



STUDENT HANDBOOK

(OPERATIONAL MANUAL)

Raising the Standard in Ministry Training

4130 Durham Rd., Roxboro, NC
743-244-0454

FOUNDER AND PRESIDENT

Bishop Peter L. Baker, PhD, ThD, MDiv.

VISIONARY and VICE-PRESIDENT

Apostle Shirley Wade Anthony, ThD, MDiv

This edition of the Student Handbook reflects this institution's most current policies and procedures for the specified academic year, 2026-2027. Students should adhere to this handbook throughout their enrollment at Kingdom Builder's School of Theology, as it relates to the current edition.



Scripture

Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost:

Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, even unto the end of the world.

Matthew 28:19-20 KJV

“ Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.”

2 Timothy 2:15



Section 1: Introduction to Kingdom Builders School Of Theology



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About

Founded in 2020, our goal is to glorify God by equipping servant-leaders and laypersons for the proclamation of His Word and provide service to mankind, locally, nationally and worldwide.

Is a Theological Education for me?

A theological education is for all believers who desire training in God's Word for the purposes of making Kingdom impact in the territory God has commissioned them to operate.

Our purpose is to provide a deeper biblical understanding and practical ministry skills for use in your home, your work, your community, and in your church.



Introduction to Kingdom Builders School of Theology

Welcome to Kingdom Builders School of Theology! We are excited and honored that you have entrusted us with your pursuit of a theological education. We have put much thought and work into making this a unique educational experience. Our prayer is that Kingdom Builders will have a profound impact on God's intention for your life.

The origin and evolution of Kingdom Builders is truly a manifestation of Apostle Dr. Shirley Wade Anthony's vision and prompting of Bishop Dr. Peter L. Baker, resulting in a move of God which opened every necessary door to the school's development.

God then placed this vision on the hearts and passion of writers and graphic artists, forging us forward with this mutual work in kairos time!

When God orchestrates a thing, EXPECT God's miraculous power to manifest it.

The uniqueness of this school is our calling card. We have positioned our curriculum to become applicable to present day ministry, beyond the normal theological experience and including 5-fold ministry focus.

Our classes will always be taught by teachers who have the spiritual gift of teaching, peppered with passion to see God's people learn. We will teach with humility, strength, and power that pushes each student to their next.

Our final product, your graduation, will be the evaluative result of the time and effort you've invested in this experience. Therefore, we pray that you return to the gifted work He has ordained for you into the territory you serve- with power, love, and grace!

Go Forth...

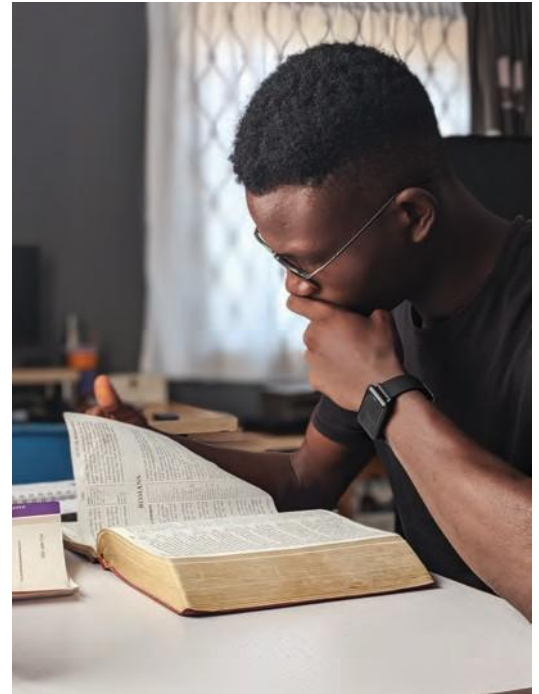
Bishop Dr. Peter L. Baker,
President and Founder





Mission Statement:

The mission of Kingdom Builders, first and foremost, mirrors the Biblical mission of Christians in Matthew 28:19-20. "Therefore, go and make disciples of all nations, baptizing them in the name of the Father and the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely, I am with you always, to the very end of the age." To represent this God-breathed mission, we commit to training students in such a way that they become better equipped in making disciples, because of their increased prepared- ness. Therefore, the purpose of Kingdom Builders is to provide effective Biblical, Christ-Centered and Holy Spirit empowered training to students who desire preparation for intentional and purposeful ministry.



