TRINITY COLLEGE OF JACKSONVILLE

GRADUATE CATALOG 2026 - 2027

TRINITY COLLEGE OF JACKSONVILLE

800 Hammond Blvd

Jacksonville, Florida 32221

(904) 596-2451

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AUTHORIZATION TO OPERATE

Trinity Baptist College, Inc. DBA: Trinity College of Jacksonville holds a License By Means of Accreditation (LBMA) from the Florida Department of Education's Commission for Independent Education. Individuals can obtain information regarding the institution by contacting the licensing body:

Florida Department of Education
Commission for Independent Education
325 W. Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
(888) 224-6684

INFORMATION ON ACCREDITATION

By maintaining standards of educational quality, Trinity College of Jacksonville, Inc., DBA Trinity College of Jacksonville, receives accreditation through the Transnational Association of Christian Colleges and Schools (TRACS).

Transnational Association of Christian Colleges and Schools (TRACS)
15935 Forest Road
Forest, Virginia 24551
(434) 525-9539
info@tracs.org

The accrediting body awarded TCJ the status of Reaffirmation III of accreditation as a Category III institution effective July 1, 2022 through June 30, 2032. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

STATEMENT OF ADMINISTRATION

Thank you for your interest in the graduate programs offered through Trinity College of Jacksonville!

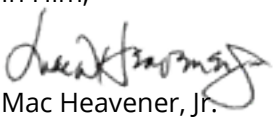
This catalog is designed to provide you with helpful information about us. Please read it carefully, and feel free to contact us regarding any questions you may have.

Trinity College of Jacksonville has chosen to maintain a clear and simple focus: preparing men and women for life and ministry. Our graduate program is designed to further prepare God's servants for effective ministry.

Our desire is to educate and equip through valuable academic instruction along with practical training within the context of the local church.

If you are serious about graduate education, Trinity College of Jacksonville is the place for you!

In Him,



Mac Heavener, Jr.
President/CEO

ACADEMIC CALENDAR

For a current course schedule, please visit the Graduate Studies section of our website: TCJ.edu

2026

Online Summer Session A.....May 11 – July 5

Online Summer Session B .....June 22 - August 16

Online Fall Session A .....August 17 - October 11

Online Fall Session B .....October 12 - December 6

2027

Online Spring Session A .....January 12 - March 7

Online Spring Session B ..... March 8 – May 2

Commencement ..... May 8

Online Summer Session A.....May 3 - June 27

Online Summer Session B .....June 21 - August 15

ADMINISTRATIVE DEPARTMENTS

For Information On:	**Write or Call:**
Admissions.....	.....(904) 596-2451 *admissions@tcj.edu*
Financial Aid.....	.....*904-596-2445* *financialaid@tcj.edu*
Transcripts/Academic Records, Registration.....	.....*904-596-2457* *academicoffice@tcj.edu*
Student Services.....	.....*904-596-2300* *studentlifeoffice@tcj.edu*
Student Success/504 Coordinator.....	.....*telkins@tcj.edu*
Alumni Relations	.....*904-596-2307* *alumnirelations@tcj.edu*
Compliance	.....*904-596-2445*

Trinity College of Jacksonville
800 Hammond Blvd.
Jacksonville, Florida 32221
Office Hours: M-F 8 a.m. - 5 p.m. (holiday hours may vary)
Telephone 904-596-2451
Email admissions@tcj.edu

It is understood that attendance at Trinity College of Jacksonville is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and regulations established by the Administration. The College may request withdrawal of any student at any time who does not fit into the spirit of the College whether or not he/she conforms to the specific rules of the College.

This Trinity College of Jacksonville catalog contains the information currently in force regarding admissions, calendar, degree requirements, fees, regulations and course offerings. The College reserves the right to

GENERAL INFORMATION

DOCTRINAL EXPECTATIONS FOR STUDENTS

I. Essential Beliefs: Any person seeking enrollment as a student at Trinity College of Jacksonville must be in agreement with our position on the nine essential beliefs affirmed below.

1. The inerrancy and authority of the Holy Scriptures
2. The doctrine of the Trinity
3. The full deity and humanity of Christ: that Christ is truly God and truly man
4. The spiritual lostness of the human race
5. The substitutionary atonement and bodily resurrection of Christ
6. That salvation is by grace alone, through faith alone, in Christ alone
7. The visible and bodily return of Christ
8. The meaning of baptism as an ordinance of the church and not a means of salvation
9. The biblical view of marriage, gender, and sexuality as outlined in Section II below

Exceptions to the above policy are extremely rare and may only be granted by the Vice President of Student Affairs or Executive Staff of the college.

II. Marriage, Gender, and Sexuality: We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28–31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Trinity Ministries. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26–27). We believe that the term "marriage" is the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Corinthians 6:18; 7:2–5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18–20; I Corinthians 6:9–10). We believe that, to preserve the function and integrity of Trinity Ministries and to provide a biblical role model to TCJ students and the community, it is imperative that all persons employed by Trinity College of Jacksonville in any capacity, and all students, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14–16; I Thessalonians 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19–21; Romans 10:9–10; I Corinthians 6:9–11).

III. Secondary Doctrinal Issues: Trinity College of Jacksonville welcomes students from a wide variety of denominational backgrounds and understands that within the Christian community there are variances of opinion on many areas of secondary doctrinal issues (i.e., eternal security, spiritual gifts, order of baptism, etc.). Trinity College of Jacksonville places great value on Christian unity among believers from different denominational perspectives. As an organization, Trinity College of Jacksonville formally maintains any official position(s) on secondary doctrinal issues as those adopted by our founding church, Trinity Baptist Church (est. 1915), which utilizes a doctrinal statement that is rooted in the Baptist Confession of Faith and was built upon a consistent method of biblical interpretation that is both inductive and literal in nature, allowing Scripture to speak for itself (a copy of Trinity Baptist Church's doctrinal statement in its entirety is listed below). Students are not required to agree with official positions taken by Trinity Baptist Church on secondary doctrinal issues. However, upon enrollment and in the interest of Christian unity, students agree not to promote contrary views on secondary doctrinal issues in a divisive manner that detracts from campus unity.

I**V. Bible Translations:** Trinity College of Jacksonville believes that the inspiration and authority of God's Word, as given in the original manuscripts, is our primary orthodoxy. The choice of a particular translation of the Scriptures into the English language is a matter of secondary importance. Therefore, various Bible translations are utilized on campus and in the classroom. For the sake of unity and consistency, we ask that all academic work be completed in the KJV or ESV version unless otherwise noted by the professor.

DOCTRINAL STATEMENT

THE HOLY SCRIPTURES

We believe that the Holy Bible was written by men and supernaturally inspired; that it is truth without any admixture of error for its matter; and therefore is and shall remain to the end of the age the only complete and final revelation of the will of God to man; the true center of Christian union and the supreme standard by which all human conduct, creeds, and opinions should be tried. By "The Holy Bible" we mean that collection of sixty-six books from Genesis to Revelation, which, as originally written, does not only contain and convey the Word of God but is the very Word of God. By "inspiration" we mean that the books of the Bible were written by holy men of old as they were moved by the Holy Spirit in such a definite way that their writings were supernaturally and verbally inspired (II Timothy 3:16; II Peter

1:20-21). We also believe that the King James version of the Bible is the divinely preserved Word of God for the English-speaking people (Psalm 12:6-7) and that it has enjoyed a miraculous manifestation of God's approval all during its history and use.

THE TRUE GOD

We believe that there is one, and only one, living and true God and infinite, intelligent Spirit, the Maker and Supreme Ruler of Heaven and Earth (Genesis 1:1; Psalm 90); that He is inexpressibly glorious in holiness and worthy of all possible honor, confidence, and love; that in the unity of the Godhead, there are three persons, the Father, the Son, and the Holy Spirit, equal in every divine perfection and executing distinct but harmonious offices in the great work of redemption and in the accomplishment of His eternal plan and purpose (I John 5:6-12).

THE SON

We believe that Jesus Christ, eternal with the Father, was begotten of the Holy Ghost and in miraculous manner; that He was born of Mary, a virgin, as no other person was ever born of woman, and that He is both the Son of God and God the Son (I John 1:1,2). He is both true man, one person with two natures, tempted in all points like as we are, yet without sin (Isaiah 7:14; Hebrews 4:14-17).

THE HOLY SPIRIT

We believe that the Holy Spirit is a divine person; eternal and equal with God the Father and God the Son and of the same essence (I John 5:7); that He was active in the creation (Genesis 1:2); that in the unbelieving world He restrains the evil one until God's purpose is fulfilled; that He convicts of sin, of judgment and of righteousness; that He bears witness of the truth of the Gospel in preaching and testimony; that He is the agent in the new birth; that He seals, endues, guides, teaches, bears witnesses with, sanctifies, and helps the believer (John 16:7; Romans 8:14-27). Using Acts 1:8 as our criteria for evaluation, we believe that the evidence of the fullness the Holy Spirit in the life of the believer is boldness to witness for our Lord and Savior Jesus Christ.

