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Bulletin of General Information

*Philippine Bible College
of Quezon City*

31 SAMAR AVENUE, DILIMAN
QUEZON CITY
PHONE: 99-91-76

1970 - 1972

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BULLETIN
PHILIPPINE BIBLE COLLEGE OF QUEZON CITY
31 Samar Avenue
Quezon City

Page 1

GENERAL INFORMATION

Purpose. Our purpose is to

1. Convert the non-believer
2. Make leaders of Christians
3. Develop character in all

Accreditation. The Philippine Government does not accredit Bible colleges and seminaries. Philippine Bible College of Quezon City is accredited by the Philippine Association of Bible and Theological Schools. Credits from Philippine Bible College of Quezon City are accepted by Northeastern Christian Jr. College, Villanova, Pennsylvania, U.S.A. and Ohio Valley College, Parkersburg, W.Va., U.S.A. Students planning to attend state-side colleges can transfer credit to any school that will accept credits from the schools mentioned above.

Highest Christian Ideals. We believe and teach that the Bible is the inspired Word of God and is our Guide in all things spiritual, religious, as well as in everyday life. Christ, God, and the Holy Spirit make up the Godhead. Christ is our Savior, our Guide, and our Leader.

We teach that all men, including students in our school, must yield to Christ to be saved. The Bible teaches us how to become saved, how to remain saved, and how to live successfully with our fellowman.

From time to time, we meet "opportunists", who are not sincere and who are looking for an easy life without obedience to Christ and without work on their part. When we are convinced that such persons have no sincere purpose, and when they refuse to be taught, we have no choice but to remove them from our student body.

History. In December, 1964, Philippine Bible College of Quezon City was started by Mr. Douglass Gunselman, an American missionary to the Philippines, with the assistance of Mr. Conrado Mapalo, a Filipino Gospel Preacher. Mr. Gunselman has professional degrees in school administration and has several years' experience as a school administrator. Philippine Bible College of Quezon City replaces other schools that have operated in the area since 1955.

Library. The students and the members of the faculty have available for their use 3,000 volumes of religious books. The library is well lighted and ventilated, and has a good assortment of religious books and a variety of kinds and types of Bibles and magazines.

Faculty. Douglass Gunselman (full-time) - B.A. in English and Bible with a minor in Social Science, Harding College, Searcy, Ark., U.S.A.; M.A. in Secondary Administration and Supervision, George Peabody College for Teachers, Nashville, Tenn., U.S.A.

Conrado Mapalo (full-time) - A.B. in English, Baguio Colleges, Baguio City; B.S. in Theology, Philippine Bible College, Baguio City.

GENERAL INFORMATION (continued)

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Holidays. July 4 - Fil.-American Friendship Day
Nov. - Last Thursday of Nov., Thanksgiving Day
Dec. - Jan. - Christmas Vacation
June - July - Summer Vacation

STUDENT EVALUATION

Admission: All applications to Philippine Bible College of Quezon City should be made to the Director of the college.

General Requirements for Admission:

1. Applicants must be at least high school graduates.
2. Applicants must have good academic records and be of good moral character.
3. Applicants must be able to communicate in English.
4. Applicants must have Tuberculosis examinations and be in good health.

Transfer Credit: Any and all credit from similar colleges is accepted, provided that the work taken was on a college level and provided that time spent in earning the credit was equivalent to that normally expected in colleges.

Student Load:

1. Every full-time student will take four Bible classes per day.
2. Half-time students will take two Bible classes daily.
3. Every student with full scholarship must take four Bible classes daily or take approved college or Christian work load..

Class Attendance. Students are expected to attend all classes regularly. No cuts are allowed. Students are responsible for all work covered in class sessions and for all work assigned. Any work missed during periods of absence must be completed to the satisfaction of the individual teacher.

Terms. Philippine Bible College of Quezon City operates on 33 class-day terms. A new student may begin when any term begins. Some classes extend over two or three six-weeks terms. Each class meets five times per week and is given two semester hours credit. Each class period is a full 60 minutes in length.

Grading System. Philippine Bible College of Quezon City uses the Letter Grading System.

<u>Grade</u>	<u>Definition</u>	<u>Equivalent in terms of Semester Hours</u>
A	Superior (95-100)	2
B	Above Average (88-95)	2
C	Average (75-88)	2
D	Below Average (70-75)	0
F	Failure (Below 70)	0

Temporary and Permanent Status (All Students).