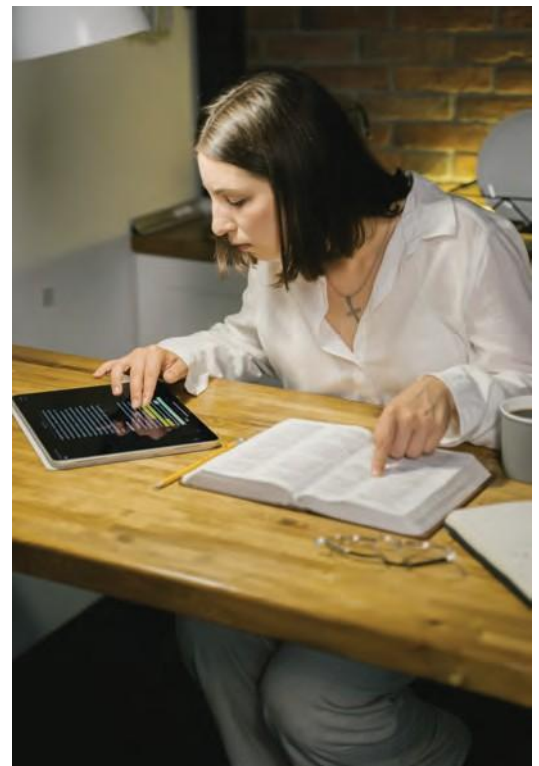
Vision Statement:

Kingdom Builders commit to prepare students for ministry by inculcating them with Old Testament law implications and first century Christian life, in readying them for present-day ministry challenges.

We will expose students to traditional theological curriculum and enhance it with practical application of Biblical principles.

We will utilize everyday experiences within the context of ministry, holding them against traditional theological precepts, such as to maximize their effectiveness in ministry.

We will use the collective experiences of students to create an atmosphere of spiritual accountability. We will create a non-judgmental learning environment, appreciating the diversity of enrolled students.





Kingdom Builders School of Theology Organizational Structure

Office of the President

Bishop Peter L. Baker. PhD, ThD, MDiv
President and Founder

Apostle Shirley Wade Anthony, PhD, ThD, MDiv
Vice-President and Visionary

Executive Leadership

Rev, Alan Gore, ThD, MDiv.
Provost, Academic Dean of Students

Nashanda Justice, PhD, MDiv
Marketing Director, Doctorate Advisor

Monica McGhee-Tyrie, ThD, MDiv.
Doctorate Advisors, Auditor

Shaun Daniel, DTh, MDiv
Doctorate Advisor, Auditor

Annie Graham,
Administrator, Finance Manager

Board of Trustees/Directors

Pastor Dr. Rose Thomas
Senior Pastor, Unfailing Love Christian Church

KINGDOM BUILDERS



Section 2: Academic Policies & Procedures



Philosophy

Kingdom Builders School of Theology (KBSOT) is committed to the development of the whole person - Spirit, mind and soul.

This is attained by a student's grasp of the knowledge of God's Word, a development of their Christian character, and the attainment of specialized and practical training in servanthood ministry - all under a foundation of love and humility, embedded in one's learning experience.

We ensure that all faculty, staff and Board members accept the Bible as the inerrant and final authority of God in their life, faith and practice.



Statement of Faith

We believe the Bible to be the authoritative and infallible Word of God. 2 Timothy 3:16,17.

