

# ***Program Handbook***



**Nazarene Theological Institute**

**Africa Region**

## **Greetings**

Enclosed is the current policy and new curriculum as stipulated by the Nazarene Theological Institute. Each Field Education Coordinator, National Education Coordinator, District Superintendent, Teacher and Student should familiarize themselves with the content of this *Program Handbook*. It will be your privilege and responsibility to uphold the integrity and effectiveness of the NTI by endorsing and following the policies and expectations given within these pages.

To assist you in your endeavor, we have included the documents you are to use in your filing system and when reporting to others. These forms and documents are also available in electronic form (upon request): to assist you in communicating with the administrative office:

E-mail:

[director.itn@gmail.com](mailto:director.itn@gmail.com)

[admin.itn@gmail.com](mailto:admin.itn@gmail.com)

If you have any further questions please feel free to contact the NTI office.

We appreciate all you are doing to help build God's Kingdom.

Please be advised that a syllabus for each class in the Diploma in Theology and various Certificate programs are available. These can be provided in an Adobe Acrobat (.pdf) format for reproduction. Please inform the National Education Coordinator or Field Education Coordinator of the materials you may need.

Your Partner in Ministerial Education,

*Rev. Gregory Crofford, Ph.D.*

Director, NTI

# **INTRODUCTION**

**Statement of Purpose and Mission**

**Philosophy of Ministerial Preparation**

**Statement of Belief**

**Education for Ordination**

## **STATEMENT OF PURPOSE AND MISSION**

The Nazarene Theological Institute is a decentralized school serving the ministerial educational needs of the French Equatorial and Africa West Fields of the Church of the Nazarene (Africa Region). This is accomplished by a variety of delivery systems that respond to diverse local realities. With a curriculum that is Bible centered, locally adapted, outcomes based, and internationally approved, the NTI strives to inculcate a Christian worldview that will guide, stimulate, and equip students for a lifetime of ministry.

### ***Why this program handbook?***

The educational mandate of the Church of the Nazarene on the Africa Region is contained in two documents, namely, the latest version of the denominational *Manual* and the *Africa Region Sourcebook on Ordination* (adopted Feb 1999; revised 2006). The purpose of this NTI *Program Handbook* is:

- to provide a summary of academic programs;
- to explain the governance and operation of the school;
- to gather in once place forms essential for efficient reporting

### ***Philosophy of ministerial preparation in the Church of the Nazarene***

In the development of its ministerial education, three questions have guided the Church of the Nazarene around the world:

1. What should a minister *know*?
2. What should a minister be able to *do*?
3. What should a minister *be*?

To respond to these questions, ministerial education in the Church of the Nazarene is guided by the “4 Cs”:

- **Character** – Ministers – whether lay, local/district licensed, or ordained – are to reflect the character of our Lord, Jesus Christ.
- **Content** – There is a minimum knowledge base that any minister must have. This includes academic and practical disciplines, such as the Bible, history, preaching, counseling, and Christian ethics.
- **Context** – Ministers serve in specific locations with particular needs. Education must take into account the setting where ministry will be performed in order for it to be tailored to meet the needs of the local culture.
- **Competence** – Ministry involves the performance of specific tasks. Targeted curriculum fine-tunes these skills, enabling ministers to be more effective.

**NTI motto:**

***“Developing Christlike Leaders in Ministry”***

**NTI critical objective:**

To provide the French Equatorial and Africa West Fields of the Church of the Nazarene on the Africa Region with a quality program of theological education for those serving in ministry, whether lay or ordained

**Statement on women in ministry:**

The Apostle Paul affirmed: “There is neither Jew nor Greek, slave nor free, male nor female, for you are all one in Christ Jesus” (Gal. 3:28, NIV). The Church of the Nazarene has historically recognized that God calls both women and men to all forms of lay and ordained ministry. The Nazarene Theological Institute exists to equip those whom the Lord is sending into His harvest fields. Therefore, we encourage districts to include academically and spiritually qualified women as teachers and in other positions of NTI leadership.

**Program outcomes:**

When a student completes the Diploma in Theology or all three Certificates, he or she should be able to:

- 1) Explain clearly the process of salvation;
- 2) Explain clearly the process of sanctification and scriptural holiness from a Wesleyan perspective;
- 3) Describe the basic story of the Bible and the basic content of the Old and New Testaments;
- 4) Describe and explain Nazarene history in terms of events, personalities, and theology;
- 5) Describe major events and personalities in the history of the Christian Church;
- 6) Demonstrate knowledge of the Nazarene Articles of Faith and government (polity) of the church;
- 7) Prepare biblically sound messages for effective and sound biblical preaching;
- 8) Plan, participate in and conduct others in worship;
- 9) Practice Christian ethics in faithful stewardship, in personal relationships, in finance and in public conduct;
- 10) Find, understand and utilize resources for one’s own spiritual growth, in prayer, Bible study and personal devotion;
- 11) Express pastoral care to others, including visiting the sick, conducting weddings, funerals, burials, baptisms and dedications;
- 12) Support missionary and trans-cultural principals and apply current information to the ministries of the Church;
- 13) Explain the structure and mission of the Church of the Nazarene from both historical and current perspectives.

## **STATEMENT OF BELIEF**

The NTI constitutes the primary system of lay and ministerial education for the Africa West and French Equatorial Fields of the Church of the Nazarene. The curriculum, teaching, and standard of conduct are guided by the Statement of Belief as set forth in the **Manual** of the Church of the Nazarene.

### **We believe:**

1. In One God: The Father, Son and Holy Spirit.
2. That the Old and New Testament Scriptures, given by plenary inspiration, contain all truth necessary to faith and Christian living.
3. That Man is born with a fallen nature, and is therefore inclined to evil and that continually.
4. That the finally impenitent are hopelessly and eternally lost.
5. That the atonement through Jesus Christ is for the whole Human race, that whosoever repents and believes on the Lord Jesus Christ is justified and regenerated and saved from the dominion of sin.
6. That believers are to be sanctified wholly, subsequent to regeneration, through faith in the Lord Jesus Christ.
7. That the Holy Spirit bears witness to the new birth, and also to the entire sanctification of believers.
8. That our Lord will return, the dead will be raised and final judgment will take place.

## **EDUCATION FOR ORDINATION**

This *Program Handbook* contains the OBE (Outcomes Based Education) course of study for ministerial education on the French Equatorial and Africa West Fields as approved by the International Board of Education. The *Handbook* includes descriptions of the various Certificates (Christian Ministry, Biblical Studies, Compassionate Ministries, Lay Ministry) and the Diploma in Theology. The completion of the first three listed certificates or the Diploma in Theology fulfills academic requirements for ordination as an elder or deacon in the Church of the Nazarene as specified in the **Manual** and the ***Africa Region Sourcebook on Ordination (2006)***.

# **ACADEMIC PROGRAMS**

**Certificate in Christian Ministry**

**Certificate in Biblical Studies**

**Certificate in Compassionate Ministries**

**Certificate of Lay Ministry**

**Diploma in Theology**

**Continuing Education**

**Course Descriptions**

## ***GENERAL DESCRIPTION***

NTI programs are designed for those who sense a call to full time ministry and for lay ministers. They are a means of preparing the mind and spirit towards serving Christ in a multi-ethnic context through the church. The program is also designed to develop a good self-image as a minister of the gospel.

Courses in the both the Diploma in Theology and the various Certificates carry three hours of academic credit and are 36 contact hours in length. Credit may be transferred to any other center on the French Equatorial or Africa West Fields. The curriculum is identical throughout the two Fields served by the NTI.

### **Fulfilling educational requirements for Nazarene ordination**

Students can fulfill educational requirements for ordination as an elder or deacon in the Church of the Nazarene *either* by completing all three Certificates included in the chart on p. 9, *or* by completing the Diploma in Theology. The courses are the same, but requirements are greater for those pursuing the Diploma in Theology. (For more information, see p. 10).

### **Certificate Level of Instruction**

The various certificates program are appropriate for ministerial students with some primary education experience. The class sessions could be taught in the local dialect and the focus would be on group interaction, discussion, and verbal versus written activities and assessments. *There are no written final exams.*

The certificate level of instruction requires three years of study in order to complete the course of study toward ordination. The students must maintain a pace of one intensive course per month for those teaching centers where students have this option available.

- **Certificate in Christian Ministry** – offers students an overview of the essentials for Christian ministry in the local church and on the district
- **Certificate in Biblical Studies** – affords more in-depth study of the Bible, theology, and the history of Christianity
- **Certificate in Compassionate Ministries** -- gives students a social and cultural perspective to ministerial studies
- **Certificate of Lay Ministry** – prepares the lay person for effective ministry in the local church or the district level; *does not fulfill educational requirements for ordained ministry*

**Certificate in Christian  
Ministry  
(Year 1)**

1. FP 101 – Spiritual Formation \*
2. CG 103 -- Communication
3. ET 101 Holiness 1—The Holy Life \*
4. TP 201 – Preaching
5. TP 202 – Leadership
6. TP 204 – Evangelism and Church Growth
7. ET 301 – Christian Theology 1
8. ET 303 – Cults and Sects in the African Context \*

**Certificate in Biblical  
Studies  
(Year 2)**

1. LB 101 – Intro to the Old Testament\*
2. LB 102 – Intro to the New Testament \*
3. HE 201 – History of the Church 1
4. HE 202 – History of the Church 2
5. ET 202 – Holiness 2: Wesleyan Perspectives\*
6. LB 20X NT Book Study (Textes du N.T.)
7. ET 302 – Christian Theology 2
8. LB 30X OT Book Study

**Certificate in  
Compassionate Ministries  
(Year 3)**

1. TP 203 – Christian Education \*
2. CG 201 – Community Health \*
3. TP 302 – Pastoral Care
4. CG 203 – Worldviews in Comparison
5. TP 301 – Church Administration
6. CG 301 – Social Structures/Problems (or the Christian Family)\*
7. ET 306 – Ministry to People of Other Faiths
8. ET 307 – Christian Ethics

\* Suggested courses for the Certificate of Lay Ministry

For course descriptions, see p. 11.