SATAN OR THE DEVIL

We believe that Satan was once holy and enjoyed heavenly honors; but through pride and ambition to be as the Almighty, he fell and drew after him a host of angels and is now the malignant prince of the power of the air and the unholy god of this world (Ezekiel 28:12-17; Isaiah 14:12-25). We hold him to be man's great tempter, the enemy of God and Jesus Christ, the accuser of the brethren, the author of all false religions, the chief source of the present apostasy, the lord of the anti christ, and the author of all of the powers of darkness (I Peter 5:8,9); destined, however, to final defeat at the hands of God's Son and

the judgment of an eternal justice in the lake of fire, a place prepared for him and for his angels as well as all of the unbelievers of the ages (Revelation 20:10).

THE CREATION

We believe that the Genesis account of creation is to be accepted literally and not allegorically or figuratively (Genesis 1); that the creation was accomplished in six (6), twenty-four (24) hour days (Genesis 1:5,8,13,19,23,31; 2:2; Exodus 20:11); that man was created directly in God's own image and after His own likeness (Genesis 1:26,27); that man's creation was not a matter of evolution or evolutionary change of species or development through interminable periods of time from lower to higher forms; that all animal and vegetable life were made directly by God, and God's established law was that they should bring forth only "after their kind." We deny any form of atheistic or theistic evolution (Romans 1:19,20).

THE FALL OF MAN

We believe that man was created in innocency under the law of his Maker, but by voluntary transgression, he fell from his sinless and happy state of perfection (Genesis 3), in consequence of which, all mankind are now sinners and therefore under just condemnation without defense or excuse and are guilty before God (Romans 5:12; Psalm 51:5; Romans 3).

THE ATONEMENT FOR SIN

We believe that the salvation of sinners is wholly of grace through the mediatorial offices of the Son of God who by the appointment of the Father freely took upon Him our nature, yet without sin, honored the divine law by His personal obedience, and by His death made a full and vicarious atonement for our sins; that His atonement was not merely an example but was the voluntary substitution enthroned in Heaven and is uniting in His wonderful person the tenderest sympathies with divine perfection. He is in every way qualified to be a suitable, a compassionate, and an all sufficient Saviour (Hebrews 2:9; II Corinthians 5:21; Hebrews 10:4-14).

THE NEW BIRTH

We believe that in order to be saved, sinners must be born again; that the new birth is the new creation in Jesus Christ (John 3:3,5); that it is instantaneous and not a process; that in the new birth the one dead in trespasses and in sins is made a partaker of the divine nature and receives eternal life, the free gift of God (Ephesians 2:8,9); that the new creation is brought about in a manner above our comprehension, not by culture, not by character, nor by the will of man, but wholly and solely by the power of the Holy Spirit in connection with divine truth, so as

to secure our voluntary obedience to the Gospel (John 1:13; Titus 3:5); that its proper evidence appears in the holy fruits of repentance and faith in newness of life (Galatians 5:22-25).

JUSTIFICATION

We believe that the great Gospel which Christ secures to such as believe in Him provides justification; that justification declares the sinner righteous through the merits of Jesus Christ (Romans 3:21-26); and this divine pardon is bestowed not in consideration of any works of righteousness which we have done, but solely through faith in the Redeemer's blood, and that His righteousness is imputed unto us; that through justification we have peace with God (Romans 5:1,9).

REPENTANCE AND FAITH

We believe that repentance and faith are solemn obligations and also inseparable graces wrought in our souls by the quickening Spirit of God; thereby, being deeply convicted of our guilt, danger, and helplessness, and being convinced of the way of salvation through Jesus Christ, we turn to God with unfeigned contrition, confession, and supplication for mercy; at the same time, we heartily receive the Lord Jesus Christ and openly confess Him as our only and all sufficient Savior (Jeremiah 8:6; Acts 17:30; Romans 10:9-11).

THE CHURCH

We believe that a New Testament church is a congregation of baptized believers associated by a covenant of faith and fellowship of the Gospel observing the ordinances of Christ, governed by His laws, and exercising the gifts, rights, and privileges invested in them by His Word; that its officers of ordination are pastors or elders and deacons, whose qualifications, claims, and duties are clearly defined in the Scriptures (I Timothy 3:1-13; Titus 1:6-9); we believe the true mission of the church is found in the "Great Commission" which instructs us first, to make individual disciples (Matthew 28:19,20); second, to baptize the converts; and third, to teach and instruct as He commanded. We do not believe in the reversal of this order.

We hold that the local church has the absolute right of self-government, free from the interference of any hierarchy of individuals or organizations; and that Christ is the Head of the church and superintends over the work of the local church through the Holy Spirit (Ephesians 1:19-23); that it is scriptural for true churches to cooperate with each other in contending for the faith and for the furtherance of the Gospel (Jude 3); that every church is sole and only judge of the measure and method of its cooperation on all matters of membership, of policy, of government, of discipline, of benevolence, and that the will of the local Church is final (Matthew 18:15-20; Acts 5:29; I Corinthians 6:1-8). We are opposed to the

ecumenical movement, neo-orthodoxy, new evangelicalism, liberalism, and modernism that emphasize an unequal yoke with unbelievers, experience over Biblical truth, higher criticism that weakens inerrancy of the scriptures, social application of the gospel, and any other beliefs which abandon the historic fundamentals of the Christian faith in an attempt to accommodate Biblical Christianity and make it more acceptable to the modern mind.

BAPTISM AND THE LORD'S SUPPER

We believe that New Testament baptism is the immersion in water of a born again believer in the name of the Father, of the Son, and of the Holy Ghost, with the authority and approval of the local church to show forth in a solemn and beautiful symbol our faith in the crucified, buried, and risen Saviour, as it pictures our death to sin and resurrection to a new life (Matthew 28:19,20); that it is pre-requisite to the privileges of church membership and to the observing of the Lord's Supper.

We believe the Lord's Supper should always be preceded by solemn self-examination and that the sacred use of unleavened bread and the fruit of the vine are to commemorate together the dying love of Christ until He returns (Matthew 26:26-29; I Corinthians 11:30). The prerequisites to participation in the Lord's Supper are those laid down by Christ and his apostles as a church ordinance that include (1) salvation (I Corinthians 11:27-29), (2) baptism (Matthew 28:19-20; Acts 2:41, 46), (3) church membership (Acts 2:46-47; I Corinthians 11:18, 22), and (4) an orderly walk (I Corinthians 11:27-29). A disorderly walk designates a course of life in a church member which is contrary to the precepts of the gospel including immoral conduct, disobedience to the commands of Christ, heresy (teaching false doctrine), and schism or promotion of division and dissension in the church. The New Testament accounts indicate that the Lord's Supper was observed only at regular appointed meetings of local churches and thus we believe that the scrutiny of qualifications for participation in the Lord's Supper rests with the same body.

THE SECURITY OF THE BELIEVER

We believe that the preserving attachment to Christ is the grand mark which distinguishes true believers from superficial professors; that it is a work of God the Father (John 10:28,29; Romans 8:30), God the Son (Romans 8:34; I John 2:1), and God the Holy Spirit (Ephesians 4:30); and that they are kept by the power of God through faith unto eternal salvation (I Peter 1:5). We believe that God's eternal election and predestination guarantee their ultimate conformity to the image of Christ (Romans 8:29).

THE RIGHTEOUS AND THE WICKED

We believe that there is a radical and essential difference between the righteous and the wicked; that such only as through faith are justified

in the name of the Lord Jesus and sanctified by the Spirit of our God are truly righteous in His esteem (Romans 8:1-10); all such as continue in impenitence and unbelief are in His sight wicked and under the curse (Romans 3:19-23), and this distinction holds among men both in life and after death in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost (Revelation 20:11-15).

CIVIL GOVERNMENT

We believe that civil government is of divine appointment for the interest and good of human society; that magistrates are to be prayed for (I Timothy 2:1-3), conscientiously honored and obeyed except only in things opposed to the will of our Lord Jesus Christ, the only Lord of conscience, the coming Prince of the Kings of the earth (Acts 5:29; Romans 13:1-5).

THE SECOND COMING OF CHRIST

We believe that the Lord Jesus Christ Himself is coming again in the air at any moment to catch up all born again believers and to reward their service (I Thessalonians 4:15-17; I Corinthians 3:11-14); the unbelievers left behind will go through a seven-year period called the Tribulation, after which Christ shall return visibly to the earth to set up His kingdom of 1,000 years of righteous rule; after this, the unbelievers of all ages will stand at the Great White Throne to be judged and cast into the lake of fire, separated from God forever, while the believers spend eternity in the fullness of joy and in the presence of our Lord forever (Revelation 20:11-15).

MISSIONS AND MISSIONARIES

We believe that all men everywhere are lost and condemned, that the command to go and preach the Gospel to the world is clear and unmistakable, and that this commission was given to the churches. Following New Testament precedent and example, we believe that all missionary endeavors should be under the ultimate sponsorship of the local congregation and that no mission board should ever misconstrue its purpose to attempt to hold or to assign authority to itself (Matthew 28:19,20; Acts 13).

THE GRACE OF GIVING

We believe that God's method of financing His earthly work of spreading the Gospel to all nations, the care of the churches and the support of the ministry, is by the tithes and offerings of God's people. We believe that they are to be given to the Lord through His church or storehouse and are to be distributed as directed by the leadership of the Holy Spirit as the need arises. We believe that the time to tithe is upon the first day of the week. We also believe that everyone is accountable to the Lord for a minimum standard of giving of one tenth of his income and that offerings are to be given above the tithe as God has prospered the individual (Malachi 3:8-10; I Corinthians 16:2).

