



ISOM

INDIANA
SCHOOL
OF MINISTRY

2019-2020 Student Handbook



ENDORSEMENT

The Indiana School of Ministry (ISOM) has been recognized and endorsed by the Executive Presbytery Board of the General Council of the Assemblies of God as a member of the Association of Assemblies of God District Schools of Ministry.

The school has also been endorsed by the Executive Presbytery of the Indiana District Council of the Assemblies of God as an approved ministerial training program for those seeking credentials through the Indiana District Council of the Assemblies of God.

DISCLAIMER

Courses completed through the Indiana School of Ministry (ISOM) are conducted by the Indiana School of Ministry. All papers and exams will be graded by ISOM staff and ISOM-approved graders. All certificates and transcripts will be issued by ISOM. Students enrolling should direct any questions regarding the school or courses therein to the Indiana District office at 317.872.9812 or by emailing isom@indianaag.org.

ISOM is open to any person, age 18 or older, who has made a profession of faith in Jesus Christ. The school does not discriminate on the basis of race, national origin, gender, or physical disability. The school may discriminate for any other reason, and on the basis of religious belief, as stated in The General Council of the Assemblies of God Constitution and Bylaws (<http://agchurches.org/Sitefiles/Default/RSS/AG.org%20TOP/GCM%2008%202015%20-%20Minutes%20and%20Index.pdf>) and position papers (http://ag.org/top/Beliefs/Position_Papers/index.cfm).

Participation in ISOM is contingent upon the blessing of the student's pastor.

Courses completed through the Indiana School of Ministry, that are required by the Assemblies of God for credentials, meet the educational requirements of the General Council for the respective level of credential.

Completion of the courses, however, does not guarantee that a ministry credential will be granted, nor that preferential treatment will be given to those completing the required ministerial training courses through the School of Ministry. The credentialing of ministers is a process separate from completion of the educational requirements.

ISOM is a non-accredited Bible institute. While endorsed by the Executive Presbyter of the General Council of the Assemblies of God for ministerial training, courses completed through the school do not automatically qualify for college credit.



WELCOME FROM ISOM LEADERSHIP

2 Timothy 1:13 & 14 says, “What you heard from me, keep as the pattern of sound teaching, with faith and love in Christ Jesus. Guard the good deposit that was entrusted to you – guard it with the help of the Holy Spirit who lives in us.” (NIV)

Growth in ministry is passed on through relationship with God and His people. Paul encouraged Timothy to keep what he had learned through a ministry/mentoring context as the pattern for Sound teaching. It is our hope that the Indiana District School of Ministry (ISOM) will help you prepare for ministry in the context of the relationships you gain at ISOM and those you already have in your local church.

God has placed a good deposit in your life. Guard that deposit with the help of the Holy Spirit who lives in you. Let that deposit grow and bear fruit so that you can lend it to others.

ISOM has established some values or parameters for ministerial training.

First, ISOM is committed to the manifested Presence of God. Equipping that informs the mind without engaging the spirit lacks eternal benefit. Secondly, ISOM is committed to relational growth and learning through face-to-face interaction, internships, and facilitated mentoring relationships to enhance ministerial training. Thirdly, ISOM is committed to character building through attention to ministerial ethics and spiritual formation because ministry is more about who we are than what we know. Fourth, ISOM is more focused upon practical ministerial training than academics. Our faculty will share from the depths of ministerial and/or life experience. Finally, ISOM will demonstrate a commitment to Biblical knowledge. The Word of God is our all-sufficient guide to life and godliness, and God calls ministers to handle the Word with integrity and accuracy.

ISOM is the fulfillment of a Holy Spirit directive to make ministerial training available in a relational context while a student stays engaged with their local church or ministry. We are excited to partner with you in your journey of ministerial preparation. May God do wonderful things in your life.

Blessings!



Chad McAtee
ISOM Director



Toni Mosburg
ISOM Coordinator



Faith Bradshaw
Credentials Specialist



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GENERAL INFORMATION

Mission

The mission of ISOM is to equip our ministers and those with a ministry calling through Spirit empowered relationships and practical instructions.

Vision

The vision of ISOM is to facilitate our ministers in moving to their next credential level and to equip the called as they prepare to lead and minister in the churches of Indiana.