N.B. – For all certificates, two entry level courses are required:

TP 101 – Orientation to Ministry  
LB 100 – Bible Survey

Likewise, upon completion of all three certificates, candidates for ordination are also required to take:

FP 205 – Student seminar  
FP 302 – Supervised ministry

Each Certificate may stand alone for Christian workers not seeking ordination or for pastors transferring from other denominations who need supplemental knowledge for ministry in the Church of the Nazarene. Christian workers associated with other mission agencies or NGOs may also benefit from one of the Certificates delineated above.

It is preferable for students to take the courses in order as listed above. However, students may begin at any point in the program. Each Certificate in combination with the two required entry courses (TP 101, LB 100) plus the two completion courses (FP 205, FP 302) offers satisfactory preparation for a district license.

### **CERTIFICATE OF LAY MINISTRY**

In an attempt to reach another level of leadership development and training on the French Equatorial and Africa West Fields, an additional certificate has been developed to target our lay leadership and those who may lead a church, yet who do not feel God's call to full-time ministry or to be an ordained minister.

A lay minister seeking further preparation for ministry may receive a Certificate in Lay Ministry by taking three courses from each certificate (or year) of study, including the two entry level courses (11 courses total). These courses are marked with an (\*) on the chart on page 9.

#### **Articulation between levels**

Students who are enrolled at the certificate level of study may – at the end of the first certificate earned – upgrade to the Diploma. However, only those who have maintained at least a "B" average are eligible, at which point they must take the remainder of the courses at the diploma level in order to earn the Diploma in Theology. Teachers should encourage students who are capable of doing Diploma level work to enroll in this program as soon as possible, since articulation to the Bachelor's level is dependent upon having completed the Diploma in Theology.

### **DIPLOMA IN THEOLOGY (Dip.Th.)**

Applicants must have a minimum education of Grade 9 to be admitted into the Dip.Th. It is expected that all students will continue their educational journey after graduation through continuing education, seminars, or workshops.

The courses offered in the Dip.Th. are the same as the total of all three Certificates. However, Dip.Th. students must complete extra assignments and also must take a written final exam. Pre-requisite and completion courses are the same as for the Certificate program, except Dip.Th. students are required to take LB 103 – Biblical Interpretation in place of LB 100 – Survey of the Bible.

The training center may choose from the offerings listed in the chart on p. 9, or it may modify the recommended order according to the needs of that particular center.

Each student will be exposed to a minimum of four duly qualified teachers in the diploma track. (See p. 27 of this *Handbook* for teacher qualifications).

### **CONTINUING EDUCATION**

One objective of the NTI is to give students the tools for a life-time of learning. No degree – no matter how advanced – can substitute for an individual's curiosity not only about theology, but all areas of knowledge. We therefore urge graduates to stay well-informed through the reading of books, newspapers, magazines, websites, and other materials that will enrich a minister's preaching and help engage the world for Christ. NTI also encourages graduates to enroll in a minimum of two courses annually as a way to review material and to deepen their understanding.

### ***COURSE DESCRIPTIONS: CERTIFICATE AND DIPLOMA LEVELS***

The program of study is divided into six categories:

CG (General Courses)      TP (Practical Theology)      ET (Theological Studies)

LB (Biblical Literature)      FP (Practical Formation)      HE (Historical Studies)

#### **CG 103 Communication**

This course explores the nature of communication and its different forms with an emphasis on oral communication. The activities will allow the students to improve the effectiveness of their communication skills.

#### **CG 201 Community Health**

This course introduces the basic principles of personal and family health in various settings. The focus will be upon prevention and treatment of illnesses found throughout sub-Saharan Africa.

#### **CG 203 Worldviews in Comparison**

This course equips the student to share the Good News in a modern pluralistic society by overcoming personal fears and coping with cultural resistance. The student is challenged to be both personally involved in and to lead others to involvement in Christian mission, emphasizing the uniqueness of Christian faith.

#### **CG 301a Social Structures and Problems**

This course exposes students to social structures (family, tribe, nation, etc.) and various social problems (war, racial conflict, violence, injustice, divorce, exploitation, AIDS, etc.). The student as a minister of the Gospel will be able to understand and respond to these different problems.

#### **CG 301b Christian Family**

This course will examine the institution of marriage in modern Africa. This will include traditional and Christian perspectives. The student will further explore the Christian wedding ceremony and its meaning. The student is expected to become aware of basic skills necessary for the marriage that follows as well as for Christian parenting skills for a healthy family.

#### **ET 101 Holiness 1—The Holy Life**

This course will explore biblical and theological foundations of holiness particularly as they relate to the experience of entire sanctification and the journey of life in the Holy Spirit. Focus will be given to exemplifying the grace of holiness in daily living and preaching the experience of heart holiness.

## **ET 202 Holiness 2 – Wesleyan Perspectives**

This course is a survey of primitive Methodism, especially the life and theology of John Wesley, one of its principal founders. Besides examining the “way of salvation” (including his doctrine of “holiness of heart and life”), his hermeneutical methods are studied. Finally, by considering his life and ministry, practical applications to ministry in the contemporary setting are made.

## **ET301 Christian Theology 1**

With an emphasis on basic and orthodox Christian doctrine, this course seeks to identify elements that are essential to the universal community of faith while identifying Wesleyan-Arminian distinctives. It explores the nature and sources of theology in life and ministry, theological issues regarding revelation, the Trinity, God the Creator, the problem of evil, the shaping of theology by culture, humanity in the image of God, and the doctrine of sin.

## **ET 302 Christian Theology 2**

This course follows Christian Theology 1. With an emphasis on orthodox Christian doctrine, it seeks to systematically identify elements that are essential to the universal community of faith while identifying Wesleyan-Arminian distinctives. It explores Christology, the Atonement, Grace, Justification, Entire Sanctification, the Holy Spirit, the Church, the Sacraments, and the Last Days.

## **ET 303 Cults and Sects in the African Context**

This course is designed to describe the traditional beliefs of God in Africa, regarding God’s omnipotence, omniscience, omnipresence and as the Creator and Sustainer of the universe. This course will explore various teachings of sects and cults in Africa in light of biblical revelation and Christian theology. It is designed to assist members of the African Church to understand the belief in the one and only God revealed in Jesus Christ and to preach and teach the same, and above all to live for Jesus Christ.

## **ET 306 The Muslim World**

Examining the theology of Islam, this course places emphasis upon the nature of Islam in Africa and ways that the Christian Church can reach out to the Muslim community.

## **ET 307 Christian Ethics**

This course will examine the biblical concepts of certain values (like Christian stewardship) and behavior, and how to apply these values in daily life in the African context.

## **FP 101 Spiritual Formation**

How should a minister lead a life of spiritual intimacy with God? This course responds to this basic question. It is important to understand that a life given in service according to God’s calling requires a discipline in the spiritual life as much as in one’s professional life.

### **FP 205 Student Seminar**

In a group of peers, students will evaluate a case study from their experiences in ministry. Fellow students will respond from the perspective of their own studies and experience. This process seeks to integrate one's study with the local ministry context through interaction with others who are also following God's call to ministry.

### **FP 302 Supervised Ministry**

A well-structured supervised ministry program will give students an opportunity to practice ministry skills in a local church setting under the supervision of a "coach" or principal pastor who has been equipped to serve in this program.

### **HE 101 – see description under TP 201**

### **HE 201 History of the Church 1**

This course is a general survey of the history of the Christian church from its beginnings until the period of the Reformation with a concentration on the movements that contributed to the development of orthodox Christian doctrine.

### **HE 202 History of the Church 2**

A study of the historical factors guiding the birth of Protestantism and different church movements since 1517 including the history of the Church in Africa during the same period

### **LB 100 Bible Survey**

*Certificate level only* – An introduction to the content, history, and personalities of the Christian Bible with special attention on its basis for Christian beliefs and proclamation

### **LB 101 Introduction to the Old Testament**

The content, history, and personalities of the Old Testament, and the basic teachings found in the Old Testament are addressed by this course, with special attention given to its contribution to Christian beliefs and theology.

### **LB 102 Introduction to the New Testament**

This course is an introduction to the content, history and personalities of the New Testament. The different genres will be studied in their cultural and theological contexts.

### **LB 103 Biblical Interpretation (Interpreting Scripture)**

*Diploma Level only*-- This course will address the history of biblical interpretation and present how to study and interpret the inspired and authoritative canon of Christian Scriptures. It also looks at various methods of interpretation that allow the Bible to speak to the life and the experience of the church.

### **LB 20X New Testament Book Study**

This course is offered as an in-depth study of a NT book or related NT books with the purpose of understanding the content and genre as well as developing the skills required to interpret this portion of scripture through teaching and preaching.

### **LB 30X Old Testament Book Study**

This course is offered as an in-depth study of an Old Testament book or related Old Testament books with the purpose of understanding the content and genre as well as developing the skills required to interpret this portion of scripture through teaching and preaching.

