tornado, etc.) or other reason will be made by the CMP Coordinator.

All class cancellations will be communicated to the professors, site coordinators, and students, and will be sent out via email by the CMP Coordinator's Assistant.

All cancelled class sessions will be made up either by rescheduling the class session or by utilizing the MVNUonline (Moodle) learning management system. The assignments for the online make-up class session will be activated by MVNU faculty or staff, and may be accessed via the link provided for that week's assignments. The following additional policies will be in effect:

- Students must still submit all assignments that were due on the night of the canceled class session and upload them in the normal manner. Students should contact the instructor with any questions related to the submission of these assignments.
- Should it prove impossible to schedule an additional class session: Students will complete online assignments in order to be counted "present" for the canceled class session. Students who do not complete the assignments within one week's time will be marked as "absent" and assessed a penalty of 5% of the total points possible for the course.

### **Cancellation Due to an Inaccessible Site:**

Due to the video-conferenced nature of the CMP program, there may be times when only one site is inaccessible. If this is the case, please communicate with the CMP Coordinator's Assistant and Site Operation Assistant for your location. They will advise you on how best to proceed, and either issue a temporary video-conferencing license, establish a make-up assignment in conjunction with your professor, or advise that you and the professor schedule an additional/separate meeting time.

### **Textbooks and other Course Materials**

Students are responsible for purchasing their own textbooks.

*Since the CMP program follows the Modular Course of Study of the Church of the Nazarene, students will need to download the Student Handbook for courses they have enrolled from <http://www.usacanadaregion.org/modular-cos>. (Handbooks are not available for Bible Exegesis courses and Christian Worship).*

### **Classroom Decorum**

Students are expected to conduct themselves in a professional and decorous manner while in the classroom. Open discussions and debate of issues is highly encouraged. Remarks that are sexist, racist, or otherwise personally offensive to others are inappropriate and out of keeping with the values of MVNU. Such remarks may result in the student being dismissed by the instructor and marked absent from class.

Anyone coming to class seeming to be under the influence of drugs or alcohol or otherwise behaving in an inappropriate way may be dismissed from class by the instructor and regarded as absent. The Instructor will then file an incident report with the Coordinator of the CMP program and the School Dean. Behavior not in conformity with the values of MVNU may result in dismissal from the class and the University.

### **Requesting Transcripts**

Students needing copies of a personal transcript must contact the School of Theology & Philosophy Graduate and Professional Studies office (740-397-9000, ext. 3615).

### **CMP Graduation**

Students nearing graduation from CMP should request that an audit be performed on their behalf. Simply contact the CMP Registrar and request a CMP transcript. The CMP Registrar will then review all completed and transfer coursework and will send an electronic transcript to the student.

Students who have completed all of the requirements for the CMP will receive a CMP Certificate. This indicates that the student has completed *all* requirements of CMP and, by doing so, has finished the course of study for the Church of the Nazarene (aside from the internship, which must be completed under the guidance of the student's district).

Students, who are ready to graduate, must fill out the Intent to Graduate Form and return it to the CMP Registrar. This will automatically trigger an audit of the student's coursework to ensure that all program requirements have been met.

## **Financial Information**

### **Payment**

Payment in full, including the entire tuition amount and applicable fees, is due on the course start date.

### **Please note:**

If your bill is not paid in **full**:

- You will be charged 1% interest monthly until it is paid.
- Your grades and transcripts will be held until your bill is paid in full.
- You may not register for a new course until your previous balance is paid in full.

### **Tuition Refund Policy**

100% refunded for withdrawing before a course starts.

No refund for withdrawing after a course has begun.

### **Returned Checks**

A processing fee will be assessed on any returned (ISF) check.

## **Grading Policies and Procedures**

The following system of grading is used at MVNU (faculty may assign +/- to the letter grade system):

- A – Superior grade earned by work consistently exceeding high standards as judged by both internal and external criteria.
- B – Good grade signifies accomplishment which is above average in quantity and quality.
- C – Satisfactory grade characterizes the performance of most studies as judged by both internal and external standards.
- D – Below satisfactory performance; D does not meet the graduation requirements for the CMP program and the course must be repeated.
- F – Failed the course; the course must be repeated.



- X – Failure due to excessive absences (see attendance policies) or official withdrawal procedure was not completed within the time frame allotted for withdrawal from the course; no credit is earned.
- W – Withdrawal within the specified date, or after specified date with the permission of the School Dean.

A temporary “I” (incomplete) grade may be granted in special situations. An “I” is not computed: The “I” represents incomplete work necessitated by a case of serious illness or other emergency. This grade applies only to courses in which the student requested the instructor to petition the School Dean to extend a course deadline prior to the last date of the course. When such extensions are granted, specific course completion deadlines are communicated in writing to the student and the GPS Coordinator of Records and Registration. The “I” grade will be changed to the permanent “X” grade in cases where the student does not complete the required work by the extension deadline.

