DSOM

SOUTH CAROLINA

Student Handbook

*Revised January 2024

Welcome

The administration, faculty and District Presbytery of the South Carolina Assemblies of God welcome you to the SOUTH CAROLINA DISTRICT SCHOOL OF MINISTRY. We seek to make your learning experience invaluable for ministry as well as academically and spiritually rewarding.

Our mission is to help aspiring ministers and those in active ministry achieve the education and skill training necessary to receive and advance in ministerial credentialing with the Assemblies of God. If you are interested in obtaining ministerial credentials with the Assemblies of God we first recommend reviewing the basic qualifications list found in the ministerial credentials guidebook under the credential page of the South Carolina District website at www.ag4sc.com

About Us

The District Presbytery of the South Carolina District Council of the Assemblies of God approved the formation of the South Carolina District School of Ministry (SC DSOM) in January 2011 to help those called into ministry expedite the processing of their ministerial credentials. A second purpose was to provide local congregations with the means to enroll and equip local leaders and teachers.

The Director of the SC DSOM is Dr. Terry Roberts, Founding Pastor of Trinity Church, Columbia, SC. Terry received his doctoral degree at the Assemblies of God Theological Seminary, Springfield, MO. Pastor Roberts is also one of the instructors.

The SC DSOM Board is comprised of the three executive officers of the SC District Council (Robert Sandler, Larry Burgbacher, and Chuck Hill) along with the Director, Terry Roberts.

Our Commitment

The South Carolina District School of Ministry exists to provide training for those sensing a call to ministry, whether as credentialed ministers in the Assemblies of God, or as equipped leaders within the local congregation. The school seeks to promote a unified purpose for ministry within the Fellowship, providing doctrinal and practical instruction based upon core values and shared ministry goals.

The leadership and faculty of the SC DSOM fully subscribe to the Statement of Fundamental Truths of the Assemblies of God and commit to support the principles and polity of the Assemblies of God. We also commit to provide training courses that meet the District Council and General Council educational requirements for ministerial credentials.

Please note that completion of DSOM classes does **not** grant credentials with the Assemblies of God. A separate application and approval process for credentials must be done through the SC Assemblies of God office.

Our select faculty are chosen from among some of the finest Bible and ministry teachers in the Assemblies of God of South Carolina. Each instructor is committed to help you learn content and skills to equip you in the purpose and values of the Kingdom of God during these challenging times.

Furthermore, the SC DSOM seeks to fulfill the mission of the General Council of the Assemblies of God and the South Carolina District Council of the Assemblies of God and is committed to the development of healthy leaders, congregations, and ministries.

The Association

The SC DSOM is affiliated with the Assemblies of God Association of District Schools of Ministry (ADSOM). The Association exists to facilitate the mission of the church by promoting and enabling the training of ministers and Christian workers through District Schools of Ministry.

Educational Philosophy

The SC DSOM seeks to take the student of the Word into the depths of the Scriptures, bringing about an intelligent understanding of the truth and providing them with an organized method of studying the Word of God.

A standard of excellence is set before the students to ensure their development both in directed research and classroom experience. An effort is made to cultivate awareness in the students to creatively and responsibly present the good news of Jesus and His kingdom.

Academic excellence, spiritual experience, and skill development are the goals set forth in the classroom. Students are encouraged to acquire knowledge necessary for obtaining ministerial credentials in each level of ministerial recognition.

Class Schedule

The SC DSOM classes begin in August and end in May. There is one class session for each course. Typically, classes meet on the first Saturday of each month. There are some exceptions to avoid holiday conflicts.

School Venue

We are currently holding **all** classes via Zoom.

Student Enrollment

To enroll in SC DSOM, you must pay a one-time new student enrollment fee of $100.

For New Student Enrollment and Course Registrations Click HERE or visit www.ag4sc.com > DSOM > Scroll down to DSOM Registration > Click desired class on Course Calendar.

Course registration is done on a class by class basis.

Registration for any course is closed on the 15th day of the month prior to the scheduled class session for that course.

