



COURSE CATALOG

2025-2026

Revised July 2025

TABLE of CONTENTS

Welcome: A Word from the Director.....	3
Administrative Staff, Faculty, and Guest Lecturers	4
General Information	<u>6</u>
Mission Statement	
Institutional Purpose	
Institutional Objective	
Statement of Faith	
Standards of Conduct	
Zoom Etiquette	
Statements of Policy	
Statement of Foursquare Credential Process	
Affiliation	
Admissions	11
Requirements and Procedures	
Attendance Policy	
Grading System	
Graduation Policy	
Policy Exemptions	
Confidentiality	
Grievances and Appeals	
Emergencies and Incidents	
Financial	14
Tuition and Fees	
Refund Policy	
Financial Polity	
Course Descriptions	15
Contact Information	18

WELCOME . . .

A Word from the Director

The Western Ministry Institute (WMI) is comprised of a consortium of churches dedicated to the vision for the equipping of vocational and lay leaders who are currently serving or desire to serve in their local church and community. The school is a Foursquare certified, interdenominational, short-term program with college-level training contoured to facilitate the schedule of working individuals as well as provide a learning community for interpersonal connectivity. WMI is a Spirit-filled, evangelical institute committed to growing leaders who have heard the call of Jesus to go and make disciples. WMI offers courses that are *accessible*, *affordable*, and *applicable* for the adult-learner.

WMI is for you, if you desire to

- increase the effectiveness and fruitfulness of your ministry;
- deepen your biblical understanding;
- experience personal growth;
- receive mentoring for ministry;
- acquire in-service training; or
- prepare for credentialing as a Foursquare minister.

I invite you to review our catalog and prayerfully consider becoming a part of our WMI family. Our faculty and staff are ready to serve you!

Sincerely Yours in Christ,

A handwritten signature in black ink, appearing to read 'J. Louis Spencer', with a stylized, flowing script.

J. Louis Spencer, Ph. D.
Director

Administrative Staff, Faculty, and Guest Lecturers

Administrative Staff

J. Louis Spencer, Director

Yolanda D. Spencer, Administration

Partial List of Originating Faculty and Guest Lecturers

John Amstutz (posthumously)

D. Min. Fuller Seminary

Th. M. Fuller Seminary

M. Div. Fuller Seminary

B. A. Pasadena College

Rick DeLaTorre

M. A. Fuller Seminary

B. A. LIFE Pacific College

Dennis Easter

D. Min. George Fox Evangelical Seminary

M. A. Azusa Pacific University

B. A. LIFE Pacific College

Elizabeth Ewens

M.A. Azusa Pacific University

B Th. LIFE College

Lisa Penberthy

M. B. A. Corban University

M. Div. The King's University

B. A. LIFE Pacific College

Larry Powers

D. D. Golden Springs Bible College

M. A. Fuller Theological Seminary

B. A. Life Pacific College

Lee Schnabel

D.I.S. Fuller Seminary
M.A.G.L. Fuller Seminary
B. A. LIFE Pacific College

Chuck Shoemake

D.D. LIFE Pacific College
M. A. Azusa Pacific University
B. A. LIFE Pacific College
B. A. Cornell College

J. Louis Spencer

Ph. D. Regent University
M. M. Azusa Pacific University
B. A. LIFE Bible College

Yolanda Spencer

M. A. American Public University System
B. A. Chapman University

Dan Stewart

D. Min. Azusa Pacific University
M. Div. Azusa Pacific University
M. A. Azusa Pacific University
M. M. Azusa Pacific University
B. A. Vanguard University

Mission Statement

The mission of Western Ministry Institute is to equip and empower men and women, through Bible-based and Spirit-led principles, to serve in the local church, establish new churches, serve cross-culturally or develop marketplace ministry. To accomplish this, Western Ministry Institute provides servant-leader education toward biblical-theological edification and practical ministry application.

Institutional Purpose

To accomplish its call, Western Ministry Institute seeks to:

- prepare students with an introductory understanding of the Bible, Foursquare theology, and missions;
- provide an environment conducive to apprehending moral and ethical principles of discipleship, as outlined in Scripture;
- cultivate a worldview that integrates cultural awareness with biblical standards, as Jesus exemplified;
- impart a foundational context for church history and its impact and evolution through the centuries;
- emphasize the imperative of a commitment to practice Christian disciplines;
- ascribe to educational models and support systems that edify the students and instill dignity without compromising principles; and
- encourage involvement in the local church, community and the world as ambassadors of the kingdom.