ISOM Values

- The Presence of God
- Relational Interaction
- Character Building
- Practical Ministerial Training
- Biblical Knowledge

Developmental Strategies for Ministry Development

- Engaging
- Encouraging
- Equipping
- Empowering

Purpose

The Indiana School of Ministry (ISOM) exists to provide training for those sensing a call to ministry, whether as credentialed ministers of the Assemblies of God, or as equipped laypersons within the local church. The school seeks to promote a unified purpose for ministry within the Fellowship, providing doctrinal and practical instruction, based upon common core values and shared ministry goals. Since scripture declares that all believers in Jesus Christ are “a chosen people, a royal priesthood...that they may declare the praises of God...” (1 Peter 2:9 NIV), all ISOM instruction is designed to assist in this growth, development, and preparation for anointed service.

The Apostle Paul instructed Timothy in II Timothy 2:2 “the things you have heard me say in the presence of many witnesses entrust to reliable men who will also be qualified to teach others.” This principle has been applied in the selection of each faculty member. The ISOM faculty is comprised of highly qualified ministers in respect to both educational background and proven, effective ministry. Each has evidenced Godly wisdom and insight into “real world” ministry. As Ephesians 4:4, 12, 13, 15, 16 (NIV) defines, our faculty is uniquely qualified to fulfill ISOM’s purpose.

“It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God’s people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ...speaking the truth in love, we will in all things grow into him who is the Head, that is Christ. From him the whole body, joined and helped together by every supporting ligament, grows and builds itself up in love, as each part does its work.”

ISOM provides the platform for gifted men and women of God to train those who will put on the mantle of service and invest in the Kingdom of God. The school subscribes fully to the Statement of Fundamental Truths of the Assemblies of God and commits itself to proclaim and support the principles and polity of the Assemblies of God. Additionally, the school commits itself to provide training courses that meet the district and General Council educational requirements for ministerial credentials.

Statement of Fundamental Truths

These are non-negotiable tenets of faith to which all Assemblies of God churches adhere. See the Fundamental Truths at <https://ag.org/Beliefs/Statement-of-Fundamental-Truths>)

Student Code of Ethics, Conduct, and Honor

Students are expected to conduct themselves in a Christ-like and biblical manner at all times, in both their personal conduct and in pursuit of their studies, striving to maintain the highest of ethical standards, including honesty and integrity. Failure to adhere to such standards may result in the student's dismissal from ISOM, subject to the decision of the school's administration.

In the classroom, students should be respectful of their peers and instructors. Behavior disruptive to the learning process and disrespectful to others will not be tolerated and will be addressed, first by the instructor of the class, and if necessary, by the administration. Students refusing to be cooperative may be dismissed from the school without refund.

Students are expected to complete the required course assignments of their own effort. Plagiarism and cheating are serious violations of ISOM ethical standards. While it is reasonable and beneficial for two or more students from the same family, church, or community to study together, it is essential that each student's work be his/her own. Situations of this nature will be brought to the attention of the school's administration and will be investigated to determine if discipline is warranted.

Student Admission, Records, and Nondiscrimination Policy

1. The Indiana School of Ministry is open to any person 18 years of age or older who has made a profession of faith in Jesus Christ as Lord and Savior and is seeking to enhance biblical knowledge, theological understanding, and development of ministry skills.
2. The school does not discriminate on the basis of race, national origin, gender, or physical ability. The school may discriminate for any other reason and on the basis of religious belief.
3. The school will accommodate physical disabilities to the degree that it is feasible as determined by the school's administration. The student will be required to make arrangements and cover the cost of assistance, including, but not limited to, an interpreter or additional person(s) required to assist the enrollee.
4. In admission procedures and practices, the administration will diligently seek to guide students to seek the course of education that will best serve the student including Global University or attending an Assemblies of God university, college, or seminary.
5. The school is responsible for maintaining accurate records and transcripts and for making them available to the student upon request.

Attendance

- Students **MUST** attend all of the class sessions, complete the required assignments and receive a passing grade of at least 70% (C-) in order to receive credit for the course.
- Dress casual, but modest attire is required.
- Students must check in upon arrival at the designated site and turn in their completed Study Guide and Reflections/Insights Paper prior to attending the first session of class. Study guides should be saved on the student's computer AND on a USB key/thumb drive or CD. (It is a student's responsibility to back up their own work.) Lost or unretrievable work cannot be credited.
- Class attendance will be taken at strategic times to verify attendance.
- In the event of an emergency prior to the ISOM weekend— such as hospitalization, family crisis(injury or death), church/ministry crisis(parishioner injury or death immediately prior to an ISOM weekend)—the student may elect to wait until the course is offered again, take the missed class by self-study through Berean School of the Bible, or explore other options.
- In the event of an emergency during ISOM weekend—(emergency is the same as defined earlier), students will discuss their situation with an ISOM staff member to decide on an alternative course of action.

