

2025

Global University Berean School of the Bible Catalog

1211 South Glenstone Avenue • Springfield, Missouri 65804-0315 - USA
Telephone 800.443.1083 • 417.862.9533 • **Fax** 417.862.0863
Email berean@globaluniversity.edu • **Internet** www.globaluniversity.edu

Developed in cooperation with Global University staff and approved by the Academic Affairs Committee.

Global University
Springfield, Missouri, USA

© 2025 Global University
All rights reserved.
ISBN 978-0-7617-2663-0
Updated on 17.12.2024

TABLE OF CONTENTS

A Letter from the President	4	Financial Information	15
A Letter from the Provost	5	Fees and Tuition	15
A Letter from the Dean	6	Cancellation and Refund Policy	15
General Information	7	Withdrawal Process	15
Mission	7	Services, Policies, and Programs	16
History	7	Academic Counseling	16
Doctrinal Statement	7	Student Status	16
Notice of Nondiscriminatory Policy	8	Time Limit for Completing a Course	16
Global University International Headquarters	8	Examinations	16
2025 Calendar	8	Berean School of the Bible Grading System	16
Programs of Study	8	Recommended Reading	16
Nondegree Programs	8	Service Learning Requirements	16
Degree Programs	8	Transcripts	16
Administration	9	Transfer of Credit	17
Board of Trustees	9	Student Inquiries and Comments	17
Board of Administration	9	Programs Offered	17
Academic Affairs Committee	10	Study Groups	17
Regional Coordinators and Network Representatives	10	Instructional Facilitator's Manuals	17
University Faculty	10	Program Requirements	18
Accreditation and Endorsements	10	Diploma and Certificate Programs	18
Accreditation	10	Ministerial Studies Program	18
State Certification	10	Ministerial Studies Diploma	18
Memberships	10	Ministerial Studies with Leadership Honors Diploma	19
Educational Benefits	10	Bible and Doctrine Diploma	20
University Standards	11	Momentum Training Diploma	20
Basic Standards of Academic Integrity	11	Royal Rangers Organizational Leaders Diploma	21
AI and Its Role in Global University's Degree programs	11	Church Volunter Service Certificate	22
Code of Conduct	11	Course Descriptions	23
Disability and Academic Accomodations	11	Explanation of Course Numbering	23
Due Process of Student Rights	12	Continuing Education Units (CEUs)	23
Policy for Filing Student Complaints	12	Course Materials	23
Tracking and Addressing Student Complaints	12	Bible Division	23
Notification of Rights Under FERPA	13	Theology/History Division	24
Instructional Technology and Resources	14	Ministry/Practical Theology Division	25
Learning with Technology	14	Capstone Projects	27
Library Resources	14		

A LETTER FROM THE PRESIDENT

Welcome to Global University!

All of us here at Global are pleased to learn of your interest in advancing your training. We are thrilled that you are seeking to prepare yourself for service in God's harvest field. Our catalog provides information concerning who we are, our mission, history, policies, and procedures, as well as our various programs of study. We trust you will identify a program of study to help you prepare for God's call on your life. Feel free to contact us with any questions you may have.

A unique aspect of our programs is the emphasis on applied learning and ministry through our Service Learning Requirement (SLR). This requirement allows learners to move more rapidly from theory to practical application of what they are learning. In other words, learners benefit from the integration of academic rigor with practical application throughout their studies.

Global University is composed of five schools that provide a seamless approach to study, ranging in academic level from certificates (initial evangelism and discipleship courses) to graduate degrees. The five schools are: School for Evangelism and Discipleship; Berean School of the Bible (offering adult continuing education courses to equip people for church leadership); School for Ministry Development (offering an Associate of Arts in Church Ministry that fulfills the educational requirements for credentialing with the General Council of the Assemblies of God through the ordained minister level); Undergraduate School of Bible and Theology (offering certificates and diplomas and associate of arts and bachelor of arts degrees); and Graduate School of Theology (offering master of arts, master of divinity, and doctor of ministry degrees). Catalogs for each school are available on our website at www.globaluniversity.edu.

Global University's learners benefit not only from increased knowledge through studying course content but also from spiritual growth and increased discipline. Our instructional design helps them gain skills for a lifetime of learning, service, and ministry. Students and alumni fill positions of ministry as teachers, pastors, and missionaries. Others serve as local, district, and national church leaders. They actively work in both open and sensitive locations, fulfilling God's call on their lives to impact eternity where they are and wherever God leads them.

When studying with Global University, you will not be studying alone. Instead, you will join students studying in literally every time zone of the world. We operate through a worldwide network of more than 210 offices serving more than 2 million students. We are committed to equipping people for service in churches, schools, and other ministries. As you study, rest assured our extensive university stands ready to assist you in any way we can.

God bless!



Gary L. Seevers Jr., PhD

President



A LETTER FROM THE PROVOST

Greetings from the International Office of Global University!

I enjoy the rich pleasure of serving as the Chief Academic Officer for the global programs of the university. During my time serving the university, I have come to appreciate both the diversity and the unity that exists within the Global University family. Every context presents unique challenges and brings opportunities to the task of teaching and learning. As I meet our Global students and alumni, I am impressed with their commitment to excellence in ministry in all cultural situations. In these effective ministries and leaders, one sees the intersection of God's call, their commitment, and a Global University education. The results are astounding: people are saved, churches are started, parachurch ministries are established, and bodies are healed. The Lord operates through thousands of men and women who have come through Global University's programs.

Global University allows you to start wherever you are in your own educational journey and pursue a broad range of learning goals. Each of the five schools of Global University provides opportunities for growth as a follower of Christ and as a Christian leader. Do you want foundational instruction as a follower of Christ and a Christian leader in training? The School for Evangelism and Discipleship's Christian Life and Christian Service series of courses would benefit you. Do you want to study Scripture for a ministerial career, a lay leadership role in your church, or your own spiritual enrichment? The Berean School of the Bible's adult continuing education courses and programs will serve you well. If you plan to seek ministerial credentials with the Assemblies of God, take a look at the School for Ministry Development. Do you want an accredited undergraduate certificate, diploma, associate of arts degree, or bachelor of arts degree? Check out the programs offered by the Undergraduate School of Bible and Theology. Are you prepared for advanced studies? The Graduate School of Theology offers master of arts degrees, a master of divinity degree, and a doctor of ministry degree. Global is one university with five schools, so you will have a wide range of options from which to choose. Whichever program you select, you can be sure it will integrate faith and learning from a Pentecostal, evangelical perspective.

Our name—Global University—accurately describes us as a worldwide distance-learning school. Our regional accreditation with the Higher Learning Commission assures you of a quality education. As you enter studies with Global University, you join a student body in every time zone and nearly every country of the world. You can study where and when you want at extremely affordable costs. You will have access to faculty through a variety of means, and our online library resources provide the opportunity to investigate a subject as deeply as you wish.

Welcome to the Global University community. We are students, faculty, staff, and administrators committed to "transforming lives through a global network of Spirit-empowered education and training."

May God's favor be with you,



David L. De Garmo, DMin
Provost



A LETTER FROM THE DEAN

With a legacy spanning over 75 years, the Berean School of the Bible has steadfastly prepared believers for the work of the ministry. Grounded in Pentecostal theology, Berean stands as a pioneer in distance learning for ministers. Whether your aim is personal enrichment, enhancing your ministry capabilities, or pursuing ministerial credentials, Berean offers affordability, accessibility, and accredited adult continuing education programs.

While Berean courses are primarily designed for independent study, many of our students also benefit from participating in Study Groups. Local churches and ministries are encouraged to establish Study Groups, fostering environments where learning can be reinforced and reviewed.

Each Berean course is crafted to blend theoretical knowledge with practical application, featuring a Service Learning Requirement that enables students to integrate their learning into their local ministry context.

Whether you opt for online study, traditional print materials, or a combination thereof, our curriculum is structured to accommodate your individual pace. Our asynchronous format allows you the flexibility to schedule your studies according to your unique rhythm.

I invite you to explore the diverse educational opportunities at Berean School of the Bible and join our community of learners dedicated to advancing the Kingdom and enhancing their ministries through knowledge and practice.

Peace,



Mario M. Duque, PhD
Dean, Berean School of the Bible



GENERAL INFORMATION

Global University (GU) utilizes tools of educational technology to expand the resources of the church. GU courses are applicable for distance learning instruction, classrooms, learning groups, and individual study. Courses are developed with the help of qualified writers from many nations and distributed around the world in many languages. This contributes to fulfilling GU's motto: "transforming lives through a global network of Spirit-empowered education and training."

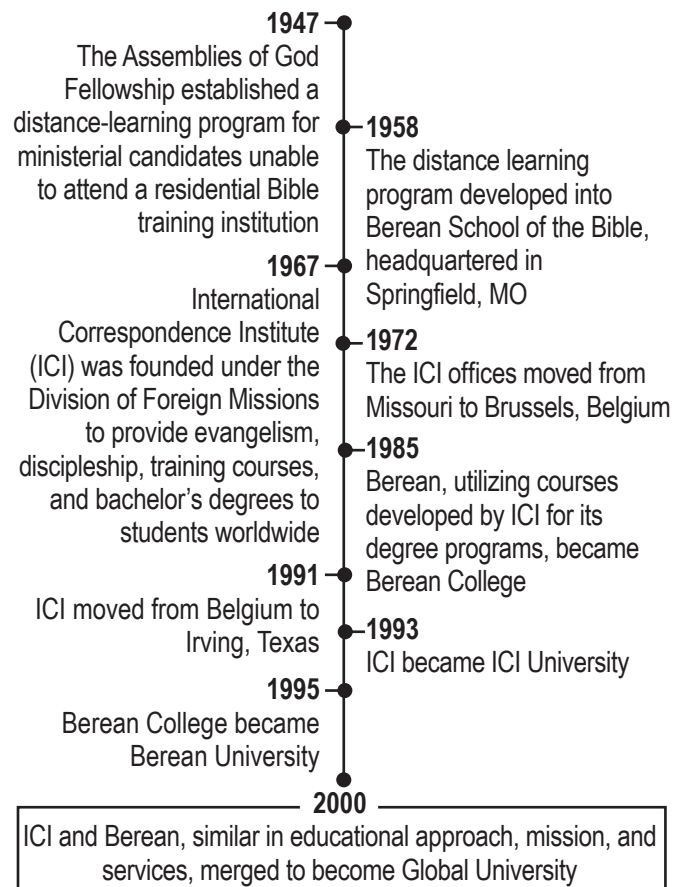
Mission

Global University is a Christian university in the Pentecostal tradition that:

- integrates education and service through a worldwide network for student support.
- provides access to ministerial training from adult continuing education to the graduate level.
- produces curricular materials in multiple languages.
- serves the local church and Christian community through evangelism, discipleship, and leadership training via nonresidential distributed learning methods.