HUMAN SEXUALITY

We believe that God has commanded that no intimate sexual activity should be engaged in outside of marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, transsexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex (Genesis 2:24; 19:5, 13; 26:8-9, Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1; 6:9, I Thessalonians 4:1-8; Hebrews 13:4).

MARRIAGE, DIVORCE, AND REMARRIAGE

We believe that marriage was instituted by God to be a permanent union between a man and a woman and therefore we are opposed to same sex marriages. We further believe that God hates divorce and intends marriage to last until one of the spouses dies. Divorce and remarriage is regarded as adultery except on the grounds of fornication. Although divorced and remarried persons or divorced persons may hold positions of service in the Church and be greatly used of God for Christian service, they may not be considered for the offices of pastor or deacon (Genesis 2:24; Malachi 2:14-17; Matthew 19:3-12; Romans 7:1-3; I Timothy 3:2, 12; Titus 1:6).

ABORTION AND EUTHANASIA

We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well-being of the mother are acceptable (Job 3:16; Psalms 51:5; 139:14-16; Isaiah 44:24; 49:1,5,15; Luke 1:44).

We believe that life is sacred and any act of putting to death a person suffering from a distressing disease, illness or health problem from injury (euthanasia or mercy killing) for his own good is virtually an instance of self-deification usurping a right that belongs to God (Psalm 68:20; II Kings 5:7; Job 1:21; 2:6; Hebrews 9:27).

LAWSUITS BETWEEN BELIEVERS

We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the Church to resolve personal disputes. We believe the Church possesses all the resources necessary to resolve personal disputes between members (Article IV, Arbitration of Disputes). We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander (I Corinthians 6:1-8; Ephesians 4:31-32).

MISSION STATEMENT

PURPOSE

The purpose of Trinity College of Jacksonville is to prepare Christian men and women for life and ministry. This mission will be accomplished through a higher educational program of Biblical, general, and professional studies. Education at the College is provided within the context of the local church with emphasis on Christian values, spiritual development, high academic standards, and practical application to enable learners to live lives of personal fulfillment and Christian service.

INSTITUTIONAL OBJECTIVES

Within the framework of this purpose, upon graduation, successful TCJ students will possess spiritual, intellectual, and cultural/social characteristics that will enable them to:

- Demonstrate a foundational knowledge of Scripture, a biblical worldview, and the ability to apply these truths to their lives and contemporary issues through sound thinking
- Show Christ-like compassion for the physical, spiritual, and emotional needs of others through active service in general and faith communities
- Acknowledge and respect the cultural differences of others while recognizing the standards of Scripture and the need for all to receive the Gospel
- Apply theoretical and practical education to their chosen profession
- Communicate effectively using interpersonal skills through written and verbal means of communication
- Demonstrate the skills necessary to enable life-long learning

EDUCATIONAL PHILOSOPHY

Trinity College of Jacksonville establishes its educational philosophy upon a biblical worldview that believes in the existence and value of truth and that God is the ultimate Author and Creator of that truth. This truth exists and can be known, studied, and implemented in a relevant manner to create a Godcentered educational experience. Subject content, theory, and practice in all fields are based upon biblical analysis, and special value is given to both knowledge and experience in order to produce complete, well-rounded students equipped for their chosen ministry and careers.

A significant element of our philosophy is the commitment to a relevant approach that enables students to engage in practical training in a real-world environment. Trinity College of Jacksonville, through its partnership with Trinity Baptist Church, Trinity Christian Academy, and Trinity Rescue Mission, as well as a network of external ministries and professional organizations, provides ample opportunities for first-hand experience across a wide variety of ministries and careers. This ensures that students are ready to enter their chosen fields with tested training, practical experience, and critical thinking skills founded upon rich academic content. Therefore, Trinity College of Jacksonville strives to provide higher education within the context of Christian values with emphasis on academic achievement, practical application, and spiritual development to prepare learners for lives of full service to God

PRIVACY RIGHTS OF STUDENTS

FERPA

The Family Educational Rights and Privacy Act, FERPA, (CFR Title 34, Subtitle A, Part 99) affords students certain rights with respect to educational records.

DISCLOSURE OF INFORMATION FROM RECORDS-DIRECTORY INFORMATION

FERPA permits the College to release directory information about individual students. The ACT limits "Directory Information" to name, address, date of enrollment, date of graduation, degree received, curriculum in which the student is enrolled, date of birth, participation in officially recognized activities and sports, weight and height of athletic team members, and official college honors such as Dean's List. A student wishing to restrict the release of personal directory information must complete a written request to the Student Services Office. In no case will the College release a list of all students or groups of students to noncollege personnel.

NON-DIRECTORY INFORMATION

No information, other than that contained in the directory, will be released without a student's written consent except when prior written consent is not required by FERPA. The College must disclose educational records without written consent of students to those federal and state government agencies and officials as provided by law. The College must also provide access to educational records to personnel within the College determined by the College to have legitimate educational interest; officials of other institutions in which a student seeks to enroll on condition that the issuing institution attempts to inform students of the disclosure, or makes such a transfer of information a stated institutional policy (this notification is to be considered such); organizations

contributing to a student's financial aid or determining financial aid decisions concerning eligibility, amount, condition, and enforcement of the terms of such aid; organizations conducting studies to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction; accrediting organizations carrying out their function; parents of a student who have established that the student is a dependent based upon IRS code and provide a certified copy of the appropriate federal tax form; persons in compliance with a judicial order or lawfully issued subpoena, provided that the College makes an attempt to notify the student; persons in an emergency to protect the health and safety of students or other persons.

INSPECTION AND REVIEW OF RECORDS

Students may inspect and review their education records within 45 days of the day the College receives a request for access. Students should submit the request in writing that identifies the record(s) the student wishes to inspect to the Registrar. The College will make arrangements for access and notify the student of the time and place where the records may be inspected. The College reserves the right to deny access to confidential letters and recommendations associated with admission, employment/job placement, or honors; to other records to which the student has waived the rights of inspection; and to records containing information about more than one student.

CHALLENGE OF RECORDS

Students have the right to challenge records they believe to be inaccurate, incomplete, or incorrectly disseminated. If the outcome of the challenge is unsatisfactory, the student has the right to a hearing. If the outcome of the hearing is unsatisfactory, the student may submit an explanatory statement for inclusion in the educational record. Such a statement shall become part of the information contained in the educational record and disclosed with it.

RECORDS OF REQUESTS AND DISCLOSURES

The College will maintain a record of requests and disclosures of nondirectory information. Records of requests shall include the names and addresses of the persons who requested the information and their legitimate interests in the information. Records of requests will not be maintained for those requests made by students for their own use; those disclosures made in response to written requests from the student; those made by school officials; and those specified in Directory Information.

RIGHT OF COMPLAINT

Students who believe that the College is not complying with the requirements of the Family Educational Rights and Privacy Act or regulations issued by the Department of Education to implement the Act may file complaints in writing to: The FERPA Office, U.S. Department of Education, 4000 Maryland Avenue SW, Washington, DC 20202.

FINANCIAL INFORMATION

TUITION

Tuition for the graduate courses is tabulated below.

Standard Tuition Rate $389.00 per credit hour

3-Credit Course $1,167.00

Tuition and fees for online and residence courses must be paid one week prior to the first day of the block containing the course. However, students in residence courses should request the syllabus and start pre-class assignments one month before the first day of class. Due to the limited course hours, no payment plans are currently available.

FEES

The following fees apply to the Graduate Program:

Application Fee (non-refundable)	$ 45.00
Biblical Studies Digital Library Fee (per semester)	$ 50.00
Course extension Fee (per course)	$ 75.00
Course Withdrawal Fee	$100.00
Graduation Fee (due prior to graduation)	$150.00
Late Registration Fee	$ 50.00
Re-enrollment Fee	$ 45.00
Student Services Fee (per online session)	$175.00
Technology Fee (per session)	$100.00
Transcript Fee (per transcript)	$ 10.00

FINANCIAL AID

Any student registered for at least six credit hours in a semester and needing financial assistance can apply for the federal Unsubsidized Stafford Loan. A student can confirm Stafford Loan participation eligibility by submitting the Free Application for Federal Student Aid (FAFSA) at StudentAid.gov. TCJ's federal school code for the FAFSA is 031019. Once TCJ receives the FAFSA, the Financial Aid Office will be in touch with next steps in the aid process.

ACADEMIC STANDING

In order to complete any curricular program, each student must maintain good academic standing. Graduate students must maintain a 3.0 GPA while enrolled.

1. Academic Warning: A student who fails to maintain the required GPA, as noted, will be placed on academic warning.

2. Academic Probation: A student who fails to meet the required GPA following academic warning will be placed on academic probation. Students may be limited in the number of credits they may attempt.

3. Academic Suspension: A student on academic probation who fails to remove their probation in the next semester of attendance will be subject to suspension. If the student desires to return to TCJ, they must contact the Registrar in writing. The Registrar will determine a plan that may prepare a student for re-entry.

4. Academic Dismissal: Students who do not raise their cumulative GPA to the minimum required by their level by the end of the semester in which they return will be dismissed and not allowed to return.

SATISFACTORY ACADEMIC PROGRESS (SAP)

In order to receive financial aid each student must maintain Satisfactory Academic Progress (SAP). The Financial Aid Office calculates SAP at the end of each academic year to determine a recipient's eligibility for the next academic year. SAP is measured by the qualitative and quantitative standards described as follows.