A grade of **D** or **F** does not meet the completion requirements for the CMP program, and the course must be repeated until a grade of **C** or higher is received. The grade of **D**, **F**, or **X** will be replaced with the grade that the student receives when the course is repeated; however, the original grade will still appear on the transcript.

### **Student Disenrollment**

CMP Students may be disenrolled from classes for several reasons. Some of these reasons include:

- Excessive absence and or inadequate preparation for the course (such as below average reading and writing skills expected of a High School graduate). Students who are asked to withdraw from a course due to their inadequate preparation will be eligible for full refund of the tuition.
- Outstanding Financial Balance.
- Department or Non-compliance with the Handbook.
- False or incomplete information on the application for admission
- Receiving a grade of ‘X’ and/or ‘F’ in two CMP courses.
- Failing to meet probationary guidelines.

Students will generally be disenrolled from the program for 6 months. However, the School of Theology and Philosophy reserves the right to determine the length of any disenrollment,

### **Probation**

A student who has been previously dismissed from the program may be accepted back into the CMP program as a probationary student. This acceptance is conditional, and is at the discretion of the CMP Coordinator. In order to continue in the program, the student must achieve a grade of C- or higher in their first three courses. If this is not done, the student will be dismissed from the program.

### **Appeals Process**

A student who wishes to appeal an academic policy decision (including one believed to be discriminatory based on race, national origin, color, sex, disability, or age), must abide by the procedures that follow. Legal counsel or representation is not permitted.

### **Informal Resolution**

1. When a student has a question about an academic policy decision, s/he must first contact the person who made the decision for an explanation of the policy and how it was followed. This contact must be made within 10 business days of the decision. If the policy has been followed, the student has no further recourse.
2. If the policy was not followed or the student disputes the way in which the policy was applied, s/he may request that the matter be reviewed by the CMP Coordinator. This request must be made within 10 business days of the aforementioned meeting. The coordinator will notify the student of his/her decision in writing (e-mail is sufficient) within 10 business days.

Formal Resolution (continuation of above)

1. If the student is not satisfied with the decision of the CMP Coordinator, s/he may request that the matter be reviewed by the STP School Dean. To accomplish this, the student must file the Appeal form (available on the Portal [portal.mvnu.edu](http://portal.mvnu.edu)) within 10 business days of the decision. The Dean reserves the right to question any individual and/or obtain additional information from any other source. If the student files the request outside the 10-day period, s/he forfeits any further right to appeal. The Dean's review is limited to whether the policy was applied properly. The Dean will either uphold the appeal or deny the appeal. The Dean will notify the student of the decision in writing within 10 business days of receipt of the appeal.
2. If the student is not satisfied with the decision of the School Dean, s/he may request that the matter be reviewed by the appropriate Vice President (VP). To accomplish this, the student must inform the Dean (in person or via e-mail) within 10 business days of the Dean's decision. If the student files the request outside this period, s/he forfeits any further right to appeal. The Dean will send the appeal file to the VP; thus, the student may not include additional information with the appeal to the VP. The VP's review is limited to whether the policy was applied properly. The VP will either uphold the appeal or deny the appeal. The VP will notify the student of the decision in writing within 10 business days. The decision is final and cannot be appealed.

## **Student Services**

### **MVNU Center for Student Success:**

They provide many services for students, including:

1. 1-on-1 Tutoring  
Individualized tutoring is offered both online and in-person at the Center for Student Success (located in Thorne Library on MVNU's main campus). Please follow the below link to view instructions on how to select a tutor and schedule an appointment.  
<https://portal.mvnu.edu/gpssr/ntacadsupp/Documents/MVNU%201-1%20Tutoring.pdf>
2. Accessibility Services:  
Any qualified student who has a physical or mental impairment which substantially limits one or more major life activities can receive assistance at MVNU as provided in Section 504 of the Rehabilitation Act of 1973 and in the applicable provisions of the Americans with Disabilities Act of 1990.
  - Students requesting special accommodations should schedule an appointment so that adequate support to address specific needs can be planned. Appointments are offered online or in-person at the Center for Student Success and can be scheduled:
  - By phone (877.431.9610, ext. 4280),

- Via the kiosk located in the Center for Student Success (located in Thorne Library on the main campus), or
- Online via the Center for Student Success scheduling website (below)  
<http://mvnu.edu/its/aboutus/content/StudentSuccessKioskPage/KioskHome.html>

3. Appeal Forms:

Students may access Appeal Forms via the Portal, these are located under the Academic Resources Tab.

**Bookstore (Main Campus)**

Cougar Corner Bookstore is located behind the Campus Center, adjacent to the Academic Services building. It features office supplies, books, greeting cards, computer software, candy and beverages, and MVNU insignia items. The bookstore website can be found at <http://cougarcornerstore.com/home.aspx>.