History

Global University has a distinguished heritage that spans seven decades and encompasses the achievements of two distance learning institutions: ICI and Berean University.



Doctrinal Statement

The doctrinal position of Global University is expressed in the following statement of faith. We believe:

- the Bible is the inspired and only infallible and authoritative written Word of God (2 Tim. 3:16).
- there is only one true God, revealed in three persons: Father, Son and Holy Spirit (commonly known as the Trinity) (Deut. 6:4; Matt. 28:19).
- in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal, future return to this earth in power and glory to rule a thousand years (Matt. 1:23; Heb. 7:26; Acts 2:22; 1 Cor. 15:3; Matt. 28:6; Acts 1:9).
- in the Blessed Hope—when Jesus raptures His Church prior to His return to earth (the Second Coming). At this future moment in time, all believers who have died will rise from their graves and will meet the Lord in the air, and Christians who are alive will be caught up with them, to be with the Lord forever (Thess. 4:17; Titus 2:13; 1).
- every person can have restored fellowship with God through salvation (trusting Christ, through faith and repentance, to be our personal Savior) (John 14:6).
- regeneration by the Holy Spirit is absolutely essential for personal salvation (Titus 3:5).
- in water baptism by immersion and Holy Communion (Matt. 28:19).
- divine healing of the sick is a privilege for Christians today and is provided for in Christ's atonement (His sacrificial death on the cross for our sins) (1 Pet. 2:24).
- The baptism in the Holy Spirit is the promised experience following salvation that empowers believers to witness and receive effective service, just as it did in New Testament times (Acts 2:1-4).
- sanctification initially occurs at salvation and is not only a declaration that a believer is holy, but also a progressive lifelong process of separating from evil as believers continually draw closer to God and become more Christlike (Gal. 5:16-25).
- in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation (Rev. 20: 11-15).
- in the Church, which is the body of Christ, and its mission to be the agency of God to evangelize the world, worship God, build the body of Christ, and demonstrate God's love and compassion (Mark 16:15-16; 1 Cor. 12:13; 1 Cor. 14:2-3; Ps. 112:9).
- in a divinely called and scripturally ordained ministry for the fourfold mission of leading the Church: reaching, planting, training, and serving (Mark: 16:15-20).
- For the complete Assemblies of God Statement of Fundamental truths, visit <http://ag.org/Beliefs/Statement-of-Fundamental-Truths>.

Notice of Nondiscriminatory Policy

Global University employs, advances, admits, and treats all people without regard to their race, color, national or ethnic origin, gender, age, disability, or veteran status, both in its employment and its educational programs.

Global University International Headquarters

The International Office of Global University is located in Springfield, MO, near the U.S. Assemblies of God National Office.

2025 Calendar

Global University has a year-round open enrollment policy for independent-study students enrolled directly with the International Office. Students studying with other offices should check their offices for their academic calendars.

Global University is open from 8:00 a.m. to 4:30 p.m., Central Time, Monday through Friday. The phone service is available from 9:00 a.m. to 6:00 p.m. The International Office will be closed for the following holidays unless otherwise noted.

January 1, 2025	New Year's Day
January 20, 2025	Martin Luther King Jr. Day
April 18, 2025	Good Friday
May 26, 2025	Memorial Day
July 4, 2025	Independence Day
September 1, 2025	Labor Day
November 27 & 28, 2025	Thanksgiving Holiday
December 22–26, 2025	Christmas Holiday

PROGRAMS OF STUDY

Global University has five schools: (1) School for Evangelism and Discipleship, (2) Berean School of the Bible, (3) School for Ministry Development, (4) Undergraduate School of Bible and Theology, and (5) Graduate School of Theology. Students worldwide enroll in all levels of study. Global University works with Assemblies of God World Missions, US Missions, and other divisions of the General Council.

Nondegree Programs

School for Evangelism and Discipleship

The School for Evangelism and Discipleship offers evangelism and discipleship training programs that are biblically proven, Pentecostal, and practical. Evangelism courses are designed to introduce people to the person and life of Jesus. Christian Life is designed to help new believers follow Jesus according to a solid biblical foundation. In addition, a deeper level of discipleship prepares Christian leaders to serve in their homes, churches, and communities. Many of the courses are available in over 130 languages.

Berean School of the Bible

The Berean School of the Bible offers adult continuing education programs. The Ministerial Studies diploma program courses satisfy educational requirements for ministerial credentials approved by the Assemblies of God, USA, and provide enrichment learning for lay leaders. The General Council Credentials Committee Issues Ministerial credentials upon recommendation of the appropriate district.

Global University does not issue Ministerial credentials.

Degree Programs

School for Ministry Development

The School for Ministry Development has a twofold purpose: to provide the church with Christian leaders who possess adequate foundational preparation to begin a lifetime of service and to improve access to affordable Pentecostal leadership training through an online educational experience culminating in a college degree.

Undergraduate School of Bible and Theology

The Undergraduate School of Bible and Theology programs are designed for ministers, ministerial students, and laypersons who desire a biblical education. Degree programs are open to all with a high school diploma or equivalent. Advanced academic placement through credit transfer is possible for those with previous undergraduate training.

Graduate School of Theology

The Graduate School of Theology provides advanced, in-depth, specialized study of the Bible and related subjects. Its purpose is to equip students with individual research, personal scholarships, and practical application. Postbaccalaureate degrees and certificates are offered through an individually structured, distance-learning format using mentors and printed and digital materials to guide students in study and research.

For more information concerning these schools, programs, and the languages available, contact your network office or the Global University International Office or visit our website at www.globaluniversity.edu.

Note: Global University reserves the right to revise all announcements in this catalog and make reasonable substitutions or changes in requirements to improve academic programs.

ADMINISTRATION

Board of Trustees

Doug Marsh (Chair)

Director
International Ministries
Assemblies of God World Missions

Don Miller (Vice Chair)

Superintendent
Southern Missouri District
Springfield, Missouri

David Ellis (Secretary)

Regional Director
Latin America—Caribbean

Manuel Alvarez

Superintendent
Spanish Eastern District
Old Tappan, New Jersey

Doug Clay

General Superintendent
Assemblies of God (USA)

Marvin Couch

Public Member
Oviedo, Florida

John L. Easter

Executive Director
Assemblies of God World Missions

George M. Flattery

Chancellor, Global University
President, Network 211

Maricela Hernandez

Secretary/Treasurer
Texas Gulf Hispanic Council,
Assemblies of God (USA)
McAllen, TX

Donald James

Superintendent
New Jersey District Council
Burlington, New Jersey

Mark Merrill

Lead Pastor
Visalia First
Visalia, California

Barnabas Mtokambali

Archbishop of the Tanzania
Assemblies of God
Dodoma, Tanzania

Dikran Salbashian

Lead Pastor
Amman, Jordan

Gary L. Seevers Jr.

President
Global University

Robert Thomas

Public Member
Bartlesville, Oklahoma

Michele Thompson

Lead Pastor
Rockside Church
Independence, Ohio

Beth Wray

Public Member
Springfield, Missouri

Board of Administration

Dr. Gary L. Seevers Jr. (Chair)

President
PhD, Virginia Polytechnic Institute
and State University

Dr. Mark A. Barcliff

Executive Vice President
Vice President, Center for Global Reach
Director of Outreach to Sensitive
Countries
EdD, Nova Southeastern University
PhD, California Graduate School of
Theology

Mr. Kevin Cordner

Vice President of Finance and Chief
Financial Officer
BA, Mount Vernon College

Dr. David L. De Garmo

Provost
DMin, Assemblies of God
Theological Seminary

Rev. Bruce Headley

Vice President, Advancement
BS, Evangel University

Mrs. Kathy Johnson

Director, Human Resources
BA, Southwest Baptist University

Mr. Wade W. Pettenger

Vice President,
Information Technology and Media
MBA, Southwest Missouri State University

Academic Affairs Committee

The Academic Affairs Committee (AAC) comprises the provost, the vice provost, the vice president for International Network Services, the deans of the schools, and other key leaders in the Academic Affairs Division.

The AAC is the university's chief academic policy-making body; as such, it constitutes the final locus of dialogue in the formation of policies, procedures, and guidelines related to the Academic Affairs Division.

Regional Coordinators and Network Representatives

Global University operates worldwide through a network of regional offices that assist network offices. Regional coordinators and Network representatives promote, supervise, and coordinate the university's work within designated areas assigned by the Global University Board of Administration. They and the network office staff encourage students to pursue and achieve academic excellence.

University Faculty

Individuals who serve Global University as faculty are included in the following two categories:

Resident Faculty

Resident faculty are academically qualified individuals serving at the International Office who primarily write, develop and facilitate courses.

Adjunct Faculty

Adjunct faculty are those academically qualified individuals throughout the Global University network who periodically write, facilitate, and evaluate GU courses in field settings or serve as tutors for students studying independently with the university. Many hold doctorates in their fields and at least a master's degree. Those who serve as faculty for the Graduate School of Theology hold an earned doctoral or other terminal degree.

Note: For a complete University Faculty list, visit our website at: www.globaluniversity.edu.

ACCREDITATION AND ENDORSEMENTS

Accreditation

Higher Learning Commission (HLC)

Global University is accredited by:

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1411
Telephone: 800.621.7440 and 312.263.0456
Fax: 312.263.7462
Email: info@hlcommission.org
Website: <http://hlcommission.org>

National Council for State Authorization Reciprocity Agreements (NC-SARA)

Global University is approved by the State of Missouri to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. For more information, visit <http://nc-sara.org>.

Association for Biblical Higher Education (ABHE)

Global University holds applicant status with the Association for Biblical Higher Education Commission on Accreditation (ABHE). Applicant status is a pre-membership status granted to institutions that meet the ABHE Conditions of Eligibility and possess such qualities that may provide a basis for achieving candidate status within five years.

