SOUTH CAROLINA BAPTIST CONGRESS

OF CHRISTIAN EDUCATION

GRADUATION

AND

CERTIFICATION REQUIREMENTS

2027 EDITION

LEADERSHIP

Dr. Jamey O. Graham

Convention President

Dr. Johnny L. Johnson, Jr.

Congress President

Reverend Dr. Marvin O'Neal Hughes

Congress Dean

TABLE OF CONTENTS

GRADUATION REQUIREMENTS

CERTIFICATION REQUIREMENT FOR LOCAL CHURCH TEACHER

CERTIFICATION REQUIREMENTS FOR YOUTH ADVISOR

CERTIFICATION REQUIREMENTS FOR SUPERINTENDENT

CERTIFICATION REQUIREMENTS FOR DISTRICT AND/OR
STATE CONGRESS TEACHER

CERTIFICATION REQUIREMENT FOR DISTRICT DEAN

APPLICATION PROCEDURES

APPLICATION FOR CERTIFICATION

OUTLINE FOR BOOK REPORTS

COMMENCEMENTS PROCEDURES

CONTACT INFORMATION

Reverend Dr. Marvin O'Neal Hughes

Congress Dean

123 East Laurel Ave

Greenwood, SC 29649

Phone: 864.554.5084

Email: pastormoh@yahoo.com

GRADUATION REQUIREMENTS

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

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

Levels and Course Requirements

Level One Certificate

1. 100/1001 - Introduction to the Bible
2. 102/1007-Survey of the Old Testament
3. 103/1072 - Survey of the New Testament
4. 309/2011 – Baptist Doctrine
5. 104/1004 - Effective Bible Reading
6. 308/7010- Introduction to Discipleship

Level Two Certificate

1. Provide Level One Certificate; and

2. 202/2007- Christian Stewardship
3 206/7003 – Methods of Evangelism
4 9004– Writing Techniques I
5. 201/6021 –Spiritual Formation
6. 302/2012- The Articles of Faith
7. 203/7024 – Discovering Your Spiritual Gifts

Level Three Certificate

1 Provide Levels One and Two Certificates; and

2. 300/4002 – The Doctrine of God
3. 303 - How to Worship God for All He is worth
4. 401 – Methods of Supervision in Church Leadership
5. 502 – Planning & Executing Worship Using Technology
6. 503 – Christian Education and the Arts

Certification Requirements
for
Local Church School Teacher

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

1. Be a member in good standing with their local church.

2. Submit a letter of recommendation from their Pastor for admission into the **Church School Teacher's Certification Program**.

3. Must have completed basic courses listed on "Application for Certification" form **(Levels One and Two Certificates)**.

4. Complete required course work as prescribed in Church School Teacher's Certification Program

5. Submit a book report on Christian Education as related to the Church School or Ways of Teaching published within the last five (5) years. This report should be no less than five (5) typed (double-spaced) pages in length, not including the cover page. (See "Outline for Book Reports").

Required Courses for Local Church School Teacher:

1. 210 – Helping Young People Develop Christian Beliefs
2. 403 - The Church's Ministry to Youth
3. 212/2023 – Creative Ways of Teaching
4. 501/9008 – Public Speaking
5. 309/2011-Baptist Doctrine
6. 213/2033 – Teaching Children with Special Needs
7. Upon completion of course work, submit evidence of course completion, application, fees and book report to:

NOTE: If you have completed the requirements for COPP Phase One as prescribed by the Department to Christian Education, National Baptist Congress of Christian Education, please submit your certificate to the Dean's Office.

Certification Requirements
For
Youth Advisor

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

1. Be a member in good standing with their local church.

2. Submit a letter of recommendation from their Pastor for admission in the Youth Advisor's Certification Program.

3. Must have attended at least two (2) annual sessions of the South Carolina Baptist Congress of Christian Education.

4. Must have complete basic courses listed on "Application for Certification" form **(Levels I and II Certificates).**

5. Complete required course work.

6. Submit a book report on Christian Education as related to Youth Ministry published within the last five (5) years. This report should be no less than five (5) typed (double-spaced) pages in length, not including the cover page (See "Outline for Book Reports").

Required course work for Youth Advisor Certification:

1. 309/2011-Baptist Doctrine
2. 210 – Helping Young People Develop Christian Beliefs
3. 403 - The Church's Ministry to Youth
4. 212/2023 – Creative Ways of Teaching
5. 213/2033 – Teaching Children with Special Needs
6. 501/9008 – Public Speaking

Note: Certificates/diplomas from National Congresses in your area of specialization are applicable toward district and state certification. Please submit to Dean's office.

Certification Requirements
For
Superintendent

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

1. Be a member in good standing with their local church.

2. Submit a letter of recommendation from their Pastor for admission in the Superintendent's Certification Program.

3. Must have attended at least two (2) annual sessions of the South Carolina Baptist Congress of Christian Education.

4. Must have complete basic courses listed on "Application for Certification" form **(Levels One, Two, and Three Certificates).**

5. Complete the required course work.

6. Submit a book report on Christian Education as related to the Church School published within the last five (5) years. This report should be no less than five (5) typed (double-spaced) pages in length, not including the cover page (See "Outline for Book Reports").