Institutional Objectives

Western Ministry Institute will assess the integration of the mission statement, institutional purpose and objectives through standardized evaluations of each student to determine the efficacy and productivity of the curriculum and school.

At the completion of the program, graduates will be able to:

- display a commitment to fulfill Jesus' commission;
- reflect a life-style consistent with biblical standards;

- articulate a foundational understanding of the Bible, Foursquare theology, and church history;
- demonstrate an ability to teach and minister in various cultural settings;
- communicate effectively in both oral and written form; and
- influence others through servanthood, humility, and Spirit-formed confidence.

Statement of Faith

We believe worship is a priority, prayer is essential, and spiritual warfare is critical in the life of the believer.

We believe the word of God is inspired and provides knowledge of God and is the source of guidance for believers toward a faith-filled, obedient, and godly lifestyle.

We believe God's love brings wholeness and is evident in the unity of the body of Christ as an emphatic witness to the world, crossing generational, denominational, ethnic, and socioeconomic barriers.

We believe racial harmony is imperative and expresses the love of Jesus; therefore, we embrace ethnic diversity and respect all cultures without compromising biblical principles; and, we commit to pursue unity without prejudice.

We believe in the gifts of the Holy Spirit and that the gifts are a tool of ministry for exhortation, prophecy, and evangelism.

We believe in the Trinity with God (the father), Jesus (the son), and the Holy Spirit as the model of relationship and the source of temporal and eternal life.

Standards of Conduct

In accord with biblical principles students are expected to consistently follow the disciplines of

- **Bible reading** for personal edification and practical application;
- **prayer** to grow in their relationship with the Lord, for guidance, and in intercession;
- **church attendance** for accountability, community, and spiritual enrichment following the imperative of being a part of a local church; and
- **worship** exhibited through praise to God, service to others, and giving of resources.

As a result, the student should exemplify

- **a testimony of holiness** reflecting a person in submission to Jesus;

- **an attitude of acceptance** respecting the value of each individual;
- **a posture of humility** revealing the unifying work of the Spirit;
- **a lifestyle of morality** complying with divine ethics in relationship, entertainment, and conversation; and
- **an appearance of propriety**, demonstrating wisdom in attire that is modest and appropriate.

Zoom Etiquette

To demonstrate full participation during meetings:

- Maintain video ON during entire class time
- Avoid joining class while engaged in another activity (driving, shopping, cooking, etc.)
- Please keep family and friends out of the “classroom” space (e.g. background) during class
- In breakout rooms, please stay on topic out of respect for others
- In breakout rooms, please allow for all group members to participate.

Statement of Non-Discrimination

In compliance with Federal and State regulations, Western Ministry Institute admits students of any race, color, national or ethnic origin, disability, status as a veteran or any other characteristic protected by law to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Western Ministry Institute does not discriminate on the basis of race, color, national or ethnic origin, disability, status as a veteran in administration of its educational and admissions policies, scholarship and loan programs, or other institute-related programs.

Statement on Diversity

Western Ministry Institute believes the whole counsel of God includes an emphasis that the new birth of Christ supersedes any racial, gender or socioeconomic lines (Gal. 3:7-29). In accordance with federal law, Western Ministry Institute subscribes to and encourages the equal right of all people to pursue excellence in their lives without racial and ethnic prejudice or inhibition. Western Ministry Institute seeks to create a campus environment that invites, encourages, and supports multiculturalism, believing that diversity will help build leaders of character, who are able to serve in an increasingly multicultural society. Western Ministry Institute has purposed to have a multi-ethnic and multi-cultural focus across its curriculum and programs. In addition, at Western Ministry Institute cultural diversity is celebrated and embraced, not merely accommodated.

Western Ministry Institute expects all students, staff, and faculty to remove from their behavior and speech, as well as from their thinking, all indications of racial and ethnic bias. Racism in any form will not be tolerated in community life on this campus, and will be met with disciplinary measures. Rather,

all members of the Western Ministry Institute community are encouraged to celebrate the rich cultural heritage that each cultural group brings with them and to learn from the diversity of perspectives on life and ministry that each group possesses.

Americans with Disability Act (ADA) Policy

It is the policy of Western Ministry Institute that no otherwise qualified disabled person be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity at Western Ministry Institute. If you have a disability that requires special accommodations, please inform the Administrator so that provisions can be made to accommodate the special learning needs related to your disability.