Association for Biblical Higher Education (ABHE)
5850 T G Lee Blvd, Ste. 130
Orlando, FL 32822
Website: <http://www.abhe.org>

State Certification

The university is incorporated in the State of Missouri and is authorized to operate as an independent, exempt university by the **Missouri Coordinating Board for Higher Education**. For more information, visit: <https://dhewd.mo.gov/public-and-independent-colleges.php>

Memberships

Global University is a member of the Alliance for Assemblies of God Higher Education (AAGHE), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), the Asia/Pacific Theological Association (APTA), the Association for Pentecostal Theological Education in Africa (APTEA), and the Council for Advancement and Support of Education (CASE).

Educational Benefits

The US Department of Veterans Affairs has approved Global University's independent-study undergraduate and graduate courses for educational benefit payments.

UNIVERSITY STANDARDS

Basic Standards of Academic Integrity

Registration at Global University requires adherence to the university's standards of academic integrity. Many of these standards may be intuitively understood and are not listed exhaustively; the following examples represent some basic types of behavior that are unacceptable:

1. Cheating: (a) using unauthorized notes, aids, or information when taking an examination; (b) submitting work done by someone else as your own; (c) copying or paraphrasing someone else's work and submitting it as your own.
2. Plagiarizing: submitting someone else's work, claiming it as your own, or neglecting to give appropriate documentation when using any kind of reference material. Plagiarism, whether purposeful or unintentional, includes copying or paraphrasing materials from a study guide, textbook, or any other published or unpublished source. Words, thoughts, or ideas taken from any source must be properly documented according to the school's particular *Global University Form and Style Guide*.
3. Fabricating: falsifying or inventing any information, data, or citation.
4. Obtaining an unfair advantage: (a) stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor or examination supervisor; (b) unauthorized collaboration on an academic assignment; (c) retaining, possessing, using, or circulating previously given examination materials where those materials clearly indicate they are to be returned to the examination supervisor or to the Global University offices at the conclusion of the examination.

AI and Its Role in Global University's Degree Programs

Artificial intelligence is advancing rapidly, offering students time-saving opportunities for completing assigned tasks. However, using AI to complete assignments undermines the very purpose and value of education, hindering skills development and knowledge acquisition. Misusing AI, therefore, threatens both the legitimacy of education and the competence of graduates. In response, Global University is implementing the following policy as a first version on the use of generative Artificial Intelligence software, such as LLMs (e.g., ChatGPT, Palm API, and Maker Suit):

1. Using any AI LLM to create or improve content for any academic assignment is unauthorized without prior written approval from the faculty facilitating the related course.
2. Faculty may grant written approval for AI LLM use in response to a written request submitted by a student if the request includes:

- a. Identification of the course and assignment for which the AI LLM will be used.
 - b. A detailed description of how the AI LLM will be used, including the anticipated results of this use and how it will be integrated into fulfilling the assignment's requirements.
 - c. A description of how any information acquired through generative AI will be verified.
 - d. An explanation of how AI LLM use will enhance the learning experience and fulfill learning objectives in an academically legitimate way.
3. Unapproved use of AI software in completing academic assignments will be considered misuse and will result in a failing grade for that assignment.
 4. Faculty are instructed to disapprove the use of all AI software unless a convincing and well-informed rationale is presented by the student regarding the educational value of its limited use.
 5. This policy is a first iteration and will be revised as AI technology continues to develop along with its potential use and misuse in the educational environment.

Depending on the severity of the offense, disciplinary action for failing to maintain academic integrity can range from lowering a paper's grade to dismissal from the program.

Code of Conduct

Global University is a Christian educational institution aiming to equip students to fulfill God's calling in their lives. Christian conduct is expected. While Global University reaches many cultures worldwide, it is understood that some practices acceptable in one culture may not be acceptable in another.

As Christians we look to the Scripture to guide our conduct. Students are expected to conduct themselves according to biblical principles of behavior. Examples of such principles are found in Ro. 12:9–21; Gal 5:22–23; and Eph 4:1–3, 25–32. The Code of Conduct also applies to verbal and written communication with Global University representatives, faculty, staff, and students. Furthermore, it extends to all electronic communication, including threaded discussions and emails with faculty and students.

Violation of the Code of Conduct may result in disciplinary action, including dismissal from the program. Global University also wants each student to be aware of our Statement on Marriage, Human Sexuality, and Gender Identity, which can be viewed at <https://globaluniversity.edu/university-standards/>.

Disability and Academic Accommodations

Global University is committed to the provision of reasonable accommodations for students with disabilities, as defined in the Americans with Disabilities Act, Section 504 of the

Rehabilitation Act, and state and local requirements. Students who qualify for accommodation are required to submit appropriate documentation to the Student Success Center. Your request will be considered if it:

- Is based on documentation that meets GU guidelines.
- It does not compromise the essential requirements of your course or program.
- Does not impose a financial or administrative burden upon GU beyond that which is deemed reasonable.

Submit your request to success@globaluniversity.edu. The Academic Success team will follow up with you to gather all required documentation. The university's director for the Student Success Center and the dean of the school will review the submitted documentation. You will be notified via email if your request is granted or denied within 30 days of receipt of all required documentation. If you are denied services, you may file an appeal within 30 days of the decision.

Due Process of Student Rights

In all cases involving academic dishonesty, the student charged or suspected shall, at a minimum, be accorded with the following rights:

1. Prompt investigation of all charges of academic dishonesty to be conducted, as far as possible, in a manner that prevents public disclosure of the student's identity. Such an investigation may include informal review and discussion with an official of the school prior to bringing a charge, provided that such review does not compromise the rights of the student in the formal process.
2. Reasonable written notice of the facts and evidence underlying the charge of academic dishonesty and of the principle(s) of academic integrity said to have been violated.
3. Reasonable written notice of the procedure by which the accuracy of the charge will be determined.
4. Reasonable time, if requested, to prepare a response to the charge.
5. A hearing or meeting at which the student involved may be heard and the accuracy of the charge determined by a neutral decision maker.
6. Review of an adverse initial determination, if requested, by an appeals committee to whom the student has access in person. Generally, implementation of sanctions will be suspended until all appeals made by the student have been exhausted.
7. Final review of an unsuccessful appeal, if requested, by the president or an advisory committee designated by the president.

Policy for Filing Student Complaints

Global University assures the public that its philosophy is to be responsive to any student complaint. Historically, any

complaints received have been resolved to the student's satisfaction. A student seeking to file a complaint or grievance should follow the steps outlined under "Tracking and Addressing Student Complaints." Global University will do everything possible to resolve the complaint expeditiously. If the student wants to contact higher authorities, he or she may do so at the state and accrediting agency levels, as described below.

The Missouri Department of Higher Education (MDHE) serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy contains information and instructions for filing a formal complaint. The policy provides that a student seeking to file a complaint with the department must first exhaust all formal and informal avenues provided by the institution to resolve disputes. The MDHE complaint policy can be accessed at <http://dhe.mo.gov/documents/POLICYONCOMPLAINRESOLUTION.pdf>.

Global University's regional accrediting agency, the Higher Learning Commission (HLC), can also receive student complaints. Information is available at <https://www.hlcommission.org/Student-Resources/complaints.html>.

The HLC expects complaints and grievances to be first resolved at the institution level. Complaints should only be directed to the HLC if they are deemed to affect an institution's accreditation.

Global University has been approved as a participating institution in the National Council for State Authorization Reciprocity Agreements (NC-SARA). If, after following the sequence referred to above, a complaint is not resolved to the student's satisfaction, and if the state in which they live is a SARA member state (go to www.NC-SARA.org, click on "states"), they may appeal to the portal agency of their state (see <http://nc-sara.org/content/state-portal-agency-contacts>). The SARA complaint process can be found in the SARA Policies and Standards section at <https://nc-sara.org/student-complaints-process>.

Tracking and Addressing Student Complaints

Global University takes complaints and grievances seriously. The Student Services Department of GU's Academic Affairs Office maintains and monitors a complaint or grievance file. Complaints received usually fall under two categories: (1) course content or (2) the course delivery and support system.

- Complaints relating to course content are referred to the University Materials Development (UMD) Department and to the course professor. A student representative will contact the student with an answer to the student's question(s) or a solution to the student's problem.
- Complaints regarding the delivery and support system are referred to the Student Services Department. A student

representative will contact the student to resolve the difficulty. In some cases, this prompts the creation of new policies or procedures to improve the delivery system.

In more difficult or complex situations, especially those problems spanning more than one department, the complaint is referred to the provost. As necessary, the Academic Affairs Committee will also become involved in resolving student complaints in a timely and satisfactory manner.

A student can file a grievance with Global University by choosing any one of the following contacts:

1. A student may contact a Global University faculty member or network office staff member by email, phone, fax, post/mail, post/mail, or in person. Often, problems are easily resolved at this level.
2. A student may contact the Student Services Department of Global University by email, phone, fax, post/mail, or in person. Student Services personnel are trained to resolve student concerns.
3. A student may contact any administrator of Global University by email, phone, fax, post/mail, or in person. In these cases, the matter typically requires a period of investigation in order to be resolved.

Once a concern, complaint, or grievance is received, every effort will be made to resolve the issue quickly. Should a student not be satisfied with the resolution, they may appeal the decision to the International Office of Global University directly to the Provost's Office. Should a student not be satisfied with the resolution, the student can contact the Provost's Office and request that the issue be addressed by the Global University Academic Affairs Committee. A decision by the Academic Affairs Committee will be deemed final.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review education records within 45 days of the day Global University receives a request for access. Students should submit to the registrar a written request that identifies the record(s) they wish to inspect. The registrar will decide on access and notify students of the time and place where the records may be inspected. Instead of inspecting the record(s), students may request that records be copied and mailed to them. In this case, students will pay postage and a copy fee of fifteen cents (USD) per page.
2. The right to request the amendment of education records students believe are inaccurate or misleading. Students may ask the university to amend a record they believe is incorrect or misleading. They must write to the registrar to clearly identify the part of the record they want changed

and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested, the university will notify students of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to students when they are notified of the right to a hearing.

3. The right to request in writing that certain directory information only be disclosed with the student's written consent. Unless otherwise requested, directory information such as the student's name, mailing address, dates of attendance, enrollment status, graduation status, and other institutions attended may be released without written consent. Non-directory information such as student ID number, Social Security number, date of birth, email address, phone number, and grades may only be released with the student's written consent, except where FERPA authorizes disclosure without consent. Exceptions include disclosure to federal, state, and local authorities and school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record to fulfill their professional responsibility.