Money paid for registration will NOT be refunded, but may be credited to the student's account for a future class in the following month. Tuition may be moved ONE time per school year and ONLY for emergency situations. (See above reasons.)

- Students who cannot attend a registered class for any reason must notify the school by calling 317.872.9812 or emailing at isom@indianaag.org
- Only registered students may attend ISOM classes. While family and friends are welcome to accompany students, they are not permitted to attend the sessions unless they register as regular or auditing students.

Technology can enhance the learning process. However, it can also interfere with the learning environment. No video or audio recordings are permitted.

Cell phones and pagers must be turned off during class.

Games, DVD's, web-surfing, emailing, texting, chat room visits, etc. are prohibited during class. Electronic devices are to be used only for note-taking purposes. Violation of this policy may result in disciplinary action.

STUDENT RIGHTS, DUE PROCESS, AND DISCIPLINE

Students are accorded the same rights and due process as established in other institutions of education. ISOM will operate within the standards of the Family Education Rights and Privacy Act (FERPA) with respect to their educational records.

Due Process of Students Rights

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

1. Prompt investigation of all charges of academic dishonesty, to be conducted, insofar as possible, in a manner that prevents the disclosure of the student's identity. Such investigation may include informal review and discussion with an official of the school prior to the 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, within which to prepare a response to the charge.
5. Hearing or meeting at which the student involved may be heard and the accuracy of the charge determined by the ISOM Director.
6. An appeal can be made to the Executive Presbyter, whose decision will be final.
7. Since ISOM is a ministry training environment, ISOM may discuss possible ethics violations and/or report its findings to the student's pastor/spiritual leadership.

Disciplinary Action

Disciplinary action may range from lowering a grade for an exam or assignment to dismissal from the course, depending on the severity of the offense. Repeated offenses may result in termination from participation in the program.



ISOM STRUCTURE

Classes are conducted once a month, nine times a year. Courses will be offered each month, one for each track.

Level 1 Track:	Certified Minister
Level 2 Track:	Licensed Minister
Level 3 Track:	Ordained Minister
Optional Track:	Certificate in Biblical Studies <i>*See course schedule for list of classes to be taken.</i>
ISOM <i>plus</i> :	Offered several times per school year. <i>*See course schedule for list of classes to be taken.</i>

Prior to class, students are required to read the course text and to complete the Study Guide and Reflections/Insights Paper. A minimum of 15-20 hours of preparatory work is necessary. Combining preparatory time with classroom time, students will invest a minimum of 20-25 hours per course.

Students participate in five to six hours of classroom instruction, with class sessions on Saturday, 9:00 a.m. to 4:00 p.m. The final exam is administered after lunch.

Classroom instruction provides an overview of the material and exam preparation, practical application to contemporary ministry, and opportunity for interactive discussion and answering questions. Instructors share valuable insights from their personal experience and engage students through a variety of teaching methods to ensure that the student receives both the academic and practical application that each course has to offer.

The Indiana School of Ministry is proud of its faculty and staff. They represent many years of cumulative experience in education, ministry, and Christian service.

Prior to arrival, each student will:

- Read the textbook and complete the Study Guide, typing in the answers, with the page numbers, where the answers were found. After reading the textbook and completing the Study Guide, complete the Reflections and Insights paper. Make sure to write **AT LEAST ONE PARAGRAPH** for questions 2-5 (a paragraph is 4-5 sentences). To prevent lost work, we recommend saving on a USB key/thumb drive, a CD, or some external source.
- Print a copy of the Study Guide and Reflections and Insights paper to be turned in at the registration table.
- Review the detailed information regarding the upcoming ISOM event communicated via email on the Monday/Tuesday prior to the weekend.
- Study the Study Guide in preparation for the exam. To alleviate exam anxiety, the student should know that every exam question appears on the Study Guide (with only a few exceptions, e.g., reflection questions), but not every Study Guide question appears on the exam. The exam may include T/F, multiple choice, matching, fill-in, short answer, and/or brief reflection questions. *Graded exams will not be returned to the student and are held in the ISOM administrative office for three months.*

ISOM Saturday Schedule

8:00 - 8:55 a.m.	Check-In
8:30 - 8:55 a.m.	New Student Orientation (Mandatory)
9:00 - 9:30 a.m.	All Student Gathering (Mandatory)
9:30 - 10:45 a.m.	Class Session #1
10:45 - 10:55 a.m.	Break
10:55 - 12:15 p.m.	Class Session #2
12:15 - 12:45 p.m.	Lunch
12:45 - 1:15 p.m.	Exam
1:15 - 1:25 p.m.	Break
1:25 - 2:45 p.m.	Class Session #3
2:45 - 2:55 p.m.	Break
2:55 - 4:00 p.m.	Class Session #4

Other weekend features include great conversation, prayer/study sessions, and the launching and continuation of quality ministry friendships.

