

Welcome

God has placed a call upon your life to serve Him in ministry.

You may be called as a full-time minister. You may be bi-vocational, working and doing ministry as well. You may be a layperson and feel that God has called you to serve, not as a minister, but a well-equipped person fulfilling God's will for your life. The purpose of ARSOM is to provide opportunities for you to be all you can be in ministry and service to the King.

The Arkansas School of Ministry (ARSOM) exists to help individuals develop the skills, talents, and knowledge in order to be prepared for effective ministry.

ARSOM, along with Berean School of the Bible and Assemblies of God endorsed Bible Colleges and Universities, desires to help prepare God's servants to minister. ARSOM and Berean courses can be combined in the educational process to qualify for ministerial credentials.

ARSOM instructors will invest into your life out of their experience and knowledge. The instructors want you to benefit from the truths God has given them during their ministry.

Classes are designed to be interactive in order to engage and stimulate the retention of the material. It is the goal of ARSOM that you will find a challenging environment of study and learning. These classes will give you practical and useful knowledge to expand your ministry. You will enjoy a friendly atmosphere with faculty and facilitators who truly care about equipping you for a life-long commitment to ministry.

The ARSOM staff is here to assist you in any way to be the best that you can be.

Larry Moore
District Superintendent
ARSOM President

Equipping the Called for 21st Century Ministry

What is ARSOM?

•ARSOM is a district sponsored and operated ministerial training program that enables individuals to complete the educational requirements of the fellowship for credentialing.

•ARSOM uniquely combines home study, classroom instruction, the student's relationship with a mentor, and active involvement in ministry to set their ministerial formation.

•ARSOM seeks to provide the student with the highest quality instruction and resources possible in a practical and cost effective way.

•ARSOM gives educational direction, sets an atmosphere for the impartation of the Spirit, and guides the student's spiritual development to equip them for effective, full-time ministry.

What are the Benefits of ARSOM?

- Builds a strong biblical foundation
- Establishes spiritual formation
- Builds lasting relationships
- Develops ministerial character, ethics, and integrity
- Time measured and cost affordable
- Academically accountable
- Practical in structure
- Flexible and expandable in format
- Instills discipline of study, time, and lifestyle
- Direct, hands-on involvement in ministerial training

GENERAL INFORMATION

The Arkansas School of Ministry (ARSOM) is a vital support to the ministry endeavors of churches and pastors. Knowledge gleaned from the classroom experience becomes a valuable tool that the Holy Spirit can use to further the purpose of God. Clergy and laypersons who understand not only “what to do” but “why to do it” will be far more effective than those who “just do it.”

ARSOM integrates spiritual formation, relationship building, and academic achievement to provide a unique learning experience.

Students not only acquire knowledge necessary for obtaining ministerial credentials, but also develop character and skills essential for effective ministry.

STATEMENT OF PURPOSE

The Arkansas School of Ministry (ARSOM) 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.

The Arkansas School of Ministry (ARSOM) 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 district and General Council educational requirements for ministerial credentials.

Is Bible College a Better Alternative? This is a question only you and God can answer. God's will for your life may, or may not, include a formal educational experience. To determine the answer to this question, you should seek wise counsel from your spiritual advisors and then submit the issue to God through prayer and study of God's Word.

Education can take a formal or non-formal route. A ministerial formal education is done through a college or seminary which issues a formal academic degree at the end of the process. A non-formal education is usually done outside of formally organized schools and results in a diploma or certificate.

ARSOM is a non-formal route designed to deliver the elementary and necessary levels of education required for the credentialing process of the Assemblies of God. However, ARSOM is not an inferior education when understood as to its purpose. Even though ARSOM follows a non-formal approach, it is based on sound educational principles and goals.

Optimally, ARSOM is designed to engage the student in the process of becoming a life-long learner. Professional ministry, such as being a pastor/teacher, generally leads one further and further along the quest for knowledge. Students who begin with ARSOM may one day seek more formal education to enhance and augment their educational experience.