### **TP 101/HE 101 Orientation to Ministry**

This course will introduce the student to the importance of God's call, the role of the minister in responding to God's call, the role of the minister in the church, the character of Christ as developed in the minister, the disciplines of the minister, as well as good habits of the student with the goal of becoming a lifelong student. The course includes information about the history of the Church of the Nazarene.

### **TP 201 Preaching**

This course serves the important task of training others to preach the word of God faithfully. The course will offer the steps to follow in order to prepare and present various types of sermons.

### **TP 202 Leadership**

The biblical basis and principles of leadership will be applied in the context of the church. Some activities will help us to develop relationships in leadership, such as formation of servant-leaders, laity, and reconciliation.

### **TP 203 Christian Education**

This course introduces students to the principles, philosophies, objectives, methods and importance of Christian education. Sunday School will be the focus in how to practice Christian education in the local church.

### **TP 204 Evangelism and Church Growth**

This course explores the methods of evangelism and follow-up appropriate to the context of the student. It also presents quantitative and qualitative church growth through the planning of new local churches and the maturing of existing churches.

**TP 301 Administering the Church**

This course will explore the history, polity and administration of the Church of the Nazarene. It reviews its doctrines and history and shows how to administer a local church, including financial management according to biblical principles and those of the *Manual* of the Church of the Nazarene.

**TP 302 Pastoral Care**

This course will explore various kinds of pastoral care in the life of the church. The Bible will be the principal source for pastoral consultation.

# **PROCEDURES**

**Admission and Re-Admission**

**Standard of Conduct**

**Academic Regulations**

**Grading Scale**

**Reporting Grades**

**Graduation Requirements**

**Finance**

**Transcripts**

## **ADMISSION \***

### **A) Requirements**

1) To enroll in the **Certificate in Christian Ministry, Certificate in Biblical Studies**, or **Certificate in Compassionate Ministries**, the applicant must be orally fluent in the language of instruction. It is expected that written language abilities will improve throughout the educational process.

2) A student enrolling in the **Diploma in Theology** program must be capable of oral and written communication in the language of instruction. The National Education Coordinator may use discretion to admit those not meeting the requirements after consultation with the District Superintendent. The Diploma of Theology track is considered especially important for those who wish to go on to higher education. The Director of the NTI is negotiating an articulation agreement with Africa Nazarene University (Kenya) to allow some credit to be given towards Bachelor degree work from completed courses in this track. If you have any questions pertaining to class work to be articulated with ANU, please contact the NTI Administrative Office at: [admin.itn@gmail.com](mailto:admin.itn@gmail.com)

3) Those students who are not called to ordained ministry but seek to be better prepared for lay ministry can enroll in whichever of the three certificate programs that best suits their interest and activities, or can take a prescribed combination of courses from all three tracks, equaling one year of instruction, thereby earning the **Certificate of Lay Ministry**.

See the **Academic Programs** section of this handbook (p. 7ff) for more details on these tracks.

4) All applicants must be physically and mentally capable of course work.

5) All applicants who are laypersons must obtain references from the pastor of the church where they hold their membership. All who are licensed ministers must receive a recommendation from their District Superintendent. (See the forms provided in the Appendix of this *Handbook*).

### **B) Procedure**

1. Applications for admission may be obtained by written request to the National Education Coordinator (NEC) or the District Superintendent.

2. The completed application with references must be sent to the NEC prior to the first class in which the applicant wishes to enroll. A copy of valid documentation stating the highest level of education completed should be attached to the application.

3. Students wishing to transfer to the NTI from another institution should send a copy of their transcript from that institution along with their qualifications. All course work completed outside of the NTI will be evaluated by the Field Education Coordinator before any credits can be transferred to the NTI.

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\* An Application for Admission is included in the Appendix of this *Program Handbook*.

4. Applications must be sent along with the following documents:

- Reference letter from your Pastor (form provided)
- Reference letter from your District Superintendent (form provided)
- Copies of all documents confirming educational levels completed

### ***RE-ADMISSION***

A student whose enrollment in NTI classes has been interrupted for one year or more for personal reasons must be approved for re-admission before registering again. A request for readmission must be made in writing to the National Education Coordinator (NEC). All outstanding debts owed to the NTI must be paid in full to the National NTI Treasurer before the request can be considered.

If the student has registered at another institution since attending NTI, a transcript from said institution must be sent along with the request for re-admission.

If the student was dismissed from the NTI for any reason, two references and a personal letter from the District Superintendent should be sent to the NEC along with the request for re-admission. The letter should include the student's activities since leaving NTI and his/her reason for desiring re-admission. The NEC in consultation with the District Superintendent will consider the applicant's re-admission request, based on the review of the reason for dismissal or withdrawal, his/her past academic performance, and whether all requirements for re-admission have been met.

### ***STANDARD OF CONDUCT***

The NTI expects each person associated with the program to live honorably, peaceably, and lawfully with one another. The standards of conduct are those established by the General Rules in the *Manual* of the Church of the Nazarene. A summary of the General Rules is as follows:

- Christian standard of morality to govern every personal relationship
- Unquestioned honesty from each student – Cheating, stealing, lying and gambling are not tolerated. Students are expected to exhibit honesty and integrity during all class times, taking exams and use of library and textbook resources
- Avoidance of obscene actions, language or materials
- The use of alcoholic drinks, tobacco, and non-prescription use of hallucinogens, stimulants, and depressants, and the misuse and abuse of prescribed medicines are strictly prohibited.
- Amusements and entertainment which are unbecoming to the Christian life are prohibited.
- In dress and physical appearance, we practice what is in keeping with Christian modesty, simplicity, and what is deemed proper and appropriate.

Failing to honor these rules are grounds for dismissal from the NTI program.

## **ACADEMIC REGULATIONS**

### **A) Syllabus**

All syllabi are included in separate teacher and student handbooks developed for each course, and provided for sale by the NTI. Teachers and students are expected to use the official handbooks printed for each course. If a teacher has suggestions for new course material, they should be sent to the NTI Administrative office (admin.itn@gmail.com) for evaluation and possible inclusion in later editions of course handbooks. Teachers holding a Bachelor's degree or above are authorized to supplement the material in the handbooks as long as all learning outcomes are still met. Such additions should be forwarded to the NTI administrative office for possible inclusion in future editions of the course handbooks.

### **B) Language**

All Diploma courses will be taught in English. All Certificate courses will be taught in English or a local language.

### **C) Class duration and final exams**

Diploma in Theology classes in the NTI program will require 36 hours of class time plus a 2-hour final exam or its equivalent. Certificate classes will also be 36 hours in length and will not include a written final exam.

Teachers will administer written final exams for Diploma level students and have the option of giving oral final exams for Certificate level students. Model exams appear at the back of the teacher's course handbook. Teachers are encouraged to use the model to write a fresh exam each time the course is given.

### **D) Attendance**

Regular class attendance is expected of all students. No student will be allowed to be absent from class, or leave class without explanation. Regular class attendance is essential for gleaning the greatest benefit from a course. Attendance will be taken at the beginning of each class period. A student who fails to abide by NTI attendance policy will be penalized by a significant grade reduction. Such action will be at the discretion of the teacher. If the student is unable to attend a class session, he or she should clear the absence with the teacher, otherwise the absence will be recorded as un-excused. No course work will be allowed to be made up if an absence is un-excused. The burden of the absence being excused or un-excused is upon the student.

Under a five day intensive schedule, the following applies:

- One (1) unexcused absence (morning or afternoon session) per course is permitted in the NTI program.
- Two (2) missed sessions will require extra make-up work.
- Three (3) missed sessions in one course will require the student to repeat the class.

For courses offered on a non-intensive basis, the following guidelines apply:

- Up to 4 hours of class time missed is deemed excused.

- If a student has missed between 4-8 hours, then extra class work must be assigned to make up the missed time.
- When a student has missed more than 8 hours, the student must withdraw from the course and repeat the class.

### **E) Tardiness**

Punctuality in classes is a must for all students. Habitually coming late to class may lead to a significant reduction of the final grade at the end of the term, at the discretion of the teacher.

### **F) Cell phones and other electronic devices**

No cell phones are allowed during class time and during examinations. All sound making objects during class time/examination must be switched off, including cell phones.

### **G) Repeated Courses**

A grade of “D” or higher must be achieved to pass a Diploma course. Courses in which a grade of “F” (Diploma) or below an “O” (Certificate) was received may be repeated only once to enable the student to meet the qualifications for graduation/ordination. (See “Grading Scale” below). Only the highest grade will be used in figuring the cumulative grade point average. Credit will count only once towards graduation.

### **H) Academic Standing**

A “C” average (2.0) is required for graduation in the Diploma in Theology and for the Certificate levels. Therefore, the student must maintain this minimum average each year to be considered in good standing academically. A student whose cumulative grade point average drops below the approved minimum grade point will be placed on academic probation. This determination is made annually at the time that the National Education Coordinator (NEC) sends the “courses completed” report to the District Board of Ministries prior to the District Assembly. The NEC will send a copy of the “notice of probation” to the student, with carbon copies to the District Superintendent, the Field Education Coordinator, and the NTI Academic Dean.

### **I) Academic Honesty**

It is expected that all students will be honest and truthful in their academic endeavor throughout the program. No student should plagiarize (to copy another person’s work and claim it was done personally) any course work. If this occurs, the course work will receive a failing grade of “F” and cannot be redone for credit.