1. Every student is placed on temporary status upon entering the school, whether on scholarship or not.
2. Those on temporary status may be dismissed at any time without warning.
3. Temporary status may be for an indefinite period of time, but normally ends after one month.
4. Students will be notified when there is a change in their status.
5. A student on permanent status will not be dismissed without first being warned, except in cases of gross misconduct or when the safety of the group is involved. Normal discipline procedures for a student on permanent status would be to place him on temporary status for a given time or until some deficit in the student is made up. The student is told the reason he has been placed on temporary status.
6. Some reasons for being placed on temporary status:
 - a. New student
 - b. Deficit on scholarship work (labor)
 - c. Misconduct
 - d. Improper dress or sanitation habits
 - e. Lack of spiritual development
 - f. Disregard for regulations
 - g. Insubordination
 - h. Poor grades
7. Any student remaining on temporary status for three consecutive months will be automatically dismissed.
8. No student will leave the school without the approval of the Administration. To do so makes him responsible for returning all funds extended to him, including tuition, registration fee, medical fee, and any other subsidizing funds.

Second Year Students (12 Months).

1. Must attend college and take an approved course, or else be engaged in a specific, approved Christian work, and
2. Must take at least two Bible classes daily, and
3. Must meet regulations for new students that are applicable, and
4. Must pay, or arrange for, all bills for the previous year.

Privileges and Responsibilities of Permanent Status.

1. Security - You will not be dismissed without warning, except in serious circumstances, and you will get an opportunity to present your own story.
2. Financial Help
 - a. Scholarship and other funds will be arranged to meet your needs.
 - b. When the Administration feels it is wise to do so, they will assist to provide a way for you to go to academic college or to get work. They will NOT give you money for this, but will assist to find work for you.
 - c. When you complete your training, the Administration will assist you in finding work.
3. It is the responsibility of ALL students on permanent status to help all others, in the school and outside the school, to become Christians and to maintain high ethical and moral standards.

Room and Board.

1. Room and board at a reduced cost are provided to full-time college and graduate students who wish to study the Bible and to develop a Christian character. This service is not extended to others.

2. To be classified as a full-time student, one must attend 20 class hours of instruction each week. Bible classes are included and upper college students may also include assigned library work.

3. Some part-time students may be accepted at regular rates, provided they meet other requirements, and if there is some special reason for doing so. Working people who are not students are not provided room and board.

4. Room and board are due and payable in advance, on or before the 5th of each month. Those who pay after the 5th of the month will pay an additional P5.00 for room - plus an additional P5.00 for board. Unused fees for room and board will be refunded.

5. Rates are listed below:

Room paid by the 5th ----- P15.00

Board paid by the 5th ----- P35.00

Housing Regulations.

1. There will be NO cooking in rooms. Food may NOT be left in student rooms overnight.

2. Overnight visitors must be registered and approved before spending the night. Approved visitors will not be charged for the first night's lodging. ALL meals will be paid for by the person who invited the visitor. Daytime visitors are requested to sign the guestbook.

3. Students are required to file a schedule of their regular activities. The office must be notified of any change or variation from the filed schedule. Students leaving the Manila area must inform the office about their destination.

4. Student rooms are NOT available to transient visitors for siesta.

Signing Out.

1. Unless restricted, any student may leave the school to attend to legitimate business in the Manila-Quezon City area, upon properly signing out.

2. When it is necessary to be out beyond 9:30 P.M., permission must be obtained and arrangements made to have the gate opened upon returning.

3. Students will not leave the Manila-Quezon City area without getting permission and signing out.

4. It is not necessary to sign out to go on the REGULAR scheduled activity, provided that schedule has been filed with the office.

Living Quarters.

1. Each student will cooperate with others in keeping the sleeping rooms, bathrooms, and other areas clean, orderly, attractive, and sanitary.

2. The living areas must be ready for inspection at all times.

3. Mattresses must be covered, so that they will remain clean and sanitary.

4. Luggage, cartons, and bags should be stored, so as not to be in the way of others.

Recreation.

1. On campus - The college provides many recreational activities, such as table tennis, basketball, social hours, and talent shows.

2. Off campus - Off campus recreational activities include swimming and an outing to different scenic places once each six weeks.

Rules for Use of Sports Equipment.

Do not use the sports equipment unless you agree to the following requirements:

1. Do NOT monopolize the equipment. Allow others to play also.
2. Use equipment at such time and place as not to inconvenience others.
3. Protect table and other equipment from wind, rain, and other things that would destroy them.
4. Replace any piece of equipment that you lose, break, destroy, or allow to become damaged.
5. Report any damage to equipment that others do, unless you are sure that they have reported it.

