

Focus Group Contract

Please complete and mail this page to:
AKSOM
Alaska District Assemblies of God
1048 W. International Airport Road
Suite 101
Anchorage, AK 99518-1005



Instructional Manual for Focus Groups

Definition Guidelines Facilitation Contract

Name of Church or Ministry: _____
Name of Focus Group Leader: _____
I have read and agree to all Definitions, Guidelines, Limitations, Re- Address and Procedures governing an AKSOM Focus Group and will faithfully adhere to these policies.
City: _____ State: _____ Zip: _____
I understand that at no time is a Focus Group allowed to photocopy or distribute AKSOM material.
I understand that the primary purpose of a Focus Group at my local ministry is to help students prepare for AKSOM classes and tests.
Signed by: _____
Date: _____

For AKSOM Office Use Only
Approved by: _____
Date: _____

Welcome: The Alaska District School of Ministry (AKSOM) welcomes you to its growing family of Focus Groups. In order to help you fully understand the purpose and function of AKSOM Focus Groups, this manual is divided into three component parts: Definition, Guidelines, and Facilitation.

Definition will deal specifically with what a Focus Group actually is and why it could be beneficial to your ministry and to those you minister to.

Guidelines will detail how to establish a Focus Group and what you can and cannot do under the auspices of AKSOM.

Facilitation will outline a general format for actually conducting a Focus Group in your local ministry.

Contract is an agreement, signed by the Focus Group leader, pledging adherence to all guidelines and limitations as set forth by AKSOM.

Although the intent of this manual is to answer as many questions and problems that might arise as you consider establishing a local AKSOM Focus Group, if questions or problems arise that are not covered herein, please contact us at the following addresses and/or phone numbers and we will assist you:

AKSOM
Alaska District Assemblies of God
1048 W. International Airport Road
Suite 101
Anchorage, AK 99518-1005

Phone: 907.562.2247

Fax: 907.562.2352

E-Mail: aksom@alaskaag.org

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Focus Group Facilitation

The following is a suggested plan of action for conducting a Focus Group in your local ministry setting:

- Obtain promotional materials from AKSOM in order to encourage those in your ministry setting to participate in the AKSOM classes.
- Make known the ministry's intention to create an AKSOM Focus Group for the purpose of helping students prepare for the AKSOM course and test.
- Designate and equip the person(s) responsible for the guidance of the Focus Group's learning experience.
- Encourage and help students register and enroll for the AKSOM courses by making available AKSOM registration and enrollment forms.
- Schedule the Focus Group meeting times to ensure adequate study time prior to each class being taught by AKSOM.
 - A suggest time frame would be one meeting per week beginning one or two months prior to each AKSOM course.
 - Advertise these meeting times often.
- Create a suggested textbook reading schedule for each course being focused on and encourage each student to following the schedule.
- Ensure that each student has adequately completed her/his AKSOM Course Study Guide prior to the AKSOM class.

Focus Group Definition

A Focus Group, by definition, is a group of people who meet together on a consistent basis in order to focus their attention and corporate energy on studying AKSOM course materials. A Focus Group can be as loose-knit as simply some people, who are taking the same AKSOM course and who live in a local area, meeting together informally in order to get ready for the required AKSOM class by studying together. Or, it can be as structured as a local church or ministry having weekly scheduled instructional times in which they prepare those associated with the church or ministry and who are enrolled with AKSOM to be ready for the required AKSOM classes.

Focus Groups, even those associated with local churches, are not considered to be Church-Based Bible Institutes. Focus Groups cannot act independently of AKSOM by purchasing AKSOM material. Focus Groups are for the primary purpose of helping AKSOM students prepare for AKSOM courses and classes.

The benefit of a Focus Group is to help individuals adequately prepare for AKSOM courses and to allow a local church or ministry the opportunity to have a more hands-on involvement in the lives of those who are preparing themselves for Christian ministry. A Focus Group in a local church or ministry has the opportunity to augment the AKSOM courses with material it deems appropriate and necessary for the enhancement of student learning.

Focus Group Guidelines

In order to establish an AKSOM Focus Group in your local church or ministry, the following guidelines must be followed and adhered to:

- The Focus Group leader must sign a contract (included with this manual) pledging adherence to all guidelines and limitations as set forth by AKSOM. This contract must be on file at the AKSOM office. (This does not apply to informal Focus Groups of students merely meeting together for group study with no organized leadership).
 - Students associated with the Focus Group must have individually submitted a New Student Application to AKSOM and have been approved by the AKSOM office.
 - Students associated with the Focus Group must have individually enrolled with AKSOM for the course(s) being taught.
 - Students who simply wish to audit a class, without the benefit of the AKSOM Study Guide material, are allowed to do so at the discretion of the Focus Group leadership and without approval by AKSOM.
 - **NO AKSOM STUDY GUIDE MATERIAL MAY BE DUPLICATED BY THE LOCAL FOCUS GROUP.**
 - A single copy of the AKSOM Study Guide for each AKSOM course may be purchased by the Focus Group leader for teaching purposes.
- The Focus Group's main objective is to ready the student for the upcoming AKSOM class and test by ensuring each student fully understands the course material and has successfully completed the course Study Guide.
 - A secondary objective the Focus Group may wish to pursue is to augment the AKSOM courses with material deemed appropriate and necessary for the enhancement of study learning.
 - In order to be successful in its goal, the Focus Group must meet on a schedule that will conclude prior to the date of the required AKSOM class.
 - Focus Groups may keep their own students records, such as attendance records, etc., and do not need to submit those records to AKSOM.



The Alaska District School of Ministry is exempt from State of Alaska authorization requirements under AS 14.48 and 20 AAC 17.