The student has the right to file a complaint with the US Department of Education concerning alleged failures by Global University to comply with the requirements of FERPA. For more information, contact the office that administers FERPA:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave, SW
Washington, DC 20202-8520

https://studentprivacy.ed.gov/sites/default/files/resource_document/file/EComplaint%20form%20FERPA_Updated_508_013123.pdf

INSTRUCTIONAL TECHNOLOGY AND RESOURCES

Learning with Technology

Global University prioritizes accessibility for all students, regardless of their available technological resources, and therefore offers courses both in print and via the Internet and other electronic media. Students with technology and Internet access may submit assignments electronically and take exams online. Some courses are available for PDF download. Students without access to technology may acquire printed materials containing everything needed to complete their courses. Self-paced, independent learners may collaborate with other students using GU's online learning tools and social media.

Please note: Graduate Greek exams must be proctored.

For further information about the use of technology with GU courses and their availability in electronic format, visit Global University online at www.globaluniversity.edu.

Library Resources

The Global University Library, located at the International Office in Springfield, Missouri, holds resources that support the curriculum of GU programs and may be utilized for general research. It offers more than 25,000 physical volumes, including books, reference materials, periodicals, maps, microfiche, audio and video materials, and vertical files.

For undergraduate and graduate students, CREDO Reference, Academic Search Elite, and American Theological Library Association (ATLA) databases, which provide access to thousands of e-books, peer-reviewed journals, and general reference resources, are available via the library website at library.globaluniversity.edu

Due to the lack of research on the Bible, Berean students cannot access proprietary databases. However, thousands of freely available resources are available through the library website.

Students may also direct research questions to a reference librarian using the "*Contact the University Librarian*" link at library at www.globaluniversity.edu.

FINANCIAL INFORMATION

Global University is a not-for-profit institution. Students are charged only what is necessary to provide appropriate educational services for distance learning. Due to changing economic conditions, GU reserves the right to revise charges but makes every effort to keep costs as low as possible.

Fees and Tuition

Students enrolling in Berean School of the Bible courses for the first time must pay a one-time application fee. Course tuition and materials prices are listed on the Berean School of the Bible Order Form. Adult continuing education course tuition includes all student services, such as grading examinations and service learning requirement reports, responding to student inquiries regarding course content, and maintaining student transcripts.

Miscellaneous fees that may be incurred in addition to the costs described above include the program completion fee, diploma replacement fee, exam retake fee, and expediting fee.

Cancellation and Refund Policy

We strive to develop instructional materials and programs that will be completely satisfactory to the students who enroll with us. However, if it is necessary for you to withdraw from a course, the following refund policy will apply:

1. No refund of the application fee will be made after seven (7) days.
2. You may withdraw from a course if the course status is "In Progress."
 - a. You may cancel a course enrollment within seven (7) days after the date on which your order was placed. If you cancel a course enrollment during this time, you will be given a complete refund of all tuition paid, less shipping and handling fees. Communication of cancellation may be made online (go to "Forms & Documents" under the "Students" tab on GU's website).
 - b. You may request to withdraw from a course from seven (7) days and up to three (3) months from the date the order was placed and be refunded 50 percent of the tuition paid.
 - c. No refunds are given for course withdrawals requested after three (3) months from the date the order was processed.
3. Refunds will be given on textbooks returned in resalable condition, less a 20 percent restocking fee. No refunds will be given for Independent-Study Textbooks or Study Guides.

Please report any discrepancies with the order within thirty (30) days of the invoice date.

Withdrawal Process

To withdraw from a program of study, please visit: <https://globaluniversity.libwizard.com/f/bsbwithdraw> or direct to the Registrar's Office:

Email: registrar@globaluniversity.edu
Fax: 417-862-0863, Attention: Registrar
Phone: 800.443.1083
Mail: Global University
Attention: Registrar
1211 S. Glenstone Ave.
Springfield, MO 65804-0315 USA

To withdraw from a course, please visit: <https://globaluniversity.libwizard.com/f/bsbwithdraw> or direct to Customer Service:

Email: customerservice@globaluniversity.edu
Fax: 417-862-0863, Attention: Customer Service
Phone: 800.443.1083
Mail: Global University
Attention: Customer Service
1211 S. Glenstone Ave.
Springfield, MO 65804-0315 USA

SERVICES, POLICIES, AND PROGRAMS

Academic Counseling

While Berean School of the Bible strives to provide as much assistance as possible in planning educational programs, students are responsible for completing all required coursework. Berean personnel may advise and assist students in establishing educational goals and designing a proper sequence of courses. However, students' interest and self-discipline will determine their success in meeting those goals.

Student Status

Students may have as much time as they need to complete Berean School of the Bible programs. However, if there has been no activity (enrollment or completion) on a student's record for 18 months, the student is moved to inactive status. If the student chooses to resume studies later, he or she may find that some program requirements have changed, and additional coursework may be required.

Time Limit for Completing a Course

Global University Berean School of the Bible courses must be completed within six (6) months from the date Global University processes the order. Students are expected to complete their studies within this prescribed length of time.

Examinations

Mastery of a course is determined by the successful completion of examinations. Successful completion means the student has earned at least 70 percent of the points available for the course. Chapter review tests (called "Test Yourself") and unit progress evaluations should be completed before proceeding through the remainder of the course.

These self-graded evaluations are designed to help the student assess his or her mastery of the course. Answer keys for the chapter tests and unit progress evaluations are usually located at the back of the IST.

A final examination is required for every course. Examinations are to be taken from closed books (without using books, Bibles, notes, or other materials). If a student fails an examination, he or she is allowed one retake and is charged a retake fee. An alternate exam will be administered for the retake. The score received on the retake examination, whether higher or lower than the original exam score, is the final score. If a student fails the retake exam, he or she must re-enroll in the course by paying the current tuition fee and then pass the final examination to receive credit for the course.

All Berean School of the Bible ministerial examinations are offered online, which allows students to receive their final exam grade immediately after completion.

Berean School of the Bible Grading System

Courses are graded based on the following scale:

90–100%	A	4.0	Superior
80–89%	B	3.0	Good
70–79%	C	2.0	Satisfactory
0–69%	F	0.0	Fail

Recommended Reading

A supplementary reading text is recommended for each Berean School of the Bible course. These texts are not required, but students are encouraged to acquire and read them as part of completing each course. Most recommended reading texts can be purchased through Global University.

Service Learning Requirements

Most Berean courses require a Service Learning Requirement (SLR) assignment. This is an opportunity for the student to practice the concepts being learned in ministry. The report form must be submitted to Global University. A grade for the course will not be assigned until the student has satisfactorily completed this assignment.

Transcripts

A transcript of coursework completed through Berean School of the Bible is available upon request and/or authorization of the student. Transcripts may be mailed or emailed. Students may view their academic records via the Student Portal. A transcript of Berean adult continuing education coursework completed through Global University is available upon request. Transcripts will only be mailed or emailed with the student's signed consent.

Global University has partnered with Parchment, a transcript service, to issue all official transcripts. Official transcripts are imprinted with the Global University seal and issued only by the Registrar's Office in Springfield, Missouri. Transcripts can be ordered online at <https://globaluniversity.edu/alumni/transcript-request/>.

For those students who are unable to order online, a Transcript Request Form is available upon request. Students may send requests for this form to the following:

Mail: Global University—Registrar's Office
1211 South Glenstone Avenue
Springfield, MO 65804-0315 USA
Email: registrar@globaluniversity.edu

For more information regarding ordering official transcripts, visit our website at: www.globaluniversity.edu.

Transfer of Credit

Applicable coursework done at other Bible colleges of recognized standing may be transferred. Courses considered for transfer must be compatible with Berean School of the Bible courses.

Students should request official transcripts from all institutions they would like Global University to evaluate. A transcript is official when sent directly to GU from the original academic institution in a sealed envelope. Global also accepts transcripts sent electronically from a valid electronic transcript service such as Parchment, JST, or National Student Clearinghouse. All transcripts and other pertinent documents should be on hand at the time of application. Students who plan to take courses from another school to transfer back to finish a Berean program of study must request that an official transcript be sent to Global University **BEFORE** completing their last Berean course. Transcripts may be submitted in either English or Spanish. An official English-language translation must accompany transcripts issued in other languages.

No more than 50 percent of the courses required for a diploma or any credential level may be transferred into a student's program. Transfer credit is granted only for courses in which a grade of "C" or better (2.0 on a 4.0 scale) has been earned. Courses in which a grade of "pass" is received must be certified by the school as being equivalent to Berean School of the Bible's standard for a "C" or higher to be accepted in transfer. In all cases, Berean School of the Bible reserves the right to determine whether it will accept transfer credits from other academic institutions.

Student Inquiries and Comments

Students may submit questions at any time during their coursework. Questions will be answered by a full-time faculty member of the Berean School of the Bible. Students may email comments or questions to bsbcontent@globaluniversity.edu.

Programs Offered

Berean School of the Bible offers adult continuing education programs leading to diplomas and certificates. Diplomas are offered in (1) Ministerial Studies, (2) Ministerial Studies with Leadership Honors, (3) Bible and Doctrine*, (4) Momentum Training**, and (5) Royal Rangers Organizational Leaders**. Certificates are offered for (1) Ministerial Studies Level One, (2) Ministerial Studies Level Two, (3) Ministerial Studies Level Three, and (4) Church Volunteer Service.

*Graduates who previously earned a Ministerial Studies diploma are not eligible to enroll in the Bible and Doctrine diploma program.

**Applicants must meet the USA Assemblies of God National Office eligibility requirements to be admitted to these diploma programs.

Study Groups

Global University provides the opportunity to bring the benefits of study groups to students in the local church, ministry, or district/network settings. Local churches may register as a Berean study group. District/network offices may partner with Berean to offer a District School of Ministry. When the biblical content and practical training in the course materials are combined with the experience and dedication of local leaders, the student receives the benefits of the classroom plus systematic and practical instruction in Berean courses. Students studying in the local church also have the opportunity to immediately apply the concepts they are learning as they minister in their churches and communities.

A study group is not an extension site where students are taught by a professor provided by the home campus. It is a group of students who enroll in a course together and are guided through that course by a local facilitator.

Students who desire to study in a group setting are encouraged to consult with local church leaders about starting a Berean study group in their church.

Pastors interested in learning more about church-based study groups may contact Global University's Director of Group Services or visit the "Study Group" page on the GU website at www.globaluniversity.edu.