**Library (Main Campus and Online)**

Thorne Library/Learning Resource Center of Mount Vernon Nazarene University contains nearly 166,000 items. The library has access to over 36 million books through Ohio Link, as well as 24 million articles, 125,000 E-books, and over 100 databases. Materials are classified according to the Library of Congress classification system.

Materials checked out through the library or Ohio Link interlibrary loan may be borrowed for three weeks. Items may be renewed by phone, in-person, or online. Books not returned when due are subject to fines.

Reference materials and archive items *do not* circulate outside the library. Photocopies may be made in the library for 10 cents per page. (further information regarding the library is contained in appendix 1).

Books may be returned via the book drops in the Campus Center when the Library is closed. Overdue books should be returned to the Circulation Desk, not left in the book drops. Students **MUST NOT** put reference materials or archive items in book drops.

Items not available in the university library may be requested from other libraries via Ohio Link's interlibrary loan. <http://library.mvnu.edu/>

**Moodle**

Moodle is the primary learning management system for MVNU. As such, accessing and being fluent in Moodle is essential to student success.

**Logging into Moodle**

1. In a web browser (e.g. Firefox, Chrome, Internet Explorer), go to [courses.mvnu.edu](http://courses.mvnu.edu)
2. Enter your MVNU username and password in the login box on the right side of the page. This is the same username and password that you use for your MVNU email account.
3. On Moodle you will find a CMP Orientation as well as a variety of useful learning tools.

**Wesleyan-Holiness Digital Library:**

The Wesleyan-Holiness Digital Library is a free, multidisciplinary, open access, digital resource of books, literature, multimedia material, and archives collected into a single institutional

repository initiated by the global Church of the Nazarene in response to the global need for access to resources for education, lifelong learning, and—specifically—ministerial preparation.

<http://www.whdl.org/>

### **Troubleshooting:**

In matters involving contact or support, please contact the following:

- Lost ID#, username, or password (note: this excludes Vidyo usernames and passwords).
  - Contact: [Motherboard@mvnu.edu](mailto:Motherboard@mvnu.edu), 740-397-9000, ext. 5555
- Lost Vidyo username or password.
  - Follow this link: <http://globalnaz.org/password/>  
If that is unsuccessful, contact the CMP Program Registrar at [CMP@mvnu.edu](mailto:CMP@mvnu.edu).
- Unable to access Vidyo.
  - Contact [Motherboard@mvnu.edu](mailto:Motherboard@mvnu.edu) and [CMP@mvnu.edu](mailto:CMP@mvnu.edu).
- Access to Vidyo, but I see no other participants.
  - Double-check to ensure that you have called into MVNU\_Room.
- Able to access Vidyo, but encountering other difficulties.
  - Follow this Vidyo flowchart:  
[https://www.more.net/sites/default/files/VidyoDesktop-Troubleshooting\\_Flow\\_Chart\\_RevA\\_Final.pdf](https://www.more.net/sites/default/files/VidyoDesktop-Troubleshooting_Flow_Chart_RevA_Final.pdf)

### **Institutional Policies**

CMP students and faculty are subject to MVNU's published policies on academic integrity, life-style expectations and values, and student code of conduct. Consult the MVNU Undergraduate Student handbook for specific policies and procedures.

[http://www.mvnu.edu/catalog/index.asp?\\_ga=1.108298050.1914255126.1444844829](http://www.mvnu.edu/catalog/index.asp?_ga=1.108298050.1914255126.1444844829)

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<http://www.mvnu.edu/academics/services/dservices.asp> or request a copy from the Center for Student Success. For further information or to schedule an appointment to discuss or arrange accommodations, call Deanna Shira-Tackett at extension 4280 or visit the Center for Student Success on the main floor of Thorne

LLRC, or schedule an appointment online at

<http://mvnu.edu/its/aboutus/content/StudentSuccessKioskPage/KioskHome.html>

## **CMP Course Information**

Requirements for ordination – Elder Track

### **Course Listing**

All the courses listed below are courses required for ordination as an elder in the Church of the Nazarene. The courses are one credit hour courses, except the course CAPM-4111 and CAPM-4121 Preaching the Story of God, which is a two-credit hour course offered over two sessions (one hour each).

#### **CABI 1001 Telling the OT Story of God**

This course is a brief survey of the books of the Old Testament. Emphasis will be given to the major divisions, major themes, major types of literature, significant historical events, personalities, and theological tradition of the Old Testament.

#### **CABI 1011 Telling the NT Story of God**

This course is a brief survey of the books of the New Testament. Emphasis will be given to the major divisions, major themes, major types of literature, significant historical events, theological traditions, the life and teaching of Jesus, and the life and teachings of Paul.

#### **CABI 1021 Interpreting Scripture**

This course is a study of the principles and guidelines for biblical interpretation. Prerequisite: CABI 1001 Telling the OT Story of God and CABI 1011 Telling the NT Story of God.

#### **CABI 2001 Old Testament Exegesis**

This course is a survey of the content of a specific Old Testament book or books with emphasis given to the historical context, exegetical interpretation, theological analysis, and contemporary application of the text. The specific focus of the course will vary. Prerequisite: CABI 1001 Survey of the Old Testament and CABI 1021 Interpreting Scripture.

