INTRODUCTION

As you begin the process of writing your D.Min. project, you will need to follow these specific guidelines in formatting your paper. These are provided to ensure a uniform appearance for all projects. If you have someone else doing your typing and/or editing for you, please be sure that they have a copy of these guidelines. Make sure you are familiar with these guidelines early on in your writing process so that you do not have to go back later and fix many mistakes! Failure to take these guidelines into account will only slow down your progress towards completion of the project.

GENERAL CONSIDERATIONS

When writing footnotes and bibliographic citations, your style “bible” should be:

A manual for writers of research papers, theses, and dissertations, 8th edition by Kate L. Turabian, et. al. (Chicago : Univ. of Chicago Press, 2013).

You must use the 8th edition, not any earlier editions – no exceptions. This is where to turn first for all formatting questions, in particular chapter 17. You are NOT free to make up a format that looks good to you! Turabian gives examples for almost every kind of work that you will need to cite. DO NOT GUESS. When you are not sure about how to cite something, ask your librarian. If you guess and get it wrong, you will only have to correct it later.

When Turabian does not provide enough information to go by, then use:


If things are still unclear, e-mail the Librarian for help – but only after looking at the Turabian or Chicago Manuals! There are a few cases where our requirements differ from Turabian. They are noted in this guide.
PLAGIARISM

Plagiarism does not need to be intentional to happen. All students are encouraged to read Turabian, 7.9-7.10 for guidelines on how to properly source your research to avoid any appearance of possible plagiarism by properly sourcing material.

ABSTRACT – ***300 word maximum***

This is to be written after your project is done!

Your abstract is NOT the same as your project proposal. The abstract must reflect what you ended up writing, not what you THOUGHT or WISHED you would write. Edit it mercilessly (or your final editor will!). Eliminate repetition and fluff. This is not a public-relations sales pitch. It is meant to be a concise summary of the actual project.

It should be written in the simple present tense, not the past, future or a conditional tense. For example:

CORRECT: “This project examines the doctrine of repentance as it relates to…”

INCORRECT: “This project will examine the doctrine of repentance as it relates to…”

BIBLE VERSIONS & CITATIONS

Versions

Choose which version of the English Bible you will primarily refer to throughout your paper. The first time you use a Bible reference, insert a footnote such as this:

1Unless otherwise noted, all references to the Bible will be from the English Standard Version.

If you subsequently refer to a passage from another version, just list the abbreviation following the reference, such as: (Gen. 12:1, NRSV).

Citations

Do not footnote Bible references. Instead use inline parenthetical citations such as: (Rom. 5:8). [Note: This is not what Turabian suggests, so be sure you follow our guidelines on this.] For abbreviations of Biblical books see Turabian 24.6. Do not list any Bible in the bibliography.

Do not use Roman numerals to refer to Bible verses (unless it is in a direct quote where the original author did so).

For example, do not use: (Matthew XIV.2-4)

but rather: (Matthew 14:2-4)
EDITIONS & REPRINTS

Some books go through many editions. When citing such a work, you MUST use the same edition throughout your paper. For example, if you use the 3rd edition of a work, do not cite the 4th edition (1st, etc.) in the bibliography. Readers must be able to find the exact work that you used, and the page numbering from one edition to the next is often different. Prefer the latest edition as a general rule.

A reprint is not usually a new edition – just another issuance of the original printing with no changes made to the work. Follow these guidelines in citing reprints:

- Reprints of recent works: If the work was published with a copyright of say 1994, but was reprinted in 1997 by the same publisher (i.e., it is not a 2nd edition), then cite the date as 1994, NOT 1997. If the newer one is reprinted by a different publisher, then cite the newer date, as this is essentially now a new edition, not a mere reprint.

- Reprints of older works: If an older work, say from 1895, has been reprinted in 2002, but does not change anything from the original version, cite the date as 2002, NOT 1895 (yes, the opposite of what is said in the first example). The reasoning is that there has lapsed so much time that there is no way to look at it as merely a reprint, even though the text is the same.

NOTE: this overrides what Turabian says, so follow our guidelines instead. The point is not to give a publishing history of the work, but to help readers know which copy you were working from!