Instructional Facilitator's Manuals

Instructional Facilitator's Manuals (IFMs) are available for many Berean School of the Bible courses. These manuals include lesson plans, discussion questions, and teaching aids to assist group study students. Contact the GU Student Services office for further information.

PROGRAM REQUIREMENTS

Global University's Berean School of the Bible provides Bible and ministry education and training at an adult continuing education academic level. Berean courses do not earn college credit. However, courses may be used for advanced standing in a Global University undergraduate degree program under strict guidelines. The student should contact Global University to determine if he or she has completed Berean courses and is eligible for college-level advanced standing.

To earn a Berean certificate or diploma, at least 50 percent of a student's coursework must be completed through the Berean School of the Bible.

Diploma and Certificate Programs

The diploma and certificate programs are intended to prepare students for various levels of ministry, including both credentialed and lay ministry roles in the church.

The overarching goals for these programs include demonstrated achievement at the adult continuing education level in the following areas. After successfully completing a Berean program, the student will be able to:

- Demonstrate basic proficiency in Bible study methodology, especially as this discipline contributes to sermon preparation.
- Demonstrate a practical knowledge of the organization and basic content of the Old and New Testaments.
- Demonstrate a thorough knowledge of the theological principles and doctrines that serve as a foundation of Pentecostal Christian faith.
- Apply relevant fundamental biblical and theological principles in local ministry contexts. These principles include the management of interpersonal conflicts, a standard of exemplary ethical conduct, and the servant-oriented use of spiritual authority.
- Demonstrate fundamental proficiency in a variety of pastoral leadership functions, including ecclesial responsibilities, preaching, administration, and chairing meetings.
- Continue the appreciation and practice of lifelong learning.

Students who progress through the program levels will show increased ability in these areas. Strategies used to assess the achievement of these goals include end-of-course examinations, Service Learning Requirement ministry reports, credentialing examinations with the parent denominational organization, and graduate follow-up survey results.

Ministerial Studies Program

One of the primary purposes of Global University's Berean School of the Bible is to provide training for ministerial candidates who are unable to attend a residential Bible

college. Ministerial training is also available through Global University's Undergraduate School of Bible and Theology for degree credit. The Berean School of the Bible Ministerial Studies Diploma is available in Spanish. For more information, request a copy of our Spanish catalog. Students must complete at least 50 percent of their courses in the same language in which their diploma or certificate will be issued.

Contact your district office if you are preparing for ministerial credentials with the Assemblies of God. Your district may have specific requirements that differ from the requirements listed here. Ministerial credentials are issued by the General Council Credentials Committee upon recommendation of the appropriate district, not by Global University.

Action by the General Presbytery of the Assemblies of God has periodically changed course requirements for the Ministerial Studies Diploma. Students who begin a program level under earlier requirements may be allowed to complete that level before moving to the current program requirements. Please contact Global University with questions related to completing earlier program requirements.

If you live in the USA but are not affiliated with the Assemblies of God, you may elect to substitute THE 411 *The Church: Pentecost to the Reformation* for THE 152 *The Assemblies of God: History, Missions, and Governance*. All other diploma program courses are required. If you live outside the USA, contact the national church in your country to determine what courses might be used to meet training requirements. Completing the Ministerial Studies Diploma described here does not guarantee you will meet specific requirements in your country. Neither meeting these requirements qualifies you for ministerial credentials in the U.S.A if you do not live in the U.S.A.

Ministerial Studies Diploma

Upon completion of the Ministerial Studies Diploma (including all three levels of study), the student will have met the minimum academic requirements to apply for the ordination process with the General Council of the Assemblies of God USA. Ministerial credentials are issued by the General Council upon the recommendation of the appropriate district, **not** by Global University. Successful completion of the Ministerial Studies Program (or any individual level) should prepare the student for credential interviews and tests. The student will have mastered basic Bible content (Old and New Testaments), theological principles, and practical ministry skills for service in a church leadership position. Global University recommends that ministerial students contact their Assemblies of God district office to inquire about the credentialing requirements and process.

Level One (Certified)

Upon completing the Level One Ministerial Certificate, a student should have met the academic requirements to apply for *certified minister* status in the General Council of the Assemblies of God USA. This includes a working knowledge of Bible study methods, New Testament content, and Pentecostal doctrine. He or she should also possess the basic skills needed to begin serving in a ministerial role in the local church.

BIB 114	Christ in the Synoptic Gospels
BIB 121	Introduction to Hermeneutics: How to Interpret the Bible
BIB 212	New Testament Survey
BIB 214	Old Testament Survey
MIN 171	A Spirit-Empowered Church: An Acts 2 Ministry Model
MIN 181	Relationships and Ethics in Ministry
MIN 192	Beginning Ministerial Internship
THE 114	Introduction to Pentecostal Doctrine
THE 152	The Assemblies of God: History, Missions, and Governance
THE 211	Introduction to Theology: A Pentecostal Perspective

Level Two (Licensed)

Upon completing the Level Two Ministerial Certificate, studentst should have met the academic requirements to apply for *licensed minister* status in The General Council of the Assemblies of God USA. This includes a mastery of specified Bible content, systematic theology, and ministry skills.

BIB 115	Acts: The Holy Spirit at Work in Believers
BIB 117	Prison Epistles: Colossians, Philemon, Ephesians and Philippians
BIB 215	Romans: Justification by Faith
MIN 123	The Local Church in Evangelism
MIN 223	Introduction to Homiletics
MIN 251	Effective Leadership
MIN 261	Introduction to Assemblies of God Missions
MIN 281	Conflict Management for Church Leaders
MIN 292	Intermediate Ministerial Internship
THE 245	Eschatology: A Study of Things to Come

Level Three (Ordained)

Upon completing the Level Three Ministerial Certificate, a student should have met the academic requirements to apply for *ordained minister* status in The General Council of the Assemblies of God USA. This includes mastery of several of the more difficult books of the Bible, advanced theological concepts, and administrative skills required for ministerial roles.

BIB 313	Corinthian Correspondence
BIB 318	Pentateuch
BIB 322	Poetic Books
MIN 325	Preaching in the Contemporary World
MIN 327	Church Administration, Finance, and Law
MIN 381	Pastoral Ministry
MIN 392	Advanced Ministerial Internship
THE 311	Prayer and Worship

Berean School of the Bible offers these courses via the Internet. Students enrolled in the print version automatically have access to the online version. Courses are also available in a computer-based interactive format integrated with Logos Bible Software.

Visit www.globaluniversity.edu or call our toll-free number, 800 443 1083, for more details.

Ministerial Studies with Leadership Honors Diploma

Students seeking a more challenging ministry and leadership training experience and willing to invest increased time and effort should consider the Ministerial Studies with Leadership Honors Diploma, which offers the opportunity for enhanced spiritual growth both as an individual and an effective leader in the church. This program emphasizes the valuable influence of experienced ministry mentoring, personal discipleship and development, evangelism, and the fruitfulness of discipling others.

Students who enroll in this diploma program must accept the responsibility of finding a qualified mentor, investing time in a mentor relationship and completing additional personal development and ministry requirements.

In addition to completing the course requirements listed under the Ministerial Studies Diploma above, students must complete the following requirements:

- Fifteen hours of mentor meetings (via electronic means) while completing each program level (Level One, Level Two, and Level Three). Students who complete the entire Leadership Honors Program will have completed at least forty-five mentoring hours.

- A capstone project for each of the three program levels. Additional information is available in the course description section.
- Service Learning Requirements (SLRs) are completed under the supervision of a mentor.
- Complete additional requirements for each level as outlined in the Capstone: Project and Mentoring Guidelines.

Level One (Certified)

CAP 0110	Level 1 Capstone Project
BIB 114	Christ in the Synoptic Gospels
BIB 121	Introduction to Hermeneutics: How to Interpret the Bible
BIB 212	New Testament Survey
BIB 214	Old Testament Survey
MIN 171	A Spirit-Empowered Church: An Acts 2 Ministry Model
MIN 181	Relationships and Ethics in Ministry
MIN 192	Beginning Ministerial Internship
THE 114	Introduction to Pentecostal Doctrine
THE 152	The Assemblies of God: History, Missions, and Governance
THE 211	Introduction to Theology: A Pentecostal Perspective

Level Two (Licensed)

CAP 0120	Level 2 Capstone Project
BIB 115	Acts: The Holy Spirit at Work in Believers
BIB 117	Prison Epistles: Colossians, Philemon, Ephesians and Philippians
BIB 215	Romans: Justification by Faith
MIN 123	The Local Church in Evangelism
MIN 223	Introduction to Homiletics
MIN 251	Effective Leadership
MIN 261	Introduction to Assemblies of God Missions
MIN 281	Conflict Management for Church Leaders
THE 245	Eschatology: A Study of Things to Come

Level Three (Ordained)

CAP 0130	Level 3 Capstone Project
BIB 313	Corinthian Correspondence
BIB 318	Pentateuch
BIB 322	Poetic Books
MIN 325	Preaching in the Contemporary World
MIN 327	Church Administration, Finance, and Law
MIN 381	Pastoral Ministry
THE 311	Prayer and Worship

Bible and Doctrine Diploma

Upon completing the Bible and Doctrine Diploma, students should have a basic knowledge of the Bible and theology that will help them in lay ministry roles such as Sunday school instruction, sharing the gospel with friends and neighbors, and their personal devotional life. This diploma is designed to prepare students for Christian living, and it cannot be earned after the completion of the Ministerial Studies or the Ministerial Studies with Leadership Honors programs. The Bible and Doctrine Diploma is awarded upon completing the following courses, ideal for the layperson who desires a more profound knowledge of God's Word. The seventeen (17) courses required for this diploma are listed below in the recommended order of study.

Sequence One

BIB 114	Christ in the Synoptic Gospels
BIB 115	Acts: The Holy Spirit at Work in Believers
BIB 121	Introduction to Hermeneutics: How to Interpret the Bible
BIB 212	New Testament Survey
BIB 214	Old Testament Survey
BIB 318	Pentateuch
THE 114	Introduction to Pentecostal Doctrine
THE 311	Prayer and Worship

Sequence Two

BIB 117	Prison Epistles: Colossians, Philemon, Ephesians, and Philippians
BIB 215	Romans: Justification by Faith
BIB 313	Corinthian Correspondence
BIB 316	Geography of the Holy Land
BIB 322	Poetic Books
THE 211	Introduction to Theology: A Pentecostal Perspective
THE 221	Systematic Theology 1
THE 222	Systematic Theology 2
THE 245	Eschatology: A Study of Things to Come

Momentum Training Diploma

The completion of this program is only possible through participation in the Momentum Training Series (MTS) provided by the Assemblies of God National Office (USA). Graduates who have previously earned a diploma through the Berean School of the Bible are not eligible to enroll in the Momentum Training Diploma program. If an actively enrolled student should want to withdraw from another Berean diploma program to enroll in the Momentum Training program, that student should contact Global University's US Student Services.

