

Faculty Handbook

AKSOM
ALASKA SCHOOL OF MINISTRY



PLANTED ♦ ROOTED GROWING ♦ FRUITFUL
Educating & Equipping Leaders for Ministry in Alaska



“Therefore, as you received Christ Jesus the Lord, so walk in him, rooted and built up in him and established in the faith, just as you were taught, abounding in thanksgiving,”

Colossians 2:6-7, ESV.

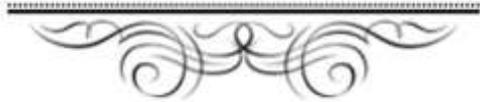
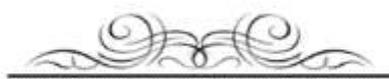


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Mission Statement

Partnering with the Alaska Ministry Network, the Alaska School of Ministry is committed to excellence in educating and equipping Spirit-empowered, servant leaders who are **planted** within the community of believers, **rooted** in Biblical truth, **growing** to their full potential in Christ, and **fruitful** in ministry.



Values & Vision Statements

Values Statement



EXCELLENCE: AKSOM will set high standards and pursue excellence in every aspect of our work. Colossians 3:17

EDUCATING: AKSOM commits to exploring truth with scholarly excellence, integrating faith and instruction into life, and inspiring students to pursue life-long learning. 2 Timothy 1:13-14.

EQUIPPING: AKSOM values the transference of practical, life-giving, ministry skills and tools from master-teachers to apprentice-students. Ephesians 4:11-13.

PLANTED: AKSOM believes facilitating interaction and relational networking among faculty and students provides an enriching community environment. Acts 2:44-47.

ROOTED: AKSOM values developing and deepening biblical, theological, and practical roots as a way to equip and strengthen men and women for Pentecostal leadership in the church and world. 2 Timothy 2:15.

GROWING: AKSOM desires to stimulate spiritual growth and development where future biblical leaders live lives consistent with the Assemblies of God tenants of faith. Colossians 1:28.

FRUITFUL: AKSOM values fruitfulness as a bi-product of faithful, servant-leadership and a measurement of activities and effectiveness. John 15:16.

Vision Statement

The vision of AKSOM 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 Alaska. 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 or enrichment level in a twelve month period of time or less.
- Students will be taught in a classroom environment by qualified faculty.
- Innovative technologies will be utilized to teach courses in various areas of Alaska while still meeting the requirements of in-class participation.



Commitments

- AKSOM 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.

Endorsements

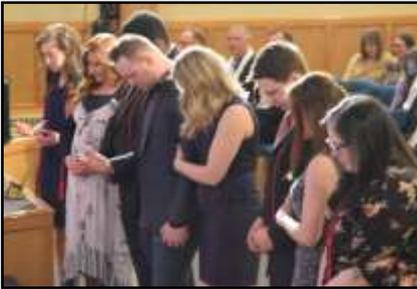
- The Alaska School of Ministry has been recognized and endorsed by the Executive Presbytery of the General Council of the Assemblies of God as a member of the Association of Assemblies of God District Schools of Ministry.

Disclaimers

- Courses offered through AKSOM meet the educational requirements of the Alaska Ministry Network of the Assemblies of God for ministerial credentialing. **Completion of AKSOM courses do not automatically qualify an individual for ministerial credentialing—the credentialing process is separate from AKSOM.**
- Courses offered through AKSOM are non-accredited courses and do not automatically qualify for college credit.
- 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 Christ-followers, not just those who wish to pursue ministerial credentials.



- The Alaska District School of Ministry is exempt from State of AK authorization requirements under AS 14.48 and 20 AAC 17.015.

- At least one course from each of the three credentialing levels will be taught September—May (provided sufficient students are

enrolled for each course). Thus, completion of one level of credentialing courses can be finished in one class-year.

Teaching Methodology

- Pre-class work will require the complete reading of an approved textbook and completion of a text-overview based on the text. **The Text Overview must be submitted before class.**
- Class time will be for at least five hours with a qualified instructor—all students are required to attend the class session. **Projected class time is from 9am-3pm with a one hour lunch break. Students are encouraged to bring their laptop to class.**
- **On-line exams** based on the text-overview and class presentation will be given at the end of each class session. A test will be available to the student following the lunch break.

Course Grades

- Course grades will be weighted as follows:
 - Class attendance and participation is mandatory.
 - Completion of study guide—40% of grade
 - Course Exam—60% of grade

Total grade of 70% or higher is needed to pass each course. Grades can be contested for up to three months following the class. All completed student assignments, text overviews, and tests will be kept in the AKSOM office for six months following the course instruction.



Normal Class Format

9:00am	Students arrive or Zoom into classroom
9-noon	Session 1
12-1:00pm	Lunch Break*
1-3:00pm	Session 2
3pm	Final Exam

*If classes are in an online format, teacher may choose to shorten lunch break.