ELECTRONIC RESOURCES CITATIONS

In general

To repeat what has already been said in the manual, do not use online sources unless they are the only way to access certain content material. In an academic work, citation should be from credible published sources one can find in a library. Even though historical texts, for example, are available in electronic versions or online, students should locate “hard copies” of these materials in standard editions for purposes of direct quotations in a D.Min. Project. In the rare instance that an online source is utilized, footnotes and bibliographic entries must be created according to the standards found in Turabian, 17.1.10, 17.2.7, 17.5.8, and 17.7. (See also the appendix on formatting citations.)
**Full-text Journals online**

Since journal articles are more difficult to obtain in the original paper format, you are allowed to cite them from online sources.

If you find a full-text journal online in the ATLA or another database, follow these rules when citing it in your paper:

**FORMAT UNCHANGED** – If the article is in PDF format, so that it appears *exactly the same as if you had the paper copy in front of you* – then cite it as a paper copy, not an electronic one.

**FORMAT CHANGED** – If the format has been changed – e.g., it is now in HTML format or otherwise altered from its original appearance – then cite it as an electronic resource per Turabian 17.2.7.

**CD resources**

Try to avoid materials from a CD-ROM if at all possible, as it is very hard for others to check your sources.

**Logos or other electronic resources**

Again, if you can find the source online instead of from a proprietary program, then do so. Almost everything in Logos can be found elsewhere, especially older book titles.

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Students may not cite e-books in their research unless:

1. The title has *only been published electronically*, i.e., never in print.
2. Or, the title retains the *same pagination* of the original work (i.e., most Kindle books are off limits since they do not include pagination).

E-books which are in PDF format or another format which retain pagination of the original work are permissible. Aside from e-books which the library may offer, you may find older titles at sources such as:

- The Internet Archive [https://archive.org/](https://archive.org/)
- Hathi Trust [https://www.hathitrust.org/](https://www.hathitrust.org/)
- Google Books [https://books.google.com/](https://books.google.com/)

See Turabian 17.1.10 for how to cite e-books, or check with your librarian.
**EMPHASIS/BOLD PRINT**

Do not use bold, italics, capitalization, or underlining in the text for emphasis if at all possible. This is not acceptable in academic writing. Instead, show emphasis through sentence structure. See “writing well” below.

**FONT & SPACING**

You may only use Times New Roman 12 pt font in your text – no exceptions. For font size of footnotes, see below.

All regular text should be double spaced, except for block quotations, footnotes, and other indicated exceptions, which are single spaced.

**FOOTNOTES**

*Numbering*

Numbering for footnotes must begin over again at #1 with each new chapter. If you have trouble making this work in your word processing program, you may wish to make each chapter a separate computer file.

*Style*

Font should be the same as in the text, but 10 pt. instead of 12 pt.  *Turabian, Chapter 17*, is your main source for how to footnote items. Make sure that everything you footnote is also listed in your bibliography unless Turabian says otherwise.

Do not allow footnotes to carry over from one page to the next unless it is an extremely long one (in which case you probably need to reformat your writing on that page anyway!). You can make adjustments to the body of the text to allow more room for the footnote(s).

*Repetition*

**NOTE WELL:** The first time you cite a work within a chapter, give a full citation. Any subsequent citation within the same chapter should get a shorter citation per Turabian chapter 17. If you cite the same work again in the next chapter, the principle still applies – first instance gets a full citation in that next chapter.

The safest way to do this while working on your paper is to make every citation a full one, and then go back when you are finished and shorten the ones which can be shortened; that way if you edit or rearrange text before you finish, the footnotes will travel with the information safely. You may use “Ibid.” for repeated citations, but prefer to repeat the short citation instead.
FOREIGN LANGUAGES

Greek & Hebrew

Decide early on whether to list words from Greek or Hebrew in the original language font (e.g., βαπτιζω), or to transliterate all such words in italics (e.g., baptizō). You must follow one or the other format throughout your paper (the exception would be in direct quotations which use these languages which must reproduce the original as is). Reference works on the original languages can help you transliterate properly if you choose that format.

Other languages

For citing words or phrase from other foreign languages, follow the guidelines in Turabian, 22.2.1. Most of the time, such words/phrases will be italicized.

HEADINGS FOR CHAPTERS AND SECTIONS

See Turabian A.2.2. (esp. A.2.2.4.) for guidelines on how to format your chapter headings and sub-sections (if any).

