

Columbia Evangelical Seminary

P. O. Box 1189 - Buckley, WA 98321 - (360) 802-6437
CES@ColumbiaSeminary.edu — www.ColumbiaSeminary.edu

At Columbia Evangelical Seminary the term mentor is synonymous with professor and faculty member.

The mentor works with students on a one-on-one basis.

To Apply for A Mentor Position, Follow These Nine Steps

1. Read and sign a copy of *Our Doctrinal Statement*.
2. Read and sign a copy of the *Adjunct Faculty Mentor Agreement & Questionnaire*.
3. Fill out the *Adjunct Faculty Informational Stat Sheet*.
4. See the page, *Adjunct Faculty Bio (or blurb)*: Each mentor is required to write his/her own bio. This bio is what you want the web site (and catalog) to say about you should you be accepted as a mentor. CES will almost certainly edit and change a few things in your bio for stylistic purposes, but it will be submitted to you for your final approval. You must ***email a copy*** of the bio to CES. You will also include a hard copy along with these other materials, but ***we must have your bio via email***.
5. Email a photo of yourself that we can use in your bio on our website. To see samples of others, go to <http://www.columbiaseminary.edu/aboutus/faculty.html>
6. Send ***BOTH BY HARD COPY AND BY EMAIL*** a cover letter stating: (a) how you heard about CES, (b) why you would like to be a mentor for CES, and (c) your qualifications. Also, send a complete résumé or curriculum vitae (CV). Include the addresses, phone numbers, and URLs of the schools you have attended.
7. Have *each school* through which you hold a degree send YOU an *official* copy of your transcript. **IMPORTANT:** Do not open them. Only SEALED transcripts are official. Simply have all of the transcripts sent to you and then mail them along with your full mentor application. ***No one will be accepted as a mentor without providing CES with the necessary Official Transcripts for verification. Do not send your application materials until you have all of the required official transcripts, and include them with your application materials.***
8. Give us your full contact information: address, phone numbers, emails, and URLs.
9. Include two letters of recommendation from colleagues.

After you have done all of this, mail the **completed materials** to:

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OUR DOCTRINAL STATEMENT

Below is the Columbia Evangelical Seminary doctrinal statement that will help safeguard the theological basis upon which CES was founded. CES, while not being “denominational,” was founded as a Conservative Evangelical institution. Please read the following doctrinal statement and sign your name, date it, and mail it back to the Seminary as soon as possible.

One thing that we would like to make clear, however, is that if you find something within this statement with which you do not agree, please elaborate on a separate sheet(s) of paper and let us know where you differ and why. There may be some differences that will be too divergent for theological compatibility, but on the other hand there may be some minor differences that may not necessarily exclude a person from being a mentor. So, please, if you do not agree with something in our doctrinal statement, take the time to explain to us what and why. Thank you.

STATEMENT OF FUNDAMENTAL BELIEFS

The phraseology employed in this statement is not inspired or contended for, but the truth set forth is held to be essential to true gospel ministry. No claim is made that it contains all biblical truth, only that it covers our need as to these fundamental doctrines.

We Believe in, Hold to, and Proclaim: C-H-R-I-S-T

1. “C” — Jesus Christ: The deity of Jesus Christ (including His virgin birth), and without ceasing to be God, He became man in order that He might reveal God and redeem sinful man.

2. “H” — Hope: The vicarious, substitutionary atonement of Christ's death on the cross, which is the only hope of redemption for all mankind: that we are saved by faith alone in Jesus Christ alone.

3. “R” — Resurrection: The literal, bodily (in the identical, though glorified, physical body in which He was crucified) resurrection of Jesus Christ from the dead.

4. “I” — Inerrancy: The divine inspiration, inerrancy (in the original autographs), and infallibility of Scripture.

5. “S” — Second Coming: The literal (bodily & personal) future return of Christ in the Second Advent.

6. “T” — Trinity: The Christian doctrine of the Trinity of the Godhead—God is one and yet exists eternally in three persons having the same nature, attributes, and perfections, and equal in power and glory.

We also believe . . .

A Necessary Confession of Faith: "That if you confess with your mouth, 'Jesus is Lord,' and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you confess and are saved" (Romans 10:9-10).

The Fall of Man: That man was created good and upright, however, by voluntary transgression, Adam fell from this perfect state and thereby incurred not only physical death but also spiritual death, which is separation from God—and by reason of the solidarity of humankind, Adam passed on this separation from God to all of his progeny, Romans 5:15-18.

The resurrection of both the saved and the lost: That there will be a future resurrection of both the saved and the lost: That the salvation and blessedness of the saved and the retribution of the lost are conscious and everlasting, 1 Thessalonians 4:17, Revelation 14:11.

Applicant's Declaration:

I have carefully read the Doctrinal Statement on this page and I am in full agreement with it.

Name _____

Date _____

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Adjunct Faculty Mentor Agreement & Questionnaire

Please return a signed copy of this this form to the Seminary

Print Clearly

Name _____ Highest degree _____

Mailing address _____

Phones: Home _____ Work _____

Emails: Home _____ Work _____

Web Site _____

City _____ State/Prov _____ Zip Code _____

1. I would like to be an Adjunct Faculty Mentor member of Columbia Evangelical Seminary.

2. The Seminary has my permission to verify degrees and employment listed on my resumé or curriculum vitae (and, if I haven't already sent one, it is attached to this form).

3. The Seminary () may () may not contact my present employer.

4. The Seminary has my permission to list me (*or, for whatever reason, not to list me if they so choose*) as a *Faculty Mentor* in its catalogs and web site, and use my name for any other official publications and advertisements, both private and public.