****Note: Completion of ARSOM courses does not automatically qualify one for credentialing.***

Guiding Principles

ARSOM is a unique ministerial training opportunity operating in the District and is guided by the following principles:

- ARSOM is NOT a college or university. Individuals who are able to attend college or seminary are strongly encouraged to attend an endorsed A/G college or seminary for the absolute best in ministerial training! (www.colleges.ag.org)
- ARSOM is NOT an accredited school. Students must not expect that their ARSOM courses will be accepted by any A/G college, Bible school, or other accredited college.
- ARSOM is NOT the same as Berean or Global University correspondence education. ARSOM satisfies the same credentialing requirements, but Global University students can earn college credit and a diploma. Berean offers students correspondence courses that can be taken at any time and at the student's own pace (www.thenewberean.com). ARSOM courses are only available at specific times.
- **ARSOM is NOT the same as credentialing.** ARSOM certainly helps applicants meet the educational requirements for credentialing. Credentialing within our Fellowship is an altogether different process with its own exams, paperwork, and interview. Students interested in seeking credentials should contact the district secretary's office for additional information.
- ARSOM IS about helping those who want to grow in their understanding of the Bible and ministry. It provides the instruction, interaction, accountability, and relationships that are not available through correspondence courses.
- ARSOM IS for those who need to complete their educational requirements for credentialing within the Assemblies of God.
- ARSOM IS for laypersons who may not be interested in credentials or full-time ministry but who want to learn more about the Bible and improve their ability to serve Christ and their church.
- ARSOM IS for credentialed ministers who want to improve their skills and participate in an outstanding continuing education process.

Focused Learning

ARSOM offers courses for those who are seeking ministerial credentials with the Assemblies of God, and for those who want to improve their ability to minister or are interested in their own spiritual growth and understanding of God's Word.

All courses taken as part of the focused learning strategy will apply should the student ultimately decide to seek or upgrade Assemblies of God credentials.

ARKANSAS SCHOOL OF MINISTRY DISCLAIMER

The Arkansas School of Ministry is a non-accredited Bible institute. ARSOM is endorsed by the Executive Presbytery of the General Council of the Assemblies of God, approved by the Arkansas District Presbytery, and is a member of the Association of District Schools of Ministry.

Completion of the courses would not automatically qualify for college credit. For information on possible credit from ARSOM courses toward transfer hours at Southwestern Assemblies of God University, students should contact a member of the ARSOM staff.

Classes offered by the Arkansas District Arkansas School of Ministry meet the educational requirements for credentials with the Assemblies of God. However, participation and completion of the classes does not assure **nor give advantage** for the granting of credentials or give preference in the credentialing process.

The credentialing process must be followed as determined by the Arkansas District. Final decisions to award credentials are made by the Assemblies of God General Council Credential Committee upon the recommendation of the District Credential Committee. Persons desiring to be credentialed with the Assemblies of God should contact the Arkansas District Secretary-Treasurer's office for further information.

Completion of the Biblical Studies diploma program does not qualify a person for any type of ministry credential with the Assemblies of God, nor does it fulfill the complete educational requirements for any level of credential the student may decide to pursue.

Any student who decides to pursue ministerial credentials at some point would be required to take additional courses to complete the educational requirements for any credential level. Completion of the ARSOM study material for any level of credential does not automatically guarantee a student will be granted a credential. Credentialing is a separate process.

STRUCTURE

Classes are conducted once a month, eight times a year, in a two-semester format. Three or four courses are offered each month of the semester, one for each corresponding credential level (certified, licensed, ordained) and the Biblical Studies diploma. Following a mandatory orientation session prior to the Friday evening class (orientation at 6:30p.m.) students participate in six hours of classroom instruction - a 3-hour class session on Friday evening (7:00-10:00p.m.) for the study guide. One hour (8:00-9:00a.m.) on Saturday morning is set aside for the testing, followed by a 3-hour session of extended teaching (9:00-12:00 p.m.). Grades will be sent to students following the class.

Prior to class, each student is **required** to work through the course text and study guide. A minimum of 10 hours of preparatory work is necessary. With the classroom time, students will have invested 16 hours or more per course.

The classroom instruction provides an overview of the material, practical applications, and opportunity for questions and discussion. Instructors use personal experience and a variety of teaching methods.

Faculty members become natural mentors as they build relationships and share experiences with their students. Faculty advisors are available to provide accountability and guidance for the students.

STUDENT POLICIES

Students are to register no less than three weeks prior to the course they wish to take. The course must be paid for at the time of registration. Registrations will be accepted in person at an ARSOM registration

site, by fax, or by mail only. There will be NO EXCEPTIONS TO REGISTRATION DEADLINES OR PAYMENT REQUIREMENTS.

Students must be eighteen (18) years of age to enroll in ARSOM.

