

# *Cornerstone*

*Conference and Resource Center*

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## **Biblical Ministries Institute**

### **Information Packet**

**Equipping for Excellence in Ministry!**



***Biblical Ministries Institute***  
**Cornerstone Conference Ministry Center**  
**International Pentecostal Holiness Church**

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**CCMC-IPHC**  
PO Box 150  
Browns Summit, NC 27214  
877/367-9622, ext 132

Dear Ministerial Candidate:

Congratulations on your pursuit of securing your credentials for ministry in the Cornerstone Conference. The need for God-called and qualified ministers is greater than ever before. Opportunities abound for the prepared minister that maintains a continual learning posture.

The Cornerstone Conference Biblical Ministries Institute is pleased to offer you an exceptional opportunity to assist in your required ministerial study course. In addition to the required course work, you will benefit greatly by attending the class modules. We have selected instructors that are Spirit filled, experienced in ministry, and knowledgeable in their assigned subject. The insights you will gain from the instructors combined with the interaction with others will afford you practical help that you will be able to apply in your ministry.

Please read carefully the enclosed materials in this packet of information. In this BMI Handbook you will find the BMI Application and information that is designed to assist you in achieving the maximum benefit in your study course. Books and study guides for the classes may be purchased through the Cornerstone Conference office. Payment for materials can be made by check, money order, or credit card. You may contact Tennille Nichols to order course materials toll free at 877-367-9622, extension 110.

Should you have questions concerning the information in this packet please feel free to contact me at the various listings at the top of this letter head, Doyle Marley, Chairman of the Ministerial Credentialing Board at 877- 367-9622, extension 128, or Tennille Nichols, Assistant to Superintendent at extension 110.

Yours for Him,

H. Garry Yeatts  
Director, Biblical Ministries Institute

***“Equipping for Excellence in Ministry!”***

**CORNERSTONE CONFERENCE BIBLICAL MINISTRIES INSTITUTE**  
**APPLICATION FOR ADMISSION**

(Send completed form & check for \$25.00 to P.O. Box 150, Browns Summit, N.C. 27214)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street or P.O.B.) City State (Zip)

Social Security number: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email address: *(please print clearly)* \_\_\_\_\_

Please check the appropriate status:

- \* Working toward Local Church Minister's Certificate
- \* Working toward Ministerial License
- \* Working toward Ordination
- Working for CEUs
- Working for personal & ministry enrichment
- \* Other: \_\_\_\_\_

**(\* If you are working toward any type ministerial credentials, you must also obtain the Ministerial Credential Application Handbook and complete the requirements outlined in the handbook. You may download this handbook from our web-site at [www.ccrdc.org](http://www.ccrdc.org) or contact the conference office at 1-877-367-9622.)**

Attend/member of a local Pentecostal Holiness Church:  Yes  No

If yes, where: \_\_\_\_\_

Please indicate highest level of education completed:

- No high school
- High school graduate
- College graduate
- Completed graduate school
- Some high school
- Some college
- Some graduate school
- Other: \_\_\_\_\_

Graduate/Attendee of IPHC college:  Yes  No

Name of college: \_\_\_\_\_

When attended: \_\_\_\_\_ Year graduated: \_\_\_\_\_

Other Bible related college: \_\_\_\_\_

When attended: \_\_\_\_\_ Year graduated: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For office use only:** Date received: \_\_\_\_\_  
Application fee (\$25) paid: \_\_\_\_\_  
Confirmation mailed: \_\_\_\_\_

## **Class Schedule:**

1. Classes will be held on the following schedule:

Friday:	7:00 p.m. – 10:00 p.m.	Class Time
Saturday:	8:30 a.m. - 11:30 a.m.	Class Time
	11:30 a.m. - 1:00 p.m.	Lunch
	1:00 p.m. - 3:00 p.m.	Class Time
	3:00 p.m. – 4:00 p.m.	Testing (for ministerial candidates)

- ❖ **Note:** Instructors will announce periodic break times during their class sessions. Instructors have the liberty to modify Saturday's schedule as to the lunch break and class ending time. The decision to modify the Saturday lunch schedule, ending time, and test time will be made in conjunction with the students in attendance.
2. Classes will be offered one week-end out of each month at the Browns Summit Campus (Cornerstone Conference Ministry Center, 7545 Highway 29, Browns Summit, NC, 27214).
  3. Ten classes will be offered each year (August – May) at the Browns Summit Campus.