#### **CABI 2011 New Testament Exegesis**

This course is a survey of the content of a specific New Testament book or books with emphasis given to the historical context, exegetical interpretation, theological analysis, and contemporary application of the text. The specific focus of the course will vary. Prerequisite: CABI 1011 Survey of the New Testament and CABI 1021 Interpreting Scripture.

#### **CACE 3001 Providing Christian Education for All Ages**

This course deals with the development of a Christian education program in the local church that leads to spiritual maturity and empowering Christians to assume leadership roles in the local church.

#### **CACC 4001 Communicating Christ Cross-Culturally**

This course deals with the issues of the social and cultural context of ministry. The goal of this course is to challenge the students to understand the social and cultural setting in which their ministry is located and to enable them to develop a ministry that is appropriate to the particular setting.

#### **CACH 2001 Examining Our Christian Heritage I**

This course deals with the history of the Christian Church from its origin during the Apostolic period to 500 AD.

**CACH 2011 Examining Our Christian Heritage 2**

This course deals with the history of the Christian Church from 1500 AD to modern period.  
Prerequisite: CACH 2001 Examining Our Christian Heritage I.

**CACH 3021 Exploring Nazarene History and Polity**

This course is a brief survey of the history of the Church of the Nazarene and the Manual of the Church of the Nazarene.

**CACO 1011 Communicating with Spoken and Written Language**

A study in the preparation and delivery of informative and persuasive speeches. Emphasis on developing the writing skill of the student to communicate ideas effectively and appropriately.

**CAMI 4001 Communicating the Gospel in a Pluralistic World**

This course provides an introduction to missions. Christian mission is examined in light of both Old and New Testament passages, and then articulated as theological imperatives.

**CAPH 4001 Living Ethical Lives**

This course deals with the issue of the minister as a person of integrity and a role model of ethical behavior in the Christian community.

**CAPM 1001 Exploring Christian Ministry**

This course is an introduction to various aspects of Christian ministry and the role of the minister.

**CAPM 1011 Practicing Wesleyan-Holiness Spiritual Formation**

This course deals with the discipline of spirituality and spiritual formation. The goal is not only to enable the students to pursue Christlikeness in life but also to lead others in developing a disciplined Christian life.

**CAPM 3001 Christian Worship**

This course is a survey of the history and practice of Christian Worship.

**CAPM 3011 Declaring the Gospel of God**

This course is an introduction to evangelism that aims to equip students for the task of personal and congregational evangelism as well as discipleship ministry.

**CAPM 3021 Leading the People of God**

A study of servant leadership and the role of the minister in establishing and maturing a servant community

**CAPM 4001 Shepherding God's People**

This course is an introduction to pastoral counseling. Students will be introduced to the function of the pastor as a pastoral care giver to his/her congregation. The course will also deal with the issue of using community resources to meet the psychological and emotional needs of the congregation.

**CAPM 4012 Preaching the Story of God**

This course deals with the method of sermon construction and delivery of sermons. Different approaches to preaching will be discussed. The goal of this course is to enable the minister to be a faithful communicator of God's word, and to promote preaching as a tool to carry out evangelism in the local church. Prerequisite: CABI 1021 Interpreting Scripture.

**CAPM 4021 Administering the Local Church**

This course will focus on management and leadership skills of the minister. The course will deal with issues such as conflict management, managing ministry resources, articulating the church's mission and purpose, strategic planning, team building and volunteer development.

**CATH 1001 Foundations of Women's Ordination**

This course is designed to help the student, through careful Biblical investigation and theological reflection, understand why the Church of the Nazarene ordains women. Theological reflection will be informed by the insights gained from Wesleyan theology, which affirms that God is the one who calls and graces women and men with gifts for ministry. This course will also explore some of the social and historical backgrounds to women's leadership in the church as well as important practical issues of cross-gender staff relationships and mentoring.

**CATH 2021 Tracing the Story of God in the Bible**

This course is a survey of biblical theology that touches on key theological themes in the Bible. Prerequisites: CABI 1001 Telling the OT Story of God and CABI 1011 Telling the NT Story of God.

**CATH 3001 Investigating Christian Theology I**

This course surveys the nature and scope of theology, sources of theology, revelation, and the doctrine of God. Prerequisite: CATH 2021 Tracing the Story of God in the Bible.

**CATH 3011 Investigating Christian Theology II**

This course surveys the doctrines of God the Savior (Christology) and God the Holy Spirit (Pneumatology), sacraments, and eschatology. Prerequisites: CATH 2021 Tracing the Story of God in the Bible and CATH 3001 Investigating Christian Theology I.