Berean School of the Bible cooperates with the Assemblies of God National Office by offering a Momentum Training Diploma in conjunction with the MTS certification. Students wanting to enroll in the Momentum Training Diploma must complete the MTS certification with the Assemblies of God National Office and provide a copy of the certificates for their student records before receiving their diploma. Information regarding the Momentum Training Series can be found at <https://momentumtrainingseries.com/>. In addition to the completion of the MTS, the following courses must be completed for the Momentum Training Diploma:

Bible:

- BIB 114 Christ in the Synoptic Gospels
- BIB 115 Acts: The Holy Spirit at Work in Believers
- BIB 121 Introduction to Hermeneutics: How to Interpret the Bible
- BIB 212 New Testament Survey
- BIB 214 Old Testament Survey

Theology:

- THE 114 Introduction to Pentecostal Doctrine
- THE 211 Introduction to Theology: A Pentecostal Perspective

Ministry:

- MIN 123 The Local Church in Evangelism
- MIN 171 A Spirit-Empowered Church: An Acts 2 Ministry Model
- MIN 251 Effective Leadership

Royal Rangers Organizational Leaders Diploma

Berean School of the Bible, in cooperation with the Royal Rangers USA National Office, offers the Royal Rangers Organizational Leaders Diploma as recognition for completing the Royal Rangers Organizational Leadership Training (RROLT) program and the educational requirements for AG ministerial credentials. To learn more about the Royal Rangers Organizational Leaders Training program, visit <https://royalrangers.com/training/staff>.

Educational Requirements

This course of study prepares individuals for organizational leadership in ministry to boys by mastering basic Bible content, theological principles, and general ministry skills.

These courses also meet the educational requirements for USA Assemblies of God Certified Minister and Licensed Minister credentials, allowing individuals to pursue ministerial credentials with their respective districts if they so choose. (Additional requirements may apply in your district.)

In addition to completing all requirements for the Royal Rangers Organizational Leaders Training (OLT) program administered through the USA Royal Rangers Ministries national office, the following courses must be completed for the Royal Rangers Organizational Leaders Diploma (also available in Spanish).

Bronze Tier

- BIB 114 Christ in the Synoptic Gospels
- BIB 121 Introduction to Hermeneutics: How to Interpret the Bible
- BIB 212 New Testament Survey
- BIB 214 Old Testament Survey
- THE 211 Introduction to Theology: A Pentecostal Perspective

Silver Tier

- THE 114 Introduction to Pentecostal Doctrine
- THE 152 The Assemblies of God: History, Missions, and Governance*
- MIN 171 A Spirit-Empowered Church: An Acts 2 Ministry Model
- MIN 181 Relationships and Ethics in Ministry
- MIN 192 Beginning Ministerial Internship

Gold Tier

- BIB 115 Acts: The Holy Spirit at Work in Believers
- BIB 117 Prison Epistles: Colossians, Philemon, Ephesians, and Philippians
- BIB 215 Romans: Justification by Faith
- MIN 123 The Local Church in Evangelism
- MIN 223 Introduction to Homiletics

Platinum Tier

- THE 245 Eschatology: A Study of Things to Come
- MIN 251 Effective Leadership
- MIN 261 Introduction to Assemblies of God Missions
- MIN 281 Conflict Management for Church Leaders
- MIN 292 Intermediate Ministerial Internship**

Students completing the first ten (10) courses have satisfied the educational requirements for the certified minister's credential and may apply for the credential with their district office.

Students completing all twenty (20) courses have satisfied the educational requirements for the licensed minister credential and may apply for the credential with their district office.

Church Volunteer Service Certificate

This certificate program provides basic training for church volunteers serving in the local church. The program is ideal for volunteers, second-tier leadership (i.e., deacons), or for personal enrichment. Upon the completion of the Church Volunteer Service Certificate, students should have a basic understanding of the Bible and God and a passion for serving others in the local church.

Graduates who have previously earned a diploma through the Berean School of the Bible are not eligible to enroll in the Church Volunteer Service Certificate program. If an actively enrolled student should want to withdraw from another Berean diploma program in order to enroll in the Church Volunteer Service Certificate, that student should contact Global University's US Student Services.

The Church Volunteer Service Certificate is awarded upon the satisfactory completion of the following courses:

Bible Level

BIB 115	Acts: The Holy Spirit at Work in Believers
BIB 121	Introduction to Hermeneutics: How to Interpret the Bible
BIB 212	New Testament Survey
BIB 214	Old Testament Survey
BIB 318	Pentateuch

Service Level

MIN 123	The Local Church in Evangelism
MIN 181	Relationships and Ethics in Ministry
MIN 251	Effective Leadership
MIN 261	Introduction to Assemblies of God Missions

Theology Level

THE 114	Introduction to Pentecostal Doctrine
THE 245	Eschatology: A Study of Things to Come
THE 311	Prayer and Worship

COURSE DESCRIPTIONS

Explanation of Course Numbering

Course descriptions are grouped into four divisions:

BIB = Bible

THE = Theology / History

MIN = Ministry / Practical Theology

CAP = Capstone Projects

Continuing Education Units (CEUs)

Continuing Education Units are a nationally recognized standard used by the educational community to measure participation in learning activities. Global University has followed acceptable guidelines in determining the number of units that can be earned by completing each course. The number of units indicates the relative significance and approximate amount of time required to complete each course; these units cannot be equated with college credits.

Course Materials

Materials required: For the web-based version of ministerial sequence courses, the Independent-Study Textbook (IST) content is provided online, along with supplementary materials. This includes Unit Progress Evaluations (UPEs), answer keys, the Service Learning Requirement (SLR), and other instructional aids.

For the printed version, The student will receive an IST, a comprehensive book that serves as the teacher's textbook, and a study guide. The last section of the IST includes the Essential Course Materials (ECM), which contain UPEs, answer keys, the SLR, and additional instructional aids.

Some courses outside the ministerial sequence do not use ISTs, ECMs, UPEs, or SLRs. Instead, these courses require a Study Guide (SG) and a separate textbook. The SG includes a midcourse evaluation, which is a self-grated test to help you check your progress. The Study Guide offers additional teaching, reading assignments, and study questions as it guides you through the textbook.

The Holy Bible is a primary textbook for all courses, along with the required texts.

Materials recommended: Global University and the Assemblies of God executive leadership highly recommend that students acquire and read the recommended textbooks for each ministerial sequence course. These readings will enhance their learning experience and serve as valuable resources for future ministry.

The Instructional Facilitator's Manuals (IFMs) available for some courses are described in the catalog section titled "Services, Policies, and Programs."

Delivery Formats: Berean courses are offered in multiple delivery formats. Most are available as part of a digital library system package (through Logos Bible Software). If you choose to use the Logos-based learning package, you will have access to an extensive library of Bibles and reference titles for your computer. The course materials are designed to integrate with this library to provide enhanced study experience. See our order form for pricing on digital resources.

The following courses are unavailable through Logos Bible Software: MIN 192, MIN 292, MIN 392, MIN 171 and THE 152.

Bible Division

BIB 114 Christ in the Synoptic Gospels (5 CEUs)

An introductory study of our Lord's life and times according to the Gospels of Matthew, Mark, and Luke. It examines the historical setting, His life between the Annunciation and the Ascension, and His message and method, including His parables and miracles. Organized around three themes—(1) the world, (2) the Man, and (3) the message—this introduction helps to fuse our understanding of His life and work with our commitment to live by the values He taught and demonstrated.

Materials required:

Christ in the Synoptic Gospels (IST) by Michael R. McClaffin

Materials recommended:

Life of Christ by Ralph M. Riggs

IFM available

BIB 115 Acts: The Holy Spirit at Work in Believers (5 CEUs)

A thorough study of the content, purposes, principles, and applications of Acts. The course emphasizes the role of the Holy Spirit in the early church and today. Attention is given to the geographical, numerical, cultural, and theological growth of the church from Jerusalem to Rome. The journeys of Paul are examined as the background for his epistles.

Materials required:

Acts: The Holy Spirit at Work in Believers (IST) by George O. Wood

Materials recommended:

Acts: A Logion Commentary by Stanley M. Horton

IFM available

BIB 117 Prison Epistles: Colossians, Philemon, Ephesians and Philippians (5 CEUs)

A practical study of the principles Paul wrote to the churches during his imprisonment. The concepts are presented in language that is easy to understand with explanations, illustrations, and applications that make the concepts helpful to students in both their personal lives and ministries.

Materials required:

Prison Epistles: Colossians, Philemon, Ephesians, and Philippians (IST) by LeRoy Bartel

Materials recommended:

Ephesians by Francis Foulkes

IFM available

BIB 121 Introduction to Hermeneutics: How to Interpret the Bible (5 CEUs)

An introductory course on the principles of interpreting Scripture. It summarizes the need for hermeneutical principles and, explores the qualifications, tools, and goals of a biblical interpreter. This is followed by a historical survey of hermeneutics from early Jewish interpreters to the present. The course includes a unit on the general and specific principles for interpreting the Bible, a unit on genres, and a unit on applying the principles. Students develop skills by practicing principles in the exercises provided.

Materials required:

Introduction to Hermeneutics: How to Interpret the Bible (IST) by Quentin McGhee, Carl Gibbs, and Willard Teague

Materials recommended:

Dictionary of Hermeneutics by James D. Hernando

IFM available

BIB 212 New Testament Survey (5 CEUs)

A survey course giving the student background for understanding, teaching, and applying the principles of the New Testament. Key facts from each book of the New Testament are highlighted in a manner that can be used in preaching and teaching.

Materials required:

New Testament Survey (IST) by Global University staff and faculty

Materials recommended:

Encountering the New Testament by Walter A. Elwell and Robert W. Yarbrough

IFM available

BIB 214 Old Testament Survey (5 CEUs)

A practical approach to the Old Testament that gives students material they can use in teaching and preaching. It covers significant details from every book in the Old Testament in an inspirational yet informative manner.