The student must agree to abide by the terms set forth in this Catalog & Student Handbook.

Enrollment Fee, Course Costs, and Refund Policy
The pricing structure of the SC DSOM is designed to make admission easy for everyone.

Textbook costs vary depending on the level of study and whether new or used books are purchased. Textbook cost is the responsibility of the student.

One Time New Student Enrollment Fee - **$100**		
LEVEL 1 Certification 9 Courses	LEVEL 2 Licensed 9 Courses	LEVEL 3 Ordination 7 Courses
Each course- **$100**	Each course- **$100**	Each course- **$100**

*If you withdraw from a course **at least 7 days** before the class date, you will receive a **refund of half the course tuition fee**. If you withdraw **less than 7 days** before the class date, you **forfeit the entire course tuition fee***

Scholarships
The SC DSOM currently does not have a scholarship fund to offer scholarships. Costs of enrollment and tuition are kept at a very low price for the high quality of education offered, making it affordable for almost everyone.

Local congregations may pay enrollment fees and tuition for qualified persons within the congregation, thus providing scholarships locally.

Faculty
The administration and faculty of the SC DSOM, in keeping with requirements of the Association, fully subscribe to the Statement of Fundamental Truths of the Assemblies of God and are committed to proclaim and support the principles and polity of the Assemblies of God. They commit themselves to provide training that meets the educational requirements for ministerial credentials.

The administration and faculty, likewise, seek to integrate spiritual formation, relationship building and academic achievement to provide a unique learning experience for students as prescribed in 2 Timothy 2:15: "Be diligent to present yourself approved to God as a workman who does not need to be ashamed, accurately handling the word of truth" (NAS).

Curriculum and Internships
The SC DSOM offers courses required by the General Presbytery of the Assemblies of God for credentialing requirements. All SC DSOM textbooks meet the approval of the General Council of the Assemblies of God.

Ministerial Internships are conducted outside of SC DSOM through the Berean School of Bible. https://globaluniversity.edu/academics/continuing-education/

Internship Courses are a requirement for making application for Assemblies of God ministerial credentials. Internship Courses involve an additional cost.

At times, other courses may be offered as electives to enhance and enrich biblical and ministry knowledge, skills and experience to advance the mission of Messiah Jesus in the world.

Schedule of Courses and Classes
For specific class dates, please visit www.ag4sc.com > Scroll down to DSOM REGISTRATION. Instructors are subject to change.

Class Preparation, Attendance and Etiquette

Students may not attend classes until all requirements for pre-class study are met.

1. Order your textbook(s) as soon as you register. For textbook list, click HERE.

2. Read your textbook thoroughly, or the assigned sections of your textbook.

3. In Bible courses, diligently read the book of the Bible corresponding to the course.

4. Complete the Study Guide provided by the SC DSOM Office. The Study Guide is based on the course textbook, and answers must come from the textbook. A minimum of ten hours should be used in self-directed, pre-class study.

5. There is only one class session for each course, and attendance is required for course credit. Currently, all classes are held via Zoom and begin at 9 A.M.. The class session will include study guide review, lecture, and final exam. Have a notebook ready to take class notes.

How to Prepare for Class Using the Study Guide

*The study guide is intended for enrolled students only and should not be shared with students outside the class. Group study is permitted among students in the same class, but each student in the group should compose his or her own answers. Avoid copying each other's answers.

Plan to complete and submit your study guide to your instructor prior to class.

The purpose of the study guide, as the name suggests, is to guide the student in studying the course textbook and to ensure that the student has adequately engaged with the textbook prior to class. Therefore, all answers must come from the textbook, and they will be graded based on textbook contents. Furthermore, the final exam will be based on the study guide questions and answers. For these reasons, the student should avoid answering study guide questions using resources other than the textbook.

Download the study guide which was emailed to you following class registration. The study guide gives you an overview for your class. If prompted, click Enable to add your answers to the guide.