No student should cheat on exams. Unauthorized use of books, notes or any other materials during the taking of an exam is cause for failure of the exam and the student will receive a failing grade of “F” and the exam cannot be retaken. Desks should be clear of all materials before receiving the exam (unless instructed otherwise by the teacher).

### **GRADING SCALE**

- A 90-100%  
*Superior, work which exceeds the requirement*
- B 80-89%  
*Good, work which is above average*
- C 70-79%  
*Satisfactory, work which is average*
- D 60-69%  
*Passing, work does not meet average standard*
- O 45-59%  
*Passable for the certificate level/ordination in the Church of the Nazarene, but must be re-taken for credit at the diploma level*
- F A final grade lower than 45% requires repeating the course the course again for credit  
*Failure, course completed, work not acceptable*
- X  
*Failure, course not completed, unofficial withdrawal*
- W — Not figured  
*Withdrawn, applies to withdrawal within the specified date*
- IP— Not figured  
*Course is still “in progress” (incomplete) for various reasons or waiting for final class results.*

### **REPORTING GRADES**

The keeping of accurate academic records is an essential part of the work of the NTI. The most important person in this process is the teacher. At the close of a course, the teacher should:

1. Fill out the student's *program grade sheet*, initial it, and return it to the student, provided that all tuition and fees have been paid for the course;
2. Within 30 days, turn in the *course grade form* to the NEC, with grades for all students who have completed course requirements and paid all tuition and fees.

For these forms, see the Appendix at the back of this *Program Handbook*.

## ***FINANCE***

### **A) Tuition and fees**

The Nazarene Theological Institute is a private, church sponsored institution. No support is received from government or public funds. Students are charged only those fees applicable to the NTI program. Tuition costs are kept at a minimum.

N.B. – All charges are due and payable in-full before the first session of each class. In exceptional cases, the teacher may grant an extension of up to 60 days for the course fee to be paid. Under no circumstances shall a grade be entered by the National Education Coordinator in the NTI database until payment for a course had been received in full. Students who have not paid for a course after 60 days shall be required to repeat the course.

The NTI National Board and the districts within the country are encouraged to develop a strong relationship. The NEC and National NTI Board will work together to devise ways for local churches to financially support training centers and assist their students to pay NTI tuition and fees.

Tuition may be adjusted with the cost of living as needed. Tuition must be paid for each course for the student to receive academic credit. The tuition costs may differ among countries depending on economic factors and the value of that currency and will be determined by the respective National Education Coordinators in consultation with the National NTI Treasurer and the National NTI Board. The Field Education Coordinator must approve all changes to tuition and fees.

### **B) Refunds**

There are no refunds with the NTI program.

## ***GRADUATION REQUIREMENTS***

Each candidate for a diploma or certificate is responsible for meeting all the requirements for graduation. A student is eligible for graduation when the following criteria have been met:

- Completed all course work assigned and successfully passed all exams (diploma level) taken for all academic programs
- Achieved a cumulative grade point average of at least 2.0 (average of C) for Diploma and 2.0 (average of C) for certificate (See Student Planners to assist in student's progress).
- Paid all expenses of the education in full as owed to the NTI. No student will graduate with any financial balances still owed.
- Clean Christian behavior and conduct at the time of graduation, not under discipline of any kind or unbecoming Christian behavior
- Return all materials borrowed from any teacher or library

Once the requirements above are met, the student will then be issued the following:

- A letter of confirmation will be issued by the National Education Coordinator in consultation with the Field Education Coordinator and the NTI Academic Dean to confirm that the student has qualified for graduation.

- Each student will be asked to make payment to the National NTI Treasurer for fees that are required for the graduation exercises. Each graduate will be notified of these expenses (if any) in advance.
- Graduates should notify the NEC of their intent to attend graduation exercises.
- Diploma in Theology students must complete the Supervised Ministry and Student Seminar to graduate. Please check in advance with the NEC or training center teacher to find when this seminar is to be conducted.

### **WITHDRAWAL FROM NTI**

Any student may be permitted to withdraw from NTI with a grade of “W” being received for all classes until the time when half the course sessions have been completed. Any student withdrawing from or leaving NTI before the completion of the current class must submit in writing to the National Education Coordinator his/her reasons for doing so. Failure to do so will result in an automatic loss of credit for all work completed for that course up to the date of withdrawal. A grade of “X” is assigned in all classes for any unofficial withdrawal.

### **TRANSCRIPTS**

Each student is entitled to one free printed transcript (with stamps) upon graduation or when transferring to another academic institution. Transcripts cannot be released until all debts owed to the NTI are paid in full. Electronic transcripts can be sent to other institutions for no charge, but a fee will be assessed by the NEC for subsequent printed transcript requests from the student.

# **GOVERNANCE**

## **Administrative Structure**

### **Training Centers**

#### **Teachers**

### ***NTI Administrative Structure***

The Constitution and By-Laws of the NTI (see Appendix) provide additional details regarding the structure of the school and the composition of the Board of Trustees.

The administration of the NTI is structured as follows:

- Board of Trustees, Director and Academic Dean
- Field Education Coordinator (FEC)
- National Education Coordinator (NEC) and National NTI Board
- National NTI Treasurer

#### **Board of Trustees**

The Board meets annually to set broad policy for the school and to receive a report from the Director and Academic Dean. The Board is composed of members as elected and described in the Constitution and By-Laws of the NTI.

#### **Director**

The Director is responsible for the day-to-day operations of the NTI. He or she oversees the school's budget, public relations and advertising, relationship with other educational entities (such as the International Board of Education), policy implementation, new initiatives, and fund raising.

#### **Academic Dean**

The Academic Dean oversees the academic programs of the school. He or she is responsible to assure that the proper keeping of grade records is happening at all levels of the school. It is the Academic Dean who confirms that all requirements have been met by candidates for the Diploma in Theology or various Certificates awarded by the school.

#### **Field Education Coordinator (FEC)**

The Field Education Coordinator is appointed by the Field Strategy Coordinator (FSC) in consultation with the NTI Director and Academic Dean. This position is reviewed for possible renewal every four years, or at the discretion of the FSC. The FEC provides oversight and guidance for education on the entire Field and maintains a necessary connection to the FSC, NTI Director, and Academic Dean in both communications and quarterly reporting. The FEC is responsible to see that all NTI centers on the field are following proper policies and academic standards as outlined by the *NTI Program Handbook*.

#### **National Education Coordinator (NEC)\***

The NEC is appointed by the Field Education Coordinator (FEC), subject to the approval of the Field Strategy Coordinator (FSC) and NTI Academic Dean. The NEC shall hold a minimum of a Bachelor's degree. This position is reviewed by the FEC and FSC for possible renewal every two years, or at the discretion of the FSC as needed.

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\* The duties of the National Education Coordinator (NEC) may be fulfilled by the Field Education Coordinator (FEC) until such a time as Field Leadership deems necessary the activation of the NEC position.

The duties of the NEC are:

1. To work closely with the FEC to maintain academic standards set by the NTI in that country;
2. To register the school with the appropriate educational authorities in a given country;
3. In partnership district leadership and the National NTI Board, to establish training centers, choose teachers, and schedule courses. (See By-Laws for more details).
4. To appoint in each training center a person responsible for the collection of tuition and fees, to be turned in to the National NTI Treasurer;
5. Where satellite delivery of courses is available, to work with the FEC to see that training centers are properly equipped to participate;
6. To annually provide to districts an official list of courses completed by students, so that students can be evaluated for ministerial licensing;
7. To organize an annual teacher training conference to equip NTI teachers for classroom instruction;
8. To work with the FEC to provide for an annual audit of all monies received and disbursed by the NTI at the national level;
9. To enter all course grades received from teachers in the NTI database.

#### **National NTI Board**

The National NTI Board shall meet annually to receive a report from the NEC and the National NTI Treasurer. See the By-Laws in the Appendix of this *Handbook* for more details on the election and duties of this Board.

#### **National NTI Treasurer**

The National NTI Treasurer is responsible for receiving from a helper (appointed by the NEC) in each training center a collection of all tuition and fees. The NTI Treasurer will keep a careful accounting of all funds received and disbursed.

### ***Training Centers and Teachers***

#### **A) Training centers**

The NEC shall work with National NTI Board and district leaders to establish training centers. These centers should have a basic library and tables/chairs. They may also include computers with access to the internet or satellite delivery capability.

#### **B) Requirements for teachers**

There are a number of requirements for anyone who wishes to be a teacher at the Certificate or Diploma level in the NTI program:

1. A member in good standing in the Church of the Nazarene;
2. Active involvement in ministry;
3. Full agreement with the doctrines of the Church of the Nazarene;

4. Hold at least the Diploma in Theology with a grade average of « B » (to teach at the certificate level) or a Bachelor's degree (B.A. or B.Th.) or be enrolled in such a program (to teach at the Diploma level).<sup>1</sup>
5. Pursue intellectual growth through continuing education, as described on p. 10 of this *Program Handbook*;
6. Show evidence of teaching gifts;
7. Complete the annual teacher training seminar.

It is the responsibility of the candidate to submit a file to the NEC. This file must include educational transcripts, practical experience, church service record, and a letter of recommendation from the District Superintendent.

N.B. – The NEC is authorized to select teachers, who can begin teaching right away, but on a provisional basis. Meanwhile, the NEC shall forward electronic copies of the teacher's file to the Field Education Coordinator and the NTI Academic Dean, who will review the file for possible approval. When approval has been received, this is forwarded to the National NTI Board, who will evaluate all provisional teachers at its annual meeting, for possible upgrade to "approved teacher" status. In the event that a provisional teacher is denied approved teacher status, he or she will no longer be eligible to teach in the NTI program. The NTI Board will also consider student evaluation sheets of approved teachers in order to re-authorize them for the coming year.

