



**F R E E   C H U R C H**  
**O F**  
**S C O T L A N D**

**(CONTINUING)**

**Seminary Handbook**

Free Church of Scotland (Continuing) Seminary  
Westhill Free Church  
Culloden Road  
Inverness  
IV2 5BP

<http://www.freechurchseminary.org>

© Free Church of Scotland (Continuing)  
Seminary

All rights reserved

# TABLE OF CONTENTS

---

|  |    |
|--|----|
| From the Principal                     | 5  |
| General Information                    | 7  |
| Principal & Lecturers                  | 9  |
| Admission                              | 11 |
| Course Requirements                    | 13 |
| Library                                | 17 |
| Course Descriptions                    | 19 |
| Essays & Examinations                  | 31 |
| Discourses                             | 39 |
| Student Welfare & Financial Assistance | 41 |



## FROM THE PRINCIPAL

---

The Free Church Seminary is the theological college of the Free Church of Scotland (Continuing). The method of teaching and study is a combination of distance learning and face-to-face tuition at the Seminary which is located at Westhill Church, Culloden Road, Inverness, IV2 5BP.

The Seminary is principally for the training of men for the ministry of the Free Church of Scotland (Continuing) but the course is open to private students from any part of the world. Depending upon the circumstances of the students the course will be three or four years in length.

All Free Church of Scotland (Continuing) students for the ministry are expected to attend the Seminary for two days once a month between September and June. Such students are under the care of one or other of the Church's Presbyteries and the Training of the Ministry Committee. Practical training is given by the student's pastor.

Any other men wishing to take the course may attend the Seminary monthly if that is possible, or they may undertake the course entirely at distance. Private students will pay a fee for the course. In the case of private students enquiries should be made about the course and fees to the Principal of the Seminary whose contact details are found in this *Handbook*.

The mission of the Seminary is to provide sound teaching in evangelical and reformed doctrine, worship, practice and government. There is on the part of the Seminary unqualified commitment to the Westminster Confession of Faith and Catechisms, giving due place to the Presbyterian form of church government and the regulative

principle of worship involving the exclusive, unaccompanied singing of Bible Psalms.

An important part of this mission is not only in teaching reformed doctrine and practice but also having a concern to prepare men well for pastoral ministry. The emphasis is on training good preachers.

The concern of the Seminary, submitting to the authority of the Scriptures as the infallible Word of God, and exulting in the Reformation heritage, is to honour the Head of the Church, the Lord Jesus Christ, through the ministry of the Seminary.

*John W. Keddie*  
Principal

# GENERAL INFORMATION

---

## **1. History of the Seminary**

The founding and work of the Seminary arose from a division within the Free Church of Scotland in January 2000 from which the numerically smaller part of the division adopted the name Free Church of Scotland (Continuing). This comprised thirty congregations with twenty ministers in charges and an additional twenty ministers either retired or serving overseas.

The Church was faced with a dilemma in connection with theological education. After some consideration the Church decided to establish its own Seminary in 2003 and appointed five qualified men from the number of its ministers, either in charges or retired, to cover the five core subjects: New Testament and Greek, Old Testament and Hebrew language, Systematic Theology, Pastoral Theology and Apologetics, and Church History and Church Principles. In addition to the five lecturers appointed by the General Assembly of the Free Church of Scotland (Continuing), a man has been appointed as Principal and Administrator.

The Seminary was established on the basis that students could take the courses as external students or by distance learning, whilst there were to be Seminary days once a month for two days of lectures, tutorials and practical preaching classes. Courses were to be geared to three and four year courses depending upon the circumstances of students. It would be in a position to offer courses for students overseas and outside the Church and successful completion of the work would be rewarded with a Diploma.

The Church and Seminary are thankful to the Lord for His goodness in providing excellent lecturers from among the ministers

of the Church and over the years the various courses provided have been well appreciated.

## **2. Doctrinal Position of the Seminary**

The Seminary is a ministry of the Free Church of Scotland (Continuing). The Commitment of the Church and Seminary is squarely based on the Scriptures of the Old and New Testaments as the inspired, infallible and authoritative Word of God.

The subordinate standard of the Church is the whole doctrine of the Westminster Confession of Faith and other authoritative documents of the Free Church of Scotland, as constituted in 1843 and continued by a conservative, constitutional minority in 1900 after the union of the then Free Church majority with the United Presbyterian Church of Scotland to form the United Free Church, a church union based upon compromise of truths affirmed clearly by the Free Church at 1843.

