

# FACULTY HANDBOOK

Non-Degree Courses for  
Credentialing and Leadership  
Development



Sponsored by

The Alaska District Council of the Assemblies of God

Leadership Development Network

The Alaska District School of Ministry is recognized and endorsed by the Executive Presbytery of the General Council of the Assemblies of God as a member of the Association of Assemblies of God District Schools of Ministry.

## COMMITMENTS, ENDORSEMENTS, DISCLAIMERS

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- AKSOM (the Alaska District School of Ministry) is totally committed to teaching and upholding the principles, doctrines, and polity of the General Council of the Assemblies of God.
- AKSOM fully ascribes to the Official Statement of Fundamentals Truths of the Assemblies of God.
- AKSOM is committed to providing biblical, theological, and practical courses meeting the General Council of the Assemblies of God's educational requirements for ministerial credentialing.
- Courses offered through AKSOM meet the educational requirements of the Alaska District Council of the Assemblies of God for ministerial credentialing.
- The Alaska District School of Ministry has been recognized and endorsed by the Executive Presbytery of the General Council of the Assemblies of God as a member of the Association of Assemblies of God District Schools of Ministry.
- Courses offered through AKSOM are non-accredited courses and do not automatically qualify for college credit.
- Completion of AKSOM courses do not automatically qualify an individual for ministerial credentialing—other qualifications apply as well and the credentialing process is separate from AKSOM.
- AKSOM is an alternative to a college education. Those who can enroll in college are encouraged to do so. The level of education in a college program will go far beyond the basic requirements of ministerial training. However, for those who cannot attend college, AKSOM is a viable and profitable approach to ministry training.
- AKSOM is open to all believers, not just those who wish to pursue ministerial credentials.
- *The Alaska District School of Ministry is exempt from State of Alaska authorization requirements under AS 14.48 and 20 AAC 17.*

**Mission Statement:**

AKSOM exists to help the Alaska District of the Assemblies of God develop and empower home-grown leaders for Alaska ministry.

**Values Statement:**

- AKSOM values biblical, theological, and practical education in order to equip men and women for Pentecostal Leadership in the Church and world.
- AKSOM values Servant-Leadership—leadership which views serving as more important than being served and understands leadership to be simply a means of serving Christ and his church.
- AKSOM values Spiritual Development (discipleship) as necessary to Leadership. Only those who are maturing into the image of Christ are qualified to lead Christ's Church.
- AKSOM values Relational Networking and encourages the interaction between students and teachers and between students and peers.

**Vision Statement:**

The Mission of AKSOM and the realization of its Values will be accomplished in the following ways:

- Students will be able to complete the educational requirements for one complete credentialing level in a nine month period of time or less.
- Students will be taught in a class-room environment by qualified faculty.
- All classes taught will meet the requirements of the Assemblies of God credentialing process.
- Educational venues will be established across Alaska.
- Innovative technologies will be utilized to teach courses in remote areas of the State while still meeting the requirements of in-class participation.

# FACULTY GUIDELINES AND INSTRUCTIONS

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- **Normal Class Format**
  - 9:00—9:30 Students arrive, make copies of Study Guide
  - 9:30—10:00 Orientation—Led by AKSOM Director
  - 10:00—12:00 Morning Class Session
  - 12:00—1:30 Lunch
  - 1:30—3:00 Afternoon Class Session 1
  - Break 3:00—3:10
  - 3:10—4:40 Afternoon Class Session 2
  - 4:40—5:30 Final Exam
  
- **Instructional Materials**
  - Faculty will be provided with a Textbook and Textbook Overview Key
  - Faculty will be provided with an AKSOM Power-Point template
  - Faculty will be supplied (onsite) with a video-projector and projection screen
  - Faculty will be supplied (onsite and upon request) with a computer equipped with PowerPoint
  
- **Faculty Responsibilities**
  - Faculty is responsible to becoming familiar with Textbook and Textbook Overview in advance of course
  - Faculty is responsible to prepare complete teaching plan for five hours of instruction time
  - Faculty is responsible to prepare and incorporate creative teaching methodologies such as Power-Point presentations, other audio/visual presentations, discussion questions, etc. in order to augment teaching plan
  - Faculty is responsible to adequately cover Textbook Overview question to ensure students are familiar with material and prepared for the Final Exam

## FACULTY GUIDELINES AND INSTRUCTIONS

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- Faculty is encouraged to teach beyond the Textbook and the Textbook Overview
  - Faculty may prepare and add up to ten (10) additional questions to the Final Exam taken from the in-class lecture
  - If additional questions are added to the Final Exam, content of these question should be clearly communicated to the students during the Class Sessions.
  - If additional questions are added to the Final Exam, a grading key must be submitted to the AKSOM director prior to Class Sessions.
  - Faculty is responsible to prepare copies of any additional handouts, etc.
  - Faculty is responsible to monitor student's in-class completion of Course/Faculty Evaluation Form
  - Faculty is responsible to complete Faculty Course Evaluation Form
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- **Instructional Methodology**
    - Classes are designed to be interactive in nature.
    - Faculty should insure opportunity is given for dialog and discussion.
    - Faculty is to administer, supervise, and collect the Final Exam following the last class session.
    - Faculty is encouraged to be sensitive to the leading of the Holy Spirit and not be oversensitive to time restraints and structured methodologies.
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- **Financial Remuneration**
    - AKSOM Faculty serves, at present, on a voluntary, non-paid basis.
    - Travel costs, lodging, and meals will be provided by AKSOM if requested.

## STUDENT POLICIES

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### General Policies:

- AKSOM courses are open to all members and adherents of Alaska churches.
- Students may enroll in any course for the purpose of meeting ministerial credentialing requirements or for the purpose of personal enrichment and education.
- Students must enroll no later than three weeks prior to the course they wish to take. Earlier enrollment is encouraged in order to gain full benefit from each course.
- Students are required to complete a minimum of 10 hours of preparatory self-study in advance of each class session.
- Students are required to read the course textbook(s) and to complete the course text overview prior to each class.
- Students are required to complete all assignments required for the course prior to each class session and to submit assignments to the instructor at the beginning of the class.

### Attendance Policies:

- Students are expected to attend the full five hours of class time required for each course.
- If a student cannot attend the class, for any reason, the student can apply his/her unused class tuition to any future course within two years of the original absence.
- Advance notification of inability to attend a class is requested, but not required.
- When arriving for class, all students must bring completed pre-class assignments.
- Students are expected to arrange for their own transportation, lodging, and meals to, from, and during the class sessions (snacks during class will be provided by AKSOM)

## STUDENT CODE OF ETHICS, CONDUCT, AND HONOR

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Students are expected to conduct themselves in a Christlike and biblical manner at all times, in both their personal conduct and pursuit of their studies. Students are to strive 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 AKSOM, subject to the decision of the school's administration.

In the classroom, students should be respectful of their peers and instructors. Behavior that is 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.

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 text overviews. 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.

Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth. (2 Tim. 2:15, NIV)



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