Students are required to complete a minimum of 10 hours of preparatory self-study in advance of the class session. Students are required to read the course textbook(s) and to complete the course study guide *prior to class*.

Students are to bring two (2) **typed** copies of their assignment to class, one to be submitted for grading and one for classroom review. These should be ready when the student arrives for the class.

Please note that all study guides must have typewritten answers. Failure to comply will result in a deduction of five points from the study guide grade.

Students must attend **all class sessions**, complete the required assignments, and successfully pass the course exam in order to receive credit for the course. (Final grade–Study guide, 50%, Exam, 50%)

Due to the limited amount of classroom time of the ARSOM ministry training program, it is imperative that students adjust their personal schedules to ensure that they are able to attend the Friday and Saturday sessions in their entirety. However, we all know that emergency situations may arise making it impossible for a student to attend one or both class periods. To clarify the matter of student attendance and absences, the following policies have been developed and implemented.

Students are expected to attend **all** class sessions for ARSOM courses in their entirety and must attend to participate in and receive credit for courses, in accordance with the following guidelines:

- If a student cannot attend **all** of the sessions, for any reason, the student can apply their unused tuition payment to any future course within one year of the original absence. It is not necessary to notify the ARSOM Director in advance of these absences. If scholarship funds were used for payment, these funds must be used in the semester for which they were awarded.

EMERGENCY ABSENCES

- If a student cannot attend **one** of the sessions due to an unforeseen *emergency*—such as illness, family crisis (injury or death), or church/ministry crisis (parishioner injury or death)—occurring immediately prior to or during an ARSOM weekend, he/she must consult with the director before missing the session or leaving the campus during class. Failure to personally notify ARSOM staff in a timely manner may result in an “Incomplete” being given for the course.

NON-EMERGENCY ABSENCES

- If a student desires to miss **one** (any portion of or all) of the sessions for a *non-emergency* reason other than those previously noted, they may do so under the following conditions and terms:

1. Student must give notice to the ARSOM Office by Monday prior to beginning of class. If student fails to do so, credit will not be given for the course, tuition will

be forfeited, and the student must take the course again either through ARSOM or Berean School of the Bible.

2. Student may choose to complete a make-up assignment relative to the course of study as determined by the ARSOM Director and course instructor or the student will not receive credit for the course. The assignment must be submitted within one month of the absence or credit for the course will not be given and the student must take the course again either through ARSOM or Berean School of the Bible.

Class dates are published well in advance to allow students to plan their personal schedules around ARSOM weekends. **It is the student's responsibility to do so!** When a student is unable to attend ARSOM, courses may be completed through Berean School of the Bible, the self study ministry training program of the Assemblies of God. Students may also arrange to attend a School of Ministry in another district. For more information on this option, student can contact the ARSOM office.

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NOTIFICATION POLICIES

Any ARSOM closures will be announced via ARSOM Facebook and by e-mail for those for whom there are e-mail addresses available. Closure notice will also be posted on the ARSOM website at www.ar-som.org, and on the district office phone message (501.455.5444) when possible. In the event of inclement weather, students should check for closures before driving to class.

Other special announcements and information will be sent via ARSOM Facebook or email, or announced on the ARSOM website.

STANDARDS OF ACADEMIC INTEGRITY

Registration in the Arkansas School of Ministry (ARSOM) requires adherence to basic standards of academic integrity. Any violation of these standards may result in disciplinary action ranging from lowering a grade to dismissal from ARSOM, depending on the severity of the infraction. **In addition, a notation of the violation will be placed in the student's permanent file, which is reviewed by the credential committee and by the Presbytery, during the credential processing with Arkansas District Council of the Assemblies of God.**

The following examples represent some basic types of behaviors that are unacceptable. (This is not an exhaustive list.)

- Submitting work done by someone else as your own.
- Copying or paraphrasing someone else's essays, projects, study guides, or other work and submitting it as your own.

- Obtaining or giving an unfair advantage by sharing completed study guides. ARSOM is a Christian ministry development program serving to equip men and women to fulfill God's calling on their lives. Christian conduct and character are expected among students and faculty and should guide all written and verbal communication and assignments.
- Students are expected to complete the required course assignments by their own efforts. 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 or her own endeavor. Students should not combine their study results to make a common line of thought that appears identical on multiple pre-class session study guides. 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.