## **Class Requirements:**

1. **In order to complete a class, students are required to:**
  - A) Attend all classes.
  - B) Read the assigned textbook(s).
  - C) Complete the corresponding study guide.
  - D) Pass the required end of class open-book course evaluation, scoring a minimum numerical grade of sixty (60).
2. **Students are expected to attend all classes.**
  - A) Students seeking course credit must attend all of the class sessions on Friday evening and Saturday.
  - B) Students are responsible to bring their Bibles, textbooks, paper, pens/pencils to class.
  - C) In the event of an **excused absence** by the Instructor for a class session, the student must view the recorded DVD class session they missed before a final grade is assigned for credit.
    - (1) The student must make arrangements to view the portion of the class they missed, and notify the Instructor within **forty-five (45) days** after the class session is completed on Saturday.
    - (2) The student will be assigned a grade of "Incomplete" for the thirty day period after the class ends on Saturday.

- (3) The student is responsible to contact the Instructor to inform him/her that they have viewed the portion of the class time missed. The Instructor will contact the Conference office so the final grade can be posted.
  - (4) Failure to view the portion of the class missed after the thirty day period will result in the a final grade of "Fail" to replace the grade of "Incomplete."
  - (5) DVDs of the class are available upon request from the Conference office. A \$20.00 deposit is required for the DVDs, plus \$5.00 for shipping and handling. The \$20.00 deposit will be refunded if the DVDs are returned to the Conference Office within thirty days after the student receives them. The contact person for ordering DVDs is Tennille Nichols, 877-367-9622, extension 110.
3. **Students are expected to complete reading the textbook(s) before the class begins.**
- A) The student is responsible to read the textbook(s) prior to the class session on Friday night.
  - B) Should the Instructor assign supplemental reading materials, they will be made available through the Conference office at minimal cost.
  - C) Failure to complete the reading assignment by the end of the class on Saturday will result in a grade of "Incomplete."
  - D) Students that have not completed the required reading of the assigned text(s) or completed study guides before taking the class will be permitted to take the end-of-class test; however, the student must complete the assigned reading and complete the study guide within **fourteen (14) days** after the test has been taken.
  - E) The student is responsible to contact the instructor to notify him/her that the reading assignment has been completed by the fourteenth day from the end of the class on Saturday. The Instructor will notify the BMI Director of the completed reading assignment in order for a final grade to be issued.
  - F) Failure to complete the reading assignment within fourteen days of the end of class on Saturday will result in a final grade of "Fail."
4. **Students must complete the study guide before the class begins.**
- A) The study guides will be collected and examined by the class Instructor or the class Facilitator to be certain this part of the pre-class work is completed.
  - B) Study guides will be returned during the normal class hours on Friday night or Saturday.
  - C) In the event a student does not present a completed study guide on Friday night, he/she will be allowed **fourteen (14) days** after the class session on Saturday to complete any portion of the study guide not completed prior to the opening class session on Friday.
    - (1) A grade of "Incomplete" will be assigned to the student until the study guide is satisfactorily completed.