Instructional Materials

Faculty will be provided with the following:

Textbook	Textbook Overview Key
PowerPoint presentation	
Final Exam	Final Exam Key

Faculty Responsibilities

- Attend yearly faculty meeting.
- Faculty is responsible for becoming familiar with all instructional materials.
- Faculty is responsible to prepare and execute a complete five-hour instructional plan which incorporates a variety of creative teaching methodologies to augment learning.
- Faculty is responsible to adequately cover textbook overview questions to ensure students are familiar with material and prepared for the Final Exam.
- Faculty is encouraged to teach beyond the textbook and textbook overview.
- Faculty may prepare and add up to ten additional questions to the Final Exam taken from the in-class lecture.
- If additional questions are added to the Final Exam, content of these questions should be clearly communicated to the Director prior to class and to the students during the class sessions. Also, if additional questions are added to the Final Exam, a grading key must be submitted to the AKSOM Director prior to class.
- Faculty is responsible to review and update instructional materials on an annual basis in conjunction with the AKSOM Director.

Faculty Responsibilities For Class Time



- Reflect AKSOM values in class.
- Foster community through mentor-apprentice relationship.
- Be familiar with Zoom and Moodle platforms.
- Provide welcoming environment, make any announcements at beginning of class time and open with prayer and introductions of the students present.
- Present materials in an engaging manner which invites student interaction and participation.
- Follow the schedule but remain sensitive to the leading of the Holy Spirit.
- Conclude class with prayer and allow time for students review their notes prior to the Final Exam.
- Remain in classroom until all students have completed their exam.
- Return any equipment to AKSOM leadership and help return classroom to original set-up.

Instructional Methodology

- Classes are designed to be interactive in nature.
- Faculty should ensure opportunity is given for dialog and discussion.
- Encourage the gifts of the Holy Spirit to be in operation in your class.

Financial Remuneration

- AKSOM Faculty serves on a voluntary, non-paid basis. A small stipend will be given for each class taught. Stipends will not be available for AKMN Employees or US Missionaries assigned to AKSOM.



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 desiring credit for previously completed college level work may have official copies of their transcripts sent to AKSOM.
- Students must enroll no later than two 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 and any other assignments prior to each class. Text overviews should be submitted the day before the class.

Student Code of Ethics, Conduct, & Honor

Students are expected to conduct themselves in a Christ-like 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.

Student Policies

Students are expected to complete the required text-overview 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.



Attendance Policies and Class Make-up

- Students are expected to attend the full five hours of class time required for each course.
- **In the event the student misses a class: Students may elect to wait until the course is offered again (and receive a refund) or take the missed class through Berean School of the Bible for separate fees.**
- In the event of an emergency (such as hospitalization, family or church crisis), students must notify the AKSOM office of their absence. The student may elect to take the missed course through Berean School of the Bible, wait until the course is offered again, or explore other options. Students will not be allowed to make-up more than one course per school year.
- If a student cannot attend the class, for any reason, the student can apply his/her unused class tuition to any future course within three months of the original absence.
- Students are expected to arrange for their own transportation, lodging, and meals to, from, and during live class sessions.



Bethel Bible Training School 1979-1980

Zoom Info & Features: Zoom Video Communications is the communication platform we use for remote students. Students outside of the Anchorage Bowl/Valley area are allowed by DSOM to use remote access to participate in classroom discussions and lectures.

Get Started: Before you can use Zoom, you must install the Zoom software on your device.

The app looks like an old fashion camera



It's a good idea to install the Zoom software ahead of time so it doesn't delay your first meeting.

Want to Learn More: To learn about Zoom please visit <https://zoom.us/>

Moodle: Moodle is an educational learning platform. Moodle is web-based, so it can be accessed from anywhere in the world on multiple devices. With Moodle, students can access the text overview, view handouts, participate in class chats, and take their test. Check out moodle.org for more information.

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COURSE SCHEDULE

Class Date	Level One	Level Two	Level Three
September	Life of Christ	Evangelism	Pentateuch
October	New Test. Survey	Ephesians	Corinthian Corresp.
November	Systematic Theo. 1	Acts	Psalms
December	Old Test. Survey	Sermon Preparation	Systematic Theo. 2
January	How to Interpret the Bible	Intro to AG Missions	Pastoral Ministry
February	The Spirit Empowered Church	Eschatology	Church Admin., Finance, and Law
March	AG History, Missions, & Gov.	Leadership Skills	Multicultural Min
April	Ministerial Ethics	Conflict Resolution	Theo of Worship
May	Intro to Pentecostal Doctrine	Romans	Theology of Prayer
Summer	Beginning Internship	Intermediate Intern.	Advanced Internship



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