Qualitative

A student must maintain a minimum 3.0 cumulative GPA.

Quantitative

A student must complete an academic program in one-hundred fifty percent (150%) of the published time. (i.e. a 33-credit hour program must be completed within 49 attempted hours).

Important Information Regarding SAP Calculation:

1. All credits that transfer from other institutions ***and*** courses taken at Trinity College of Jacksonville ***are*** used for SAP calculation.

2. Withdrawals, incomplete courses, and repeated courses ***are*** calculated in this total.

3. The maximum number of hours a student attempts cannot exceed one-hundred fifty percent (150%) of the program length.

REFUNDS

Withdrawals: Fee Adjustments & Return of Financial Aid Funds

Students are considered withdrawn after ceasing all enrollment activity at TCJ. Proration of tuition and fee expense and adjustment to awarded financial aid funds are calculated based on the last day of enrollment. Students are responsible for paying any outstanding balance remaining after proration of tuition and fees and financial aid adjustments. All outstanding balances are due on the date of withdrawal. Any refunds due will be returned to the student within 30 days of the official withdrawal date.

Fee adjustments:

Trinity College of Jacksonville refunds any financial obligation, other than textbooks, supplies, and course materials, within three working days of a student signing an enrollment agreement or contract.

Complete withdrawal before classes begin:

Tuition and fee expenses are fully refunded for students providing written notification of withdrawal prior to the first day of class. The exception to this policy is the non-refundable reservation deposit.

Complete withdrawal within the Drop/Add period:

- Online-only tuition expense and fee expense is fully refunded for students providing written notification of withdrawal during the 5-day Drop/Add period. The exception to this policy is the non-refundable reservation deposit.

Complete withdrawal after the Drop/Add period:

- Online-only tuition and fee expense is adjusted based on the last date attended in an 8-week session, for students withdrawing through week four of the session. The exception to this policy is the non-refundable reservation deposit.
- Online-only tuition and fee expense is not adjusted, in an 8-week session, for students withdrawing after week four of the session.

Instructional Days Attended	Amount of Refund
<5% (through the end of Drop/Add week)	100%
5 - 10%	90%
11 - 20%	80%
21 - 25%	75%
26 - 35%	60%
36 - 50%	50%
>50%	0%

VETERANS ADMINISTRATION BENEFITS

In accordance with Title 38 U.S. Code § 3679(e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) assistance, to include, Post-9/11 GI Bill® (CH 33), Veteran Readiness & Employment (CH 31), Survivors' and Dependents' Educational Assistance (DEA - CH 35), or Montgomery GI Bill® Selected Reserve (MGIB-SR - CH 1606), of Title 10, while payment to the institution is pending from VA. As such, following certification of veteran beneficiary enrollment to VA, and for up to 90 days, this school will NOT:

- Prevent the student's enrollment,
- Assess a late penalty fee to the student,
- Require the student to secure alternative or additional funding, or
- Deny the student access to any resources (classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students will be required to provide the enrolling institution with a copy of his/her VA Certification of Eligibility (COE) - A "certificate of eligibility" can also be satisfied by a "Statement of Benefits" obtained from the U.S. Department of Veterans Affairs' (VA) website; eBenefits; or an Electronic Authorization from Veteran Readiness & Employment.

ADMISSIONS INFORMATION

It is understood that enrollment at Trinity College of Jacksonville is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and regulations established by the Administration. The College may request withdrawal at any time of any student who does not fit into the spirit of the College, whether or not the student conforms to the specific rules of the College.

ENTRANCE REQUIREMENTS

Students having a four-year degree (minimum 120 credit hours) from a recognized institution are eligible to be considered for the graduate program. All students must affirm the doctrinal statement set forth by the College and be a member of a Bible-believing church.

Students who do not speak English as their native language must submit scores from the Test of English as a Foreign Language (TOEFL).

For the Master of Arts in Biblical Studies program, students should have maintained a grade point average (GPA) of 3.0 (based on 4.0 scale) during the last two years of their undergraduate degree.

Applicants to the MA in Biblical Studies are not required to have an

undergraduate degree in Bible or Theology; however, incoming students without formal biblical training may be asked to complete a diagnostic Bible knowledge assessment and submit relevant academic transcripts or test scores. Based on this review, students may be required to complete Graduate Bible Doctrines I and II as part of their program. Final decisions regarding these requirements will be made on a case-by-case basis to ensure students are adequately prepared for graduate-level biblical study without creating unnecessary barriers for those entering from other fields.

For the Master of Education program, students should have maintained a "B" average or a GPA of 3.0 (based on a 4.0 scale) during the last two years of their undergraduate degree. It is expected that the student will have access to the classroom environment throughout the program. GRE Test scores are not required but can be submitted

TRANSFER POLICY

Trinity College of Jacksonville grants transfer credit for previous graduate work from colleges or universities that are recognized or accredited by agencies approved by the Department of Education. Additionally, transfer work must adhere to the following guidelines:

1. Only courses with the grade of B or better will be transferred for credit. The grades of transfer courses are averaged with the student's GPA while at Trinity.
2. In order to qualify for transfer credit, courses must parallel requirements to the respective Trinity College of Jacksonville program of study, and course work must be comparable.
3. Transfer of Bible courses will be based on comparable theological/ doctrinal perspectives.
4. Transfer students must complete a minimum of 15 hours with TCJ for graduation.
5. Courses taken at other institutions (including online courses) while a student is enrolled at Trinity require prior approval by the Registrar.
6. A transfer applicant must have left his/her previous institution in good standing. A student who has been dismissed or suspended from another college for disciplinary reasons must submit a letter from the dean of the college giving the reason for dismissal. In addition, all debts with former institutions, must be settled before acceptance is granted at Trinity College of Jacksonville.
7. Official transcripts of all former institutions must be received by the Admissions Office prior to approval for admittance.

8. Transfer students must also meet all additional admissions requirements.
9. Transferability of credits is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits earned at TCJ will be accepted by another institution.
10. Students considering transferring credits may receive information and assistance through the Academic Office.
11. No experience credit shall be awarded at the graduate level.

ADMISSION PROCESS

Any student applying to either graduate program must submit a completed application with the application fee. In addition, the prospective student must submit the following materials:

1. Official transcript from the student's undergraduate degree institution

2. Statement regarding professional, educational, and spiritual goals

3. Two letters of recommendation that characterize the student's academic and ministry potential are to be initiated and sent directly to the graduate program office.

4. Salvation testimony and church membership testimony

All application materials must be received before a student can be considered for admission into the graduate program and should be received 30 days prior to the start of the next graduate block for admission for that block. A student must start course work anytime within one year of being accepted into the Graduate Program; failure to do so will nullify a student's acceptance, and the student must re-apply.

Students not satisfying one or more of the admission conditions may petition to be admitted on probation and will be required to complete six (6) hours of courses and maintain a "B" (3.0) average before attaining official acceptance.

ABBREVIATED APPLICATION FOR PROFESSIONAL DEVELOPMENT

Courses in the Master of Education and Master of Arts programs are open to current (or previous) teachers or administrators for professional development and Continuing Education Units (ISPs). Upon completion of an abbreviated application and approval by the Graduate Committee, students may take courses for professional development without being fully accepted into the Graduate Program. There is a limit of 6 credit hours for professional development.

RE-ENROLLMENT PROCEDURES

A student who does not enroll in a course during four or more consecutive blocks must complete the re-enrollment process prior to resuming course work. Exceptions may be granted due to extended illness or call to active military duty. Re-enrollment is subject to approval by the graduate office and business office. To re-enroll the student must complete the shortened application to ensure we have current contact information. Transcripts of any graduate work completed elsewhere since the last enrollment must also be submitted. There is a $45 re-enrollment fee which may be waived in cases of extended illness or military duty.

DUAL ENROLLMENT/EARLY ADMISSION

The graduate dual enrollment program is designed to allow advanced undergraduate students to benefit from pursuing graduate studies while completing the bachelor degree program. Students pursuing this option should recognize that they must meet all expectations of a graduate student in completing coursework. To be eligible for consideration the student must have junior classification or higher (64 credits or greater) with a minimum grade point average of 3.0. Approval must be granted from the chief academic officer's office. In addition, the student must provide a letter from his undergraduate institution indicating approval if the work is to meet undergraduate graduation requirements. Not all graduate courses are available for dual enrollment or early admission.

Up to six (6) credit hours of course work with a 500 or above course number may meet both undergraduate and graduate program requirements. Credits appear on both the undergraduate and the graduate transcript. An additional six (6) credit hours may be earned towards the graduate program but would not meet undergraduate program requirements. Students must maintain a 3.0 cumulative graduate GPA to continue enrolling in graduate courses. Students may enroll in a maximum of one course per semester unless permission is received to take additional hours.

Cost: Students enrolling in the dual enrollment/early admission graduate program pay the standard per hour rate for graduate work as stated in the graduate catalog. Current TCJ students are eligible for a reduced rate and should contact the office for more information.