Materials required:

Old Testament Survey (IST) by Global University Staff and Faculty

Materials recommended:

They Spoke from God edited by William C. Williams

IFM available

BIB 215 Romans: Justification by Faith (5 CEUs)

An in-depth study of the book of Romans. It focuses on Paul's systematic explanation of the gospel to the Romans, and offers insight into the doctrines of sin, salvation, and sanctification. Students will learn how union with Christ and the indwelling Holy Spirit leads to spiritual growth.

Materials required:

Romans: Justification by Faith (IST) by William F. Lasley, with sermon notes by Richard Dresselhaus

Materials recommended:

Romans by F. F. Bruce

IFM available

BIB 313 Corinthian Correspondence (5 CEUs)

A study of 1 and 2 Corinthians, providing the student with truths for teaching and preaching as well as practical assistance in dealing with the issues facing today's church. The student will learn how Paul instructed the Corinthians to deal with division and difficulty. By applying these same principles, the student will be prepared to deal with the challenges of ministry in the twenty-first century.

Materials required:

Corinthian Correspondence (IST) by James D. Hernando

Materials recommended:

1 and 2 Corinthians by Stanley M. Horton

IFM available

BIB 316 Geography of the Holy Land (4 CEUs)

An overview of the geography of Bible lands, including climate, roads, distances between key cities, and dynamic relationships between regions. The main areas of study are Galilee, Samaria, Judea, the South, and the Sinai Peninsula. This course lessens the distance between the Scriptures and the reader and improves skills of interpreting, applying, and proclaiming the Word of God. The atlases consist of two- and three-dimensional satellite maps, a description of each region, aerial pictures with complete explanations, and a biblical/historical review of each area.

Materials required:

Introduction to Pentecostal Doctrine (IST) by Zenas J. Bicket

Materials recommended:

What the Bible Says about the Holy Spirit by Stanley M. Horton

IFM available

THE 152 The Assemblies of God: History, Missions, and Governance (5 CEUs)

A study of the historical development of the Assemblies of God, the history of the

Materials required:

Geography of the Holy Land (SG) by Waverly Nunnally
The Holy Land Satellite Atlas, Volumes 1 and 2 by Rohr Productions

BIB 318 Pentateuch (5 CEUs)

A study of Genesis, Exodus, Leviticus, Numbers, and Deuteronomy with a practical approach that will provide preaching and teaching material. The Pentateuch forms the foundation on which the New Testament covenant is based and is an important study for anyone desiring to understand the entire Bible more completely.

Materials required:

Pentateuch (IST) by Roger Cotton

Materials recommended:

The Dictionary of the Old Testament: Pentateuch edited by T. Desmond Alexander and David W. Baker

IFM available

BIB 322 Poetic Books (5 CEUs)

A study of the five books of poetry or wisdom: Job, Psalms, Proverbs, Ecclesiastes, and Song of Songs. These books cover issues like suffering, parenting, and the fear of the Lord, teaching us how to live. The course is designed to help the student in his or her own walk with God and in ministering to others who need instruction.

Materials required:

Poetic Books (IST) by Scott Ellington

Materials recommended:

A Psalm in Your Heart, Volumes 1 and 2 by George O. Wood

IFM available

BIB 378 Apologetics: Understanding and Defending Your Faith (4 CEUs)

A philosophical study of the evidential basis for Christian faith. This course helps students to explore the relationship between faith and reason and to develop a reasoned defense of the Christian worldview against rivals such as naturalism and humanism.

Materials required:

Apologetics: Understanding and Defending Your Faith (SG) by Global University staff and faculty
Know Why You Believe by Paul E. Little

missions movement in the Assemblies of God, and the ecclesiastical governance of the Fellowship. Attention is given to the General Council Constitution and Bylaws in relation to credentialed ministers, local churches, and district councils.

Materials required:

The Assemblies of God: History, Missions, and Governance (IST) by Tammy L. Bicket and Randy Hedlun

Theology/History Division

THE 114 Introduction to Pentecostal Doctrine (5 CEUs)

An examination of the four cardinal doctrines of the Assemblies of God: salvation, baptism in the Holy Spirit, healing, and the second coming of Christ. After an introductory unit on the importance of doctrine, there is a unit of study on each of the doctrines. This course is essential to further understanding the complete Pentecostal message as presented in other courses.

Materials required:

Introduction to Pentecostal Doctrine (IST) by Zenas J. Bicket

Materials recommended:

What the Bible Says about the Holy Spirit by Stanley M. Horton

IFM available

Materials recommended:

People of the Spirit by Gary McGee
This Gospel Shall Be Preached, Volumes 1 and 2, by Gary McGee
Robert's Rules of Order, Newly Revised, 10th edition, by Henry M. Robert III, et. al.

THE 211 Introduction to Theology: A Pentecostal Perspective (5 CEUs)

A study of historic Christian doctrines as expressed through Protestant and evangelical traditions. The course provides a complete study of the "Statement of Fundamental Truths" of the General Council of the Assemblies of God.

Materials required:

Introduction to Theology: A Pentecostal Perspective (IST) by Johnny Ford

Materials recommended:

Bible Doctrines by William F. Menzies and Stanley M. Horton

IFM available**THE 221 Systematic Theology 1 (4 CEUs)**

A study of bibliology (the doctrine of Scripture, with a focus on the nature of revelation and the inspiration and authority of Scripture and the development and transmission of the canon); theology proper (the doctrine of God's existence, attributes, works, and the Trinity); Christology (the theology of the Person and work of Jesus Christ, including consideration of His names, nature, offices, humiliation, atoning death, resurrection, and exaltation); anthropology (the theology of the human condition—origin, nature, and fall); and soteriology (the divine plan of salvation—regeneration, justification, adoption, sanctification, and deliverance—for the believer).

Materials required:

Systematic Theology 1 (SG) by Global University staff and faculty

Systematic Theology: A Pentecostal Perspective edited by Stanley M. Horton

THE 222 Systematic Theology 2 (4 CEUs)

A study of pneumatology (the distinctive Pentecostal doctrine of the Holy Spirit, focusing on the divinity and personality of the Spirit and the work of the Spirit in applying to believers the benefits of Christ's work: sanctification by the Spirit); ecclesiology (the doctrine of the church, including its definition, mission and purpose, organization, and ordinances); angelology (the doctrine of angels—their creation, nature, fall, and work); and eschatology (the doctrine of the last things, including the second coming, resurrections, judgments, and final state).

Materials required:

Systematic Theology 2 (SG) by Global University staff and faculty

Systematic Theology: A Pentecostal Perspective edited by Stanley M. Horton

Materials recommended:

DVD: *The Promise of Power*

THE 245 Eschatology: A Study of Things to Come (5 CEUs)

A biblical study of end-time events written from a Pentecostal perspective. The course studies the Rapture plus various views of the Tribulation and the Millennium. It provides excellent material for teaching and preaching on the second coming of Christ.

Materials required:

Eschatology: A Study of Things to Come (IST) by Zenas J. Bicket

Materials recommended:

Our Destiny by Stanley M. Horton

IFM available**THE 311 Prayer and Worship (5 CEUs)**

An overview of the biblical teaching on prayer and worship leads to practical considerations for cultivating intimacy with Christ in every aspect of life, from personal, and private prayer to corporate celebration. Students will discover the joys and benefits of a dynamic prayer life and

gain a fresh appreciation for the many ways in which the Holy Spirit makes prayer and worship both meaningful and powerful. An examination of some of the common challenges of prayer, such as learning to hear God's voice, the problem of unanswered prayer, and what to do when it seems God is not speaking, is followed by practical insight for becoming more effective and fervent prayer warriors.

Materials required:

Prayer and Worship (IST) by Cheryl Taylor and Russ Michaels

Materials recommended:

The Spirit Helps Us Pray by Robert L. Brandt and Zenas J. Bicket

IFM available**THE 351 History of the Church (4 CEUs)**

A survey of the great movements, revivals, and conflicts that have marked the church from its earliest days to the twentieth-century Pentecostal revival. The course emphasizes that no one can properly appreciate or understand the great variety in the Christian church today without a knowledge of the vast sweep of church history preceding it.

Materials required:

History of the Church (SG) by Global University staff and faculty

The Story of the Christian Church by Jesse L. Hurlbut

THE 411 The Church: Pentecost to the Reformation (5 CEUs)

An introductory study of Christianity from its birth to the beginnings of the Reformation. It enables the student to apply insights from the past to contemporary situations. This course is used only for non-AG students who are fulfilling requirements for the Ministerial Studies Diploma. It substitutes for THE 152 The Assemblies of God: History, Missions, and Governance.

Materials required:

The Church: Pentecost to the Reformation (IST) by Donald B. Smeeton

Ministry/Practical Theology Division**MIN 115 A Servant's Guide to Biblical Counseling (5 CEUs)**

This fundamental study of the ministry of a biblical counselor includes scriptural examples of constructive and destructive counseling. The author also uses the Bible to illuminate the biblical counselor's role and relationship with the counselee. The student will learn to follow principles for self-awareness and self-care; to determine when to make referrals and when to treat; to assume responsibility for the counselor's duty to warn; and to help counselees with problems such as addiction, anxiety, and guilt. Additionally, this course presents approaches for premarital and marital counseling.

Materials required:

A Servant's Guide to Biblical Counseling (IST) by James M. Harris III

Materials recommended:

Strategic Pastoral Counseling: A Short-Term Structured Model by David G. Benner

MIN 123 The Local Church in Evangelism (5 CEUs)

The local church is the provenance of evangelism for reaching its community and the world. After a foundational, biblical theology of the Great Commission and the Holy Spirit's role in evangelism, this course proposes a comprehensive and integrated approach to evangelism in the local church that avoids over-compartmentalizing evangelism and

discipleship. It focuses on a variety of evangelism methods, the evangelistic purpose of an organized fellowship of churches, and pastoral leadership in evangelism. The most significant portion of the course is devoted to the evangelistic responsibility of all believers and practical biblical instruction about effective personal evangelism.

Materials required:

The Local Church in Evangelism (IST) by Randy Hurst

Materials recommended:

The Master Plan of Evangelism by Robert E. Coleman

IFM available

MIN 171 A Spirit-Empowered Church: An Acts 2 Ministry Model (5 CEUs)

A biblical, comprehensive, and strategic plan requires the empowerment of the Spirit to produce spiritual fruit and a flourishing church. The strategic plan is based on Acts 2 and focuses on developing Spirit-empowered disciples who will be involved in the five functions found there: connect, grow, serve, go, and worship. Assessment tools are used to identify areas where changes are needed, and the strategic plan is used to focus on God's vision for each local church.