We believe in the Triune God - God the Father, God the Son (Jesus) and God the Holy Spirit. God is the creator and sustainer of the universe and has unlimited power and understanding of what He, and He only, has created. John 1:1-5,14

We believe in the Deity of Jesus Christ. We believe He was conceived by the power of the Holy Spirit and born of the virgin Mary. We believe through Jesus, we are reconciled to the Godhead. Colossians 1:15-20

We believe in the ever-present ministry of the Holy Spirit. The Holy Spirit indwells the believer, through whom the submission to God takes place. Romans 8:9-11

We believe that participating in and fulfilling God's great commission in the earth is the responsibility of all believers. Matthew 28:19-20

The statement of faith is not meant to be the exhaustive list of beliefs. The Bible, as the inspired and infallible Word of God is the final source of all that we believe. For purposes of doctrine, practice, polity, and discipline, the President, Vice-President and Board of Directors, as appropriate, bears the weight of the school's interpretive responsibility. We will provide exposure to varied other schools of interpretation, as a part of a foundational learning experience.



Application & Admission Process

An application for admission must be submitted before the start of classes each Academic year, including submitting a non-refundable application fee of \$125.00.

Upon approved application, enrollment is contingent upon the payment of Registration and book fees each year of enrollment.

ALL students are then required to complete and agree to a payment plan for the remainder of the school year.



Undergraduate & Graduate Degree Offerings

Associate Degree in Biblical Studies	60 hours
Bachelor Degree of Theology	120 hours
Masters (Year 1)	60 Hours
Masters of Divinity (Year 2)	120 hours
Masters of Christian Education (Year 2)	120 hours
Doctor of Theology	240 Hours
Doctor of Ministry	240 Hours
Honorary Doctor of Divinity.....	Conferred



Withdrawal & Refund Policy

If a student withdraws from coursework after beginning their degree pursuit, the following guidelines are applied:

Application fees are ALWAYS non-refundable.

A full refund is available in the first 30 days, contingent upon the return of **unmarked books** with no evidence of wear and tears. Books can be retained by the student, if preferred, for the advertised book fee.

From Day 31 to the end of the 1st Semester, All 1st Semester tuition and fees are due.

If a student **BEGINS** the 2nd Semester, Day 1, the FULL Tuition and fees are DUE to the school. Graduation fees are refundable if a student withdraws before the last day of February.

If students cannot complete their studies throughout the year for any reason, they can appeal to the Dean of Students for the official re-enrollment placement status. The President will approve all final signoffs of the Dean's decision.



Academic Credit Requirements

Our academic credit hours and degree requirements are based on a minimum of two hours per week in classroom experience and home study requirements. The curriculum and graduation requirements are based on an adult learner's ability to fully explore a Seminary field of study at an affordable cost. We strongly believe in exposing the student to necessary and practical aspects of theological fields of study. A student must have a documented High School Diploma to begin studies at KBSOT.

Life Earned Credits: Kingdom Builders School of Theology recognizes the extensive ministry involvement many have experienced. Therefore, we will consider, case by case, the possibility of life-earned credits toward a degree program requirement. This usually applies to one in an active Pastoral role.

Credits will ONLY be determined by the President and /or the Dean of Students of KBSOT, as part of the evaluation process. Students requesting such must submit an official transcript for evaluation, including courses related to Theological studies and an outline of ministerial work completed or presently involved in.

Transferred Credits: Kingdom Builders School of Theology reserves the right to transfer credits from other institutions for similar theological courses taken at that institution.

Credits approved for transfer will be assessed at \$10.00 per credit hour plus a \$150.00 administrative fee.

Attendance Policy

Because of the nature of an accelerated curriculum in each degree offering, students are not allowed to miss more than 3 class sessions each semester. If a student misses more than the listed classes in a prescribed semester, they must meet with their teacher and the KBSOT's President to gain approval to continue their degree pursuit.

Grades and Grading Procedure

Grades should ALWAYS be entered as a numerical value as well as a letter grade. Testing grades should NEVER be altered from their original test.

Teachers may assign extra credit in addition to all recorded grades that MAY increase the average. All extra credit may never weigh the same percentage as the original test grades.