Devotional Services.

Devotional services are conducted each morning and each evening, to strengthen the students spiritually. This offers an opportunity to the male students to lead in devotional services. Private devotions are encouraged.

Student's Conduct.

1. Every student is expected to live a Christian life.
2. To remain eligible to live at the college, every student must grow spiritually. Christian growth is indicated by more and better participation in devotions, public and private teaching, participation in personal evangelism, and getting along well with others.
3. Concern for others and doing activities for the benefit of the group are indications of Christian maturity.
4. Prayer is necessary in living a Christian life. Students are encouraged to pray.
5. Students and teachers are expected to frown upon smoking, gambling, drinking, profanity, gossiping, insulting, and other such unchristian-like conduct.
6. Friendliness and general consideration of others will be the general rule of our school, and no one is expected to be ridiculed because he is "different" or because he fails to understand. The attitude of helpfulness must be practiced.

Dress.1. Boys

- a. Church - clean, neat dress shirt and tie or Barong Tagalog, pants, and shoes (NOT sandals).
- b. School - clean, neat sport shirt or dress shirt (no T-shirt), pants, shoes or sandals.
- c. Casual or Sports - Nearly the same as school. Pajamas and lounging clothing are appropriate only in bedrooms. T-shirts are O.K.
- d. Work - Old clothes are O.K., if clean. T-shirt or other shirt must be worn.

2. Girls

- a. Church - Nice, neat dress or blouse and skirt, with shoes (NOT sandals)
- b. School - Dress or blouse and skirt with shoes or sandals.
- c. Casual or Sports - Same as school, except NO lounging clothes nor pajamas, and NO shorts.
- d. Work - Old dress or slacks; clean and modest

General Obligations.

1. Every student should participate in every devotional and religious activity unless there is an approved conflict in schedule.
3. Each student will turn in a Christian Service Report by 8:00 o'clock each Monday morning.
3. Scholarship students may take classes outside, but they must furnish their own money for this.
4. Every student must worship once each Sunday at 31 Samar, unless participating in the public worship program of another congregation of the Lord's church.

EXPENSES AND STUDENT AIDTuition.

P20 per semester hour. This fee is not generally collected from students. This is part of the amount paid by interested Christians. Only those students who wish to terminate their contracts early are asked to pay their own tuition.

Registration Fee.

P20 per term. Interested Christians pay this amount for students who meet their student agreement. This covers forms, records, advertising, and transcript services.

Medical Fee.

P5 per term. This covers Tuberculosis test and simple medicines. It does not propose to pay for hospitalization, operations, or dental work. Students who meet their student agreement are not asked to pay this amount. It is paid by interested Christians.

Scholarship Aid.

Work scholarships are granted to deserving students. They are offered only to those who can not pay their own way. They are not furnished just to make it convenient for the student or his family. Christian friends provide the funds in order to make it possible for young people to learn more about the Savior.

Requirements for Scholarship.

1. Must be a high school graduate.
2. Must not smoke, drink, nor gamble.
3. Must take four Bible classes daily or take approved college or Christian work load.
4. Must maintain acceptable appearance and dress and proper sanitary procedures.
5. Must maintain acceptable scholarship work. (If work amount is short at the end of the month, less funds will be extended for the following month.)
6. Must worship twice on Sunday, and at least once at 31 Samar.
7. Must pass all subjects with good grades.
8. Must maintain satisfactory Christian service.
9. Must agree to neither borrow nor lend money to students or adults.
10. Must agree to follow all regulations of the school.
11. Must be honest and must be of good moral character.
12. Must attempt to IMPROVE IN ENGLISH and to SPEAK IN ENGLISH whenever and wherever possible.
13. Must write a thank-you note once each month to the person providing funds for his scholarship.

Work Obligations.

Students who are granted scholarship aid are given jobs at the college. Following is a list of guiding principles.

1. Do your work well, cheerfully, intelligently, and diligently.
2. Do your work each day, and report your time each day.
3. Report accurately the amount of time spent in doing your work.
4. Close supervision of workers should not be necessary.

Financial Obligations.

1. Pay obligations in a business-like manner.
2. Pay for whatever you get: Your own transportation, supplies, clothing, and other expenses that you may have.
3. No borrowing and no loaning money.
4. Use your money wisely and frugally.
 - a. Do not forget to give something to the Lord each week.
 - b. Do not spend your money extravagantly nor hastily.
 - c. Get part-time work, if you have no source for spending money.