Sexual Harassment Policy

Western Ministry Institute is committed to providing a learning and working environment that is free of discrimination. In keeping with this commitment, unlawful harassment, including sexual harassment is strictly prohibited. Harassment is defined as unwelcome or unsolicited verbal, physical, or visual contact that creates an intimidating, hostile, or offensive environment. Any student or faculty or staff member who believes that they have been subjected to such treatment should immediately report such to the Institute Director and Administrator.

Drug Free Policy

Western Ministry Institute requires that its campus, faculty, staff, and students be drug free. The school, including all departments and affiliated institutions within it, expressly prohibits the unlawful manufacture, distribution, possession, or use of a controlled substance on the campus and premises. Violation of this policy will result in the immediate dismissal from the school of any student involved in these activities. Any student participating in the unlawful possession, use, or distribution of drugs while on the properties owned or used by the Western Ministry Institute will be immediately dismissed. In addition, students involved in such illegal activities are subject to prosecution under federal, state, and local law and may be liable for personal injuries or property damage that occur when participating in the above activities.

Anti-Bullying Policy

State law prohibits all forms of workplace and classroom bullying. Western Ministry Institute prohibits all forms of bullying. Bullying is a significant violation of Christian community and Christ's new commandment, which enjoins us to love one another as he loves us. Any staff member, faculty member, or student participating in bullying will be subject to discipline. Bullying is repeated, health-harming mistreatment of one or more persons (the targets) by one or more perpetrators that takes one or more of the following forms: verbal abuse; offensive conduct/behaviors (including nonverbal) which are threatening, humiliating or intimidating; work interference—sabotage—that prevents work from getting done. Workplace and classroom bullying (a) is driven by the perpetrators' need to control the targeted individual(s); (b) is initiated by bullies who choose targets, timing, place and methods; (c) escalates to involve others who side with the bully, either voluntarily or through coercion; and, (d) it undermines the interests of the corporate institution when the personal agenda of the bully takes precedence over the goals and mission of the institution. Any student or faculty or staff member who believe that they have been subjected to such treatment should immediately report such to the Institute Director and Administrator.

Foursquare Credential Process Statement

Although WMI curriculum contributes to the ministry preparation of those seeking licensure through The Foursquare Church, completion of this program does not guarantee that the graduate will be approved for Foursquare credentials. Students interested in pursuing a Foursquare credential must have a ministry appointment by their local church and apply in accordance with Foursquare licensure requirements as outlined by The Foursquare Church.

Affiliation

Western Ministry Institute maintains a relationship with LIFE Pacific University (San Dimas, CA) on the following basis. As an approved institute with the International Church of the Foursquare Gospel, students who complete the Western Ministry Institute program may transfer units of Bible, ministry and/or general electives at an approximate ratio of 3:1; with additional units of credits possible on a case-by-case basis, as determined by LIFE Pacific University and based on the documentation of the student's coursework.

Admission Requirements and Procedures

Western Ministry Institute is designed as a one-year program with entrance to the program available prior to the beginning of each trimester. The program is focused on credit students, while audit students are accepted they cannot exceed 20% of the class population for any course.

A credit student must:

- have graduated from high school or submit proof of completion through the General Education Development (GED) program;
- complete an application and remit a non-refundable administrative fee;
- be willing to sign and be in compliance with the school's *Statement of Faith and Standards of Conduct*;
- begin matriculation during the first trimester after acceptance (note: failure to matriculate, without pre-approved exemption by the Administrator will render their application invalid); and
- maintain continuous enrollment, unless pre-approved by the Administrator.

An audit student must:

- complete an application and remit a non-refundable administrative fee;
- be willing to sign and be in compliance with the school's *Statement of Faith and Standards of Conduct*; and
- understand audit classes are not transferable, not applicable toward graduation. Should the student desire to change their academic status from audit to credit the audit courses must be repeated and additional tuition costs remitted.

All students must:

- keep current and be familiar with the academic policies and curriculum in pursuit of graduation (assistance is available from the staff); and
- maintain a life-style and academic performance in alignment with biblical principles and school protocol as outlined in the *Statement of Faith and Standards of Conduct*.

Attendance Policy

To maintain continuity, credit students will receive grade deductions for unauthorized absences as follows

- one unauthorized absence will yield a reduction of one letter grade; and
- two unauthorized absences will yield an automatic failure of the course.

Students are expected to arrive on time and remain through the end of class; being tardy twice (arriving 15 minutes late or leaving 15 minutes before the conclusion of class) will equate to one unauthorized absence.