The NEC - in consultation with district leadership - will assign courses to teachers, according to their interest and competence. Some teachers may teach the same course a number of times each year if there are multiple centers on that district. Since no one teacher can master all subject areas, training centers should develop multiple teachers, which will also expose students to a variety of teaching styles. No teacher should be responsible for more than six courses.

### **C) Equipping teachers**

An annual teacher training workshop is conducted annually by the National Education Coordinator. This could be done before or after the District Assembly to reduce the cost. Field Education Coordinators will make available to NECs updated materials each year to assist in the conducting of the annual course leader training workshop. These training workshops will focus on a number of areas, including:

1. Principles of adult education;
2. Information on school policies, expectations, and the preparation of administrative documents;
3. Classroom management techniques and learning styles.

Attendance at the annual teacher training workshop is mandatory. Failure to attend the workshop may result in a teacher's removal by the NEC

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<sup>1</sup> For teachers who have a Bachelor's in a field unrelated to Bible or theology, they must also have the Diploma in Theology with a least a B average.

# **APPENDIX**

## **Application for Admission**

### **Forms**

### **Constitution**

### **By-laws**

# NAZARENE THEOLOGICAL INSTITUTE

29-30 April 2010, Accra, Ghana

## APPLICATION FORM

Please Note: An application is required for all students of the NTI. The completed applications should be sent to your National Education Coordinator.

Date:					
Check One:	Diploma in Theology	<input type="checkbox"/>	Biblical Studies- Cert.	<input type="checkbox"/>	Compassionate. Ministries. – Cert.
		<input type="checkbox"/>		<input type="checkbox"/>	Christian Ministries –Cert.
Family name:			First Name:		
Date of Birth:			Age		
Occupation:					
Gender:	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	
Marital Status:	Never Married	<input type="checkbox"/>	Traditional Marriage	<input type="checkbox"/>	Christian Marriage
	Divorced	<input type="checkbox"/>	Widowed	<input type="checkbox"/>	
How many Children do you have	<input type="checkbox"/>	Language Spoken:			
		Other:			
Country of Birth:					
Education:	What is the highest educational level you have successfully completed:				
Religion:	Church which you regularly attend:				
	Are you a Member?				
	Name and Address of pastor				
Your contact information					

**Briefly describe your involvement in this church:**

Rough draft – for NEC seminar  
29-30 April 2010, Accra, Ghana

Biographical Data: Please tell us about your relationship with God and why you desire to study through NTI. Please go into details, we really want to know about you! Use the space below or attach a separate sheet of paper.

**PLEASE READ AND SIGN THE FOLLOWING STATEMENT:**

I agree to study faithfully under the direction of my National Education Coordinator and those selected to teach NTI courses. I will not cheat on exams. I will not steal resources. I will return books that may be loaned to me. I will pay the fees as required (each country has its own fee schedule). I understand that this is an application to NTI and that if I decide in the future to attend NTI, I will have to go through their application process and meet their requirements for admission.

**SIGNED:** \_\_\_\_\_

**DATE** \_\_\_\_\_

\*\*Please submit this application to your National Education Coordinator (NEC) along with:

- 1) Reference letter from your pastor (when applicable)
- 2) Reference letter from your District Superintendent.
- 3) Copy of all graduation certificates from school work completed

**NAZARENE THEOLOGICAL INSTITUTE**

29-30 April 2010, Accra, Ghana

**RECOMMENDATION FOR ADDMISSION**  
**District Superintendent**

**TO THE APPLICANT**

Print your name in the space below and give this form to the person supplying the reference. This is to be supplied by your DISTRICT SUPERITENDENT

<b>FAMILY NAME</b>		<b>FIRST NAME</b>	
<b>SECOND NAME</b>		<b>DISTRICT</b>	

**TO THE PERSON SUPPLYING THE REFERENCE:**

The above-mentioned applicant has applied for admission into the Nazarene Theological Institute and has given your name as reference. Please provide the information called for below by circling the number that fits your evaluation of the candidate. Use the back of this form for additional information.

Applicants for admission are considered on the basis of both academic and personal qualifications. The information here will be held strictly confidential and will be used only by NTI. Please do **not return this form to the applicant**. Please post or submit it directly to the National Education Coordinator.

- Statement representing your opinion about the applicant should be rated using numbers 1-7, with 1 being high and 7 low. (Sample statements of high and low evaluation are given in brackets.) Circle the number that best fits your evaluation.

<b>Mental ability:</b>	(quick in understanding)	1	2	3	4	5	6	7	(slow)
<b>Initiative:</b>	(has original ideas)	1	2	3	4	5	6	7	(depends on others)
<b>Work:</b>	(hard worker)	1	2	3	4	5	6	7	(lazy)
<b>Reliability:</b>	(fulfills obligation)	1	2	3	4	5	6	7	(neglectful of obligations)
<b>Integrity:</b>	(honest, trustworthy)	1	2	3	4	5	6	7	(can not be trusted)
<b>Co-operation:</b>	(works well with others)	1	2	3	4	5	6	7	(avoids group activities)
<b>Leadership:</b>	(makes prompt & intelligent adjustments)	1	2	3	4	5	6	7	(little ability)
<b>Adaptability:</b>	(courteous, poised)	1	2	3	4	5	6	7	(slow, inflexible)
<b>Social attitude:</b>	(mixes well, comfortable)	1	2	3	4	5	6	7	(needs development)
<b>Christian attitude:</b>	(mature)	1	2	3	4	5	6	7	(immature)
<b>Physical condition:</b>	(good health)	1	2	3	4	5	6	7	(ill)

Does the applicant hold the Local Preacher's License or equivalent? \_\_\_\_\_

If so, when was it issued?

Is the applicant:

SINGLE?			
ENGAGED TO BE MARRIED? YES		DATE	NO
IF SO, TO WHOM?			
LEGALLY MARRIED? YES		DATE	NO
NAME OF SPOUSE:			

Comment briefly on the family (marriage, if applicable) and social background of the applicant

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To your knowledge, does the applicant smoke or use alcohol beverages, snuff or drugs?

If yes , please give additional information:

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Do you have any suggestions regarding special guidance, encouragement, or supervision which the applicant might need?

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**ADDITIONAL INFORMATION**

STATEMENT:

**I do / I do not** recommend the applicant for admission to ITN-NTI

I have known the applicant for  years

My contact with the applicant has been through: \_\_\_\_\_

SIGNATURE: _____	PRINT NAME	
ADDRESS: _____		
DESIGNATION/POSITION: _____	DATE:	

**NAZARENE THEOLOGICAL INSTITUTE**

**RECOMMENDATION FOR ADMISSION**

**PASTOR**

**TO THE APPLICANT**

Print your name in the space below and give this form to the person supplying the reference. This is to be supplied by your PASTOR

<b>FAMILY NAME</b>		<b>FIRST NAME</b>	<b>Date</b>
<b>SECOND NAME</b>		<b>DISTRICT</b>	

**TO THE PERSON SUPPLYING THE REFERENCE:**

The above-mentioned applicant has applied for admission into the Nazarene Theological Institute and has given your name as reference. Please provide the information called for below by circling the number that fits your evaluation of the candidate. Use the back of this form for additional information.

Applicants for admission are considered on the basis of both academic and personal qualifications. The information here will be held strictly confidential and will be used only by NTI. Please do **not return this form to the applicant**. Please post or submit it directly to the National Education Coordinator.

- Statement representing your opinion about the applicant should be rated using numbers 1-7, with 1 being high and 7 low. (Sample statements of high and low evaluation are given in brackets.) Circle the number that best fits your evaluation.

<b>Mental ability:</b>	(quick in understanding)	1	2	3	4	5	6	7	(slow)
<b>Initiative:</b>	(has original ideas)	1	2	3	4	5	6	7	(depends on others)
<b>Work:</b>	(had worker)	1	2	3	4	5	6	7	(lazy)
<b>Reliability:</b>	(fulfills obligation)	1	2	3	4	5	6	7	(neglectful of obligations)
<b>Integrity:</b>	(honest, trustworthy)	1	2	3	4	5	6	7	(can not be trusted)
<b>Co-operation:</b>	(works well with others)	1	2	3	4	5	6	7	(avoid group activities)
<b>Leadership:</b>	(makes prompt & intelligent adjustments)	1	2	3	4	5	6	7	(little ability)
<b>Adaptability:</b>	(Courteous, poised)	1	2	3	4	5	6	7	(slow, inflexible)
<b>Social attitude:</b>	Mixes well, comfortable)	1	2	3	4	5	6	7	Needs development)
<b>Christian attitude:</b>	(mature)	1	2	3	4	5	6	7	(immature)
<b>Physical condition:</b>	(good health)	1	2	3	4	5	6	7	(ill)

Does the applicant hold the Local Preacher's License or equivalent? \_\_\_\_\_

If so, when was it issued? \_\_\_\_\_

Is the applicant:

SINGLE?				
ENGAGED TO BE MARRIED?		NO		
YES				
IF SO, TO WHOM?				
LEGALLY MARRIED?		NO		
YES				
NAME OF SPOUSE:				

Comment briefly on the family (marriage, if applicable) and social background of the applicant

---

---

To your knowledge, does the applicant smoke, use alcohol beverages, snuff or drugs?