The Church and Seminary stands for historic Calvinism, the doctrines of grace, purity of worship (involving unaccompanied Psalmody), the Presbyterian form of Church government as agreeable to the Word of God and the proper exercise of Church discipline.

Among the central doctrines of the Church and Seminary is an affirmation of the Headship of the Lord Jesus Christ, not only over His Church but also over the nations. The desire of Church and Seminary is to see Jesus glorified in the salvation of sinners and the building up of believers in the most holy faith. It is in the pursuit of this doctrinal position, under God, that the Seminary is wholeheartedly committed.

## **3. Policy of Compliance**

It is to be expected that all students at the Seminary will conduct themselves consistently with the doctrinal and spiritual biblical standards which it is the Seminary's concern to encourage and advance and always be respectful for the position of the Seminary in its commitment to the Reformed faith and practice.

## PRINCIPAL & LECTURERS

---



### **Principal & Church History & Principles**

Rev John Keddie, FCCA, MCMI, DipTh

Accountant, 1965-1983

DipTh, Free Church College, 1986

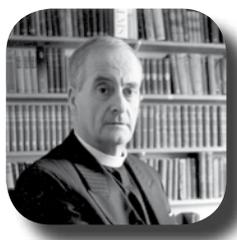


### **Greek & New Testament**

Rev James Clark, MA, BSc (hons), MSc, MTh, MEd.

Studied Greek and Classical literature at Edinburgh University

Studied Divinity at Reformed Presbyterian College, Belfast



### **Systematic Theology**

Rev John Morrison, BA, DipTh, MTh

BA, Open University (Moral Philosophy, Literature, History, Fine Art, Political Philosophy, Economics, Psychology and Sociology), 1975;

DipTh, Free Church College, Edinburgh, 1975;

MTh, Central School of Religion, London (Systematic Theology), 1998



### **Apologetics & Practical Theology**

Rev Harry Woods BA, DipTh

BA, University of Edinburgh (Moral Philosophy, Biblical Studies, Geography), 1979;

DipTh, Free Church College, 1982



### **Hebrew & Old Testament**

Rev Gavin Beers, BSc (hons), DipTh

BSc (hons), Human Biology, 1998;

DPS, from Loughborough University, 1999

Graduated from Free Church Seminary, Inverness, 2005

# ADMISSION

---

## 1. How to apply

There are two categories of students:

1. *Those studying for the ministry of the Free Church of Scotland (Continuing)*. Applicants for recognition as candidates for the Free Church of Scotland (Continuing) ministry should obtain a copy of the Training of the Ministry Students' Handbook.<sup>1</sup> Men who feel the call of the Lord to enter the Free Church of Scotland (Continuing) ministry should apply through their own Kirk Sessions and the Presbytery within which their congregation is placed. A formal application will be submitted to the Training of the Ministry Committee of the Church. Men may be accepted as candidates either to a course of study which involves attendance at the Seminary or in certain circumstances wholly by distance learning.
2. *Private Students* should complete the Application Form for admission to the Seminary courses. This may be obtained from the Seminary Principal. Such students may elect to study at the Seminary by attendance monthly on the dates set in the Academic Calendar between September and June following, or exclusively by distance learning. They may elect to undertake specific courses at their own pace as agreed with the Seminary Committee, or elect to do the whole course which will involve the completion of three discourses.

---

<sup>1</sup> This Handbook may be obtained from the Clerk to the Training of the Ministry Committee: Rev James Gracie, 49 Caiyside, Edinburgh, EH10 7HW (0131 445 4893) — Email: james.gracie@fccontinuing.org.

## 2. Costs

Fees charged for the Seminary courses vary according to the status of students and how much of the course is being taken.

### 1. *Free Church of Scotland (Continuing) students.*

When a man has been accepted as a candidate for training for the ministry of the Free Church of Scotland (Continuing) the costs of the course are met by the Church.

### 2. *Private or external students.*

Current costs for registration and class and course fees and method of payments may be obtained from the Principal<sup>2</sup> or the Financial Administrator<sup>3</sup>.

---

2 [johnkennie@freechurchseminary.org](mailto:johnkennie@freechurchseminary.org)

3 [financialadministrator@fccontinuing.org](mailto:financialadministrator@fccontinuing.org)

# COURSE REQUIREMENTS

---

## **1. General and Moral Conduct**

Students are expected to maintain a Christ-like demeanour consistently and always conduct themselves by the principles and standards of God's word in word and deed.

## **2. Attendance and participation of students who attend the Seminary**

Students studying at the Seminary are expected to attend classes for two days each month. The dates of these classes will be detailed in the current Academic Calendar which is accessible on the Seminary web-site.