Admission requirements:

1. Brief Application Form (not required for current TCJ students)
2. $45 application fee
3. Official transcripts of undergraduate work completed
4. Letter from current institution indicating approval of dual enrollment if credits are to meet undergraduate requirements

ACADEMIC INFORMATION

ACADEMIC PROGRESS

A student must maintain a grade point average (GPA) of 3.0 (based on a 4.0 scale) to remain in the graduate program. Any student whose GPA falls below 3.0 for more than four consecutive blocks is subject to dismissal from the program.

ADVISOR AND GRADUATE COMMITTEE

Each graduate student will be assigned an advisor to work with throughout the program. The student should develop a professional working relationship with his or her advisor. The Graduate Committee works closely with the advisor and has oversight of all graduate programs.

APPEALS AND GRIEVANCE POLICY

There may be situations in which the student may choose to appeal or submit a grievance regarding any of the admission and academic policies and procedures of the graduate program. In such cases and where appropriate, the student should follow the accepted hierarchy and not proceed to the next level until discussions at the previous level have failed to produce satisfactory results:

Instructor
Graduate Advisor
Graduate Committee
Chief Academic Officer
President

In each case, the people representing these positions are welcome to seek assistance and counsel from other professional personnel within the College.

CHRISTIAN CONDUCT

As a Bible college, Trinity College of Jacksonville adheres closely to the Christian ideals and values reflected by the Bible. Therefore, any student discovered cheating or employing plagiarism on any type of graduate program assignments is subject to dismissal. Similarly, any student who does not adhere to the spirit of the Trinity College of Jacksonville Doctrinal Statement in personal lifestyle or ministry and professional practices may be dismissed from the graduate program.

CLASS ATTENDANCE AND AUDITING

The instructor has the discretion to determine whether missed work may be made up or whether the student will have to repeat the course. None of the graduate courses will be available for auditing or observing except by permission of the instructor and the Office of Graduate Studies.

Online courses run for 8 weeks. Any student not participating during the first week of an online course will be automatically withdrawn and given a grade of W. No refund for the course will be given. Students who register for an online course and then choose not to take the course must withdraw prior to the first day of instruction. A student who fails to participate by submitting an assignment, taking a test or quiz, or posting in a discussion forum for two consecutive weeks will be given one week to re-engage the course. Failure to re-engage after three weeks will result in withdrawal from the course and a grade of "FN". Logging into a class is insufficient to be considered engagement.

COURSE EVALUATION

Students will be given the opportunity to provide feedback and comments regarding the courses they complete in the graduate program. Evaluation forms will be available to students completing online courses through the course site. A student's course grade will not be released until the evaluation form has been completed.

COURSE LOAD

A student registered for five hours in a semester (fall, spring, summer) is considered part-time and may seek financial assistance through the Stafford Loan Program.

EXTENSIONS

If a student determines that an extension to the 8-week block is necessary to complete the course requirements, the student may request an extension in writing from the Office of Graduate Studies and pay the appropriate fee for a two-week extension to the course. Only one extension period will be permitted per course. After that, a grade of "F" will be recorded, and the student will have to register and pay for the course again.

GRADING SYSTEM

Grades in each of the courses will be based on the following grading scale:

Grade	Scale	Honor Points
A	90 -100	4 honor points per semester hour
B	80 - 89	3 honor points per semester hour
C	70 - 79	2 honor points per semester hour
F	0 - 69	0 honor point per semester hour
FN	Failure for Non-participation	

GRADUATION REQUIREMENTS

Graduates from the program must satisfy the following conditions:

1. Complete all admissions requirements and be accepted into the program.
2. Complete all the required courses for the program within the maximum specified time period and with a cumulative grade point average of at least 3.0.
3. Demonstrate throughout the program an adherence to the spirit of the Christian values and doctrinal positions espoused by the college.
4. Complete and submit ALL coursework by August 31 of the same calendar year. (Students who do not complete their coursework prior to Commencement will have a degree conferral date of September 1.) Any student with coursework remaining after August 31 may participate in Commencement the following spring.
5. Have a zero balance, including graduation fee.

INCOMPLETES

The grade of "Incomplete" (I) may be issued due to medical emergencies, a death in the family, or military or jury duty. Students must confer with the instructor to establish an acceptable time period during which the required work must be completed. This period may not exceed one year. A student's registration in other graduate courses may be denied until the course is complete and the grade of "Incomplete" is removed. A grade of "F" will be recorded for any course not completed within one year.

REPEATING COURSES

Courses completed with a grade of "B" or higher may not be repeated. In order to maintain a minimum 3.0 grade average, courses completed with a grade of "C" or lower are considered failing and must be repeated. Courses may be repeated once for a total of two attempts. Students who are unsuccessful the second time will be advised of appeal procedures and program continuation.

LEAVE OF ABSENCE

Our graduate programs are designed for the person in full-time Christian ministry. The student is expected to enroll in a course during each of the three semesters/six sessions (Fall, Spring, Summer) throughout the year to maintain satisfactory progress toward completing the degree. A student planning to miss two or more consecutive semesters should submit a written request to the Academic Office for a leave of absence. A re-enrollment fee will be assessed for students who do not register for courses in four or more consecutive sessions. All graduate courses are offered on a rotational schedule. Students who pause enrollment for a session should be aware that doing so may extend their degree completion timeline.

LIBRARY

Graduate students have library access and computer use privileges in the Trinity College of Jacksonville library. Students with library or computer questions should contact the Librarian or Technology Department, respectively.

Students enrolled in the Master of Arts in Biblical Studies program are provided access to Logos Bible Software (Premium Tier) for the duration of their enrollment. This advanced digital library supports theological study, biblical research, and ministry preparation. After graduation, students have the option to continue their subscription independently through Logos.

MAXIMUM COMPLETION TIME

Students are expected to complete all the requirements of the program within five (5) years of commencing the program.

REGISTRATION

Students who have been officially accepted into a Graduate Studies Program may register for any of the courses scheduled in the upcoming semester.

Students may register for either online or residence courses after they are listed on Populi, our learning management system. Residence Courses may require pre-class assignment; therefore, a student may register no later than two weeks before the start of the course. Any student registering less than two weeks before the start of the course requires the instructor's approval and a late registration fee.

Once a student has completed registration for an online course including payment of fees, log in information will be emailed. Online courses will be available for active enrollment beginning two weeks prior to the start of instruction. During this time the student will be able to access introductory materials including textbook requirements.

STUDENT FILES

Files will be maintained on all graduate students and contain all application information and course grades. Information within the student's record is confidential. Only college personnel having a legitimate professional right will have access to the information.

TEXTBOOKS

Textbook and related course material will be available through the college's virtual bookstore. After completion of registration for a course, access the virtual bookstore to view a listing of required materials. Allow 3-5 days for materials to arrive within the continental United States.

TRANSCRIPTS

Students may request an official copy of their transcripts through the college website and must pay the appropriate transcript fee. Expedited handling is available for an additional charge. In some cases, transcripts can be delivered electronically depending on the receiving institution. Please allow up to one week for processing. A student may not receive course grades or transcripts if the account is not current.

WITHDRAWALS

Once registered, the student is expected to work through the course and complete its requirements. If a student who has registered for a course desires to withdraw for any reason, a withdrawal fee will be assessed for each course regardless of the timing of the withdrawal. Any student failing to participate within the first week of an online course may be withdrawn from the course (with no refund) and given a grade of "W." A student who is inactive for three consecutive weeks will be withdrawn and will be given a grade of "FN" (Failure for non-attendance).

A student will be allowed to withdraw from an online course without academic penalty within the first three weeks in the event of hospitalization, death in the family, jury duty, or military duty. Students who experience a qualifying event listed above and withdraw after the first three weeks of classes will receive a grade of "WP" or "WF." Students who withdraw will be assessed a withdrawal fee.

Financial aid or loan stipulations could be impacted by any course withdrawal. Courses from which a student withdraws after the start of the course will be documented on the student's transcript.

GRIEVANCES

A grievance is a complaint by a student suggesting that he/she has been treated unfairly according to the policies/procedures of the College. The unfair treatment may be real or imagined, but it is important to good morale that the student handles his/her complaint without fear of reprisal and without resorting to gossip and slanderous accusations.

Principles for Handling Grievances

1. The complaint should be settled at the lowest level of relationship possible.

2. If the complaint cannot be settled between the authority and the student, the student should utilize the chain of command until he/she gets relief or a final "no" from the last authority.

If a student does not find relief at the college level, he may contact the Transnational Association of Christian Colleges & Schools, 15935 Forest Road, Forest, VA 24551. (434) 525-9539.

Distance Education students, who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-instructional complaints to the FL-SARA PREDEC council. For additional information on the complaint process, please visit the FL-SARA Complaint Process page (www.flsara.org)

The Student Affiars office is responsible for maintaining all records on student complaints.

PROGRAMS OF STUDY

GRADUATE PROGRAM CURRICULUM

OVERVIEW

Trinity College of Jacksonville offers four degree programs within the Education and Biblical Studies fields. The institution designed these programs to meet the needs of working professionals who may be unable to participate in a traditional 16-week semester graduate program as full-time or part-time students.

The programs are designed to build upon the education and training acquired at the undergraduate level, enhancing students' competence, scholarship, and professional development. Particular emphasis is placed on advanced reading, writing, critical thinking, interaction, and communication skills.

Graduate coursework requires a higher level of engagement with technology, research methodologies, library and information resources, and scholarly inquiry. The curriculum emphasizes the practical application of theory, analytical reasoning, and evidence-based decision making within professional contexts.