If yes , please give additional information:

---

Do you have any suggestions regarding special guidance, encouragement, or supervision which the applicant might need?

---

---

---

**ADDITIONAL INFORMATION:**

STATEMENT:

**I do / I do not** recommend the applicant for admission to ITN-NTI  
I have known the applicant for  years  
My contact with the applicant has been through:

SIGNATURE:	<input type="text"/>	PRINT NAME	<input type="text"/>
ADDRESS:	<input type="text"/>		
DESIGNATION/POSITION:	<input type="text"/>	DATE:	<input type="text"/>

**NAZARENE THEOLOGICAL INSTITUTE**

<b>Student's Name:</b>	<b>ID No.</b>	<b>Date Enrolled</b>	<b>Signature</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

***Teacher:*** Please photocopy this form for your records, and send the original to the National Education Coordinator so that your students can be enrolled in the NTI records database.

## Attendance Sheet

<b>Teacher</b>		<b>District</b>		<b>Date</b>		
<b>Country</b>		<b>Center</b>				
<b>Class/Course</b>						
<b>NOTE: Indicate class hours for EACH Day</b>		<b>Enter Class Dates (Mark P for present X for absent)</b>				
<b>Student's Name –</b>	<b>ID. NO</b>					
<b>Circle the Number if the student is taking the class at the DIPLOMA level</b>						
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						

**Teacher: Save this form for your records, and have it available for the National Education Coordinator to inspect upon request.**







**NAZARENE THEOLOGICAL INSTITUTE**

**Course Payment Sheet**

<b>Teacher</b>		<b>District</b>		<b>Date</b>	
<b>Country</b>		<b>Center</b>			
<b>Class/Course</b>		<b>Program: Diploma/Certificate</b>			

Student's Name	1 <sup>st</sup> payment Amount	Date	Signature	2 <sup>nd</sup> payment Amount	Date	Signature	Total Amount Received
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							

**Teacher: Please photocopy this form, and send the original with tuition/fees funds to your National NTI Treasurer.**

**TEACHER'S BIO SHEET**

**DATE:**

**DISTRICT:**

<b>SURNAME:</b>	<b>FIRST NAME</b>	
-----------------	-------------------	--

**1. PERSONAL BACKGROUND**

<b>DATE OF BIRTH</b>		<b>SPOUSE NAME</b>	
----------------------	--	--------------------	--

<b>NO OF CHILDREN</b>	
<b>ADDRESS</b>	
<b>TELEPHONE NO. /CELL NO.</b>	

**2. EDUCATION** (Please enclose certified copies of certificates except from ITN-NTI)

<b>MATRIX/ DIP/ DEGREE</b>	<b>SCHOOL</b>	<b>YEAR</b>
1.		
2.		
3.		

**ANY OTHER SPECIALIZED TRAINING**

**3. EXPERIENCE** (Include pastoral experience; teaching experience; any district offices held; any other experience that may be helpful)

**4. PUBLICATIONS AND HONOURS** (List anything written by you that have been published; any honors or special awards received during schooling or since)

**5. TEACHING AREAS** (Specify areas of teaching experiences or special training; areas of special teaching interest and state why you feel you are qualified to teach in this area)

## Teacher Evaluation Report

Dear Student:

We request that every student fill out an evaluation sheet for the teacher of each course taken this year. We request that you seriously and honestly, to the best of your ability, evaluate and complete this form. **Do not sign the form.**

The purpose of the evaluation is to help NTI provide the best possible education for you. The National Education Coordinator, Field Education Coordinator and NTI Academic Dean will read the completed forms. The NEC will then compile a summary sheet for each lecturer. The summary report will be discussed with the lecturer. The aim is to help the lecturers serve you better. This means that honest answers are necessary. No lecturer is perfect, but you can help us improve. Help us to see ourselves as our students see us.

Thanks

*Rev. Gregory Crofford, Ph.D.*

Director, NTI

*(Evaluation form on next page)*

**EVALUATION FORM**

<b>DATE</b>		<b>DISTRICT</b>	
<b>TEACHER:</b>		<b>COURSE</b>	

**Part A:** Please indicate the extent to which you agree/disagree with each of the following statements about your lecturer. Use the scale to determine your choice. Circle the number that best describes your evaluation.

1. Strongly Disagree
2. Disagree
3. Neutral
4. Agree
5. Strongly agree

This lecturer:

<b>1.</b>	Demonstrated thorough knowledge of subject matter	1	2	3	4	5
<b>2.</b>	Showed a genuine interest in students.	1	2	3	4	5
<b>3.</b>	Clearly communicated expectations for the modules.	1	2	3	4	5
<b>4.</b>	Used teaching approaches that challenged and held attention	1	2	3	4	5
<b>5.</b>	Communicates well.	1	2	3	4	5
<b>6.</b>	Used class time wisely so that class attendance was worthwhile.	1	2	3	4	5
<b>7.</b>	Provided an atmosphere for critical and independent thinking.	1	2	3	4	5
<b>8.</b>	Used text and/or instructional materials that were helpful in learning.	1	2	3	4	5
<b>9.</b>	Gave assignments which were meaningful in relation to module objectives.	1	2	3	4	5
<b>10.</b>	Graded and returned class work or exams in reasonable period.	1	2	3	4	5
<b>11.</b>	Evaluated my achievement fairly and accurately.	1	2	3	4	5
<b>12.</b>	Provided meaningful feedback on returned work or exams.	1	2	3	4	5

**Part B:** Answer the following as thoughtfully and specified as possible.  
(Use back of the form if necessary!)

1. What, in your opinion, is the greatest strength of this teacher?
  
2. What, in your opinion, is the greatest weakness of this teacher?
  
3. How has this teacher, in class or out of class, contributed to your understanding, perspective or personal Christian development?

**Course Checklist**

NAZARENE THEOLOGICAL INSTITUTE

Name \_\_\_\_\_  
 Church \_\_\_\_\_  
 Center \_\_\_\_\_  
 District \_\_\_\_\_

<b>Entry Courses</b>		Place	Date	Teacher	Grade
TP101/ HE101	Orientation to Ministry	_____	_____	_____	_____
LB100	Survey of the Bible	_____	_____	_____	_____
LB103	Biblical Interpretation (diploma only)	_____	_____	_____	_____

**Certificate in Christian Ministry**

		Place	Date	Teacher	Grade
FP 101	Spiritual Formation	_____	_____	_____	_____
CG 103	Communication	_____	_____	_____	_____
ET 101	Holiness 1: The Holy Life	_____	_____	_____	_____
TP 201	Preaching	_____	_____	_____	_____
TP 202	Leadership	_____	_____	_____	_____
TP 204	Evangelism and Church Growth	_____	_____	_____	_____
ET 301	Christian Theology 1	_____	_____	_____	_____
ET 303	Cults & Sects in the African Context	_____	_____	_____	_____

**Certificate in Biblical Studies**

		Place	Date	Teacher	Grade
LB 101	Intro to the Old Testament	_____	_____	_____	_____
LB 102	Intro to the New Testament	_____	_____	_____	_____
HE201	Christian Heritage 1	_____	_____	_____	_____
HE202	Christian Heritage 2	_____	_____	_____	_____
ET 202	Holiness 2: Wesleyan Perspectives	_____	_____	_____	_____
LB20X	NT Book Study	_____	_____	_____	_____
ET 302	Christian Theology 2	_____	_____	_____	_____
LB30X	OT Book Study	_____	_____	_____	_____

**Course Checklist**  
**-page 2-**

Name \_\_\_\_\_  
 Church \_\_\_\_\_  
 Center \_\_\_\_\_  
 District \_\_\_\_\_

**Certificate in  
 Compassionate Ministries**

		Place	Date	Teacher	Grade
	Course Title				
TP 203	TP 203 Christian Education	_____	_____	_____	_____
CG201	Community Health	_____	_____	_____	_____
TP302	Pastoral Care	_____	_____	_____	_____
CG203	Worldviews in Comparison	_____	_____	_____	_____
TP301	Church Administration	_____	_____	_____	_____
CG301a	Social Structures and Problems	_____	_____	_____	_____
CG301b	Christian Family	_____	_____	_____	_____
ET306	The Muslim World	_____	_____	_____	_____
ET307	Christian Ethics	_____	_____	_____	_____

**Exit Courses**

		Place	Date	Teacher	Grade
FP 205	Student Seminar	_____	_____	_____	_____
FP 302	Stage (Supervised Ministry)	_____	_____	_____	_____

Certificate in Christian Ministry completed on: \_\_\_\_\_ (date) \_\_\_\_\_ (Academic Dean)

Certificate in Biblical Studies completed on: \_\_\_\_\_ (date) \_\_\_\_\_ (Academic Dean)

Certificate in Compassionate Ministries completed on: \_\_\_\_\_ (date) \_\_\_\_\_ (Academic Dean)

Certificate of Lay Ministry completed on: \_\_\_\_\_ (date) \_\_\_\_\_ (Academic Dean)  
 (choice of 9 certificate level courses)

*National Education Coordinator:* A scan of this completed checklist must be sent to the NTI Academic Dean for review and approval prior to the student's graduation from the program.

## **CONSTITUTION**

### **SECTION I            NAZARENE THEOLOGICAL INSTITUTE**

#### Article 1            NAME OF INSTITUTION

The name of the institution will be Nazarene Theological Institute (hereafter NTI).