## **3. Worship**

Participation in the daily worship held in the Seminary is required. This normally takes place before classes on both Seminary days each month.

## **4. Free Church School in Theology<sup>1</sup>**

All students who attend the Seminary are required to attend the annual Free Church School in Theology which takes place each year in September prior to the opening of the new Sessions. For details of the Programme and other arrangements students should contact the School Secretary.<sup>2</sup> Although the student is responsible for booking a place at the school, the cost of attendance will be met by the School.

---

1 <http://www.schoolintheology.org.uk>

2 [secretary@schoolintheology.org.uk](mailto:secretary@schoolintheology.org.uk)

## **5. Preaching class**

Participation in the Preaching Critique Class is required. There will be a Preaching Class each month at which one of the students will lead worship and preach before the other students and lecturer(s). There will then follow a constructive critique by the lecturer and the other students.

## **6. Evangelism training**

Participation is required at the two Evangelism Modules<sup>3</sup> during a Session as organised by the Practical Theology lecturer. This will involve practical experience of evangelism, preaching and outreach visitation in a congregation.

## **7. Practical Training**

The student's minister is expected to give practical training to the student. This will involve among other things the student accompanying his minister in pastoral visitation to homes and hospital, school work if possible, and attending Kirk Session and Deacons' Court meetings. At the end of each Session, the student's minister will write up a report on the student's progress for submission to the Principal.

## **8. Essays and Examinations**

Term papers and end of term examinations will be set at the discretion of the lecturers. For details of what is required from the Seminary and the Church see the relevant section below where information and guidance is provided (see pages 31-38).

## **9. Academic discourses**

Students who wish to complete the course and obtain the Seminary Diploma are required to complete three discourses in the course of

---

3 These Modules usually take place in April & November but the dates are flexible. It is the responsibility of the student to ascertain when and where the modules are due to take place.

their studies. The requirements are set out with guidelines in the relevant section below (pages 39-40).

## **10. Courses Available**

### *10.1 Free Church (Continuing) Students*

For students of the Free Church of Scotland (Continuing) the course of study is set by the Training of the Ministry and Admissions Committee of the Church. When it comes to the Seminary course required the course may cover 3 years or in some cases 4 years, as follows:

#### *(1) Three Year Course*

First Year:–

- Church History (1)
- Pastoral (1)
- Hebrew and Old Testament (1)
- Greek and New Testament (1)

Second Year:–

- Church History (2)
- Pastoral (2)
- Hebrew and Old Testament (2)
- Greek and New Testament (2)
- Systematic Theology (1)

Third Year:–

- Hebrew and Old Testament (3)
- Pastoral (3)
- Systematic Theology (2)

#### *(2) Four Year Course*

First year:–

- Church History & Principles (1)
- New Testament Greek (1)
- Pastoral Theology (1)

Second Year:–

- Church History & Principles (2)
- Old Testament (1)
- New Testament (1)
- Pastoral Theology (2)

Third Year:–

- New Testament (2)
- Old Testament (2)
- Systematic Theology (1)

Fourth Year:–

- Old Testament (3)
- Systematic Theology (2)
- Pastoral Theology (3)

### 10.2 *Private Students*

Private students, on the payment of the appropriate fees for the courses, may take the above courses over three or four years. Alternatively, by agreement with the lecturers they may take the subjects ‘piecemeal’ selectively over as long a period as desired. The fee per subject requires to be taken into account.

## **11. The Session**

The Free Church School in Theology meets at Larbert in September, and the Seminary opening falls on the Tuesday following the School in Theology in the Westhill Church. The Terms are as follows:

Term 1 – 3rd week September to 2nd week December

Term 2 – 3rd week January to last week March

Term 3 – 3rd week April to 3rd week June

Details of the Timetable can be downloaded from the Seminary website. The closing of the Seminary for the Session will take place at Westhill (D.V.) at the end of the 3rd week.

## LIBRARY

---

The Seminary Library is housed within Westhill Free Church (Continuing) and is accessible to all students who attend classes in the Seminary monthly. The collection is still under development and it is hoped both to extend the scope of the books *in situ* and to develop internet on-line access to other library collections, relevant e-books and theological journals and magazines.





# **COURSE DESCRIPTIONS**

---



# GREEK & NEW TESTAMENT

---

## **Introduction**

This course aims to give the student a knowledge of basic New Testament Greek language, theology and exegesis. The latter is based on John 1:1-18. J.G. Machen chapters 1-13 are studied.