- (2) A copy of the completed study guide must be mailed to the class Instructor to confirm the completion of this part of the class-work. Do not mail the original study guide. Do not run the risk of it being lost in the mail.
  - (3) The student must secure the mailing address of the Instructor before leaving on Saturday.
  - (4) *The mailed copy will not be returned to the student.*
  - (5) The Instructor will notify the Conference office to confirm they have received the completed study guide so that the final grade can be posted.
  - (6) Study guides that have not been completed, copied, and mailed to the Instructor by the fourteenth day after the Saturday class session will result in the student receiving a final grade of "Fail."
5. **In an effort to enable the instructor to discern the student's grasp of the materials covered, an open-book test will be administered at the conclusion of the class session on Saturday.**
- A) Students taking the test will be allowed to use their textbook(s) and class notes while taking the test.
  - B) A minimum numerical grade of sixty (60) is required in order to receive a final grade for the course.
  - C) Students will not be permitted to take a test home for completion.
  - D) Due to extenuating circumstances, a student may request to take the test at a time other than the required time at the conclusion of the class on Saturday.
    - (1) Arrangements for taking the test at a later time must be made with the Instructor before the end of class session on Saturday.
    - (2) All make-up tests must be taken under the supervision of a pre-approved time, place, and Proctor.
    - (3) The student must contact the Conference Office to make arrangements to take the test within fourteen days after the class on Saturday.
    - (4) A grade of "Incomplete" will be assigned the student until the test is completed.
    - (5) The student will be granted a time period of **fourteen (14) days** to make arrangements to take the final test. If the student has not made arrangements to take the test within fourteen days after the final class session, a final grade of "Fail" will be issued.
  - E) Graded tests will be submitted to the Conference office, and be held on file by Tennille Nichols for three months.
    - (1) In the event a student desires to see their test after it has been graded, they are responsible to make arrangements with Tennille Nichols at the Conference office to allow them to see their test at her convenience.
    - (2) Students are not permitted to take the graded tests from the Conference office.
    - (3) Students may not challenge the Instructor as to the grade issued.
    - (4) All test score grades are final.

6. **IMPORTANT!** The grace period of fourteen days to complete any unfinished reading assignments, incomplete study guides, as well as the grace period of thirty days to view the portion of class time missed by DVD, and the fourteen day time period to contact the Conference office to make arrangements to take the test will be strictly followed. ***It is understood that unavoidable circumstances may take place on occasion that necessitates an extension of the grace period to complete the full requirements for completion of class work. These occasions for special consideration should be rare, and will be closely monitored by the Conference office.*** It is the responsibility of the student to make arrangements with the Instructor, and the BMI Director (Rev. Garry Yeatts) or Chairman of the Ministerial Credentialing Board (Rev. Doyle Marley) if special considerations regarding grace extensions of time beyond the stated times in this BMI Student Handbook are needed. If a student fails to make arrangements with the Instructor, BMI Director, and/or Chairman of the Ministerial Credentialing Board for an extension, the “Incomplete” grade will become a final grade of “Fail.” The student would then be required to take the class again in order to receive a final grade of “Pass.”

## **Completion of the Biblical Ministries Institute Program:**

### **1. Course Curriculum:**

- A) The curriculum of the Cornerstone Conference Biblical Ministries Institute has been prayerfully and carefully designed. When the student has completed the course curriculum, he/she should be:
- (1) **Biblically knowledgeable:** The primary emphasis of course study is concentrated on the Old and New Testament books of the Bible. The goal of the BMI is to provide the fundamental groundwork that will enable the student to understand, preach, and apply the Bible from a predominantly Classical Pentecostal perspective.
  - (2) **Professionally competent:** Classes are intentionally included in the course curriculum that will provide the student with the basic information needed to function competently as a Senior Pastor of a local church.
  - (3) **Institutionally aware:** The student will be exposed to the foundational information needed to fully understand the connectional relationship of the local church to the Cornerstone Conference and the General Level of the International Pentecostal Holiness Church.
- B) The curriculum offered through the Biblical Ministries Institute is designed to benefit anyone who desires to increase their knowledge and skill level for ministry in the local church; however, the primary intent of the curriculum is to assist Ministerial Candidates who are seeking Ministerial Credentials in the International Pentecostal Holiness Church through the Cornerstone Conference.
- (1) The Ministerial Credentialing Board, in harmony with guidelines established by the International Pentecostal Holiness Church for granting Ministerial Credentials is established as follows:

- a) Completion of five (5) courses makes the Ministerial Candidate eligible to receive the Local Church Minister's Certificate.
  - b) Completion of ten (10) courses makes the Ministerial Candidate eligible to receive the Minister's License.
  - c) Completion of ten (10) additional courses assists the Ministerial Candidate in gaining experience and perspective in the call of ministry that is necessary to prepare the Candidate for Ordination.
  - d) Completion of the final ten (10) courses will mean the Candidate has completed a total of thirty (30) courses. The Candidate will then become eligible to receive the Certificate of Ordination (the highest level of Ministerial Credential awarded to Ministerial Candidates in the International Pentecostal Holiness Church).
- (2) Note: It is advisable to refer to the *Ministerial Credentials Handbook* for further explanation concerning requirements to receive Ministerial Credentials in the International Pentecostal Holiness Church. The *Ministerial Credentials Handbook* can be accessed on the Cornerstone Conference webpage, [www.ccrdc.org](http://www.ccrdc.org). Click on the "Ministerial Credentialing" button, and scroll down to find the *Ministerial Credentials Handbook*.
- (3) **Completion of the thirty required courses in the Biblical Ministries Institute does not automatically mean that a person is awarded Ministerial Credentials through the Cornerstone Conference of the International Pentecostal Holiness Church.**
- (4) Note: In rare cases a person may be assigned a local church prior to the completion of ten (10) courses through the Biblical Ministries Institute; however, in those situations the person who is assigned a church must have the equivalent of the Local Church Minister's Certificate, and is placed under the direct supervision of an assigned Mentor. No individual is assigned a local church without the commitment to complete the Biblical Ministries Institute course work that prepares an individual to become eligible for Ministerial License and ultimately Ministerial Ordination.
- a) In the event the Conference Board grants a pastoral assignment to an individual that is not yet Ordained, that individual is expected to complete the Biblical Ministries Institute course of study to make them eligible to become Ordained within five years after the pastoral assignment date. Failure to comply nullifies the Pastor's right to be considered for another future Pastorate.
  - b) Individuals who are assigned a Pastorate in the Cornerstone Conference are expected to complete the Minister's Orientation Module prior to the assignment. In the event the assignment is made at a time in the calendar year between the scheduled offering of the Minister's Orientation Module, the assigned Pastor is expected to attend the following scheduled Minister's Orientation Module. See "Section D" on page 6 for additional information on the Minister's Orientation Module.

- C) Completion of the full course curriculum is intended to prepare the student for effectiveness in ministry by providing the foundation upon which personal experience and willing consultation with seasoned ministers in a mentoring relationship can produce maximum effectiveness for the Glory of God and growth of the Kingdom of God.
- D) In order to complete the full course of study, the student will complete thirty (30) classes, and a required “Minister’s Orientation” Module.
  - (1) Ten classes will be offered each year, for one weekend beginning in August and ending in May.
  - (2) The Minister’s Orientation Module will be presented annually.
    - a) The Minister’s Orientation Module is led by the Conference Bishop, and his appointees. The purpose of this module is to inform the Minister of the various responsibilities and resources that belong to the Minister in effectively leading the local church he/she is serving as Pastor.
    - b) The date of the Minister’s Orientation Module will be announced at the beginning of the BMI class term.
    - c) This Module will typically be presented sometime in the Spring or early Summer of each year.
    - d) There is no required reading, study guide, or test to be completed in the Minister’s Orientation Module.
    - e) A designation of “Complete” or “Incomplete” will be posted on the student’s record to indicate whether or not they have attended the Minister’s Orientation Module.

## 2. Independent or Self Study Opportunities.

- A) The BMI is designed to provide optimum training opportunities within the context of immediate interaction with the Instructors. Fellowship with other students in the learning environment of the classroom provide opportunities for building lasting friendships with other students, many of whom will become colleagues in ministry in the International Pentecostal Holiness Church.
- B) Students are strongly encouraged to take advantage of attending classes on site to take full advantage of the learning/fellowship opportunity.
- C) It is understood that most of our students are currently bi-vocational and due to extenuating circumstances due to work schedules and distance from the Browns Summit campus, they may not be able to attend all ten classes on campus.
  - (1) Students may complete **three courses per year** through self study.
  - (2) Students who desire to complete a course by self-study are responsible for the following:
    - a) Determine the class or classes that will be completed by self-study and contact the Conference office to notify the BMI Director or Chairman of the Ministerial Credentialing Board of your intent. Note: Classes that will be taken by self-study require prior approval.
    - b) Secure the textbook(s) and corresponding study guide(s) from the Conference Office.