NOTE: this policy is applicable to weekday courses. For weekend courses, students must be present for all sessions or receive an automatic failure (F) of the course. The school will allow exemptions for emergencies or illness with appropriate written documentation submitted to the Administrator but the student is still required to complete and pass the course.

Grading System

The school conforms to a standardized grading systems (as outlined, below) and to satisfactorily complete a course students must achieve a minimum 1.66 (C-) average. If the final grade is a D or F, the grade will be calculated into the GPA but the course will not be counted for credit toward graduation and to complete the program the student must repeat the course in the next trimester it is offered.

Grade	Scores	GPA	Grade	Scores	GPA
A	93+	4.00	C	73-77	2.00
A-	90-92	3.66	C-	70-72	1.66
B+	88-89	3.33	D+	68-69	1.33
B	83-87	3.00	D	63-67	1.00
B-	80-82	2.66	D-	60-62	.66
C+	78-79	2.33	F	59 or less	.00

Graduation Policy

Students are eligible for graduation after completing twenty-seven trimester units of required course work with a cumulative grade point average of 1.66 or higher and fulfillment of their financial obligations. They must submit in writing to the Administrator a request to graduate, this should be submitted no later than the beginning of the trimester in which they will complete their required hours. Students approved for graduation will be notified via email. The graduation ceremony will occur once-a-year following the Spring Trimester.

Policy Exemption Procedures and Criteria

To facilitate the adult learner, the school recognizes the necessity to include a policy for exemptions; the merit of requests will be determined on an individual basis. Exemptions will be considered for the following reasons 1) to add or drop a class; 2) leave of absence (one or more trimesters); 3) withdrawal from the program; or 4) a refund request. Requests must be submitted in written form to the Administrator. Requests must be submitted prior to the completion of a course or for withdrawal prior to the completion of that trimester. If requests are not received within the prescribed time frame the student will receive an F (fail) for the course or courses.

Confidentiality, Right of Access, and Disclosure of Records

The Western Ministry Institute, although unaccredited, does observe the Family Educational Rights and Privacy Act of 1974. Therefore, students may review their educational records on written request to the Administrator. Student information, other than directory information (name, current address, telephone number, email address, place of birth, admission and graduation dates, and enrolled units) will not be released without the written consent of the student.

Grievances and Appeals

Students with grievances or appeals are requested to submit, in writing, a declaration of their situation, pertinent or precipitating events, and a delineation of their desired outcome to the Administrator. The departmental directors will review the submission and respond either in written form or request an interview.

Emergencies and Incident Reports

In case of an emergency, students should contact and follow the direction of a faculty or staff member; in the absence of a staff or faculty member, notify 911 immediately. Escape routes are clearly defined in the buildings and all students should proceed to the pre-arranged assembly area. Prior to the arrival of emergency crews, command will under the guidance of the Institute Director or Administrator and if neither are present the faculty member will assume the role. In the event that a student witnesses—or is a victim of—an incident, they should immediately contact 911 as well as a faculty or staff member. The individual will also be contacted by the Administrator to complete an *Incident Report*.

Tuition and Fees

Application Fee (non-refundable)	\$ 30.00
Credit student tuition	
• Full year	\$1750.00
• Installments*	
Fall	600.00
Winter	550 .00
Spring	550 .00
• Technology Fee	100.00
Audit student tuition	
• Full year	950.00
• By Trimester	
Fall	300.00
Winter	300.00
Spring	300.00
• Technology Fee	50.00
Returned Check/Denied Credit Card	55.00

*Payments can be divided into monthly payments (tuition to be paid in full by graduation)

Refund Policy

Students may submit a written request for a refund to the administrator. Refunds are based on the following schedule denoting date of receipt of request in concert with the class schedule

- | | |
|------------------------|-------------|
| • First week of class | 100% refund |
| • Second week of class | 100% refund |
| • Third week of class | 0% refund |

Financial Policy

To maintain continuous enrollment, students are required to keep tuition payments current. A current tuition status is defined as a minimum of a partial payment received each month. Students who do not meet this minimum requirement will be placed on suspension unless the student has submitted a written request for an extension to the administrator and the extension has been approved.

One-Year Certificate in Christian Ministries (30 units)

BCOM 110 Seminar: Biblical Teaching and Preaching 1.25 units

This seminar is a study of the art and practice of communicating biblical truths through teaching and preaching for the edification, exhortation, and admonition of the body of Christ.