Section 3: Curriculum





Graduation Requirements & Required Courses

Graduation requirements are inherent in completing the required coursework in each degree offering.

The associate's degree is completed in (1) academic year, and a student can attain the bachelor's degree in an additional (1) year. The master's degree is accomplished by 2 additional years post-bachelor's. Lastly, the Doctorate is (1) academic year + 1 summer session. The coursework for each degree and degree titles are listed below.

Associates of Biblical Studies 60 Credits

Curriculum Theology

Old Testament Survey
(12 hours)

New Testament Survey
(12 hours)

World Religions
(12 Hours)

Project: World Religion
Presentation
(10)

Curriculum Biblical Studies

Pentateuch (8
hours)

Gospels
(6 hours)



Bachelor of Theology 120 Credits

Curriculum Theology

Systematic Theology (16 hours)
5-page positional Theology Paper

Church History
(6 hours)

Finding your Gift (8 hours)

Bible Interpretation 1
(Translations and Exegesis-
exegete texts)
(10 hours)

Servanthood Accountability (6 hours)

Missiology (4 hours)

Curriculum Biblical Studies

Acts
(2 hours)

Wisdom Literature (4 hours)

Non-Pauline Epistles (4 hours)



Masters Year 1

Christian Education Certificate 60 Credits

Curriculum Theology

Holy Spirit 1
(8 hours)

Bible Interpretation 2
(Hermeneutics, Word Studies, and
Commentaries)
(16 hours)

Biblical Church Administration (6
hours)

Spiritual Formation (6
hours)

Eschatology (6
hours)

Effective Writing
(6 hours)

Curriculum Biblical Studies

Pauline Epistles
(6 hours)

Revelation (6
hours)



Master of Christian Education

Master of Divinity

120 Credits

Curriculum Theology

Holy Spirit 2
(8 hours)

Spiritual Formation 2
(6 hours)

Homiletics (12
hours)

Apologetics (4
hours)

Christian Ethics (6
hours)

Projects: Christian Education or
Divinity
(14 hours)

Curriculum Biblical Studies

Historical Books
(4 hours)

Major Prophets-
(4 hours)

Minor Prophets-
(2 hours)



Doctor of Theology Doctor of Ministry 240 Credits

Curriculum Theology

Purposeful Writing
(2 hours)

Research Methodology (4
hours)

Competency for Inquiry (2
hours)

Inquiry & Composition (4
hours)

Development of Thesis Topic &
Outline
(4 hours)

Research & Composition of Dissertation
(70 hours)

Rough Draft
(50 hours)

Defending of Dissertation (4
hours)

Submission of Final (100
hours)

Honorary Doctor of Divinity

By Recommendation and approval of the President and
Dean of Students.



Section 4: Administrative Policies and Procedures





Administrative Policies & Procedures

Non-Discrimination Policy Statement

Kingdom Builders School of Theology does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all students, members of our staff, clients, volunteers, subcontractors, vendors, and clients.

Discrimination and Harassment Policies

Kingdom Builders School of Theology does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. These activities include, but are not limited to, hiring and firing staff, selecting volunteers and vendors, and providing services. We are committed to providing an inclusive and welcoming environment for all staff members, clients, volunteers, subcontractors, vendors, and clients.

Kingdom Builders School of Theology is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with respect. Professors and other staff members are expected to teach and demonstrate by example that all community members are entitled to respect.

Harassment of a student by another student, a Professor, or another staff member violates school policy. This includes (but is not limited to) harassment based on race, national origin, marital status, sex, sexual orientation, gender identity, religion, or disability. Punishable harassment is conduct, including verbal conduct, (1) that creates a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance or with a student's physical or psychological well-being or (2) that is threatening or seriously intimidating.

Sexual harassment is a form of harassment that also violates school policy. Punishable sexual harassment is an unwelcome sexual advance or sexual conduct, including verbal conduct, (1) that is tied to a student's educational benefits, opportunities, or performance or to a student's physical or psychological well-being; (2) that creates a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; or (3) that is threatening or seriously intimidating.