HYPHENATION

Words may not be hyphenated at the end of a line unless it is a word/phrase that must be hyphenated anyway – e.g. two-thirds; even then, try to avoid this. Turabian 20.3 (& 21.7) gives further guidance on what phrases ought to be hyphenated. Do not ever hyphenate a word over two pages.

ITALICS

Use italics for titles of works cited instead of underlining. You’re typing this on a computer, not a typewriter, so use this formatting feature!

e.g. - Frame, John. Doctrine of God.

instead of - Frame, John. Doctrine of God.

MARGINS

• Margins for title page, summary, contents, bibliography, and vita – see attached template pages at end of appendix.
• Margins in main body of text:
  • left side of page: 1.5 inches
  • all other sides (top, bottom, right): 1 inch
• Margins for first page of a chapter:
  • Same as regular page, except title of chapter begins 2” from top of page
 NUMBERS & NUMERALS

- Writing numbers – in general, you should write out numbers under 100 unless it refers to a chapter number, page numbers in a citation, or in Bible verses.
  - e.g., “eighty-three” and not “83”
- Roman numerals – the only time these are allowed are:
  - in preliminary pagination numbers (see below)
  - in a direct quote which uses them
Do not use them for citing Bible verses.

 PAGINATION

Page number placement should; be as follows:
- For preliminary pagination (in lower case Roman numerals) and the first page of each new chapter: locate numbers bottom center of page
- All other pages (in Arabic numerals): top right of page
See the template pages for examples.

 TITLE PAGE, ACKNOWLEDGEMENTS, DEDICATION, CONTENTS, VITA, & OTHER PAGES

See the examples in the templates for these pages. All such pages MUST conform to the examples exactly or they will be returned for revision.

 WIDOWS AND ORPHANS

No, it’s not the ladies in your church. Do not leave widow or orphan words or phrases at the top or bottom of a page. At the top of the page, this could be a word which ends a section or chapter. At the bottom, do not start a new heading or paragraph with little or no text below it; instead, bump that heading/line to the top of the next page. If it looks odd to you, then it will to others also, so fix it.

NOTE: be sure you make such changes beginning at the front end of your document working towards the end, as working backwards will be self-defeating. This is something to check at the very, very end of the editing process when no other editing is expected to be done!

 WRITING WELL

If writing well is not your strong point, consult one or more style guides for help, such as:

- The Elements of Style by William Strunk and E.B. White
- On Writing Well by William Zinsser
- Write Tight by William Brohaugh

The initial 14 chapters in Turabian also offer useful guidance on research and writing.
**BIBLIOGRAPHY (for final project)**

**General concerns**

- Look to Turabian, chapter 17 for guidelines and examples unless otherwise noted below.
- **Heading** - Give it the title “Bibliography”, not “works cited” or “references” or any other heading.
- **Sections** - Do NOT make multiple sections in your bibliography – combine all entries into **ONE alphabetical list**.
- **Multiple entries by one author** - In the bibliography, when you list **multiple works by one author**, the second + entries do not spell out the author’s name, but rather insert a line followed by a period. E...:

  Smith, John. Counseling men. ...  
  ________. Counseling women. ...

Note also: when citing multiple works by one author, the titles must be in **alphabetical order** by title (you omit initial articles such as “a”, “an”, or “the” for purposes of alphabetization).

- **Orphan lines** – do not allow a citation in the bibliography to be split over two pages. Find a way to keep it on one page.
- **Reprints** – see section regarding this in “footnotes” above.

**Concerning books**

- **Books with multiple essays** - When you use **more than one chapter** from a book that is a collection of essays/chapters by various authors, **cite the work as a whole in the bibliography, not the individual chapters**. If you only use one chapter from the collection, then you may cite just that chapter specifically in the bibliography.
- **Books/commentaries in a series** - If a book is in a series, **especially commentaries in a set**, it is not necessary to cite the series title/editor if the book has its own unique title different from the series title. E.g. :

  (This title is in the Word Biblical Commentary series, but you do not need to list the series).  
  If you do wish to list the series for a commentary, make sure you list the specific volume title before the series title.

  The ONLY times you need to cite the series and series editor are (1) in the rare case when the same author wrote two commentaries on the same book of the Bible in different series or (2) when there is no distinctive (different) title for each volume in the series.