## **New Testament 1**

This course builds upon what was learned before, extending the knowledge of the language (J.G. Machen chapters 14-22), and focusing on Mark chapters 13-16 for exegesis. The textbook for New Testament theology is by Leon Morris.

## **New Testament 2**

In this course Machen chapters 23-33 are studied and attention is given to exegesis (Romans chapters 3-11), several points in Intermediate Greek and also contemporary issues in New Testament theology are addressed in lectures. At the end of the course guidance is given regarding the use of New Testament Greek in the Ministry.

Students are set doctrinal and exegetical essays, and are encouraged to read widely. Lecture material refers to relevant books and articles. A study guide will be issued to all students on commencement of their first year and it will be expected that they will, as far as possible, adhere to the requirements of this schedule, which includes the submission of exercises to the lecturer for marking. Extra help with Greek grammar and language may be arranged with the lecturer should the student feel his need for this. The lecturer may be contacted by e-mail or by telephone, out of class hours, if occasional help is needed.

## **Textbooks**

The following textbooks will be used in this course:

*The Greek New Testament*: Trinitarian Bible Society edition

*NT Greek for Beginners* ( J.G. Machen, 1st edition)

*Commentary on Romans* (W.G.T. Shedd)

*New Testament Theology* (Leon Morris)

*Commentary on Mark* (J.A. Alexander)

*Commentary on Mark* ( C.E.B. Cranfield )

*Using New Testament Greek in Ministry* (D.A. Black)

The student will be given guidance at the start of his course as to what books, materials, etc., he should seek to acquire in time for each annual course. The Seminary Library contains copies of the textbooks besides a selection of New Testament commentaries and reference works.

## **Examinations and Essays**

Each student will be required to sit a half-yearly examination in December, and an end of session examination in June. At least two essays will be set during each year on subjects related to the relevant year of the course.

# HEBREW & OLD TESTAMENT

---

## **Year 1 – Old Testament Introduction**

This course of sixty-five lectures is divided into four modules:

1. The Pentateuch.
2. The Historical Books.
3. The Poetic Books.
4. The Prophetic Books.

The books of the Old Testament are studied from four viewpoints; Historical Analysis, Literary Analysis, Thematic Analysis, New Testament Analysis.

## **Year 2 – Old Testament Language.**

This course is based on *Biblical Hebrew* by Kittel, Hoffer and Wright. The lectures are recorded onto CD using PowerPoint and Macromedia Flash multimedia software.

## **Year 3 – Old Testament Preaching.**

This course of sixty lectures begins with a number of lectures which consider the basic hermeneutical principles in preaching from the Old Testament. These principles are then applied in fifty exegetical lectures upon Old Testament passages. The main theme of these will be “Preaching Christ from the Old Testament”.

The Seminary also provides a free online Hebrew Course which can be accessed through the Seminary web-site.<sup>1</sup>

---

1 <http://www.freechurchseminary.org>



# CHURCH HISTORY & CHURCH PRINCIPLES

---

## Year 1:

### Church History:

- (a) *Introduction*. Introductory lectures deal with a Biblical perspective on history, with an overview of Church history
- (b) *Period c.30 AD to c.800 (Early Church to Rise of Papacy)*. Lectures deal with the post-Apostolic Church and views of the Early Church Fathers and Apologists. Special attention is paid to the early Trinitarian controversies including an examination of the early Creeds. Attention is also given to Augustine of Hippo and the Pelagian controversy.
- (c) *Medieval Period (c.800–c.1400)*. Doctrinal controversies of the Medieval period are covered, along with the influence major figures of the period. Among other things attention is given the rise and spread of Islam and its impact on the Christian Church.
- (d) *Pre-Reformation and Reformation Period (c.1400–1560)*. The corruption of the pre-Reformation Church is considered together with the influence of precursors of the Reformation movement. The 16th Century Reformation led by Martin Luther and John Calvin is covered, and there is special focus on the Reformation movement in Scotland.

### Church Principles

Lectures on Church Principles cover the doctrine of the Church, the place of Creeds and Confessions, and the whole area of Public Worship and its various elements.