COURSE FORMAT

All courses are offered entirely through online course delivery. The highlights of these course formats are described below.

Online Courses (OCs)

The Online Courses (OCs) are three-credit courses to be completed at one's home location without coming to the college campus. Online courses are eight or fourteen weeks in duration, depending on the course. Students will be expected to complete assignments in one-week modules. Online courses require the student to have Internet access. Once you complete registration for a course you will receive log in information. Populi is TCJ's course delivery website and can be accessed through the main college website or at tcj.populiweb.com. Instruction is provided through a variety of means including printed notes/resources, audio and/or video files, and forum discussions. Testing is done directly through the course site. A student should expect to spend a minimum of 15-20 hours per week on course assignments.

The student is expected to submit assignments each week. Students who do not participate within the first week of a course are subject to automatic withdrawal. Students who are more than three weeks behind in submitting assignments may be withdrawn from the course at the discretion of the instructor and the student's advisor. Online courses with fewer than three enrolled students are subject to cancellation.

COURSE SCHEDULING AND ENROLLMENT

Students may apply for acceptance to the graduate program at any time, but course work will only be initiated at the beginning of the "sessions." Each course is scheduled during one of six sessions during the year: Fall A, Fall B, Spring A, Spring B, Summer A, or Summer B. Each session is 8 or 14 weeks long depending on the course.

Students may enroll in up to two online courses during each session Students should receive approval from theAcademic Office priorto enrolling in more than one course in a given session. All programs are designed to allow students to complete the program during eleven sessions over two years or less.

Students are encouraged to take at least one course during each semester (Fall, Spring, Summer) to maintain satisfactory progress through the Graduate Program. A student who does not enroll in any course during four consecutive sessions will be contacted by the Graduate Advisor regarding maintaining program continuity and will be required to complete an application for re-enrollment and pay the re-enrollment fee before continuing in classes.

EDU504 GRADUATE RESEARCH AND WRITING IN EDUCATION

Students enrolled in an Education program are required to complete EDU504 Graduate Research and Writing in Education either prior to or concurrently with their first graduate course. This 3-credit course provides the foundations of academic research and scholarly writing within the field of education. Instruction emphasizes the application of APA style and the development of competencies in critical thinking, source evaluation, scholarly research, and the synthesis of information.

TRW500 THEOLOGICAL RESEARCH AND WRITING

TRW500 is a prerequisite for continued graduate study. Students who withdraw from, or are withdrawn from, TRW500 will also be administratively withdrawn from any courses in which they are concurrently enrolled. Students are permitted a maximum of two attempts to complete TRW500. Any second attempt must be taken independently and may not be taken concurrently with any other graduate coursework.

Students admitted to the M.A. in Biblical Studies program are required to complete TRW500 Theological Research and Writing either prior to or concurrently with their first course. This 3-credit course provides foundational preparation for graduate-level theological research and academic writing. Instruction emphasizes the application of Turabian style and the development of competencies in critical thinking, source evaluation, scholarly research, and theological argumentation.

MASTER OF EDUCATION IN EDUCATIONAL LEADERSHIP

The M.Ed. in Educational Leadership program is designed to equip educators and administrators with advanced knowledge, skills, and competencies in Christian education, leadership, and professional practice. Through graduate-level study, students develop the expertise necessary to enhance instructional effectiveness, strengthen organizational leadership, and contribute to excellence within Christian schools.

The core curriculum provides a foundation in the philosophy of Christian education, educational technology, and special education within the Christian school setting. Students are required to complete *EDU504 Graduate Research and Writing in Education* prior to or concurrently with their first core course.

The Educational Leadership program is designed to develop the professional, leadership, and administrative competencies required for effective service in educational organizations. Coursework addresses topics such as curriculum development, instructional technology, personnel evaluation, ethics, legal issues, and strategic planning. The capstone course, EDU692 Leadership Practicum, provides students with supervised field experience under the mentorship of an active Christian school administrator, allowing them to apply leadership principles in a professional setting.

This program is offered entirely online through distance education.

OBJECTIVES

Upon completion of the program, the student should be able to:

- Demonstrate effective decision-making and communication skills in addressing complex educational challenges.
- Provide a rationale for special education from a Christian perspective.
- Demonstrate familiarity with current technology and it application in the school setting.
- Perform duties of an administrator in finance, planning, assessment, and curriculum development and implementation.
- Define and apply biblical principles of leadership.
- Demonstrate an understanding of important elements of ethics and law in the Christian school setting.

COURSE		HOURS
EDU502	Finance and Budgeting	3
EDU504	Graduate Research and Writing in Education	3
EDU505	Bible Principles and Classroom Applications	3
EDU526	Principles of Educational Leadership	3
EDU538	Critical Issues, Ethics, and Law	3
EDU545	Christian Perspectives on Special Education	3
EDU551	Curriculum Philosophy and Design	3
EDU565	Teamwork and Strategic Planning	3
EDU570	Technology Applications in Christian Schools	3
EDU575	Administrative Assessment Procedures	3
EDU691	Special Topics in Educational Leadership OR	
	EDU692 Leadership Practicum*	3
		Total 33

*Students actively employed in an education administrative position may substitute EDU691 for the Practicum course.

MASTER OF EDUCATION IN ELEMENTARY EDUCATION

The purpose of the M.Ed. in Elementary Education program is to equip educators with advanced instructional strategies, leadership skills, and a deep understanding of child development, all from a biblical perspective. This program prepares Christian school teachers to enhance student learning, create engaging learning environments, and integrate biblical principles into all areas of elementary education.

This program is designed to help teachers meet the requirements for ACSI professional certification, ensuring that graduates are prepared for roles in Christian schools.

The program's core courses provide a strong foundation in educational philosophy, research, and special education in Christian education. All students must complete *EDU504 Graduate Research and Writing in Education* prior to or concurrent their first core course.

PROGRAM FOCUS

The program emphasizes curriculum design, instructional strategies, and classroom management for young learners. Courses focus on literacy development, differentiated instruction, assessment techniques, and the integration of technology to enhance student engagement and achievement.

The culminating program experience, EDU694 Capstone/Practicum in Elementary Education, provides an opportunity for students to gain hands-on experience under the guidance of an experienced Christian school educator or administrator.

This program is offered entirely online through distance education.

OBJECTIVES

Upon completion of the program, the student should be able to:

- Articulate the history of the Christian school movement and its influence on education.
- Provide a biblical rationale for special education and differentiated instruction.
- Design and implement developmentally appropriate curriculum and instructional strategies for elementary students.
- Apply biblical principles of classroom management and student engagement.

- Utilize effective assessment methods to measure student learning and guide instruction.

COURSE		HOURS
BIB503	Bible Doctrines I	3
BIB504	Bible Doctrines II	3
EDU501	Foundations of Elementary Education	3
EDU504	Graduate Research and Writing in Education	3
EDU510	Teaching Reading/Literacy in the Elementary Classroom I	3
EDU511	Teaching Reading/Literacy in the Elementary Classroom II	3
EDU512	Mathematics Methods in Elementary Education	3
EDU513	Science Methods in Elementary Education	3
EDU514	Social Studies Methods in Elementary Education	3
EDU521	Differentiated Instruction and Assessment in Elementary Education	3
EDU528	Assessment and Evaluation in Elementary Education	3
EDU694	Capstone/Practicum in Elementary Education	3
		Total 36

MASTER OF EDUCATION IN SECONDARY EDUCATION

The purpose of the M.Ed. in Secondary Education program is to equip Christian educators with advanced pedagogical skills, content area expertise, and leadership capabilities which enable them to effectively impact middle and high school students. This program is designed to strengthen instructional practice, curriculum development, and the integration of biblical principles into subject-specific teaching.

This program is designed to help teachers meet the requirements for ACSI professional certification, ensuring that graduates are prepared for roles in Christian schools.

The program's core courses provide a strong foundation in educational philosophy, research, and special education in Christian education. All students must complete *EDU504 Graduate Research and Writing in Education* prior to or concurrent their first core course.

PROGRAM FOCUS

The program focuses on developing subject matter specialists who can implement effective instructional strategies for middle and high school students. Courses emphasize curriculum design, classroom assessment, leadership principles, and faith integration withing specific subject areas.

The culminating program experience, *EDU693 Capstone/Practicum in Secondary Education*, provides an opportunity for students to gain hands-on experience under the guidance of an experienced Christian school educator or administrator.

This program is offered entirely online through distance education.

OBJECTIVES

Upon completion of the program, the student should be able to:

- Articulate the history of the Christian school movement and its influence on education.
- Provide a biblical rationale for special education and differentiated instruction.
- Demonstrate competency in integrating current educational technology into classroom instruction.
- Develop curriculum and instructional strategies tailored for middle and high school students.

- Apply biblical principles of leadership in instructional settings and school communities.
- Demonstrate an understanding of assessment, ethics, and legal issues in Christian secondary education.