STUDENT LIFE

At ISOM, we encourage students to develop healthy, long-term relationships with their classmates, both on-site and off-site. There are several ways to do that off-site:

- On the ISOM Facebook page (Indiana District School of Ministry), you can interact with your classmates.
- Students may post textbooks for sale, carpooling opportunities, and roommate connections for shared hotel room expense.
Carpooling and roommate pairings should ALWAYS be with same gender, unless with spouse, of course.

All important information, such as registration deadline reminders, will be posted on Facebook and may not be sent to the student's emails. Therefore, we **STRONGLY** encourage you to become a member of Facebook.

Housing and Food Service

Please refer to the “Accommodations” link on the website: <https://www.indianaag.org/ministries/isom-accommodations>

ISOM has a relationship with Wingate Inn and a discounted rate is available for ISOM students two weeks before each class.

Snacks may be purchased from ISOM prior to sessions and during breaks. Students may enjoy snacks during class sessions.

Lunch is ONLY onsite. Students may bring their own lunch or purchase the box lunch (sandwich, chips, cookie, and drink from McAlister's Deli) for \$10. If a student neglects to purchase the boxed lunch when he/she registered for a class, the lunch can be purchased by going to the “Student Services” button on the ISOM website.

Bad Weather Policy

Should classes be cancelled due to inclement weather, we will contact students via email and Facebook by 12:00 p.m. on the Friday before class.

Indianapolis roadways are seldom impassable, so closures are likely only in the severest of circumstances.

Students are advised to use their own discretion as to the safety of the roads in their area. Students are to contact ISOM, preferably via email, as soon as possible if they must be absent themselves due to weather-related circumstances.

Tuition for classes missed for such causes may only be forwarded to a future ISOM course within a three-month period.

TUITION/FEES AND AUDITING

Tuition and Fees

ISOM operates as a non-profit institution. Students are charged no more than what is necessary to provide the educational services. *Due to changing economic conditions, the school reserves the right to revise charges as deemed necessary.* ISOM will give no less than 30 days notice regarding fee or cost increases.

Students enrolling in ISOM will pay a one-time enrollment fee for each level/certificate of study (i.e. Level One, Level Two, Level Three, and Certificate in Biblical Studies) and tuition fees for each course within the level of study. Tuition covers the cost of faculty honorariums, operational expenses and student services.

Enrollment fee per Level:	\$30
Tuition per course:	\$80
Textbook(s):	Varies by class

If a student is unable to attend a class, he/she may move their tuition to a class in the following month. If the student is unable to attend a class in May/June, the student may move his/her tuition to one of the first three classes in the fall. If a student is unable to take a class in the following month, his/her tuition will be forfeited. Special emergency situations are evaluated on a case-by-case basis.

Cancellation and Refund Policy

- Enrollment fees for each level are nonrefundable.
- No tuition refunds will be made, but a student may transfer a tuition credit to another course offered the following month.

Auditing

Courses may be audited for a fee of \$30 per course as classroom space allows. Those who audit a course must complete the Audit Registration Form prior to attending the class. Permission to audit will be granted after the closure of the regular registration period. Auditing students may purchase a textbook, but will not receive a Study Guide. The auditing student will not attend class during examination. No grade or life experience credit will be granted for courses being audited. **THE AUDITING PERIOD ENDS THE MONDAY BEFORE CLASS OR AS STATED IN DEADLINE REMINDER!!**



REGISTRATION, TEXTBOOKS AND GRADES

How to Enroll, Register, and Purchase Books

If you are ready to join ISOM as a student, whether for personal study or for fulfillment of the educational requirements for ministry credentials, do the following:

Enrollment / Registration

- After registering for your first class, you will be prompted to create a student account.
- Enrollment is open to students 18 years of age or older, who have openly confessed Jesus Christ as Lord and Savior.
- Students should enroll/register **ONLINE** no less than one month prior the date of the scheduled course. All late registrations (up to three weeks prior to the scheduled course) will incur a late fee of \$20. Without exception, students may not register for any class less than 3 weeks before the class.
- The course must be paid for at the time of registration. There will be no exceptions to registration deadlines or payment requirements.
- Registration is required on a class-by-class basis.
- Course documents will be emailed to the student as attachments to the confirmation email. If a student doesn't receive the course documents within an hour of registering, contact the ISOM Coordinator at isom@indianaag.org to have those documents emailed to them.