- c) Read the required textbook(s) and completely fill out the corresponding study guide(s).
- d) The student must pay the \$10.00 Class Registration Fee for the self-study.
- e) Secure the DVDs of the class or classes that must be viewed after reading the text and completing the corresponding study guide.
  - See Number #2, item #5 under Section “C” on page 2 of this Handbook to secure necessary charges for class DVDs.
  - Note: Only those classes that have been previously taught in the BMI and have corresponding recorded DVDs may be taken by self-study. If a student needs a particular course to complete his thirty classes and the particular class is not available on DVD, arrangements must be made with the BMI Director or Chairman of the Ministerial Credentialing Board to substitute another class in place of the class needed.
- f) After the DVDs have been viewed, the student must contact the Conference office to make arrangements to take the test. The Conference office will assist the student by connecting him/her with an approved Proctor to administer the test.
  - The student is required to contact the Proctor to make arrangements as to the time and site in which the test will be taken.
  - The student will be allowed to use his/her textbook and class notes while taking the test.
  - Upon completion, the student will turn the test into the Proctor who will make a copy of the test, and mail the original to the Conference Office.
  - Once the original has been received, the Conference Office will notify the Proctor who will destroy the copy of the test.
  - The test will be graded and a final grade will be posted.
  - A minimum numerical grade of sixty (60) is required in order to pass the test.
  - Self-study tests will be subject to guidelines found in Section #5, item “E,” numbers 1-4, page #3 of this Handbook.
- g) The student will be granted a time period of forty-five (45) days to complete a class by self-study.
- h) NOTE: All students are required to complete the following courses on campus which cannot be completed by self-study:
  - IPHC Articles of Faith & Government.
  - IPHC History.
  - Minister’s Orientation Module.

### 3. Course Exemptions:

- A) Exemptions will be allowed for studies completed in a Pentecostal Holiness college or its equivalent in another church-related college, or for transferees

credentialed by another denomination (provided their training programs are equivalent to International Pentecostal Holiness Church).

- B) Note: Ministers who desire to transfer from a different Conference of the International Pentecostal Holiness Church into the Cornerstone Conference are subject to the guidelines set forth in the *International Pentecostal Holiness Church Manual*.
- C) Requests for exemptions will be reviewed by the Biblical Ministries Director (Rev. Garry Yeatts) and the Chairman of the Ministerial Credentialing Board (Rev. Doyle Marley) based on submitted transcripts and other documents that reflect completed work by the student requesting class exemption.
- D) All students who seek to transfer completed class work are required to complete the IPHC Articles of Faith & Government class and the IPHC History class unless they have satisfactorily completed these classes or their equivalents as revealed by submitted transcripts.
- E) Any individual who seeks a transfer of their credentials from a sister denomination is required to complete the IPHC Articles of Faith & Government and IPHC History classes.
- F) All students who have completed course work in an International Pentecostal Holiness Church college or the graduate school and are assigned a local church in the Cornerstone Conference, as well as those who seek to transfer their credentials into the Cornerstone Conference from another denomination are required to attend the Minister's Orientation Module.

#### 4. Life-Experience.

- A) Students may request course credit for life-experience based on their previous ministry experience.
- B) Class exemptions based on life-experience are limited to **three courses per year**, and they are based on the evaluation of the Chairman of the Ministerial Credentialing Board (Rev. Doyle Marley) and Biblical Ministries Institute Director (Rev. Garry Yeatts).
- C) Students will not be permitted to add self-study courses in addition to life experience credit given.

### Registration & Costs:

#### 1. Registration.

- A) All students applying for the Biblical Ministries Institute must complete the Application for Admission.
- B) A non-refundable application fee of \$25.00 must accompany the completed Application for Admission.
- C) Note: The application fee is a one-time fee provided the student remains active in the Biblical Ministries Institute.