COURSE		HOURS
BIB503	Bible Doctrines I	3
BIB504	Bible Doctrines II	3
EDU503	Foundations of Secondary Education	3
EDU504	Graduate Research and Writing in Education	3
EDU531	General Methods and Assessments in Secondary Education	3
EDU532	Differentiated Instruction and Assessment in Secondary Education	3
EDU534	Classroom Management Strategies and Motivation in Secondary Education	3
EDU536	Teaching Literacy Across Content Areas	3
EDU551	Curriculum Philosophy and Design	3
EDU573	Technology Integration in Secondary Education	3
EDU581	Instructional Strategies for Secondary Teachers	3
EDU696	Capstone/Practicum in Secondary Education	3
		Total 36

MASTER OF ARTS IN BIBLICAL STUDIES

The M.A. in Biblical Studies is designed to provide advanced academic preparation in biblical studies. The focus is on expanding the student's practical Bible knowledge coupled with ministry application coursework.

All students must complete *TRWS00 Theological Research and Writing in Education* prior to or concurrent their first core course. Female students will replace *CED522 Contemporary Preaching* with education elective. The program culminates with *B/8600 Bible Comprehensive Exam*, which all students must successfully complete prior to graduation. The exam is composed of questions from the program's core courses and should be scheduled with a student's academic advisor when the final course is in progress.

This program is offered entirely online through distance education.

OBJECTIVES

Upon completion of the program, the student should be able to:

- Discern, defend, and articulate conservative Christian Theology.
- Apply biblical content through effective counseling, witnessing, and teaching or preaching.
- Demonstrate broad understanding of Old and New Testament themes and backgrounds.

COURSE		HOURS
BIB511	Advanced Old Testament	3
BIB512	Advance New Testament	3
BIB513	Systematic Theology I	3
BIB514	Systematic Theology II	3
BIB516	Advanced Hermeneutics	3
BIB522	Eschatology	3
BIB523	Critical Issues in Ecclesiology	3
BIB600	Bible Comprehensive Exam	0
CED506	Advanced Biblical Counseling	3
CED522	Contemporary Preaching OR	
	Education Elective*	3

CED525	Principles of Biblical Leadership	3
CED542	Worship and Community Formation	3
TRW500	Theological Research and Writing	3
		Total 36

*Female students.

COURSE DESCRIPTIONS

Graduate courses are identified using a 500/600-level numbering sequence to distinguish them from the undergraduate curriculum, which uses a 100- to 400-level numbering sequence. The prerequisites for most of the graduate courses are generally satisfied through the student's bachelor's degree program. Any specific prerequisites for a graduate course are identified in the particular course description. A student enrolling in a graduate course without having the recommended prerequisite knowledge may experience academic difficulty with the material. The course prefix indicates the course concentration (BIB for Bible, CED for Christian Education, EDU for Education).

EDUCATION

EDU501 FOUNDATIONS OF ELEMENTARY EDUCATION 3 HRS
This course provides an overview of the historical, philosophical, and theoretical foundations of elementary education. Students will explore key educational theories, instructional practices, and the role of educators in fostering student growth. Special attention will be given to the integration of biblical principles into elementary education.

EDU502 FINANCE AND BUDGETING 3 HRS
This course offers master's level exposure to the unique business office needs of the Christian school and the challenges of an educational ministry in today's high compliance environment. Leadership in budgeting, strategic financial planning, site-based financial controls, and interaction with external agencies are covered.

EDU503 FOUNDATIONS OF SECONDARY EDUCATION 3 HRS
This course provides a comprehensive overview of the principles, philosophies, and structures of secondary education. Topics include historical development, contemporary trends, curriculum design, and the role of teachers in shaping student success.

EDU504 GRADUATE RESEARCH AND WRITING IN EDUCATION 3 HRS
This course introduces students to the foundations of academic research and scholarly writing in the field of education. Students will examine the purposes, methods, and ethical principles of educational research while developing the skills necessary to eAectively locate, evaluate, synthesize, and communicate scholarly sources. Emphasis is placed on academic writing, APA formatting, literature review development, critical analysis, and constructing research-based arguments which address current issues in education.

EDU505 BIBLE PRINCIPLES AND CLASSROOM APPLICATIONS 3 HRS
This course is designed to help develop a sound, general, biblical perspective of the teacher and teaching. Pedagogical clues are studied from the life of Christ, the Apostle Paul, and others that taught in the Scriptures.

EDU510 TEACHING READING/LITERACY IN THE ELEMENATRY CLASSROOM I 3 HRS
This course focuses on foundational literacy instruction in elementary education. Emphasis is placed on phonemic awareness, phonics, vocabulary development, and early literacy interventions.

EDU511 TEACHING READING/LITERACY IN THE ELEMENTARY CLASSROOM II 3 HRS

A continuation of EDU510, this course examines advanced literacy strategies, including fluency, comprehension, and writing integration.

EDU512 MATHEMATICS METHODS FOR ELEMENATRY EDUCATION 3 HRS

This course focuses on effective mathematics instruction for elementary students. Topics include number sense, problem-solving strategies, and differentiated instruction.

EDU513 SCIENCE METHODS FOR ELEMENTARY EDUCATION 3 HRS

This course examines instructional methods for teaching science in elementary classrooms, emphasizing inquiry-based learning and hands-on experiments.

EDU514 SOCIAL STUDIES METHODS FOR ELMENTARY EDUCATION 3 HRS

This course provides instructional strategies for teaching social studies in elementary classrooms, including history, geography, civics, and economics.

EDU521 DIFFERENTIATED INSTRUCTION AND ASSESSMENT IN ELEMENTARY EDUCATION 3 HRS

This course explores strategies for differentiating instruction to meet the diverse needs of elementary students.

EDU526 PRINCIPLES OF EDUCATIONAL LEADERSHIP 3 HRS

The course explores the foundational principles, theories, and practices of effective leadership in educational settings. Emphasis is placed on developing Christ-centered leaders who demonstrate ethical decision making, servant leadership, organizational effectiveness, and a commitment to academic excellence. Candidates will examine leadership models, school culture, communication strategies, and data-informed decision making while applying biblical principles to contemporary educational challenges. The course prepares aspiring leaders to influence positive changes in schools and communities through reflective practice and mission driven leadership.

EDU528 ASSESSMENT AND EVALUATION IN ELEMENTARY EDUCATION 3 HRS

This course provides an in-depth look at assessment strategies used in elementary education.

EDU531 GENERAL METHODS AND ASSESSMENT IN SECONDARY EDUCATION 3 HRS

This course provides an in-depth exploration of instructional methodologies and assessment strategies applicable to secondary education. Students will examine research-based teaching methods, lesson planning, assessment design, and instructional differentiation. Emphasis will be placed on integrating biblical principles into pedagogy while ensuring student-centered learning and data-driven decisionmaking.

EDU532 DIFFERNIATED INSTRUCTION AND ASSESSMENT IN SECONDARY EDUCATION 3 HRS

This course explores differentiated instruction and assessment strategies to meet diverse learning needs. Topics include formative and summative assessments, individualized learning plans, and effective feedback mechanisms.

EDU534 CLASSROOM MANAGEMENT STRATEGIES AND STUDENT MOTIVATION FOR SECONDAR TEACHERS 3 HRS

This course equips teachers with research-based classroom management techniques and motivational strategies to create a productive learning environment.

EDU536 TEACHING READING AND LITEARCY ACROSS CONTENT AREAS 3 HRS

This course explores methods for integrating reading and literacy instruction across all secondary subjects.

EDU538 CRITICAL ISSUES, ETHICS, AND LAW 3 HRS

This course addresses the ethical, moral, and legal challenges faced in Christian educational administration. The critical issues of accountability to a secular community are reviewed in the context of K-12 environments. The student will learn practical methods of preparation that will assist management of critical issues.

EDU545 CHRISTIAN PERSPECTIVES ON SPECIAL EDUCATION 3 HRS

This course is designed to introduce teachers to the special needs of students with learning disabilities and attention deficit disorder (ADD). It provides teachers with methods for working with students with special needs within the traditional classroom as well as insight for those students who may need more than the regular education classroom can provide.

EDU551 CURRICLUM PHILOSOPHY AND DESIGN 3 HRS

This course examines curriculum design from a philosophical and practical perspective, emphasizing biblical integration.

EDU565 TEAMWORK AND STRATEGIC PLANNING 3 HRS

This course discusses principles of teamwork and strategic planning within the educational setting. Organizational models for excellence and mathematical models for decision making are also introduced.

EDU570 TECHNOLOGY APPLICATIONS IN CHRISTIAN SCHOOLS 3 HRS

This course is designed to guide the Christian school educator into the successful evaluation and implementation of a technology plan for a K12 school in a rapidly changing technology environment.

EDU573 TECHNOLOGY INTEGRATION IN SECONDARY LASSROOMS 3 HRS

This course examines the effective integration of technology in secondary classrooms to enhance student engagement, collaboration, and learning outcomes. Educators will explore digital tools, instructional technology strategies, and best practices for incorporating technology in lesson design, assessment, and differentiated instruction. Special emphasis is placed on ethical considerations, responsible technology use, and biblical integration in digital learning environments.

EDU575 ADMINISTRATIVE ASSESSMENT PROCEDURES 3 HRS
The course presents the theoretical foundations of institutional effectiveness in an environment of encroaching accountability. Following a broad-based development of theory, the student is guided through the particulars of developing an evaluation and assessment program which will be satisfactory to agencies external to the school.

EDU581 INSTRUCTIONAL STRATEGIES FOR SECONDARY TEACHERS 3 HRS
This course examines curriculum design from a philosophical and practical perspective, emphasizing biblical integration.