- **Multi-volume sets by one author** – in footnotes, you cite the specific volume used each time. For the bibliography, follow these guidelines:
  - **Only one volume cited** – if this is the case, then in the bibliography cite the **specific volume used** (e.g., you cite only one volume from the Works of Martin Luther) – in other words cite both the specific title of that volume PLUS the “series” title = title of the entire set.
- **More than one volume cited from small set** – if you cite more than one volume in a set that is 3 volumes or less, cite only the overall title of the set in the bibliography, noting how many total volumes there are.
- **More than one volume cited from a larger set** – if you cite more than one volume from a set that is more than 3 volumes, then:
  - Cite only the overall title of the set in the bibliography if you cite more than 33% of the volumes (this shows that you used a substantial portion of the overall set).
  - Cite the individual volume titles from the set in the bibliography if you cite fewer than 33% of the volumes (this avoids giving the appearance that you used more than you actually did).

**Concerning journals**

- See Turabian, chapter 17, for the full details on how to cite journal articles properly.
- **Journal citation information** – be sure to give full information for each journal article cited. This includes in most cases both a volume number as well as an issue number; for example:
  When you find journal information online through a database such as ATLA, all of that information is given there. If using a paper journal, look at the cover or in the journal publication information near the front of each issue.
- **Online journals** – see the section above under “electronic resources citations” for citation information.
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- * Blank cover sheet
- * Title page
- * Copyright page (or in lieu of that a blank page)
- Dedication page
- * Table of Contents
- List of Figures¹
- List of Tables¹
- List of Abbreviations²
- Acknowledgements
- * Abstract
- * [BODY OF PAPER]
- Appendices
- * Bibliography
- * Vita

¹ Not required, but you may include it if you have several scattered throughout the text. Do not use this to list things in an appendix.
² Unless you have quite a few abbreviations that will be used over and over again, prefer to either spell things out completely or to make use of footnotes for explanations. A List of Abbreviations is NOT to be used for Biblical abbreviations such as books of the Bible.
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- Use 20-30 lb., acid-free, bright white paper for printing all copies to be bound. The acid-free aspect of it is the MOST important one! WE STRONGLY ENCOURAGE YOU TO HAVE THIS PRINTED PROFESSIONALLY at a copy/print service so that it looks good. If you print it yourself, and we think the print quality is sub-standard (poor copy machine, ink too light, etc.), we may return it to you to print again. You want this to both look good and last for a long time after all the work you’ve put into it!
- Do not use paper with holes on the left edge.
- Include one blank sheet on top of each copy of the project (of the same paper it is printed on).
- Insert a colored separator sheet between each copy (if you take it to a printer to be done, they will do this automatically).
- **Signatures of faculty** – please get your title pages signed by your faculty advisors before turning them over to the librarian.

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- Extra copies – if you want extra bound copies, you will need to find a local binder to pursue this on your own. RTS will only process the 3 required copies.

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*(continued...)*
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- When we notify you that the bound copies have returned, you can arrange with the D.Min. office to pick them up your copy or have it shipped to you. Average time between when we receive your final copies and when they are returned from the bindery is several months; we can’t do ‘rush’ projects. Please do not keep calling or e-mailing us about when they will be returned, as we cannot predict any exact date! We will notify you as soon as they come back.
TEMPLATES FOR
FORMATTING AND STYLE

RTS  D.Min. Projects
WHY CHURCHES THINK I AM THE GREATEST PASTOR EVER:

EXAMPLES OF MY HUMILITY AND VIRTUE

By

Clark Cleric

A Doctoral Project Submitted to the Faculty
of Reformed Theological Seminary, [campus]
in Partial Fulfillment for the Degree of Doctor of Ministry

Faculty Advisor: Dr. Joe Faculty

Faculty Reader: Dr. Will Professor

Director, Doctor of Ministry Program: Dr. S. Donald Fortson, III

May X, 20XX

use actual date of commencement
Copyright page example
(See below). THIS IS AN
OPTIONAL PAGE!
This page should directly
follow the title page.

Text should be centered and be spaced
1" from the bottom of the page.
No page # on this page.