## **Year 2:**

### **Church History**

- (a) *Post-Reformation Period (Scottish) (1560-1600)*. Lectures cover the struggles to consolidate the Reformation in Scotland in countering opposition from the State and the Counter-Reformation.
- (b) *Seventeenth Century (mainly Scottish)*. The influences of the Synod of Dort (1618-19) and Westminster Assembly (1643-49) are discussed, as are the National Covenant (1638) and Solemn League and Covenant (1643), on Scottish Church life.
- (c) *Eighteenth Century (Scottish)*. The influences of the ‘Marrow’ Controversy (1720/22) and the Secession movement (1733) are discussed, along with the rise of moderatism in Scotland.
- (d) *Nineteenth Century (Scottish)*. The Evangelical Revival in the Established Church and the Disruption of 1843, with the subsequent decline in the Free Church and the rise of liberalism are discussed in this block of lectures.
- (e) *Twentieth Century (Scottish)*. The Church unions of 1900 and 1929 and their influences are discussed, as are the divisions arising in the smaller conservative Presbyterian Churches in the late 20th century. History of the Free Church of Scotland and the events leading up to and including the Division of 2000.

### **Church Principles**

Lectures on Church Principles covers three areas:

- (a) The Sacraments;
- (b) Offices in the Church;
- (c) Details of *The Practice of the Free Church of Scotland in her Several Courts*.

# SYSTEMATIC THEOLOGY

---

The course is designed for distance learning. Each student will be provided with written lectures covering the entire course. During the first and second term of each year there will be continuous assessment, but in the final term of Systematics II, a Discourse will be submitted. There will be tutorials throughout the course.

## **Systematic Theology I**

- (a) The Doctrine of God - His Being, and Works
- (b) General and Special Revelation
- (c) The Doctrine of Man in Relation to God
  - 1. Man in Original State
  - 2. Man in the State of Sin
  - 3. Man in the Covenant of Grace.
- (d) The Doctrine of the Person and Work of Christ

## **Systematic Theology II**

- (a) The Doctrine of the Person and Work of Christ (continued):
  - 1. The States and Offices of Christ
  - 2. The Atonement – Its Nature, Necessity and Extent
- (b) The Doctrine of the Application of Redemption
  - 1. The Operation of the Holy Spirit,
  - 2. Common Grace
  - 3. Mystical Union
  - 4. Regeneration and Effectual Calling
  - 5. Conversion
  - 6. Faith, Justification
  - 7. Sanctification

## 8. Perseverance of the Saints

### (c) The Doctrine of the Church

The Nature, Power and Government of the Church

### (d) The Means of Grace

The Word and the Sacraments of Baptism and the Lord's Supper

### (e) Eschatology

1. Physical Death

2. Immortality of the Soul

3. Intermediate State

4. The Second Coming

5. Millennial Views

6. Resurrection of the Dead

7. Final Judgment.

# PRACTICAL THEOLOGY

---

The course covers three academic years. In the case of four-year students Year 2 will be taken in their second year and Year 3 in their fourth year. There will be a class assignment for the 1st and 2nd terms with an end of term exam at the discretion of the lecturer. There will also be a final end of year exam.

## **Year 1:**

1st Term:

- (a) Basic Hermeneutics — These lectures are intended to give a basic introduction to Hermeneutics and will include the following:
1. Canon and Text — A theological approach
  2. Definition and necessity of hermeneutics
  3. Determining the meaning of the text
  4. Special Biblical Hermeneutics including poetry, figurative language, prophecy, typology, parables and proverbs.

2nd & 3rd Terms:

- (b) Homiletics — These lectures are intended to give practical help with the preparation and preaching of sermons and include the following:

Types of sermons:

1. Definition, usefulness and selection of preaching portions including practical guidance on how to divide larger portions of the Word into manageable preaching portions
2. Interrogating the text
3. Discovering the purpose of the text and sermon structure
4. Application — The act of preaching itself

## **Year 2:**

The whole academic year is given over to the study of Apologetics. Consideration will be given to a number of apologetic topics including:

1. A survey of some of the most common approaches to Apologetics
2. Epistemology
3. Natural Theology: Proofs for the existence of God – Biblical evidences
4. The problem of evil
5. Worldviews
6. Postmodernism

## **Year 3:**

1st Term:

Pastoral Theology — In this term practical advice is given in matters connected with the work of the pastorate, including the following:

- (a) The Call to the Ministry - The Ministers Self Watch including advice on Time management and Habits of Study – Prayer – Visitation - Pastoral Leadership
- (b) The Administration of the Sacraments - The Conducting of Special Services (Weddings, Funerals etc.) - The Regulative Principle

2nd & 3rd Term:

Pastoral Ethics — The outline for this part of the course is still being developed but it is hoped to study the nature and content of Biblical ethics and deal with some of the more common ethical problems likely to be encountered in the ministry.