BIBH 110 Seminar: Foursquare History and Doctrines 1.25 units

In this seminar, students will be introduced to the history and structure of the International Church of the Foursquare Gospel and they will study the doctrinal statements of the denomination.

BIBH 120 Church History 2.5 units

This course provides an overview of the major ecclesiastical streams, events, and individuals who have influenced the formation and evolution of the church from the Day of Pentecost to the present age.

BIBL 110 Seminar: Biblical Interpretation 1.25 units

Biblical Interpretation introduces the student to the basic and systematic approaches to the study of God's Word, to provide the tools and principles for preparing sermons, teachings, as well as for personal devotions.

BIBL 121 Old Testament Survey 2.5 units

A survey of the Old Testament is designed to assist the student in recognizing that these texts lay a foundation for the fulfillment found in the New Testament in the revelation of Jesus.

BIBL 122 New Testament Survey 2.5 units

A survey of New Testament is designed to assist the student in understanding the fulfillment of the prophecies and promises articulated in the Old Testament as evident in the person and ministry of Jesus.

BIBM 100 Seminar: Focusing Leaders 1.25 units

A reflective study in learning how to clarify an individual's calling and Spirit-led purpose, which results in a comprehensive refocusing of vision and an increase in ministry effectiveness.

BIBM 110 Seminar: Pastoral Coaching 1.25 units

This course is designed to provide coaching concepts and principles, based on biblical standards, for implementation in ministry and life by a pastor or leader in the care of their congregants whether in a church, para-church, or marketplace setting

BIBM 120 Seminar: Spiritual Formation and Disciplines 1.25 units

This seminar will guide students in the purpose of and necessity to practice spiritual disciplines, which nourish the individual and lead to growth and transformation through the power of the Holy Spirit and the submission of the individual's will.

BIBM 121 Pastoral Ministry and Perspectives 2.5 units

Pastoral Ministry and Perspective is designed for emerging as well as seasoned pastors and leaders by providing or reinforcing guidelines for pastoral ministry from the perspective of various pastors.

BIBM 103.99 Ministry Outreach 1.25 unit

Each student is required to participate in the leadership of a local, national, or international outreach prior to completion of the program. A key aspect of this course is gaining knowledge of culture. The outreach can be a current ministry responsibility. Prior approval of the outreach by the professor is required. This course is a directed study and includes reading and writing assignments.

BIBM 111 Mentoring Internship 1.25 unit

Mentoring Internship is designed to integrate with the student's journey in this program in which each student meets regularly with a mentor for accountability and guidance in this one-year program. This course is required each trimester (0.5 units/trimester).

BIBT 110 Seminar: Missions 101 1.25 units

This course is a biblical, historical, and practical study of discipleship based on the four-stage model entitled, "Disciples of All Nations" to encourage the development or sustenance of missional churches.

BIBT 120 Foursquare Theology 1 2.5 units

This class is the first of a two-part theology course. In this course, students will study Theology and Christology within the framework of the doctrines and traditions of the Foursquare church.

BIBT 121 Foursquare Theology 2 2.5 units

This class is the second of a two-part theology course. In this course, students will study Pneumatology and Ecclesiology within the framework of the doctrines and traditions of the Foursquare church.

BIBT 125 Seminar in Pneumatology 1.25 units

Pneumatology focuses on the study of the Holy Spirit and His sanctifying, transforming, and empowering influence as described throughout Scripture and as manifested in God's Church and in the world. Particular attention will be given regarding the work of the Holy Spirit in the Church and through pastoral leadership.

BLDR 110 Seminar in Leadership 1.25 units

This seminar focuses on "Leadership for a Lifetime" as a journey of continuous learning, adaptation, and impact, requiring self-awareness, integrity, and an emphasis on developing others. There will be a meaningful discussion about navigating different stages, from emerging to legacy leadership, and how best to adapt to evolving contexts. We will examine elements of knowledge and skill related to Leading of Self, Leading of Others, and Leading of Organizations, as well as engage key components that foster strong relationships and leave a meaningful kingdom contribution.

BWSH 110 Seminar in Worship 1.25 units

This course examines the worship of God and the pastor's role of leading his/her church into the presence of God as a community of worshippers. The biblical and practical elements of worship will be presented.

Contact Information

Western Ministry Institute

Mailing address: 26444 Friendly Valley Parkway, Santa Clarita, CA 91321

Email: yspencer@WesternMI.com or jspencer@WesternMI.com

Phone: 661-733-0751 (Leave a message)

Website: www.4wmi.org