**CATH 4001 Becoming a Holy People**

The course is designed to help the student understand the doctrine of holiness through careful biblical investigation and theological reflection. Theological reflection will be informed by the insights gained through the Wesleyan revival of the eighteenth century and by the Pentecostal-Holiness revival of the late nineteenth and early twentieth centuries. Prerequisites: CATH 2021 Tracing the Story of God in the Bible and CATH 3001 Investigating Christian Theology I, and CATH 3011 Investigating Christian Theology II.

**CATH 4021 Exploring John Wesley's Theology**

This course surveys the life and thought of John Wesley.

## **CMP Instructors**

The CMP instructor is an adjunct of MVNU and approved by the following process: The District Site Coordinator will recommend persons who then send a resume and official copies of their master's and doctorate transcripts to the CMP Program Coordinator. When these are received in the CMP Program Coordinator's office they will be reviewed by the Department of Theology and Philosophy for approval. Confirmation is then communicated with the District Site Coordinator. The Department of Theology and Philosophy will determine which classes the instructor may teach for the CMP. In the event that it becomes necessary the Department of Theology and Philosophy reserves the right to withdraw or change the approval of any instructor.

### **Instructor Guide and Information**

The CMP Instructor will receive access to a Moodle site where they will be given information on how to record attendance, submit grades, and other applicable tools. This Moodle site will serve as the instructor's connection with MVNU and a source of necessary correspondence and updates.

### **Course Syllabi**

The CMP Coordinator will provide the instructor with the generic syllabus for each course. The instructor may make revisions of the assignments and due dates and return the revised syllabus to the CMP Coordinator for approval. This revised syllabus then will be distributed to the students by the School of Theology & Philosophy Graduate and Professional Studies office.

There are several sections to each syllabus.

1. The first section includes the course description and the course objectives. These have been set forth by the office of Clergy Development and cannot be changed by the instructor.
2. The second section lists the texts to be used for each course, in addition to the Modular Course of Study Student Guide and Faculty Guide. Teaching will be based on the content provided in the Modular Course of Study Faculty Guide. For courses that do not have a faculty guide, the instructor should prepare lectures and topics for discussion.
3. The third section is the course requirements and classroom schedule. While it is expected that the instructor will maintain requirements similar to the approved syllabus it is understood that the instructor has latitude in the arrangement of the class schedule and course assignments and method of evaluation.



## **The District Site Coordinator**

### District Site Coordinator's Responsibilities Mount Vernon Nazarene University

The District Site Coordinator plays a crucial role in the success of the CMP program presented off-site. This person is the key contact between Mount Vernon Nazarene University and the CMP student. Listed below are the primary responsibilities of the District Site Coordinator.

1. Be the liaison between the District and Mount Vernon Nazarene University for matters concerning the CMP program as outlined in the Guidelines for Districts to participate in the CMP program.
2. Be a liaison between MVNU and appropriate District leaders concerning such matters as may arise about student rosters, attendance records, grades, etc.
3. In coordination with the district select appropriate site(s) where the courses will be taught and communicate these to the CMP Program Coordinator.
4. Have each new instructor send a current Vitae and an official copy of the transcript of their highest degree to the CMP Program Coordinator at MVNU.
5. Assist instructors regarding the use of MVNU e-mail accounts, etc.

### **Guidelines for Districts to participate in MVNU's Certificate of Ministry Preparation program**

Cooperating districts will be eligible to use the designated curriculum of MVNU's Certificate of Ministry Preparation (CMP) Program. Program curriculum follows the Modular Course of Study developed by the Office of the Clergy Development. This course of study meets the course requirements for elder ordination and has approval from the Course of Study Advisory Committee (COSAC) and the International Course of Study Advisory Committee (ICOSAC) of the Church of the Nazarene. The following guidelines will be the foundation for CMP Program operation:

1. The District Site Coordinator will recruit instructors to serve as faculty in the Program. Instructors must, at a minimum, hold an appropriate Master's degree. The District Site Coordinator will forward the vitae of these individuals to the Director of the CMP Program, who will present the vitae to the MVNU Department of Religion and Philosophy for approval as instructors.
2. Students will pay the established tuition and fees of the CMP Program.
3. MVNU's School of Theology & Philosophy Graduate and Professional Studies office will provide administrative support for the functions of Student Accounts, Records & Registration, and any other appropriate tasks.