# ESSAYS & EXAMINATIONS

---

## 1. Class Essays - Guidance

The lecturers will normally set essays or assignments in each of the first two terms in each year. In producing essays required each term it is recommended that students follow a standard style and format, as follows:

1. Ensure the essay is properly titled.
2. Essays should be produced in Times New Roman font, using font size 12 for text.
3. There should be 1.5 line spaces between lines.
4. Margins should be 2.54 cm all round.
5. The text of the essays should be right justified.
6. Sources of all quotations should be provided by footnotes or endnotes.
7. Footnotes or endnotes should be in Times New Roman, using font size 10 for text.
8. Single line spacing should only be used for footnotes/endnotes.
9. A Bibliography should be provided of all books referred to in compiling the essay
10. Citations of literature both in the text and in the Bibliography should use the following style:  
A. M. Renwick & A.M. Harman, *The Story of the Church*, Leicester, <sup>3</sup>1999, p.174.<sup>1</sup>
11. The student's name and signature must be appended to the essay and dated.

---

1 The superscript before the date refers to the *edition* of the book cited.

## 2. Marking of Essays

The marking of essays will normally be as follows, though this may be varied at the discretion of the respective lecturers:

|     |        |
|-----|--------|
| D   | < 49%  |
| C   | 50-54% |
| C+  | 55-59% |
| C++ | 60-64% |
| B   | 65-69% |
| B+  | 70-74% |
| B++ | 75-84% |
| A   | 85%+   |

## 3. Class Examinations

Examinations will generally be held in each subject taken in each of the first two terms in any year on the subject matter of the term, normally at the end of each term. The precise arrangements for the examinations will be determined by the respective lecturers. In the event of students failing to achieve a pass in their respective subjects (50%, taking the average of marks for the two terms) at the discretion of the relevant lecturers they will be examined verbally by the lecturer in the subject in question at the beginning of the third term to ensure that their work for the year to date is satisfactory and adequate.

## 4. Exit Examinations

At the end of each Session there is an *Exit Examination* for each subject taken during the year. This examination is set by the Seminary lecturers. This will affect students differently:

- (1) For students who are not recognised students for the ministry of the Free Church of Scotland (Continuing) this will take the form of a Term Examination covering the work for the whole year.
- (2) In the case of students for the ministry of the Free Church of Scotland (Continuing) this is a requirement of the Training of the Ministry Committee whose rules in connection with such

examinations apply.

In either case the form of the examinations will be the same for both types of students. The Training of the Ministry Committee Examination regulations applying to all Free Church (Continuing) students are provided in full in the below, section 7.<sup>2</sup>

Students will receive a *class certificate* in each subject after they have completed the respective subjects. This confirms that they have successfully completed all the prescribed work of the course in question.

## **5. Seminary Diploma**

Successful completion of all the course work for all subjects will entitle the student to a *Seminary Diploma*, indicating where relevant passes that merit distinction. If the student attains an average of more than 70% he shall be awarded a Diploma with Distinction.

## **6. Rules for examinations for distance learning students**

The student will sit Class exams in December and April (at the lecturer's discretion) and Exit exams in June. The following are the rules for taking these exams where applicable by students studying exclusively at distance:

1. Examination papers will be sent electronically.
2. Papers should be opened/downloaded *only when students are ready to take the exam*.
3. Exams are to be taken under exam conditions, allocating 2 hours (Class) or 2½ hours (Exit) for the purpose.
4. If possible someone is to invigilate (sit in with the student and sign the paper afterwards).
5. If invigilation is not practicable it will be taken on trust that

---

2 The Committee's *Handbook* on all matters relating to the courses of study for Free Church (Continuing) students may be obtained from the Clerk to the Training of the Ministry Committee: Rev James Gracie, 49 Caiyside, Edinburgh, EH10 7HW (0131 445 4893), Email: james.gracie@fccontinuing.org).

students have fairly and honestly tested themselves.

6. The student *must not* use any books, lecture notes or other aids during the examination.
7. The paper may be answered electronically and returned as an attachment .
8. If the student answers the paper in handwriting, *they should ensure legibility*, scan in the answers and return by attachment in pdf format.
9. If the answer is handwritten the student has the option of sending the answers by air mail to the Lecturer.
10. The examination should be taken at the student's own convenience *sometime during the week he receives the paper* and returned *as soon as possible* after completion.
11. The examination is intended to test the student's knowledge of the terms/year's work but answers are not expected to be exhaustive.

## **7. Training of the Ministry and Admissions Committee examination regulations**

### **1. Examiners**

*Term of Service:* the Committee appoints Examiners normally for a period of four years. An Examiner may be reappointed at the end of his four-year appointment.