#### Article 2            ADMINISTRATIVE OFFICE

NAZARENE THEOLOGICAL INSTITUTE  
B.P. 5675 Fann  
Dakar, Sénégal

#### Article 3            MISSION

The mission of the NTI is to be an institution of higher Christian education in the Wesleyan tradition, that prepares men and women for ministry as disciples of Christ.

#### Article 4            OWNERSHIP

The ownership of NTI shall be vested in the General Board of the Church of the Nazarene with the title being held by the Board of Trustees of the Institution.

#### Article 5            DOCTRINAL BASIS

The institution shall abide by the doctrine of the Church of the Nazarene as set forth in the Articles of Faith in the Manual of the Church of the Nazarene.

### **SECTION II            BOARD OF TRUSTEES**

#### Article 1            GOVERNANCE

A Board of Trustees (hereafter the Board) will govern the NTI.

#### Article 2            COMPOSITION OF THE BOARD

##### 2.1 Ex Officio Voting Members:

- a. Director
- b. Africa West Field Strategy Coordinator or equivalent office
- c. French Equatorial Field Strategy Coordinator or equivalent office
- d. Africa Regional Director or his appointed designate

## 2.2 Elected Voting Members

Each Field served by the NTI will have equal representation of equal numbers of clergy and laity elected to four year terms of service according to the provisions of the by-laws.

## 2.3 Ex Officio Non-Voting Members:

- a. Academic Dean
- b. An educational representative from each Field served by the NTI, elected according to the provisions of the by-laws. (Presently the Field Education Coordinators).
- c. Director of Financial Affairs

## 2.4 All Board members will be members of the Church of the Nazarene in good standing of the Church of the Nazarene, as set forth in the Manual as amended from time to time.

## 2.5 No voting member of the Board will be a salaried employee of the NTI, with the exception of the Director.

### Article 3 MEETINGS

3.1 The Board will meet once per year at the place and time determined at the conclusion of the meeting in session, in order to receive reports from the Director and the Director of Financial Affairs, to approve an annual budget, and to conduct all other business related to the governance of the NTI.

3.2 Special meetings may be called in addition to the annual meeting at the request of the Director or the Chairman of the Board of Trustees. Due notice must be given to all members of the Board thereby allowing for maximum participation.

3.3 A quorum at an official meeting of the Board will consist of a simple majority of all voting members.

### Article 4 DUTIES OF THE BOARD

The duties of the Board shall be:

4.1 In consultation with the Regional Education Coordinator (hereinafter the REC), to elect during its annual meeting, according to the provisions of the Constitution and by-laws, the members of the Board; a Director, an Academic Dean, a Director of Financial Affairs and all the other NTI officers that the Board judges necessary for the administration and operation of the NTI to administer and operate as an institution of higher education;

- 4.2 To receive, analyze, and evaluate the annual report of the Director and the Director of Financial Affairs;
- 4.3 To assure that the administration of the school is carried out according to the educational philosophy of the Church of the Nazarene;
- 4.4 To approve an annual budget submitted by the Director, and authorize borrowing or contracting of loans or other financing necessary to the smooth operation of the NTI, subject to the further approval of authorities as specified in the Manual of the Church of the Nazarene ;
- 4.5 To designate a qualified person or organization to carry out an annual audit of all NTI financial accounts;
- 4.6 To approve the recommendations made by the Director concerning the filling of regular teaching posts or other staff positions;
- 4.7 To care for any other duty judged necessary to accomplish the mission of the NTI as indicated in Section I, Article 3.

#### Article 5 PROVISION ON REMUNERATION

Except in extraordinary circumstances and with the unanimous consent of the Board present and voting (including written authorization, if judged to be legally necessary), no member of the Board may act according to a personal, vested interest as related to any property belonging to the NTI, nor shall he or she receive any remuneration for working on the Board, except as determined by official Board action.

### **SECTION III EXECUTIVE COMMITTEE OF THE BOARD**

#### ARTICLE I MEMBERS

The Executive Committee of the Board shall consist of the Chairperson of the Board, the Director, the REC, the Field Strategy Coordinators of the Fields served by the NTI and one member-at-large elected by majority vote from the membership of the Board.

#### ARTICLE 2 MEETINGS

The Executive Committee shall meet between the annual meetings of the Board on call of the Director or the Chairperson. The Director shall be responsible for coordinating the meetings.

### ARTICLE 3 OFFICERS

The Chairperson of the Board shall serve as the Chairperson of the Executive Committee and the Director shall serve as Secretary.

### ARTICLE 4 DUTIES

The duties of the Executive Committee shall be:

- 4.1 To consider matters of policy and any other aspects of the business of the Board between the annual session of the Board.
- 4.2 To record and report to the Board for their adoption the minutes of the Executive Committee.
- 4.3 Actions of the Executive Committee are effective until the next Board meeting, when they may be adopted by the Board.

## **SECTION IV NTI ADMINISTRATION<sup>2</sup>**

### Article 1 MEMBERS

The members of the NTI Administration shall be: the Director, the Academic Dean, the Director of Financial Affairs, the Registrar, and all other members chosen by the Board of Trustees.

### Article 2 DIRECTOR<sup>3</sup>

- 2.1 The Director of the NTI shall be elected by a 2/3 majority vote of the Board present and voting. The election shall be conducted in consultation with the REC and according to the provisions of the by-laws and in conformity with the *World Mission Policy and Procedure Manual*.
- 2.2 The Director of the NTI shall be responsible to the Board for the administration of the NTI. He will administer the NTI according to the provisions of this constitution, the by-laws, in harmony with the Manual of the Church of the Nazarene, and the local laws of the nations wherein the NTI is represented.
- 2.3 The duly elected Director shall assume his functions immediately following the Board meeting where he was elected or following the resignation of his predecessor, whichever comes first.

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<sup>2</sup> Though the language used in Section III is not gender inclusive, both males and females may serve in any NTI administrative position.

<sup>3</sup> To maintain language consistency between the original French document and this translated version, the title "director" has been chosen as the equivalent English term for the French "Directeur" to indicate the office of what could otherwise have been termed "Principal".

- 2.4 The Director shall nominate regular teachers who are duly qualified, upon the recommendation of the Academic Dean, to receive a post on the faculty.
- 2.5 When a regular teaching post is vacant, the Director may fill it with a temporary teacher as recommended by the Academic Dean, until the next meeting of the Board of Trustees.
- 2.6 When an administrative post is vacant, the Director may fill it, in consultation with the other members of the administration and in harmony with the by-laws, until the next meeting of the Board of Trustees.
- 2.7 The Director shall name, in consultation with the Academic Dean and the Director of Financial Affairs, and in harmony with the by-laws, office assistants (including secretaries) and other personnel necessary to the operation of the NTI.

#### Article 3 ACADEMIC DEAN

- 3.1 The Academic Dean shall be elected by the Board upon the nomination of the Director in consultation with the REC.
- 3.2 The Academic Dean shall be directly responsible to the Director for the immediate supervision and administration of all academic issues, subject to the provisions set forth in this Constitution and the by-laws.

#### Article 4 DIRECTOR OF FINANCIAL AFFAIRS

- 4.1 The Director of Financial Affairs shall be elected by the Board of Trustees, upon nomination by the NTI Director.
- 4.2 The Director of Financial Affairs shall report directly to the NTI Director, in harmony with the provisions of this Constitution and the by-laws.

#### Article 5 OTHER MEMBERS

The Director may name other members of the administration, who are subject to the approval of the Board of Trustees. The Director shall determine the duties of each member, in consultation with the Board.

## **SECTION V            AMENDMENTS TO THE CONSITUTION AND BY-LAWS**

### **Article 1            AMENDMENTS TO THE CONSTITUTION**

- 1.1 Proposed amendments to this Constitution must be submitted in writing at least two months prior to the annual meeting of the Board of Trustees. The Director shall provide a copy of the proposed amendments to all Board members at least one month before the annual meeting.
- 1.2 Amendments must be approved by a 2/3 majority vote of Board members, and ratified by the General Board of the Church of the Nazarene.

### **Article 2            AMENDMENTS TO THE BY-LAWS**

The by-laws associated with this Constitution may be modified, or new by-laws added, by a 2/3 majority vote of the Board of Trustees.

## **SECTION VI            APPLICATION OF THIS CONSTITUTION**

This Constitution shall enter into effect upon ratification by the General Board of the Church of the Nazarene. The Chairman of the Board and the Director of the NTI shall be responsible for applying the Constitution.

## **SECTION VII            DISSOLVING THE NTI**

In the event that the NTI or any of its extension centers is dissolved, all properties and capital shall be returned to the General Board of the Church of the Nazarene to be used for educational purposes, according to the provisions of the Manual of the Church of the Nazarene, paragraph 384.

## NAZARENE THEOLOGICAL INSTITUTE

### BY-LAWS

The following by-laws are an explanatory supplement to the Constitution adopted by the Board of the Nazarene Theological Institute on November 9, 2009. Per Article 2 of Section IV of the Constitution, these by-laws may be modified by a 2/3 majority vote of the Board of Trustees.

N.B. - Wording from the Constitution appears in all italics. The By-laws themselves are non-italicized, and numbered sequentially following the cited quotation from the Constitution. See the full version of the Constitution for sections that have no associated by-laws and therefore do not appear below.