Materials required:

A Spirit-Empowered Church: An Acts 2 Ministry Model (IST) by Alton Garrison

Materials recommended:

A Spirit-Empowered Life: Discover the World-Changing Journey God has Designed for You by Michael Clarensau

MIN 181 Relationships and Ethics in Ministry (5 CEUs)

A biblical approach to the relationships that are important to the minister, both personally and professionally. It looks at temperament theory and its relevance to human relations. This course examines relationships and ethics in view of the minister's personal growth, ministry challenges, people in the community, and other ministers.

Materials required:

Relationships and Ethics in Ministry (IST) by Ray Rachels

Materials recommended:

Ministerial Ethics: A Guide for Spirit-Filled Leaders by T. Burton Pierce

IFM available

MIN 191 Beginning Ministerial Internship (6 CEUs)

The first of three internships to be developed for the Ministerial Studies Diploma. Each internship requires the student to work with a local pastor to gain hands-on experience in various ministry activities. This course discusses the importance of a good attitude in ministry as well as many functions of ministry such as weddings and funerals. It also emphasizes servant leadership and the minister's devotional life.

Materials required:

Beginning Ministerial Internship (student manual) by Michael Clarensau

Beginning Ministerial Internship (mentor manual) by Michael Clarensau

Materials recommended:

Spiritual Leadership by J. Oswald Sanders

IFM available

MIN 192 Beginning Ministerial Internship (6 CEUs)

Ministry requires more than knowledge; it demands action. In this first internship, students will demonstrate ministerial competencies, defined as "the proven ability to apply knowledge and skills effectively in ministry." Students will

develop foundational skills in 39 key areas, covering ministerial duties, church administration, sacerdotal functions, intra- and extra-church relationships, and personal disciplines.

These competencies were selected through focus groups with pastors and ministry experts. This course lays the groundwork for intermediate and advanced internships.

Materials required:

Web-based course materials or printed manual.

MIN 223 Introduction to Homiletics (5 CEUs)

A basic study of the principles of Christian preaching. The course emphasizes biblical exposition and covers practical matters such as the preparation of sermons, sources of materials, construction of sermon components, variety of sermon types, and delivery of sermons.

Materials required:

Introduction to Homiletics (IST) by Ian Hall

Materials recommended:

Biblical Preaching by Haddon W. Robinson

IFM available

MIN 251 Effective Leadership (5 CEUs)

A biblical approach to the principles of leadership. This course applies those principles in the church setting, giving the student the practical skills needed to serve in a leadership role in the local church.

Materials required:

Effective Leadership (IST) by Ron McManus

Materials recommended:

Developing the Leaders Around You by John C. Maxwell

IFM available

MIN 261 Introduction to Assemblies of God Missions (5 CEUs)

An introductory course in the science of missions. It is a survey of the theology, history, and methods of Christian missions in general and within the Assemblies of God in particular. There is a special emphasis on recent developments, crucial issues, current trends, and missions as they are carried out through national and local churches.

Materials required:

Introduction to Assemblies of God Missions (IST) by Ron Iwasko and Willard Teague

Materials recommended:

Missions in the Age of the Spirit by John V. York

IFM available

MIN 281 Conflict Management for Church Leaders (5 CEUs)

A biblical approach to conflict resolution. This course offers a scriptural way to deal with the inevitable occasions when conflict arises, particularly in a church setting. It offers practical principles for resolving the conflict in a manner that is pleasing to God.

Materials required:

Conflict Management for Church Leaders (IST) by

Wayde I. Goodall

Materials recommended:

The Peace Maker: A Biblical Guide to Resolving Personal Conflict by Ken Sande

MIN 291 Intermediate Ministerial Internship (6 CEUs)

The second of three required internships for the Ministerial Studies Diploma. This course helps the student develop the right attitude for ministry. It examines characteristics to be avoided and tests to be passed in the life of a minister. It further focuses on public aspects of ministry, such as teaching, preaching, and leading meetings. The personal life of the minister, including time management and personal health, is also discussed.

Materials required:

Intermediate Ministerial Internship (student manual) by Michael Clarensau

Intermediate Ministerial Internship (mentor manual) by Michael Clarensau

Materials recommended:

Run with the Horses by Eugene H. Peterson

IFM available

MIN 292 Intermediate Ministerial Internship (6 CEUs)

Ministry is more than knowledge; it requires action. In this second internship, students will demonstrate ministerial competencies, defined as "the proven ability to apply knowledge and skills effectively in ministry." Building on the foundation from the first internship, students will now show intermediate-level skills in 39 key areas.

The competencies, selected through focus groups of pastors, church officials, and ministry professors, include additional tasks a credentialed minister should be able to perform. These competencies are divided into five units: Administrative Competencies, Sacerdotal Duties, Intra-church Relationships, Extra-church Relationships, and Personal Development.

This course continues the progression, leading to the advanced internship.

Materials required:

Web-based course materials or printed manual.

MIN 325 Preaching in the Contemporary World (5 CEUs)

This course aims to help preachers present life-changing messages that connect with the world around them. The course focuses on presenting messages that are true, clear, interesting, and relevant. Students are challenged to present messages that are true to the intent and power of Scripture. The course also examines the postmodern culture and offers help in making messages relevant to the needs and concerns of this audience.

Materials required:

Preaching in the Contemporary World (IST) by Doug Oss, Rochelle Cathcart, and David Crosby

Materials recommended:

360-Degree Preaching by Michael J. Quicke

IFM available

MIN 327 Church Administration, Finance, and Law (6 CEUs)

An introductory study of many principles, procedures, and techniques used in today's business world as they apply to the local church and its leadership. Attention is given to organizing and staffing functions of the church, practical methods of raising money for the church's expenses, keeping good records, and managing the church's money, facilities, and equipment. It also gives students a practical understanding of the law in order to recognize and resolve legal questions confronting pastors and churches today.

Materials required:

Church Administration, Finance, and Law (IST) by Joseph W. Kilpatrick and Randy J. Hedlun

Materials recommended:

Church Administration Handbook edited by Bruce Powers

MIN 381 Pastoral Ministry (5 CEUs)

An examination of pastoral ministry in three areas: preparation, responsibilities, and relationships. The unit on preparation focuses on a pastor's qualifications, devotional life, and personal life. A unit on responsibilities analyzes preaching and teaching, worship, pastoral care, leading, training, forming cell groups, and special services. The final unit examines a pastor's

relationships with lay leaders, staff, work, and calling. This is a principle-centered study that lays a lifelong foundation for pastoral ministry.

Materials required:

Pastoral Ministry (IST) by Richard Exley

Materials recommended:

The Pentecostal Pastor edited by Thomas E. Trask, Wayne I. Goodall, and Zenas J. Bicket

IFM available

MIN 391 Advanced Ministerial Internship (6 CEUs)

The third of three required internships for the Ministerial Diploma. Building on the foundation of the previous two internship courses, this course focuses on three attributes of the heart of ministry, characteristics to be avoided, tests that must be passed in the life of the ministry, basic areas of pastoral counseling, and other skills needed to be a successful pastor.

Materials required:

Advanced Ministerial Internship (student manual) by Michael Clarensau

Advanced Ministerial Internship (mentor manual) by Michael Clarensau

Advanced Ministerial Internship (mentor manual) by Michael Clarensau

IFM available

MIN 392 Advanced Ministerial Internship (6 CEUs)

Ministry is more than knowledge; it requires action. In this third and final internship, students will demonstrate advanced ministerial

competencies, defined as "the proven ability to apply knowledge and skills effectively in ministry." Building on previous internships, students will now showcase advanced proficiency in 39 key areas.

The competencies, selected through focus groups of pastors, church officials, and ministry professors, include additional tasks expected of a credentialed minister. These are organized into five units: Administrative Competencies, Sacerdotal Duties, Intra-church Relationships, Extra-church Relationships, and Personal Development.

Materials required:

Web-based course materials or printed manual.

MIN 471 Introduction to Single Adult Ministry (5 CEUs)

A biblical and practical approach for ministry to single adults. Students gain an overall understanding of the diverse needs of single and single-again adults and are introduced to various models of ministry. The course includes advice on organizing, launching, and maintaining a diverse, effective single adult ministry.

Materials required:

Introduction to Single Adult Ministry (IST) by Dennis Franck

Capstone Projects

These capstone projects are required for students pursuing the Ministerial Studies Diploma with Leadership Honors. Students in other programs should not enroll in these projects.

CAP 0110 Level 1 Capstone Project (6 CEUs)

Students who are pursuing the Ministerial Studies Diploma with Leadership Honors will enroll in this Capstone Project when enrolling in the first course of Level One. The project packet provides instructions for successfully completing the requirements related to the Leadership Honors program. Included in the packet are mentor evaluation/confirmation forms and project writing instructions. Students will write a capstone paper comprised of essay responses to questions. These questions will prompt students to reflect on their personal growth experience while completing discipleship training with their mentor.

Materials required:

Mentoring That Leaves a Legacy by Michael Oney
Capstone: Project and Mentoring Guidelines

CAP 0120 Level 2 Capstone Project (6 CEUs)

Students who are pursuing the Ministerial Studies Diploma with Leadership Honors will enroll in this Capstone Project when enrolling in the first course of Level Two. The project packet provides instructions for successfully completing the requirements related to the Leadership Honors program. Included in the packet are mentor evaluation/confirmation forms and project writing instructions. Students will write a capstone paper comprised of essay responses to questions. These questions will prompt students to reflect on personal evangelism experiences performed while completing the Level Two courses.

Materials required:

Mentoring That Leaves a Legacy by Michael Oney
Capstone: Project and Mentoring Guidelines

CAP 0130 Level 3 Capstone Project (6 CEUs)

Students who are pursuing the Ministerial Studies Diploma with Leadership Honors will enroll in this Capstone Project when enrolling in the first course of Level Three. The project packet provides instructions for successfully completing the requirements related to the Leadership Honors program. Included in the packet are mentor evaluation/confirmation forms and project writing instructions. Students will write a capstone paper comprised of essay responses to questions. These questions will prompt students to reflect on their experiences and growth encountered while discipling a new believer.

Materials required:

Mentoring That Leaves a Legacy by Michael Oney
Capstone: Project and Mentoring Guidelines