*Access to Books:* Examiners have access to all the necessary books in the Seminary.

### **2. Entrance and Scripture Exit Exams**

#### *2.1. Timing of Examinations*

- a. Entrance examinations (Scripture & Hebrew/Greek) will take place on the second Tuesday in May each year. A resit diet may be made available on the second Tuesday in August.
- b. The Clerk will send a reminder of the Scripture Exit Exam to all students in October.
- c. Scripture Exit Examinations will take place on the third Tuesday of January each year. A resit diet may be made available on the second Tuesday in August.

## 2.2. Procedure

- a. In the case of the Scripture exams:
  - (i) the Examiner should consult the 'Regulations for Free Church Students' concerning the syllabus.
  - (ii) Examiners should submit question papers timeously to the Clerk.
  - (iii) the Executive should vet the question papers.
- b. In the case of language Entrance exams:
  - (i) the Committee will determine in consultation with the appropriate lecturer whether previous qualifications gained by the student negate the necessity of sitting the Entrance exam;
  - (ii) exams will be set and marked by the relevant lecturer, with the mark gained being forwarded to the Clerk.

## 2.3. Format of Paper

- a. Scripture Exams are to be set entirely on content.
- b. *Time allowed*: two and a half hours in all Scripture papers.
- c. *Marks displayed*: the marks allocated for each question, or part of a question, are to be clearly displayed. The total (e.g. 100) should also be displayed.
- d. Gobbet type questions are to be limited to one in the O.T. section and one in the N.T.
- e. The Authorised Version of the Scriptures is to be used for all Scripture examinations.
- f. The pass mark in Scripture is 60%. The pass mark in the other exams is 50%.

## 3. Other Exit Exams

### 3.1. Timing of Examinations

- a. There shall be not less than one Exit examination of a minimum duration of 90 minutes each academic year.
- b. The Exit exams should take place in June, except for Final Year students whose Exit exams *must* take place in May.
- c. All marks should be sent to the Clerk timeously in order for the results to be vetted by the Executive by the end of July at

the latest; however, in the case of Final Year students marks should be with the Clerk so as to be available for the Committee meeting in June.

### *3.2. Procedure*

- a. The Principal will allocate students a reference number at the beginning of their first year which will be communicated to the Clerk of the Training of the Ministry & Admissions Committee, and which will be used on every Exam paper in place of the student's name which should not appear on Exam papers.
- b. The lecturer shall forward to the External examiner a copy of the course syllabus and relevant course notes not later than the end of January in the year of the Exit exam;
- c. The lecturer sets the Exit exam paper for the subjects within his own Department;
- d. A copy of the Exit paper shall be sent to the appropriate examiner (electronically) four weeks prior to the date of the exam to enable consultation between the lecturer and the External examiner to take place;
- e. The answer papers should be sent electronically directly to the Committee's examiner. The lecturer should also forward a list of the essay topics covered and a copy of the class exam papers set through the year for the External examiner to be satisfied as to the work covered.
- f. All answer papers submitted to the External examiner should be unmarked.
- g. The Committee's examiner will mark papers independently for Committee purposes. Examiners will award numerical marks (%) which will be forwarded to the Clerk by e-mail.

### *3.3. Format of Paper*

- a. Choice of questions - There is to be no choice with regard to questions on set Biblical texts in N.T. and O.T. but there is to be a choice of up to one out of three in the rest of these papers and of one out of two in all other subjects.
- b. Marks displayed - The marks allocated for each question, or

part of a question, are to be clearly displayed. The total (e.g. 100) should also be displayed.

#### **4. Process of marking**

- a. Each Examiner should adopt a reasonable scheme of marking and allocate marks accordingly.
- b. The total mark awarded should be expressed as a whole number (%), without either vulgar fractions or decimal points.
- c. In awarding marks, the Examiner shall bear in mind the area of the syllabus covered in the questions and the balance between the factual and the critical approach.

#### **5. Completion Certificates and Pass Grades**

- a. At the end of April, the Clerk should receive from the Principal details of those students who have obtained Class Certificates (including private students). A Class Certificate should only be issued to students who have duly completed the work of the class for the year in question. No student attaining less than 40% in their class should be issued with a Class Certificate.
- b. The standard required for the issue of a Completion Certificate should require an average over all the subjects of a 50% pass mark, and not more than one subject between 45 - 50%.
- c. Where a student is awarded under 50% in any examination the Executive must review the mark (see below) and the student should be warned *immediately* of the fact.
- d. Before a student is warned about the award by the Committee's examiner of fail the Lecturer in the subject concerned should be consulted;
- e. If a student's overall grade in any particular year is fail, the student will be given the opportunity to resit at a special diet of the examination.
- f. The Pass Grade in all subjects is 50% (except Scripture which is 60%).
- g. Examiners are required to guard the confidentiality of exam results. The identity of the External examiners should also be confidential.