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REGISTRATION

Students are to register no less than three weeks prior to the course they wish to take. The course must be paid for at the time of registration. Registrations will be accepted in person at an ARSOM registration site, by fax, or by mail only. There will be **NO EXCEPTIONS TO REGISTRATION DEADLINES OR PAYMENT REQUIREMENTS.**

Complete the registration form and return it to the district office no less than three weeks prior to the course session. Include payment for the course fee. Registration is required on a class-by-class basis. Course materials will not be sent until all fees are paid in full. NO EXCEPTIONS.

Read your textbook(s) and complete the study guide as soon as you receive them. A minimum of 10 hours of preparatory study is required prior to the class session. A basic knowledge of the information covered in the text book is expected when students arrive on campus.

Plan ahead to arrive for class at the designated location by 6:15 p.m. prepared and ready to learn. Bring all pre-class assignments, completed and ready for submission to the course instructor. Arriving late to the classroom causes the student to miss valuable information, and causes disruption for the class and the instructor.

Cost:

- Registration is \$25 per credential level.
- Returning students studying in the same level pay a \$10 processing fee
- Tuition is \$50 per course (all textbooks - student's expense)
- Funds are Non-refundable. Tuition is transferable to another course for up to 1 year.

Former Inmates of Penal Institutions

Anyone who has been in a penal institution shall re-establish himself/herself in society for at least one year prior to the date of application to enroll in ARSOM. The following guidelines will be followed:

- No court cases may be pending.
- Repeat felons may not be admitted.

- Following a judgment of probation, a student may apply to enroll at ARSOM after a period of one year.
- Following imprisonment, a one-year period of rehabilitation/re-establishment is required prior to submitting an application for enrollment.
- Consideration will be given to waive the aforementioned stipulations if an individual has successfully completed a spiritual rehabilitation program with Teen Challenge or another faith-based program and can provide a positive reference from the director.
- Extensive character references will be required with any application submitted by a convicted felon. Registered sex offenders will be disqualified for consideration for admission. In addition, persons with felony or misdemeanor convictions involving sexual abuse such as lewd conduct, sexual battery, sexual exploitation, rape, and statutory rape will be disqualified.

REPLACEMENT OF COURSE STUDY GUIDES

Upon registration in an ARSOM class, you will be provided a CD for the courses in that level of study. Replacement of an ARSOM CD will incur a fee of \$5.00 for the first replacement CD and \$10.00 per replacement thereafter.

An e-mail replacement of individual course material will result in a 5-point reduction for the individual course.

MENTORING

The ARSOM mentoring strategy enables students to confirm God’s call, develop the Christ like character, gain the competencies of ethical and effective ministry and develop the personal disciplines essential to successful life and ministry. The strategy uses guided “hands on” ministry experiences, interaction with qualified Mentors, and the exercise of personal spiritual disciplines to accomplish its mission.

Prerequisites

- Complete at least one (1) ARSOM course at the appropriate level before beginning their mentoring program.
- Successfully complete and submit for approval all required application forms.
- Successfully complete and submit for approval the student designed portion of the mentoring process.

Mentoring Objectives/Goals:

- Exposure to a variety of ministry methods, skills and practices
- Develop effective people and conflict resolution skills
- Ethical standards of ministry
- Fulfill the Assemblies of God General Council mentoring requirements
- Minister effectively within the fellowship
- Seek “best practice” experiences and exposure to effective ministry systems and structures
- Help students develop skills and gifts for maximum effectiveness in ministry
- Help students develop the disciplines of effective servant leadership

Mentoring Characteristics/Values:

- Student Value: Equip students for effective ministry.
- Student Participation: Students actively participate in the design and fulfillment of these standards and objectives.
- Cooperative Fellowship: Value ministry within the Assemblies of God in a way that faithfully fulfills the vision of a “voluntary cooperative fellowship”.
- Biblical Fidelity: Students develop ministry that is faithful to biblical teaching, values, principles and world view.
- Encourage Development: Students value and develop the skills needed to pursue spiritual, personal and professional development throughout their life.

Rewards/Achievements:

As a result of completing this mentoring program the student will achieve the following results:

- Meet the Assemblies of God-General Council mentoring requirement for the certified credential.
- Develop significant relationships and knowledge of resources that will enhance their future ministry through practical learning projects.
- Be better equipped for effective, efficient, ethical and God honoring ministry.
- Develop a clearer understanding of their personal gifts, abilities and areas needing further development.
- Develop personally, professionally, relationally and spiritually toward the high calling of “Christ-likeness” in all they are and do.