Purchasing Textbooks

ISOM no longer sells textbooks to the students, only the manuals and DVD's needed for some of the classes. Students may purchase their textbooks through Christianbook.com. The link to do so is:

<http://agsom.christianbook.com/Christian/Books/home?p=1178406>

Simply follow the prompts to find the textbook for the course. Students are not required to purchase their textbooks from Christianbook.com, but doing so makes it convenient for the student.

Students may also go to the "Textbooks" link on the ISOM website to see what textbooks are needed for classes in case they would like to purchase their textbooks from another vendor.

Grades

Students must receive a passing grade of at least 70% (C-) in order to receive credit for a course. **Grades will be emailed to students within two weeks after class.** Final grades are based upon the following criteria:

- 20% -- Reflections/Insights Paper
- 40% -- Course Study Guide
- 40% -- Course Exam

Grading Scale

GRADE RANGE	GRADE	GRADE RANGE	GRADE
97-100	A+	80-83	B-
94-96	A	77-79	C+
90-93	A-	74-76	C
87-89	B+	70-73	C-
84-86	B	1-69	F

All assignments and exams will be graded in a timely manner, and the student will be notified of the grades **within two weeks after the course.** Graded Study Guides and Reflections/Insights Papers will be returned to the student at the next class attended. Exams will not be returned to students.

Certificates

Certificates will be given in acknowledgement of a student's successful completion of a course. Level completion certificates will be given to students who have completed the entirety of the level through ISOM. Students who complete an entire level will be acknowledged during the District Council Ordination Service. Ordination candidates who complete all three levels through ISOM will wear a double gold honor cord at this ceremony.

In recognition of a student completing all three levels of ISOM, the graduate will be granted one additional class, per year, at no charge, for a period of three years.

Transcripts and Document Requests

Official transcripts will be issued upon the student's written request. A processing fee of \$10 will be charged per transcript. For all other documentation (proof of attendance, reimbursement for tuition, etc.) there will be of \$10 to \$15, depending on the complexity of the request. To order transcripts or request documentation, go to the Student Services button on the ISOM website and follow the instructions.



Level One (Certified)

CERT 101	The Life of Christ
CERT 102	Introduction to Pentecostal Doctrine
CERT 103	Acts
CERT 104	Prison Epistles
CERT 105	Introduction to Hermeneutics
CERT 106	The Local Church in Evangelism
CERT 107	AG History, Missions and Governance
CERT 108	Relationships and Ethics in Ministry
CERT 110	Spirit Empowered Churches

Level Two (Licensed)

LIC 201	Introduction to Theology
LIC 202	New Testament Survey
LIC 203	Old Testament Survey
LIC 204	Romans
LIC 205	Introduction to Homiletics
LIC 206	Eschatology
LIC 207	Introduction to AG Missions
LIC 208	Effective Leadership
LIC 209	Conflict Management

Level Three (Ordained)

ORD 301	Theology of Worship
ORD 302	Corinthians
ORD 303	The Pentateuch
ORD 304	The Poetic Books
ORD 305	Preaching in Cultural Context
ORD 307	Pastoral Ministry
ORD 308	Church Leadership
ORD 309	Theology of Prayer
ORD 310	Church Administration and Law



INTERNSHIP INFORMATION

Internship With Berean School of the Bible

All students who plan to apply for ministerial credentials must complete an internship for each level that they complete. Beginning summer 2018, all students will be doing their internship through Berean School of the Bible. Here are the instructions for beginning an internship with Berean:

- Proceed to Berean's website:
https://www.globaluniversity.edu/berean_index.cfm
- Click on the "Admissions" label at the top of the page.
- Click on the "Apply to Berean School of the Bible" button.
- Choose to apply online or print/mail application.
- Under "Other Diplomas," choose "Undeclared."
- Fill out the remaining portion of the application and click on "Verify details and submit application fee" button.
- A representative will process your application and you will receive a confirmation email from the Admissions Department with information and your student ID.
- Once you are an official student, you can order the internship manuals (one for the student and one for the mentor).
- Internships are six months long and if an extension is needed, there is a fee that you will pay to Berean.
- If you have questions, please contact Berean at 1-800-443-1083.
- A transcript or record of completion will be available from Berean at the end of the internship after you request it be sent to the Indiana School of Ministry.

Happy Interning!!



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