Copyright © 2008 by Clark Cleric
All rights reserved.
I would like to dedicate this project to my parents, Billy and Sally Sunday, and to the glory of God, without whom none of this would be possible.
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<td><em>De civitate Dei</em></td>
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<td>Christian Instruction</td>
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ACKNOWLEDGMENTS

I would like to thank my wife, Snow White, and our children, Grumpy, Dopey, Doc, and Sneezy for their patience, love and support, especially during this last year of finishing this project. Their interest and blessing on one more extra thing made it possible to see the project through to completion.

I would like to offer my deep appreciation to those who proofed the final copy of the project: Ms. Kate Turabian, a colleague and friend with a keen editor’s eye; Mrs. Melody Staff, fellow worship-leader and musician; and Mr. Merriam Webster, friend and English guru, who went beyond the call of friendship to read the final chapters right up to the deadline. Each of you blesses me with your friendship and has contributed significantly to the coherence of this project.

Thank you to Dr. Don Dandy and Dr. Fred Fantastic, for oversight, feedback, and support in bringing this project to completion. It has been a delight to study and work at Reformed Theological Seminary, and I look forward to joining the ranks of alumni!

Thank you to the Rev. Will B. Dunn, colleague in Everytown and friend ever since, who supported my pastoral calling and gifts from the start. Thank you for adding so richly to the development of my thoughts and resources for music and worship. Thank you, too, to the church in Everytown for all the ways you led me to further my study of music and worship.
The thesis question of this dissertation is “What is the relationship of expository preaching to effective church growth in a postmodern society?” The paper begins by defining the term “postmodern,” then demonstrates post modernity’s development and distinguishing characteristics. This discussion is central to understanding ministry challenges in today’s world.

The thesis question itself is then examined by consulting the Scriptures and systematic theology. From this investigation it becomes clear that God’s mandate for the ministry of the Word is expository preaching, and that a thoroughly Biblical ministry is the catalyst in building God’s church both numerically and spiritually. This principle is demonstrated time and again throughout church history, as this paper argues, particularly during the Reformation era, when reformers such as Luther, Calvin, and Zwingli displayed the reforming power of expository preaching.

The weight of the study is then utilized to evaluate modern church growth methodology, of which most models appear to require a more solid Biblical and theological foundation. The analysis is taken one step further through descriptive research, which involves a survey of local church pastors, as well as the feelings of one local congregation in particular.

A ministry model is articulated, integrating the Scriptural, theological, historical, contemporary, and descriptive research elements. The model is in the form of a
college/seminary curriculum, designed to instruct ministerial students in an integrative study of expository preaching and church growth. A syllabus for the course is found in chapter six.
In this project, I will attempt to examine the problem of blah, blah, blah within the context of yada, yada, yada theological tradition. Special consideration will be given to such and such as described by scholars from the Reformation to the present day. A study will then be designed for this and that outcome for First Corinthian Presbyterian Church of Smalltown…….
APPENDIX A

IMPLEMENTATION OUTLINE FOR NEW EVANGELISM PROGRAM
APPENDIX B

STUDENT MATERIALS FOR EVANGELISM PROGRAM


Brown, Peter. Augustine of Hippo Berkley: University of California, 1967


Isaac Abramson, son of Abraham and the late Sarah Terahson, was born April 1, 1953, in Beulahland, South Carolina. He attended public schools of Beulahland and Negevton, South Carolina.

His education includes a Bachelor of Arts, cum laude, with a major in Bible and a minor in Hebrew from Bob Jonah University in 1984. In 1987, he received the Master of Divinity from Reformed Theological Seminary, Jackson, Mississippi.

His work experience includes five years at Chaim Schwab as a livestock futures analyst, and seven years of wilderness camp counseling. He was ordained to the ministry in 1988 by the Ebenezer Presbytery of the Alright Church of America. He has served two rural congregations over the past seventeen years. He has also served on the Faculty of Jericho Technical College, Judah, South Carolina, since 2000, as an adjunct instructor and advisor.

He currently serves as pastor of the Righteous Church of Christ in Bethlehem, South Carolina, with his wife of thirty years, Rebekah. They have twin sons, Esau and Jacob. Isaac also is a member of the Lions of Judah Club, and serves as a reserve chaplain in the Ben Gurion chapter of the South Carolina National Guard. He enjoys tennis and knitting in his spare time.