EDU691 SPECIAL TOPICS IN EDUCATIONAL LEADERSHIP 3 HRS
Under the guidance of a graduate faculty advisor, the student selects topics of interest for in-depth study. The student is encouraged to engage topics which are applicable to his current or desired position.

EDU692 LEADERSHIP PRACTICUM 3 HRS
This capstone course provides the student with the opportunity to work closely with a seasoned school administrator. It requires a minimum of 8 weeks working in an approved School under the mentorship of an experienced administrator. This course allows the student to experience first-hand many of the academic and theoretical issues studied in prior courses.

EDU694 CAPSTONE/PRACTICUM IN ELEMENTARY EDUCATION 3 HRS
A culminating experience where students apply their knowledge through a practicum or research-based capstone project.

EDU696 CAPSTON/PRACTICUM IN SECONDARY EDUCATION 3 HRS
A culminating experience where students apply research, leadership, and instructional strategies in a real-world educational setting.

BIBLICAL STUDIES/CHRISTIAN EDUCATION

BIB503 BIBLE DOCTRINES I 3 HRS
This course covers the basic tenets of the Christian faith from a biblical, systematic perspective. It covers the doctrines of Theology Proper, Bibliology, Angelology, and Anthropology.

BIB504 BIBLE DOCTRINES II 3 HRS
This course covers the basic tenets of the Christian faith from a biblical, systematic perspective. It covers the doctrines of Soteriology, Christology, Eschatology, and Ecclesiology.

BIB511 ADVANCED OLD TESTAMENT 3 HRS
This course is a study of the historical background and formation of the canon of the Old Testament. The authorship, date, structure, background, literary genre and theology of each of the Old Testament books will be examined.

BIB512 NEW TESTAMENT INTRODUCTION 3 HRS
In this course, the general introduction includes a study of the historical background of New Testament Palestine politically, religiously, and linguistically and the formation of the canon of the New Testament. A special introduction examines authorship, authenticity, date, special characteristics, and critical problems relating to the individual New Testament books.

BIB513 SYSTEMATIC THEOLOGY I 3 HRS
A study of Theology Proper, Bibliology, Trinitarianism, Anthropology, Angelology, and Hamartiology (sin). This course will help a believer understand how theology is practiced within a Christian worldview.

BIB514 SYSTEMATIC THEOLOGY II 3 HRS
A study of Christology, Soteriology, Ecclesiology, and Eschatology. This course will offer an in-depth analysis of these core areas of the Christian faith.

BIB516 ADVANCED HERMENEUTICS 3 HRS
This course is a detailed study of the principles of the literal-grammaticalhistorical system of biblical interpretation, with practice in using those principles with the doctrine of dispensationalism.

BIB522 ESCHATOLOGY 3 HRS
This course consists of a systematic analysis of last things from a premillennial perspective.

BIB523 CRITICAL ISSUES IN ECCLESIOLOGY 3 HRS
This course addresses various issues critical to the doctrine and administration of the church from a dispensational perspective.

BIB600 BIBLE COMPREHENSIVE EXAM 0 HRS
This culminating assessment requires students to demonstrate comprehensive knowledge of biblical content, interpretation, theology, and concepts addressed throughout the Master of Arts in Biblical Studies curriculum. The examination serves as a program-level measure of student learning and assesses the student's ability to integrate, synthesize, and apply knowledge acquired across the program. Successful completion of the Bible Comprehensive Exam is required for graduation.

CED506 ADVANCED BIBLICAL COUNSELING 3 HRS
This course is designed to strengthen the counselor's skills with special attention given to integrating biblical principles with practical application.

CED522 CONTEMPORARY PREACHING 3 HRS
This course will seek to help the preacher develop strategies to make biblical preaching effective and relevant to a contemporary audience. Building upon the principles of expository preaching, principles and methods will be taught to increase effectiveness when preaching to a contemporary audience.

CED542 WORSHIP AND COMMUNITY FORMATION

This course explores how worship shapes the communal and missional life of the church. Through theological, historical, and formational lenses, students will examine the role of worship in creating disciples and sustaining the shared life of God's people. Particular attention is given to how liturgical practices and Christian rituals contribute to the church's identity and mission across time and cultures. Worship is considered not as an isolated event but as a primary means through which communities are formed, stories are remembered, and lives are aligned with the Gospel.

TRW500 THEOLOGICAL RESEARCH AND WRITING 3 HRS

This course is designed to prepare students for the rigors of graduate level theological research and academic writing. It emphasizes the use of Turabian style and introduces key skills in critical thinking, source evaluation, and theological argumentation. All M.A. students are required to successfully complete TRW500 prior to or concurrent with their first graduate course. A grade of C or higher is required to continue in the program. This course may be repeated once for a total of two attempts. The second attempt cannot be made concurrently with any other graduate course.

PERSONNEL

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Pastor, Trinity Baptist Church; Chancellor, Trinity College of Jacksonville

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ADAM CHRISTMAS, B.A., M.MIN., PH.D.

Vice President of Academic and Student Affairs/CAO

MATTHEW HEAVENER, B.S. M.B.A.

Vice President Enrollment and Development

GRADUATE FACULTY

JAMES BUCKNER, B.S., B.S., M.A., M.A., M.DIV., ED.D.
Professor of Biblical Studies and Christian Education
B.S., B.S., Middle Tennessee State University
M.A., University of Central Oklahoma
M.A., M.Div., Liberty University
Ed.D., Argosy University
At TCJ since 2004

ADAM CHRISTMAS, B.A., M.MIN., PH.D.
Vice President of Academic Affairs/CAO,
Professor of Biblical Studies
B. A., Trinity College of Jacksonville
M.Min., Trinity College of Jacksonville
Ph.D. Piedmont International University
At TCJ since 2007

JIM CROCKETT, B.R.E., M.A., PH.D.
Professor of Biblical Studies and Christian Education
B.R.E., Tennessee Temple University
M.A., Temple Baptist Theological Seminary
Ph.D., Carolina University

At TCJ since 2017
Administration
Graduate Faculty

JAMES CROCKETT JR., B.A., M.DIV., PH.D.
Adjunct Professor of Biblical Studies
B.A., Trinity College of Jacksonville
M.Div., Mid-America Baptist Theological Seminary
Ph.D., Southwestern Baptist Theological Seminary
At TCJ since 2025

PHILIP DUGAS, B.S., M.S., M.ED., ED.D
Director of Distance Education
Associate Professor of Education and Sport Management
B.S., North Greenville University
M.S., Florida State University
M.Ed., American College of Education
Ed.D., United States Sports Academy
At TCJ since 2021

TERESA DUSTMAN, B.S., M.ED., ED.S., ED.D.
Professor of Education
B.S., Pensacola Christian College
M.Ed., Trinity College of
Jacksonville Ed.S.,
Ed.D. Liberty University
At TCJ since 2016

BRAD JOHNSON B.S., M.ED., ED.S., ED.D.
B.S. University of North Georgia
M. ED. University of North Georgia
ED.S. University of North Georgia
ED.D. Georgia Southern University

JACOB LEPORACCI B.S., M.C.M., D.W.S.
Biblical Studies Department Chair
Professor of Biblical Studies and
Worship Leadership
B.S. Trinity College of Jacksonville
M.C.M. Pensacola Theological Seminary
D.W.S. Robert E. Webber Institute for
Worship Studies
At TCJ since 2006

JOHN LUCY, B.B.A., M.L.S., ED.D.
Director of Institutional Effectiveness & Library
Associate Professor of Education
B.B.A., University of North Florida
M.L.S., Florida State University
Ed.D., University of North Florida
At TCJ since 2011

THOMAS C. MESSER, B.A., M.MIN., D.D.
Pastor, Trinity Baptist Church
Associate Professor of Homiletics
Bryant College
B.A., D.D., Maranatha Baptist Bible College
M.Min., Trinity College of Jacksonville
At TCJ since 1982

PAMELA PIORKOWSKI, A.A., B.A., M.ED., ED.D.
Assistant Professor of Education
A.A. Herkimer County Community College
B.S. Louisiana Baptist University
M.Ed. Trinity College of Jacksonville
Ed.D. Southeastern University
At TCJ since 2025

VALERIE RILEY, B.A., B.A., M.A., PH.D.
Professor of Education
B.A., Moody Bible Institute
B.A., Cedarville University
M.A., University of Minnesota
Ph.D. University of Minnesota
At TCJ since 2002

JEREMIAH STANLEY, B.A., M.A., M.DIV., D.MIN.
Professor of Biblical Studies and Christian Education
B.A., Trinity College of Jacksonville
M.A., M.Div., Liberty University
D.Min. Southern Seminary
At TCJ Since 2006

LEDALE SOUTHERLAND, B.S., M.ED., ED.D.
Associate Professor of Education
B.S., Trinity College of Jacksonville
M.Ed., University of North Florida

Ed.D., University of North Florida
At TCJ since 2011

DAVID THOMPSON, B.A., M.DIV., D.MIN.
Professor of Biblical Studies
B.A., Clearwater Christian College
M.Div., Biblical Theological Seminary
D.Min., Dallas Theological Seminary
At TCJ since 2013

JOHN WILLIAMS, B.M., TH.M. PH.D.
Professor of Biblical Studies
B.M. Jacksonville University
Th.M., Dallas Theological Seminary
Ph.D., Mid-America Baptist Theological Seminary
At TCJ since 2010

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