To prevent harassment in the first instance, staff members should teach why harassment is wrong and teach that tolerance and respect are essential to a free society. In response to an act of harassment, staff members should intervene immediately to stop the harassment and, if appropriate, punish the harassment promptly, consistently, and proportionately to the seriousness of the act. However, the response should not end there; staff members should deter future harassment with continuing lessons of tolerance and respect. Any and all such instances of harassment should also immediately be referred to the President in writing, and a copy should be given to the person allegedly being harassed.



Policy on Students with Disabilities

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of KBSCOT to comply with all federal and state laws concerning the enrollment and employment of people with disabilities and to act by regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the organization's policy not to discriminate against qualified individuals with disabilities regarding enrollment procedures, application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. Beyond its legal obligations, KBSCOT is committed to providing accommodation that will allow its employees with disabilities to contribute at the highest levels.

Student Feedback and Complaints

It is imperative that Kingdom Builders School of Theology keep an open ear to student concerns, grievances and feedback. We have therefore assigned a Dean of Students to field these concerns as it relates to class content, Professor concerns, school policies and/or any other feedback provided by the student. Students will never suffer a penalty of any kind for voicing their concerns and feedback in any area. As a last resort, the President or Vice-President may choose to weigh in on unresolved issues.



Section 5: Operational Policies & Procedures



Operational Policies and Procedures

Classes will be held online as well as in-person, depending on the location of the students for each degree class. Zoom or other similar platforms may be used.

The physical location of the school headquarters and classes are to be held in Roxboro, NC. Other satellite locations can be established to support the degree pursuits, as well.

Final determination on class formats will be determined by the President and Vice-President.

Professors will be screened and approved by the President and Vice-President BEFORE assuming a teaching role.

Uniformity will be established concerning course presentations and testing protocols and will be formally and presented in writing before the 2nd year of operation in school year 2022-2023.

**Policy of the Board of Governors of the University of North Carolina with
Respect to Exemption from Licensure under
N.C. Gen. Stat. § 116-15 of Religious Education**

- I. Purpose. The purpose of this policy is to implement N.C. Gen. Stat. § 116-15(d) (hereinafter G.S.).
- II. Delegation. It shall be the responsibility of the president to apply the provisions of G.S. 116-15 and relevant policies and procedures of the Board of Governors, including these policies, to any application for exemption pursuant to G.S. 116-15(d) from licensure to undertake postsecondary degree activity with reference to religious education and in each case to determine the propriety of such exemption, and to assess reasonable fees for evaluating initial applications and conducting subsequent reviews regarding such exemption.
- III. Definitions
 - A. The definitions set forth in G.S. 116-15(a2) are hereby incorporated by reference into these policies.
 - B. "Program of study" means each academic program offered by an institution and includes without limitation all majors, minors, concentrations, and degrees.
- IV. Standards for Exemption. Exemption from licensure with respect to religious education under G.S. 116-15(d) shall rest upon one of the following:
 - A. That the subject education constitutes postsecondary degree activity based upon a program of study, equivalent experience, or achievement testing the institutionally planned objective of which is the attainment of a degree in theology, divinity, or religious education;
or
 - B. That the subject education constitutes a program of study, equivalent experience, or achievement testing, other than that identified in paragraph A., above, that is designed by the offering institution primarily for career preparation in a religious vocation.
- V. Extent of exemption. An institution shall be conferred exemption from licensure only with respect to each program of study, equivalent experience, or achievement test that the institution demonstrates to the satisfaction of the president comes within one of the standards for exemption set forth in section IV., above.
- VI. Determination of Eligibility for Exemption. The president shall determine whether to confer exemption with respect to religious education as provided in G.S. 116-15 only upon the president's receipt from staff of a recommendation concerning exemption based upon the following:
 - A. Staff summary of a site visit to the petitioning institution (if appropriate).
 - B. Documents and information relevant to the qualifying nature of the petitioning institution and the subject curriculum, which shall include:

1. If the institution is a business entity, the articles of incorporation or articles of organization of the institution, including all current amendments thereto.
2. The title of each degree program for which exemption is sought.
3. The educational credential proposed to be given by the institution upon satisfactory completion of each program of study, equivalent experience, or achievement test for which exemption is sought.
4. The catalog statement and any other institutional statement (such as curriculum outline) for each program of study, equivalent experience, or achievement test for which exemption is sought.
5. Those other documents that the president may determine are necessary to establish that the institution conforms to the standards for exemption set out in section IV., above.

C. Assurances from the petitioning institution that it has conformed, or will conform, institutional literature and educational credentials to the conditions of licensure exemption pursuant to these policies, which shall include:

1. Designating any degree program of study or academic credential for which exemption from licensure is to pertain by a title that clearly indicates its religious nature so that the institutional objective of the program for its use in attainment of a degree in theology, divinity, or religious education, or its institutional design primarily for career preparation in a religious vocation is apparent.
2. Prominently displaying in relevant institutional publications a statement that the relevant degree program of study has been declared by the appropriate state authority exempt from the requirements for licensure, under provisions of G.S. 116-15(d), for exemption from licensure with respect to religious education.
3. Prominently displaying in relevant institutional publications a statement that Exemption from licensure is not based upon assessment of program quality under established licensing standards.

VII. Duration of Exemption. At least annually, staff shall make inquiry of institutions conferred exemption with respect to religious education to ascertain the continuation of those bases upon which there was conferred exemption from licensure. An exemption shall continue unless suspended or revoked by the president following the president's consideration of a corresponding recommendation from staff. An exemption shall also end when the institution ceases to have students enrolled in the exempt program, except that in such case staff may continue the exemption for a reasonable period for good cause shown.

VIII. Pursuit of Licensure. An institution shall seek licensure to conduct postsecondary activity with respect to any program of study, equivalent experience, or achievement test for which exemption from licensure has been denied for failure of the institution to satisfy these policies but which postsecondary the institution intends to offer.

IX. Violation of Conditions. If the president determines that an institution (1) has failed to seek and obtain licensure or exemption from licensure, as required by these policies; or (2) has failed to fulfill any obligation attendant to exemption from licensure under these policies, the president may suspend or revoke the exemption and shall request that the Attorney General of North Carolina take appropriate action against the offending institution.

X. Other Matters

A. Effective Date. The requirements of this policy shall be effective on the date of adoption of this policy by the Board of Governors.

B. Relation to Federal and State Laws. The foregoing policy as adopted by the Board of Governors is meant to supplement, and does not purport to supplant or modify, those statutory enactments which may govern or relate to the subject matter of this policy.

C. Regulations and Guidelines. This policy shall be implemented and applied in accordance with such regulations and guidelines as may be adopted from time to time by the president.

Student Complaints Statement

The State Authorization Unit of the University of North Carolina System Office serves as the official state entity to receive complaints concerning post-secondary institutions that are authorized to operate in North Carolina. If students are unable to resolve a complaint through the institution's grievance procedures, they can review the Student Complaint Policy (PDF) and submit their complaint using the online complaint form at [Student Complaints Site](https://studentcomplaints.northcarolina.edu/form)

<https://studentcomplaints.northcarolina.edu/form>

For more information contact:

North Carolina Post-Secondary Education Complaints
223 S. West Street, Suite 1800
Raleigh, NC 27603
(919) 962-4550

To file a complaint with the Consumer Protection Division of the North Carolina Department of Justice, please visit The State Attorney General's web page at: [NCDOJ site](https://ncdoj.gov). North Carolina residents may call (877) 566-7226. Outside of North Carolina, please call (919) 716-6000. En Espanol (919) 716-0058. If you choose to mail a complaint, please use the following address:

Consumer Protection Division
Attorney General's Office
Mail Service Center 9001
Raleigh, NC 27699-9001