5. I understand that the Seminary is not guaranteeing to provide students for me to mentor, but if it should find a student(s) that I would be right for, it will, if no other mentors have accepted the invitation to work with the student(s) invite me to oversee the student's program of study (whatever that may entail as established by the Seminary). Further, if I am too busy at that time to take on a student, I may simply decline that particular (and any other) invitation.

6. Any salary paid to me by the Seminary or the student (i.e., 20% of the student's paid tuition) will be on a student-by-student or job-by-job basis. Withholding taxes will not be taken from my salary. My taxes are my personal responsibility.

7. ***This agreement may be canceled by either party at any time for any reason, without prior notice.***

If this is done by either party, the Seminary's only obligations will be to pay any fees owed, and to delete my name from any *future* printings of official materials and to remove my bio (blurb) from the Seminary web site, but not to change already printed literature. My obligation at such time will be to finish working with any student with whom I am engaged and/or for whom I have been paid, or to refund such payments to the Seminary. Both parties agree that any irreconcilable disputes will be officially submitted to and determined solely and completely by the CES Board of Regents.

Dr. Rick Walston, President

Applicant's Signature

Date: _____

Date: _____

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Adjunct Faculty Informational Stat Sheet

**Please fill in this form (PRINT CLEARLY OR TYPE)
and mail it along with the other mentor application materials.**

Picture: Enclose a recent picture of yourself for use on our web site and possibly in our catalogs. You may mail a picture and we can scan it in, and mail it back to you if you like. *Just be sure to enclose a S.A.S.E. if you want it back.* Or, you can email us your picture as a jpeg. Nothing over 100k, please.

Name _____ Birth Date _____

Title (if any) _____

Mailing address: Street _____

City _____

State/Prov _____ Zip Code _____

Phone: Home _____ Work _____

Email: Home _____ Work _____

Denominational Affiliation _____

Theological Distinctives _____

Present Occupation _____ Years _____

Brief Description of occupation _____

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Adjunct Faculty Bio (or blurb)

Send a bio of yourself that you have written. Each mentor is required to write his/her own bio. This bio is what you want CES to say about you should you be accepted as a mentor. We will almost certainly edit and change a few things in your bio for stylistic purposes, but it will be submitted to you for your final approval. *We have given the outline that you should follow, and a sample bio below. Please model yours after the outline and sample:*

BIO OUTLINE: —Name

- Majors you can teach (see below, *Note on Majors you can teach*)
- Background work history and ministry
 - Published books
 - Education
 - Theological persuasion

Note on Majors you can teach:

Regarding the **Majors you can teach** . . . in your bio please list the various *majors* that you can teach. This is not which individual classes you could possibly teach, but what majors you can and would like to teach.

For instance, a person who took a few philosophy classes at the doctoral level could teach a class or two in philosophy. But he is not an expert in philosophy. In fact, he would be hard pressed to develop a complete philosophy major for even the Bachelor's level. Thus, he would not list philosophy in his bio.

So, this refers to a topic that you can help walk a student through *as his or her major*. Think of it this way, if you yourself have 30+ credits in a particular field, then you can teach *that major*. You will, however, be teaching classes in more than just your major, but the majors are what we list in your bio.

SAMPLE BIO:

(Name) Bob W. Whitten, Th.D.

(Subjects you can teach) (Apologetics, Greek) (Background/history of ministry) Bob Whitten is an adjunct professor for Baptist Theological Seminary in Seattle, WA. He is the senior pastor of Front Street Baptist Church in Seattle, and he is also the director of Contemporary Ministries, a Christian ethics organization. (Published books) Bob has written two books: *Contemporary Christian Ethics* (Bethany House, 2005), and *More Than One Could Imagine* (Baker Book House, 2005). (Education) Dr. Whitten has a B.A. in biblical Greek from Grand Canyon University (Phoenix, AZ), an M.Div. in Theology from Fuller Theological Seminary (Pasadena, CA), and the Th.M. and Th.D. from Trinity International University, Deerfield, IL. (Theological persuasion) Theological Persuasion: Independent Baptist.

What Not to List:

Do not list articles you have written unless you have an ongoing column that you can identify with a general title.

Do not give the title of your master's thesis or doctoral dissertation.

Do not list your family members.

Do not list your hobbies.

Recap for Adjunct Faculty Bio (or blurb):

Again, in your Bio, we need these five things:

- (1) Subjects (ie., majors) you can teach
- (2) Background/history of ministry
- (3) Published books
- (4) Education (with *full school names*, and the *city* and *state* where school is located)
- (5) Your theological persuasion

Concerning theological persuasion:

By this we mean your *general* theological persuasion. Here are some examples: Reformed, Arminian, Wesleyan, Charismatic, Baptist, Dispensational, Pentecostal, Reformed Baptist, Conservative Evangelical. (Although, the label “evangelical” can actually be applied in conjunction with all of the titles above.)

Do not list specific theological positions. For example, do not list Pre-, Mid-, or Post-tribulational. Do not list your position on the millennial reign. Do not list if you are a cessationists or a continuationist. Do not list if you hold to full immersion or sprinkling. If you are not sure what to list as your theological persuasion, then simply list the denomination that you most closely identify with.

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Note: Please remember to . . .

EMAIL a copy of your bio to CES@ColumbiaSeminary.edu

EMAIL a copy of your cover letter stating: (a) how you heard about CES, (b) why you would like to be a mentor for CES, and (c) your qualifications. Also, send a complete résumé or curriculum vitae (CV). Include the addresses, phone numbers, and URLs of the schools you have attended to CES@ColumbiaSeminary.edu

Last, either email or mail a recent photo of yourself.