#### *SECTION I NAZARENE THEOLOGICAL INSTITUTE*

##### *Article 1 NAME OF INSTITUTION*

- 1.1 One education provider oversees theological education for the Africa West and French Equatorial Fields. To facilitate the relationship with the International Board of Education, one administrative structure has been given to the school, and one name adopted: ITN-NTI (Institut Théologique Nazaréen-Nazarene Theological Institute). However, in French-speaking countries served by the school, the simpler name of Institut Théologique Nazaréen shall be used. Likewise, in English-speaking countries, the name Nazarene Theological Institute shall be used. The respective French and English versions of the Constitution also employ the simpler name.

##### *Article 3 MISSION*

*The mission of the NTI is to be an institution of higher Christian education in the Wesleyan tradition, that prepares men and women for ministry as disciples of Christ*

- 3.1 The Church of the Nazarene recognizes three orders of ministry: 1) elders; 2) deacons; 3) lay ministers. For this reason, it is imperative to equip not only those pursuing ordained ministry but also lay ministers. Academic programs of the NTI reflect this dual commitment to professional and volunteer ministry. The NTI will also provide opportunities for continuing education to all Nazarene ministers.
- 3.2 Because the NTI is unapologetically “an institution of higher Christian education in the Wesleyan tradition,” graduates should have an understanding of and appreciation for other Christian traditions. It is equally imperative that our students are equipped to preach the message of holiness of heart and life, our heritage from John and Charles Wesley and the holiness movement in North America. Because God works in different times and geographical locations, graduates should be able to adapt the holiness message to the African cultural context, without compromising the underlying biblical tenets.

## SECTION II BOARD OF TRUSTEES

### Article 2 COMPOSITION OF THE BOARD

#### 2.3 *Ex Officio Non-Voting Members:*

- a. *Academic Dean*
- b. *An educational representative from each Field served by the NTI, elected according to the provisions of the by-laws. (Presently the Field Education Coordinators).*
- c. *Director of Financial Affairs*

2.31 In instances where a Field Education Coordinator (FEC) has been designated, he or she shall serve as the non-voting representative of the Field per Constitution 2.3 as quoted above.

2.32 Each Field served by the NTI shall be entitled to one clergy and one lay representative elected at the District Assemblies on the respective Fields. The ballot shall be devised by a nominating committee composed of the Field Strategy Coordinator (FSC), the Field Education Coordinator, the District Superintendents, the National Education Coordinators and two at-large lay representatives chosen by the FSC.

2.33 Election of Field representatives to the NTI Board of Trustees shall be on a “staggered” basis, and conducted at district assemblies, as follows:

- *First election:* This shall be at the first district assemblies following the approval of these by-laws by the NTI Board of Trustees. The first term of the clergy representative shall be four years. The first term of the lay representative shall be two years.
- *Subsequent elections:* As terms expire, Fields shall elect clergy and lay representatives by vote at district assemblies, per the instructions contained above in Constitution 2.1, and by-laws 2.12 and 2.13. No “yes/no” election of incumbent representatives is permitted. All subsequent terms of service shall be for a period of four years.

2.34 In addition to the annual NTI Board of Trustees meeting, the Field Education Coordinator shall convene an annual meeting of separate National NTI Boards. The National NTI Board shall be composed of:

- a. the Field Education Coordinator (FEC);
- b. the National Education Coordinator (NEC);
- c. the District Superintendents of the districts within the country;
- d. all national NTI Board representatives elected by their respective district assemblies as follows:

- i. the nominating committee shall consist of the District Superintendent and the District Advisory Board;

ii. each District Assembly shall elect one clergy and one lay representative on the same “staggered” basis as outlined in 2.13.

2.35 The purpose of the annual National NTI Board meeting shall be:

- a. to receive a report from the NEC, including a detailed report of the reception and use of all NTI funds and highlights from the latest NTI Board of Trustees meeting;
- b. to set the tuition and fees level for NTI diploma and certificate courses given within the country;
- c. to discuss the opening (or closing) of NTI centers in the country;
- d. to assure that all NTI procedures as outlined in the *Program Handbook* are being closely followed;
- e. to select new teachers for the national NTI, and to periodically review the effectiveness of current teachers;
- f. to strategize for the greater effectiveness of the NTI program within the country;
- g. to assure that the NTI is in compliance with all laws within the country that govern the operation of educational programs.

A report of the highlights of the annual meeting shall be sent by the NEC to the District Assembly of each district represented within the country.

2.36 In the case of a vacancy on a National NTI Board, the remainder of a representative’s term may be filled by appointment. The National Education Coordinator shall appoint the replacement subject to the approval of the Field Education Coordinator, Field Strategy Coordinator, and the Director of the NTI. A lay representative shall be appointed to replace a lay representative, and a clergy member to replace a clergy representative. See also Constitution 2.4 below.

2.37 Attendance at meetings of the National NTI Board is required, and subject to the provisions of 3.12.

2.38 In the case where a nation has only one district, until the time when a second district exists within the country, the District Advisory Board may act as the National NTI Board.

2.4 *All Board members will be members of the Church of the Nazarene demonstrating the required qualifications and in agreement with the doctrine and practices of the Church of the Nazarene, both as set forth in the denominational Manual.*

2.41 Should a member of the Board of Trustees be placed under discipline by the District upon which he or she holds his/her membership or leave the membership of the Church of the Nazarene, they shall forfeit their position on the NTI Board. The duration of the Board member’s term may be served by a replacement appointed as prescribed in paragraph 2.36 of the by-laws.

### Article 3 *MEETINGS*

3.1 *The Board will meet once per year, in order to receive reports from the Director and the Director of Financial Affairs, to approve an annual budget, and to conduct all other business related to the governance of the NTI.*

- 3.11 Because of the high cost involved in hosting face-to-face meetings, the Director – in consultation with Regional Education Coordinator and the Field Strategy Coordinators of the Fields served by the NTI – may opt to hold the annual Board of Trustees meeting by electronic means.
- 3.12 A Board member who has two unexcused absences, i.e. misses two consecutive Board meetings, or two meetings within a three year period, shall forfeit his or her position on the Board. In this event, the procedure outlined in 2.41 shall be followed.

*Article 4 DUTIES OF THE BOARD*

*The duties of the Board shall be:*

- 4.1 *In consultation with the Regional Education Coordinator (hereinafter the REC), to elect during its annual meeting, according to the provisions of the Constitution and by-laws, the members of the Board; a Director, an Academic Dean, a Director of Financial Affairs and all the other NTI officers that the Board judges necessary for the administration and operation of the NTI to administer and operate as an institution of higher education;*
- 4.11 The members of the Board are elected according to the provisions of Section II, Article 2 of the Constitution and by-laws.
- 4.12 The election of the Director shall be according to the terms of Constitution Section IV, Article 2, sub-section 2.1.
- 4.13 The election of the Academic Dean shall be according to the terms of Constitution Section IV, Article 3, sub-section 3.1.
- 4.14 Until such a time as the Board considers it necessary to elect a Director of Financial Affairs, the Director shall gather financial data from Field Education and National Education Coordinators through the regular submission of finance reports, as outlined in the NTI *Program Handbook*. The Director shall report this information annually to the office of the Regional Education Coordinator as part of the institution's IBOE report. The books of each National NTI Treasurer shall be subject to annual audit as part of the auditing processed by the respective Field treasurers. The Field Treasurer will forward a copy of this audit to the Director, to be included with above-mentioned Director's report to the NTI Board and the IBOE.
- 4.2 *To receive, analyze, and evaluate the annual report of the Director and the Director of Financial Affairs ;*
- 4.21 See 4.14 for information on financial reporting in the absence of a Director of Financial Affairs.
- 4.5 *To designate a qualified person or organization to carry out an annual audit of all NTI financial accounts ;*

- 4.51 See section 4.14 above for the audit procedure for the National NTI Treasurers. The audit of the Director’s NTI office budget will be part of the audit done of the Field on which the NTI Director’s office is located. Other NTI funds are handled through the office of the Regional Education Coordinator, and so will be annually audited through that office.
- 4.6 *To approve the recommendations made by the Director concerning the filling of regular teaching posts or other staff positions ;*
- 4.61 Teachers for the certificate and diploma levels of instruction are selected by the National Education Coordinator, and subject to the approval of the National NTI Board and the NTI Academic Dean. At the Bachelor’s level, the Director – in consultation with Academic Dean – may choose an instructor to teach up to two courses. When a single instructor is given three or more courses to teach, the Director is required to receive the approval of the NTI Board.

#### **SECTION IV           NTI ADMINISTRATION<sup>4</sup>**

##### **Article 2           DIRECTOR**

- 2.4 *The Director will nominate regular teachers who are duly qualified, upon the recommendation of the Academic Dean, to receive a post on the faculty.*
- 2.41 See Section II, 4.61. A “regular teacher” is defined as one who is teaching three or more courses in the Bachelor’s program of the NTI.

##### **Article 3           ACADEMIC DEAN**

- 3.1 *The Academic Dean shall be elected by the Board upon the nomination of the Director.*
- 3.2 *The Academic Dean will be directly responsible to the Director for the immediate supervision and administration of all academic issues, subject to the provisions set forth in this Constitution and the by-laws.*
- 3.21 The Academic Dean will work in close consultation with the Director, the Field Education Coordinators and National Education Coordinators to monitor and improve the academic offerings of the NTI.

##### **Article 4           DIRECTOR OF FINANCIAL AFFAIRS**

- 4.1 *The Director of Financial Affairs shall be elected by the Board of Trustees, upon nomination by the NTI Director.*
- 4.11 See Section II, 4.14 for financial procedures in the absence of a Director of Financial Affairs.

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<sup>4</sup> Though the language used in Section IV is not gender inclusive, both males and females may serve in any NTI administrative position.