INSTRUCTIONAL PROGRAMSDegrees.

Philippine Bible College offers two degrees. The Associate of Arts (AA) degree requires 1-1/2 years' work or 72 semester hours. The Bachelor of Theology (Th.B.) requires 144 semester hours and usually requires 3 years' work.

General Requirements of Candidates for Graduation - Either Degree.

1. Must have an exemplary Christian character.
2. Must have a good, academic record.
3. Must be able to communicate in English in oral and written form.
4. Must be actively engaged in Christian work.

COURSES OF INSTRUCTION

The following subjects are taught at Philippine Bible College of Quezon City. These subjects are designed to train the students to be good Christian preachers, Bible teachers, evangelists, etc.

HISTORICAL.

Comparative Religions - A study of the history, development, general doctrines, of the world's major religions. To be taken up only by those whose Christian faith is well founded.

Christianity vs. Communism - To define communism and to show how it compares to Christianity.

Religious Sects in the Philippines - A study of the major religious sects peculiar to the Philippines. We teach their history, basic doctrines and policies.

Hebrew History - A study of the Hebrew Nation from Abraham to Christ.

Christian Evidences I, II - A study of the modern theories against the Bible and Christianity. This includes the study of the evidences of Christians to believe what they believe.

Churches of Today - A study of the so-called major Christian churches throughout the world, compared with New Testament Christianity and the Bible.

New Testament Geography - A study of the lands where Christ and His Apostles lived, traveled, and preached.

Two Covenants - A comparison of the Old Testament and the New Testament.

Old Testament Geography - A study of the Bible lands in the Old Testament, their present existence and names.

Cults - A study of the religious errors that arose around certain strange and very different religious groups.

Church History I, II, III - A study of the history of the New Testament church, the digressions, and restoration.

Catholicism - This is a study of the history, organization, and doctrines of the Roman Catholic Church, comparing its doctrines to the teachings of the Bible.

Restoration Movements - A study of movements in their attempts to restore primitive Christianity.

PRACTICAL.

Church Music I, II - A study of music theory, singing, song leading, beating time, and note reading for church music.

Teaching Techniques - A study of the methods of teaching, and materials and equipment used in teaching Bible classes for all ages.

English Communication I, II - A course in grammar, speech and journalism, to train students to communicate correctly in oral and written form.

Problems and Issues - A study of the major problems and issues in the church today, showing basis for disagreement and a scriptural basis for the proper attitude and answer.

Preacher's Life and Work I, II - A study of the duties of a preacher and the kind of life that he and his family must live. It includes his relationship to every segment of the community.

Psychology of Teaching and Preaching - Taught to teach students the different approaches to people, in order to be effective teachers and preachers.

Greek I, II - A course to learn the fundamentals of simple basic Greek of the New Testament. The roots of Bible words are learned. It shows clearly the discrepancies which may arise from faulty translations.

Church Development I, II - To learn how to start a congregation and how to make it grow and to become autonomous.

Educational Program of the Church - This includes the teaching program that a congregation has, such as Bible camps, training classes, seminars, and workshops, and Sunday Bible School.

Debate - A study of the fundamentals of debating, the ethics involved, and how to use it for Christian work.

Homiletics I, II, III - Taught to learn how to prepare and deliver sermons.

I - Fundamentals of preparation.

II - Delivery and speaking techniques.

III - Advanced experience in preparation and delivery of sermons.

Personal Work I, II - A course to train the students to do effective personal evangelism, with practical experience in doing the work.

Sunday Bible School I, II - A course designed to teach organization and operation of the church Bible school, including experience in teaching classes, using approved methods and materials.

Psychology of Persuasion - A study of the emotional elements of persuasion and how to use it for effective preaching and evangelism.

BIBLE

Acts I, II - A study of the history of the church, conversions, and missionary journeys of Paul.

Psalms - A study of the beautiful language and intensely meaningful verses in the book of Psalms, with the history of the book.

Major Prophets I, II - A step by step study of the prophecies of Isaiah, Jeremiah, Lamentations, Ezekiel, and Daniel - especially those regarding the coming Messiah and His church.

Minor Prophets I - A study of the prophecies of Hosea, Joel, Amos, Obadiah, Jonah, Micah, Nahum, Habakkuk, Zephaniah, Haggai, Zechariah, Malachi - concerning the coming Messiah and His Kingdom.

Old Testament Poetry - A study of Job, Ecclesiastes, and Song of Solomon.

Revelation - A study of the New Testament prophecies and their fulfillment.