- (1) In order to remain active, a student must complete a minimum of three classes per year in the Biblical Ministries Institute.
  - (2) In the event a student fails to maintain the active status, the student must reapply, and will be required to pay the non-refundable \$25.00 application fee again.
- D) Applications for Admission are available on line ([www.ccrdc.org](http://www.ccrdc.org)) in the Biblical Ministries Institute Handbook, through the Conference Office, and available for those who desire to register on site.
- E) Note: The Application for Admission and the non-refundable application fee must be paid prior to beginning course work in the Biblical Ministries Institute.
2. **Class Registration Fee.**
- A) A \$10.00 Class Registration Fee is due each time the student attends a class offered through the Biblical Ministries Institute.
  - B) The Class Registration Fee is due for classes conducted on the Browns Summit Campus and for Self-Study Courses.
  - C) The Class Registration Fee is due from students taking the course for credit as well as those who are auditing the course. There are no exceptions granted to this policy.
  - D) Failure to pay the Class Registration Fee will result in a grade of “Incomplete” until the fee is paid.
  - E) You must register for the class you wish to attend by contacting Tennille in the Conference Office at 877-367-9622 ext 110.
3. Note: All fees are subject to change due to economic conditions as determined by the Ministerial Credentialing Board. Any necessary change in fees will be posted and announced as soon as possible.

### **Certificates of Completion:**

1. The Biblical Ministries Institute is a non-accredited, non-degree granting Institute.
2. The Biblical Ministries Institute exists for two primary reasons:
  - A) To serve the Cornerstone Conference Ministerial Credentialing Program in preparing candidates to receive their Ministerial Credentials.
  - B) To provide practical training for those who have answered their call into ministry at a time in their lives when relocating to attend Bible College would not be practical.
3. Two types of Certificates are awarded by the Biblical Ministries Institute:
  - A) Certificate of Completion is awarded to students who have completed the thirty (30) courses of study.
  - B) Certificate of Spousal Encouragement is awarded to the spouse of the student who has completed the thirty (30) courses of study.

4. Certificates are publically awarded to recipients in the annual Cornerstone Conference at a time on the agenda deemed appropriate by the Conference Bishop.
5. Certificates of Completion may be awarded to any Layperson who successfully completes the course of study through the Biblical Ministries Institute.

### **Housing Information:**

1. For those who may wish to stay overnight on Friday evening, the rooms in the staff building will be made available at no charge to those who are properly registered through the Biblical Ministries Institute.
2. In the event the staff building is filled, students may stay overnight in designated cabins.
3. To request a room you must call Tennille Nichols toll free at 1-877-367-9622, ext. 110 (local calls at 656-7936) as soon as possible prior to the Friday night class.
  - A) Rooms are assigned on a first-come-first-served basis.
  - B) The majority of the staff building rooms will accommodate two individuals. When contacting Tennille Nichols to reserve a room, you should notify her if you desire to share a room with a particular fellow student.
  - C) Married couples are assigned rooms with only one bed if available.
4. Students utilizing the staff building and/or cabins are requested to be respectful of others and refrain from conversation and fellowship that is loud and disruptive so as not to interfere with fellow student's rest.
5. Those using the rooms will be responsible for their own toiletries. Bed linens and bath towels are provided.
6. Each student is responsible to follow the established procedures for leaving the room or cabin as expected. Those guidelines are posted in each room and cabin.

### **Food Services:**

1. The Biblical Ministries Institute does not provide meals for students during scheduled class sessions.
2. Area eating establishments are available for students to visit for breakfast and lunch on Saturday.
3. Assorted snacks (candy, crackers, etc.) and beverages (water and soft drinks) are made available for purchase during break times. Prices vary for snacks and beverages that may be purchased on the honor system.
4. A small kitchen containing a refrigerator, stove, and microwave oven may be used by students that choose to stay on campus, and may be shared with other students for preparing a light breakfast or lunch if the student desires to bring food from home. Students utilizing the kitchen area are expected to leave the kitchen area used clean.