## **6. Review of Failures**

- a. *Review band*: Students who fail by 5% or less may have their mark reviewed by the Executive. Also, all failures by final year students may be reviewed. In the Greek and Hebrew Entrance Exams, the review band will be 10% in the case of students who have been studying outwith the Seminary.
- b. *Failure by final year students*: Final year students whose mark falls below the review band will be interviewed by the Committee after the Clerk has obtained reports from the lecturer and Minister of the student concerned. All students deemed by this review to have failed will resit the examination.
- c. *Failure by other students*: If a student fails a subject after re-sit he may sit it again the following year, but only one subject may be thus carried forward.

## DISCOURSES

---

1. Three discourses are required for all students who wish to complete the course work and obtain a Diploma. One of the Discourses must be in a Biblical language subject and one in Systematic Theology.
2. Students should have their subject agreed by the Lecturer as soon as possible for a submission to be made by the end of the second term of the third year of a three-year Seminary course or the second term of the fourth year of a four-year course.
3. A discourse may be taken across the whole range of the Syllabus. The subject matter should be discussed with the Lecturer and an outline produced on the area(s) to be covered in the Discourse. Drafts should be provided to the lecturer from time to time of work in progress, for discussion and any modification.
4. The Discourse should be between 5,000 and 7,000 words. The aim should be to deal both concisely and adequately with the subject addressed.
5. In general terms the Discourse should follow the following pattern:
  - (1) *Title page* with Seminary name, Department of study, Title, name of student and date of submission;
  - (2) There should be a *contents page* with section headings and sub-headings;
  - (3) An *Introduction* explaining the nature of the study should be provided, giving the substance of the Discourse and its aim;
  - (4) There should be a *concise Conclusion* bringing the threads of the Discourse together and bringing out the positive and negative lessons from the study;

- (5) Throughout the Discourse *sources of information*, literature, etc., should be identified by footnotes, as suggested by the guidance for the format of Essays, and there should be a clear and adequate *Bibliography* appended;
  - (6) The Discourse must be produced in a *printed-out* word processed form.
6. An *attestation page* will be appended to the Discourse on which the Lecturer's comments will be recorded and the form of attestation provided. This will be completed by the Lecturer and will be part of the Discourse for presentation to any other Church court or committee who may later require to have access to the Discourse.
  7. A copy of the Discourse, duly attested, will be retained in the appropriate Seminary Library for reference.

# STUDENT WELFARE & FINANCIAL ASSISTANCE

---

## **1. Travel Expenses**

For travel to and from Seminary costs are borne by the Church for Free Church (Continuing) students. Some help is also available for travel expenses of private students from funds available for the Seminary. It is expected that the most economical method of transport will be used by students.

Where possible students are encouraged to share cars, but they may also use public transport where that is more economical and convenient, costs of which within Scotland will be reimbursed.

Claims for such re-imburement should be made on the appropriate forms provided by the Financial Administrator of the Free Church of Scotland (Continuing).<sup>1</sup>

## **2. Free Church School in Theology**

Students in attendance at the Seminary are required to attend the Free Church School in Theology held annually each September, for which their fees will be paid by the Church.<sup>2</sup>

## **3. General Assembly**

Students are expected to attend the General Assembly and to assist where required. Their travel and accommodation costs will be met by the Church.

## **4. Pastoral and Practical Assistance**

If any student, Church or private, has any need for assistance on

---

1 Mrs M. Smith, The Manse, Coillore Farm, Struan, Isle of Skye, IV56 8FX

2 See page 13 above.

grounds of hardship, or any practical or spiritual concerns, they are encouraged in the first instance to get in touch with the Seminary Principal.<sup>3</sup>

The Principal or any of the Lecturers will be happy to provide pastoral or practical advice in any concerns that a student may have in connection with their course of study, or in relation to their Christian walk.

---

3 Rev J. W. Keddie, 19 Newton Park, Kirkhill, Inverness-shire, IV5 7QB  
Email: [johnkeddie@freechurchseminary.org](mailto:johnkeddie@freechurchseminary.org)

*Published by the College Committee of the Free Church Seminary,  
Westhill Church,  
Culloden Road, Inverness  
<http://www.freechurchseminary.org/>*

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

*- 2 Timothy 2:15 -*