Harmony of the Gospels - A study of similarities in Matthew, Mark, Luke, and John together with a study of the alleged contradictions and how they harmonize.

Life of Christ - A story of the birth, life, death, burial, and resurrection and ascension of Jesus - taken from Matthew, Mark, Luke, and John.

Pentateuch I, II - A study of the books written by Moses.

Proverbs (Character Education) - Taught to train the student to be morally and spiritually good, with emphasis on honesty and integrity.

Parables - A study of the parables of Christ, their meaning and applications.

Epistles of Paul I, II, III - General Epistles, Prison Epistles, Corinthians, Romans.

Non-Pauline Epistles I - Letters not written by Paul.

BIBLE-RELATED.

Eschatology - This is a study of the last things: the Last Judgment and the coming of Christ again.

Bible Stories - This course involves learning to tell many Bible stories effectively to children and adults.

What the Bible Says - This is a study of numerous Bible topics, especially as they involve the New Testament Christian.

Ethics I, II - This is a study of Christian attitudes and conduct, related to the Bible. We apply it to our lives and use it in winning others to Christ.

Bible Women - A study of the part great women of God have played in the history of the world and the church.

Christian Literature I, II - This is a study of the types of literature Christians should read. We read many books and preview others.

Primitive Christianity I, II, III - To study the history and doctrines of the primitive church in the Bible.

Christian Marriage - This is a study of Christian courtship, love, marriage, and the home. We emphasize the rightness of marrying someone in the church and the danger of marrying outside the church.

Archaeology and the Bible - This is a study of how archaeology confirms the Scriptures.

Systematic Theology I, II - This is a study of concepts in the study of God and His relationships with man.

The Apocrypha - A study of the disputed books of the Bible.

CHRISTIAN SERVICE REPORT

(Give time to the nearest quarter hour)

List only those things for which you do not get paid

	(Name)	From Sun. (date)	through Sat. (date)		
	(1) Religious Study	(2) Worship and Prayer	(3) Teaching Bible Classes or Individuals	(4) Service to Others (Specify)	Day Total
Mon.					
Tues.					
Wed.					
Thurs.					
Fri.					
Sat.					
Sun.					

Total for Week.....

Total money you have received during the past week from all sources

Total money you have given to the Lord during the past week

Things other than money you have given to the Lord during the past week. (Specify).

PLEDGE

I understand that Christians support the Philippine Bible College of Quezon City with their money and with their prayers. I understand that I am to be a recipient of their Christian kindness. In return, I do hereby agree as follows:

1. I will obey the rules of the school.
2. I will encourage others to obey the rules of the school.
3. I will continue as a student at Philippine Bible College of Quezon City for at least one year; if not, then I will be the one to pay all my room and board and any other funds spent on me up to and including the date of my departure.
4. I will speak English at all times, except when necessary to converse with those who do not understand English.
5. I will strive to improve myself spiritually as long as I am enrolled in the Philippine Bible College of Quezon City.
6. I will work and study faithfully and well.

Signed: _____

APPLICATION - REGISTRATION
PHILIPPINE BIBLE COLLEGE OF QUEZON CITY

Section I (All Students)

Name _____ Date _____

Present Address _____ ☐ Married, ☐ Single

Age _____ Nationality _____ Sex _____ Church _____

Father's (or Guardian's) Name _____

Father's (or Guardian's) Address _____

Name and Address of your closest Relative or Friend in Manila _____

Name and Mailing Address of last School attended _____

What is the highest year that you have completed in school? _____

Do you understand the purposes of the Philippine Bible College of Q.C.? _____

Have you read the regulations of the Philippine Bible College of Q.C.? _____

Do you agree to cooperate fully with others to accomplish the purposes of the Philippine Bible College of Quezon City? _____

Do you agree to allow leaders of the school to regulate your activities as closely as they feel it is necessary? _____

Do you smoke? _____ Do you drink? _____ Do you Gamble? _____

How do you expect to earn a living when you finish school? _____

What service do you hope to render the church? _____

At what other school or college will you be enrolled this term? _____

Section II (Scholarship Students ONLY)

1. Is it necessary that you receive a scholarship in order to continue in school? _____
2. Do you understand that the money used for scholarships is given by Christians who want the Gospel known and respected? _____
3. If you are given a scholarship, will you try to live honestly, morally, and uprightly before God and man? _____
4. Have you signed the Cooperative Pledge? _____
5. Give other reasons why you feel that Christians should invest money in your training. _____

On my Honor, all questions have been answered truthfully, accurately, and in good faith.

Signed: _____