Required course work for Superintendent Certification:

1. 209/6013--Organizing the Church for Christian Education
2. 212/2023 – Creative Ways of Teaching
3. 407/6018-Organizing and Administering the Church School/Sunday School
4. 501/9008 – Public Speaking
5. 203/7024 – Discovering Your Spiritual Gifts
6. 503- Christian Education and the Arts

Note: Certificates/diplomas from National Congresses in your respective areas are also applicable toward district and state certification. Please submit to Dean's Office.

Certification Requirements
For
District and/or State Congress Teacher

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

1. Must have evidence of attendance at Winter Workshops and Annual Sessions for three consecutive years prior to appointment.

2. Be a member in a church who has registered for the last five years at the Winter Workshops and the Annual Sessions of the State Congress.

3. Provide evidence of a Degree, to include transcript(s), in Religious Studies or a Local Church Teacher's Certificate.

4. Submit a formal two-page essay stating your reasons for wanting to be a District/State Congress teacher.

5. Submit a letter of recommendation from your local Congress Dean/President and Pastor.

6. For a teaching position in the State Congress, please check with the Office of the Dean for pertinent information.

7. For a teaching position in your Local Congress, please check with the local Dean.

Required Courses for District/State Congress Teacher:

1. 212/2023 – Creative Ways of Teaching
2. 501/9008 – Public Speaking
3. 503- Christian Education and the Arts
4. 203/7024 – Discovering Your Spiritual Gifts
5. 213/2033–Teaching Children with Special Needs

Upon completion of course work, submit evidence of course completion, application, fees and formal essay to:

Certification Requirements for District Dean

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

1. Must have evidence of attendance at Winter Workshops and Annual Sessions for three consecutive years prior to appointment.

2. Be a member in a church who has registered for the last five years at the Winter Workshops and the Annual Sessions of the State Congress.

AND ONE OF THE FOLLOWING

1. Possess a Dean's Certificate from the Division of Christian Education Accreditation and Credentials, SSPB, NBC, USA, INC. (REQUIRED FOR STATE DEAN)

OR

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

OR

2. A high school diploma, and
   a. Earn Levels I, II, and III Certificates
   b. Fulfill requirements of 2a, 2c, and 2d
   c. Submit a formal book report on Christian Education as related to classroom management, learning styles, or current trends in Christian Education published within the last five (5) years. This report should be no less than five (5) typed (double-spaced) pages in length, not including the cover page. (See "Outline for Book Reports").
   d. Submit a letter of recommendation from your District Congress Dean and Pastor.

Required courses for District Dean Certification:

1. 408 – The Organization and Function of the Local Congress
2. 210/6013 – Organizing the Church for Christian Education
3. 501/9008 – Public Speaking
4. 503 - Christian Education and the Arts

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

APPLICATION PROCEDURES

Persons interested in becoming certified as a local church teacher, youth advisor, superintendent, district or state congress teacher or district dean are required to be a candidate in The Program of Certification.

Application procedures are:

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

2. Be a member in good standing of a local Baptist Church.

3. Submit required letter (s) of recommendation as prescribed in area of certification.

4. Local church must have been registered with the State Congress of Christian Education at least three years.

5. Complete required courses for certification.

6. Submit enrollment-processing fee in the amount of twenty-five dollars ($25.00).
   NO PERSONAL CHECKS ACCEPTED

Applications may be acquired from the Dean' Office or downloaded from the congress website at www.sccongress.org

APPLICATION FOR CERTIFICATION

Name _____

Address _____

_____

Telephone: (Home) _____ (Cell) _____

E-Mail _____ (Fax) _____

Church _____

Address _____

Pastor _____

Address _____

Telephone _____ E-Mail _____

Association/Congress _____

Moderator/Dean _____

Address _____

Telephone _____ E-Mail _____

Area of Certification:
Local Church Teacher _____ Youth Advisor _____ Superintendent _____
State/District Congress Teacher _____ District Dean _____

PLEASE SUBMIT THE FOLLOWING INFORMATION IN YOUR PACKET:
1. Letter of recommendation (s)
2. Copies of Diplomas/Certificates/Workshops
3. Copies of course cards (Local/State/National)

Applicant's Signature Date

Dean's Office Signature Date

Outline for Book Reports

(To be used with all areas of certification)

Cover Sheet
Title of Book
Author's Name
Publisher and Date of Publication
(Published within the last five (5) years)
Candidate's Name and Address
Date report was submitted

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

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

Analysis
Answer the following questions in paragraph form:

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

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

COMMENCEMENT PROCEDURES

These are directions for Annual Session Commencements.

Sign-up:

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

Youth attending the Congress for four years and have completed four core courses in the Youth Division with evidence (class certificates) may participate in commencement exercises on Friday in the Congress. (Graduation fee for Youth is five dollars ($5:00)

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

Commencement Rehearsal:

All commencement participants must attend rehearsal at the announced time and place on Thursday. Anyone not present at the rehearsal session will be omitted from the commencement service.

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

Dress Code:

(Ladies) White dresses or suits with white shoes.
(Men) Dark Suits or Dark pants with white shirts and black or brown shoes and tie.

Note:

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