4. Students taking courses at the district sites *must* forward their course registration forms (provided by the School of Theology & Philosophy Graduate and Professional Studies) *and payment* to the School of Theology & Philosophy Graduate and Professional Studies office. Registration forms and payment must be received no later than two [2] weeks prior to the start of the CMP course.
5. MVNU will provide the instructor an unofficial class roster (based on students who have registered for the course in a timely manner) to use during the first class for the purpose of tracking attendance. The instructor will post attendance within 24 hours of the first class and notify via email the School of Theology & Philosophy Graduate and Professional Studies office regarding any discrepancies in attendance and the class roster.
6. MVNU will pay the instructor at the approved CMP pay scale. Payment will be processed when grades have been posted.
7. MVNU will not provide reimbursement for mileage or other related expenses. However, the district, at its own discretion, may elect to cover the costs of such expenses.
8. Final grades must be emailed to the CMP Registrar within 10 days of the date of the last class period. The instructor will not be paid until final grades have been posted.
9. Students will receive an electronic copy of their grades sent to their MVNU email address within two [2] weeks of receiving the grades from the instructor. Students may also access their grades online via the MVNU portal at <https://portal.mvnu.edu>. Simply, log on to the Portal. Access ‘WebAdvisor for Students.’ Then, select “Academic Profile.’ From here, you may check grades by term, or select to view your entire student transcript.
10. MVNU will provide generic syllabi and other existing resources as appropriate. Faculty will be responsible for acquiring their own copy of the textbooks and Modular Course of Study Faculty Guide.
11. Students will be responsible for acquiring their own textbooks and Modular Course of Study Student Guides. MVNU will provide a list of the required student materials in the syllabi. Syllabi will be distributed upon receipt of the registration form for the CMP course.

## **Appendix 1: Thorne Library/Learning Resource Center**

The Library and Educational Resource Center contain more than 160,000 items, including print books, periodicals, CDs, DVDs, VHS, vinyl records, children's literature, curriculum materials and kits. Access to 50 million library items is available through OhioLINK, our statewide library network. Books in our local collection are classified according to the Library of Congress classification system.

### **Library and Educational Resource Center Hours**

Monday – Thursday	7:30 am – 11:00 pm
Friday	7:30 am – 8:00 pm
Saturday	11:00 am – 6:00 pm
Sunday	3:00 pm – 11:00 pm

Library Hours will vary during breaks, holidays and summer term. Check the library's Facebook page for updates to library hours.

### **Library Resources**

The Library offers print, audiovisual, and electronic resources, including, through OhioLINK, access to 100+ subscription databases, 24 million journal articles, 125,000 e-books and 36+ million books. The library's print book collections, reference collection, periodicals, media (DVD, CD, Vinyl records, VHS, Cassettes) are all located on the upper floor. The ERC, located in the lower floor, houses the children's literature collection, curriculum materials, kits, laptops, AV equipment and the graphics lab.

Study rooms are also available on the upper floor. Keys to the study rooms may be checked out at the circulation desk. The upper floor of the library is designated as an area for quiet study.

The circulation desk is located on the main floor. Library items may be checked out or returned to the circulation desk. Items on reserve and OhioLINK requested items may be picked up at the circulation desk. An after-hours drop box for returning library items is located outside to the left of the main entrance. Do not put laptops or AV equipment in the drop box.

### **Creating a PIN**

Library users will need to create a PIN (Personal ID Number) to access their library account, to request items in the OhioLINK catalog and to access databases from off-campus. To create a PIN, go to the library's home page at <http://library.mvnu.edu> and click "Login" located in the upper right corner. The login form will ask the user to enter their last name, university ID number and PIN. The user initially creates the PIN comprised of 6-20 alphanumeric characters. Click "Submit"; the user will be prompted to re-enter the PIN twice. The PIN is set when you reach your personal library account. Thereafter, any time the user logs in or authenticates, the PIN is only entered once.

### **Circulation (Thorne Library)**

*Books are circulated for three weeks and may be renewed up to four times. Periodicals, videos, DVDs, and CDs circulate for seven days and may also be renewed once. Renewals may be made by phone or online. Items not returned when due are subject to fines. Reference books do not*

*circulate outside the Library. Photocopies may be made in the Library at 10 cents per page. Scanned copies can be emailed in order to use money in printing accounts. **A current MVNU ID is required for all material circulation.***

### **OhioLINK**

OhioLINK books circulate for three weeks, and have four renewals unless a hold is placed. No renewals on items with holds. Renewals may be made by phone or online. OhioLINK media (videos, CDs, DVDs, etc.) circulate for one week and cannot be renewed. An overdue item will incur a charge of \$.50 per day. A recalled overdue item will incur a charge of \$2.00 per day. Once an item is 30 days overdue, it is considered lost, and will incur a \$75.00 replacement fee along with a \$50 billing fee.

### **Requesting materials from the OhioLINK Catalog**

Search the local catalog [<http://library.mvnu.edu>] to see if the item is available at Thorne Library (search box in the middle of the screen). If the item is not available locally, you can either click the “Search OhioLINK” icon or go directly to the OhioLINK catalog by selecting “Library and OhioLINK resources” from the menu at the library’s home page; then select “OhioLINK Catalog” from the pull-down menu.

To request an item, click the green “Request” button. Select “Mount Vernon Nazarene” from the select college or institution pull-down menu. When this is submitted, the next screen will prompt you for your name, university ID and PIN.

### Request Verification

#### Requesting **Europe's last summer : who started the Great War in 1914? / David Fromkin**

Your Name:

Please enter your University ID:

Enter your PIN:

Pickup Institution:

Pickup Location:

The default pickup location is the circulation desk at Thorne Library. If the CMP patron wishes to pick up the requested item at a more convenient location, use “Pick up anywhere” by selecting an institution from the first pull-down menu. If the institution, such as Ohio State, has more than one location, select the location from the second menu.