Copy and save the study guide to a new document file on your computer. This will be your copy which you can use to insert the answers to your questions. Your instructor prefers that your answers be typed into the document rather than handwritten. Format your typed answers in a font style which is simple and easy to read. You may choose to apply a color to your answer to make it easier to read (for both the student and the grader).

Answers to study guide questions must come from the course textbook.

Read/reread the question, focusing on the key words to discover the correct answer in the text. Answers are usually specific and to the point. Avoid wordiness in your answers.

Study Guide questions are arranged in sequence with the textbook. In some cases, answers come from sidebars and appendices in the textbook.

As you read the textbook, be aware that the first sentence of a paragraph is often the topic sentence. It gives a clue about the contents of that paragraph. Similarly, the final paragraph of a chapter or section will often contain a summary of the contents of that part of the book.

How to Prepare for the Final Exam

In most cases, the final exam will be administered by the instructor at the end of the class session. Some instructors prefer to use an online platform called "ClassMarker," allowing the student to take the exam online after the class session. In all cases, the final exam is to be taken "closed book," meaning the student may not refer to the textbook, study guide, or other notes while taking the exam.

- All test questions come from the study guide, so a good effort with the study guide will be the best preparation for the final exam.
- Pay attention to information which the instructor emphasizes during class.
- Test questions will be in the form of multiple choice, matching, true/false, fill in the blank, or short answer.

Ministerial Internship (Berean School of the Bible)

Internship is required for each level of ministerial credentialing (Certified, Licensed and Ordained) as prescribed by the General Presbytery of the Assemblies of God.

Ministerial Internships are done through the Berean School of Bible, not SC DSOM.

Students are responsible to register directly with Berean. For more information, current costs and to apply for internship visit http://www.globaluniversity.edu or call 1-800-443-1083.

Global/Berean will communicate directly to students, not through SC DSOM

Once accepted, a new student email account will be created for you. All further emails/communication (like grades and deadlines) will go to the student email, NOT personal email accounts.

Students have 6 months to complete all Internship requirements, and they are responsible for keeping track of their assignments and deadlines.

Students are responsible for finding a qualified Pastor/Mentor, who is currently Licensed or Ordained with the Assemblies of God, to lead them through the internship requirements. Mentors should hold at least one credential level higher than the student seeking credentials. Students are to meet with their mentor at least once a week for 12 weeks.

As a ministerial courtesy, a suggested $100 honorarium should be given to the Pastor/Mentor for his/her professional time and services.

Internship through Berean School of Bible has 2 main components:
1. Final exam (95% of grade)
2. Signed/returned mentor evaluation (5% of grade).

Transcripts of Internship grades from Global University should be sent to michelle.sandler@ag4sc.com

Standards of Academic Integrity and Courtesy

"May integrity and uprightness protect me, because my hope, Lord, is in you" (Psalm 25: 21).

Registration in the South Carolina District School of Ministry (DSOM) requires adherence to basic standards of academic integrity and courtesy. Any violation of these standards may result in disciplinary action ranging from lowering a grade to dismissal from DSOM, 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 the South Carolina 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 or uncompleted study guides or final exams.

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.

Students should demonstrate respect toward instructors and other students. No personal web-surfing, emailing, or social networking is permitted during class sessions.

South Carolina DSOM 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.

Student Acknowledgement

After reading the student handbook, first time students should sign their name below to indicate they have read and agree to abide by all DSOM guidelines mentioned in the student handbook. To enroll in SC DSOM classes, mail the Student Application & Course Enrollment Form along with the student handbook signature page. Be sure to enclose payment. Do not send cash through the mail. The South Carolina District Council of the Assemblies of God nor the SC DSOM accepts responsibility for missing or lost cash sent by mail.

Mail to:

South Carolina DSOM
101 Medical Circle, Suite B
West Columbia, SC 29169

You may e-mail a PDF copy of this page to michelle.sandler@ag4sc.com and register online at www.ag4sc.com.

I agree to abide by the terms set forth in this Catalog & Student Handbook.

Print Name _____

Signature _____   Date _____