Requesting **Europe's last summer : who started the Great War in 1914? / David Fromkin**

Your Name:

Please enter your University ID

Enter your PIN:

Pickup Institution:

Pickup Location:

Click submit and the request is sent to a lending library. The item is delivered to the Thorne Library circulation desk, or to the selected location, usually within 3-5 working days. When the item is checked in at the circulation desk, an email will be sent to you saying the item is ready for pickup and the patron can go to Thorne library or to the designated pickup location to retrieve the item.

**ILL Requests**

Interlibrary loan service is available for those occasions when items are unavailable in local or OhioLINK resources. Online ILL forms are available with some database search results; however, in the absence of a form, the user can send citation information along with their name, university ID, date needed by, and email address to [library@mvnu.edu](mailto:library@mvnu.edu). Library staff will attempt to obtain books, articles, etc. from sources outside Ohio, for your use.

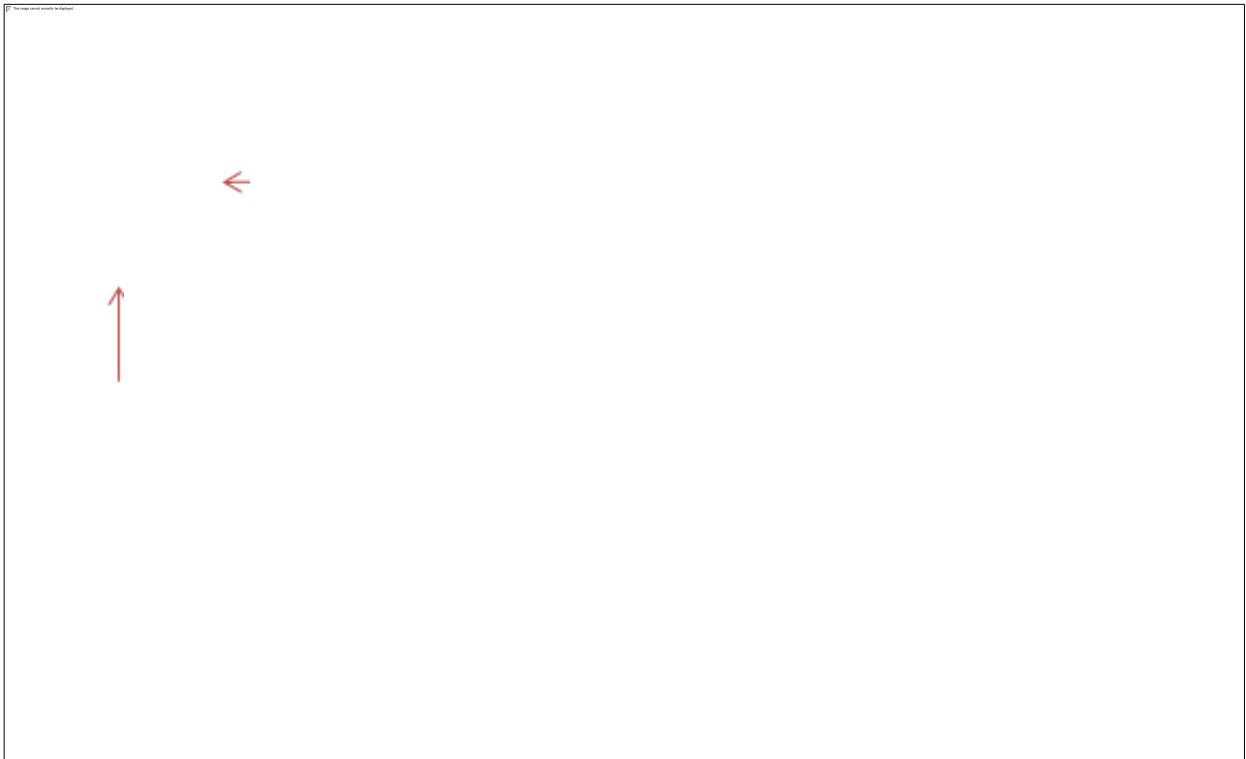
**Authentication and Online Databases**

Access to 140+ online databases from on campus, for the most part, may be done without authentication. When on campus, just click the "On-campus link." However, access from off-campus locations will require authentication. An alphabetical listing of databases is found at "Databases A-Z" from the library's home page. After scrolling to the database to be searched, look for the "Off-campus Access" link located next to the database name (Some databases will have two links). If prompted, select "Mount Vernon Nazarene University" from the pull-down menu (some links will not ask for this). When the authentication screen appears, enter your name, university ID and PIN. After submitting, wait a few moments and the database screen will appear.

### Searching EBSCO databases

EBSCO is one of the more popular suite of databases provided by OhioLINK. Instructions for access follow:

1. Be sure to begin access to EBSCO from the library's home page: <http://library.mvnu.edu>
2. Look for the menu item "Databases A-Z" and click that link.
3. At the alphabetical list of databases, click the index letters "D-E" near the top of the page.
4. At the next page, scroll to "EBSCO databases"; there you will see a description of the databases and below the description are three links: the first link is used if you are on campus; the second link (Off campus link #1) is used from **off campus locations** and links you to our authentication page; the third link (Off campus #2) is used from off campus locations and links you to the OhioLINK authentication page.
5. Use link #1 (#2 is available if for some reason #1 is not working)
6. Clicking off campus link #1 will take you to an authentication page and will ask you for your last name, University ID and the PIN you created.
7. When you complete the authentication screen and submit the data, wait a few moments and then the EBSCO page will appear.
8. Click the link for EBSCOhost Web.
9. A list of all the EBSCO databases will display.
10. Scroll the list until you see the database you which to search and click the title link.
11. EBSCO allows you to search more than one database at a time. Note that Academic Search Complete and Academic Search Premier and the eBook Collection have check marks in the box located next to the database titles:



12. These are selected as a default setting (you can uncheck them if you don't want to include them in your search, but I recommend that you leave them checked). You can scroll down the list of databases and check others that you wish to include in the search. Once you have finished selecting databases, click "Continue" (The gold box)
13. When the interface search screen appears, by clicking "Show all" located above the search box, you will see a listing of all the databases you will search at one time:

The screenshot displays the EBSCO search interface. At the top left is the EBSCO logo. To its right, the text reads: "Searching: Academic Search Complete, Academic Search Premier, eBook Collection (EBSCOhost), Business Source Complete, Business Source Premier Show Less". Below this is a "Choose Databases" link and a search input field with a green "Search" button. A red arrow points to the search button. Below the search bar are links for "Search Options", "Basic Search", "Advanced Search", and "Search History".

The "Search Options" section is highlighted with a red arrow pointing to its title. It contains a "Reset" button in the top right corner. Under "Search Modes and Expanders", there are four radio button options for search modes: "Boolean/Phrase", "Find all my search terms" (which is selected), "Find any of my search terms", and "SmartText Searching" with a "Hint" link. To the right of these are two checkboxes: "Apply related words" and "Also search within the full text of the articles". A red arrow points to the "Search Options" title, and another red arrow points to the "Also search within the full text of the articles" checkbox.

The "Limit your results" section contains several options: "Full Text" (checkbox), "References Available" (checkbox, with a red arrow pointing to it), "Publication" (text input field), "Scholarly (Peer Reviewed) Journals" (checkbox, with a red arrow pointing to it), "Published Date" (with dropdown menus for Month and Year), "Image Quick View" (checkbox), and "Image Quick View Types" (text input field). A red arrow points to the "References Available" checkbox, and another red arrow points to the "Scholarly (Peer Reviewed) Journals" checkbox.

14. Note also, that you can use an "Advanced Search" screen which can be used to combine terms, phrases, author names, etc.
15. Note also that under "Limit your results" you can apply limit options to searches such as "Scholarly Peer Reviewed Journals" and/or "Published Date." This will limit results to parameters you select.
16. Search result citations are listed and the searcher has several options for manipulating citations, such as applying more limiters to further reduce the number of retrievals, reading full-text items, saving items to a list, and then printing, emailing, or saving citations to a file.

“The Wesleyan–Holiness Digital Library is a free, multidisciplinary, open access, digital resource of books, literature, multimedia material, and archives collected into a single institutional repository initiated by the global Church of the Nazarene in response to the global need for access to resources for education, lifelong learning, and specifically ministerial preparation.”—from “About Us” link

The Wesleyan–Holiness Digital Library may be accessed from the library’s home page. No authentication is required. The WHDL guide likens searching to doing a “Google search.”

“The WHDL search is more like a web search than a database search. You don't need to define any variables, because the search will look for everything in the repository that meets your criteria, just like Google. Your search results will be presented in an order based on relevance.”

Search results can be filtered by applying categories located in the sidebars. Downloading/printing options are available.

#### **Online Patron Record**

Keep track of library books checked out and/or requested through OhioLINK by logging into your Patron Record and the library’s home page. Go to <http://library.mvnu.edu> and click the “Login” button in the upper right corner, complete the login form to access your record. Items will be listed with the status of “Requested,” “In Transit,” or “OhioLINK Rec'd.” This last status means that the item is ready to be picked up. You can also view a list of items you currently have checked out and their due dates.

#### **Contact information**

##### **Thorne Library**

740-397-9000 x4240 (circulation desk)

[library@mvnu.edu](mailto:library@mvnu.edu)

##### **Paul Nixon**

Thorne Library

Mount Vernon Nazarene University

Mount Vernon, OH 43050

[pnixon@mvnu.edu](mailto:pnixon@mvnu.edu)