



# *Student Handbook*

## **2020**

### Table of Contents

<b>Statement of Purpose.....</b>	<b>4</b>
<b>Assemblies of God Endorsement.....</b>	<b>4</b>
<b>Disclaimer.....</b>	<b>5</b>
<b>Standards of Academic Integrity.....</b>	<b>6</b>
<b>Student Policies.....</b>	<b>7</b>
Enrollment.....	7
Registration.....	7
Course Make-up.....	7
Rollover tuition.....	8
Attendance.....	8
Self-Study.....	8
Course Required Reading.....	8
Assigned Homework.....	9
Removal.....	9
Grading.....	9
Visitors.....	10
Electronic Equipment.....	10
<b>Financial Policies.....</b>	<b>10</b>
<b>Student Admission and Records.....</b>	<b>11</b>
<b>MNSOM Courses.....</b>	<b>12</b>
<b>MNSOM Internships.....</b>	<b>13</b>
<b>Administration and Faculty.....</b>	<b>14</b>
<b>Contact Information.....</b>	<b>15</b>



## Welcome to MNSOM!

We are delighted to have you as a part of the MNSOM student body. This is an exciting time in your life as you aim toward a deeper walk with the Lord in ministry. We at MNSOM are whole-heartedly prepared to come around and support you as you follow God's call on your life.

MNSOM is a member of a nationwide Assemblies of God ministry called ADSOM (Association of District Schools of Ministry). The collective strength of over 30 District Schools of Ministries across the United States provides you the ideal platform to achieve the academic requirements for Assemblies of God credentials.

Every detail of your MNSOM experience, including the classes you take, homework assignments, exams, attendance, and classroom time mandated by the Assemblies of God for credentials, are factored into our program for your success.

We are here to help and encourage you in your journey!

If you have any questions or can be of any service to you, feel free to contact us by phone or by email [mnsom@mnaog.org](mailto:mnsom@mnaog.org).

Blessings!!

*Pam Lund*

MNSOM Dean | Internship Director



## Statement of Purpose

MNSOM seeks to integrate spiritual formation, relationship building, and academic achievement to provide a unique learning experience. MNSOM students not only acquire the knowledge necessary for obtaining ministerial credentials, but also develop character and skills essential for effective ministry.

## Assemblies of God Endorsement



ASSEMBLIES OF GOD

MNSOM is recognized and approved by the Executive Presbytery of the General Council of the Assemblies of God and is a member of the nationwide Association of District Schools of Ministry. MNSOM was established by the Executive Presbytery of the Minnesota District of the Assemblies of God as an official ministerial training program for those seeking credentials through the Minnesota District of the Assemblies of God.

## Disclaimer

MNSOM is a **non-accredited** Bible Training Institute. The MNSOM Board strongly urges young adults seeking accredited undergraduate, graduate, and post-graduate education to first consider enrolling in one of the excellent residential or extension educational Assemblies of God institutions. MNSOM will diligently seek to guide students to pursue the course of ministry education that will best serve them; including Berean (Global University) or an Assemblies of God university, college or seminary.

Courses taken through MNSOM, while meeting the educational requirements for credentials with the General Council of the Assemblies of God, do not automatically qualify for credits at an accredited educational institution.

MNSOM courses fulfill the academic requirements required to receive credentials with the Assemblies of God. However, completion of MNSOM courses does **not** guarantee credentials will be granted, nor that preferential treatment will be given to those completing the required ministerial training courses through MNSOM. ***The credentialing of ministers is a process separate from completion of the educational requirements.***

Credentialing information can be found at [www.mnaog.org/resources/credentialinginfo.aspx](http://www.mnaog.org/resources/credentialinginfo.aspx)

*If you have previous credits from an accredited college or another DSOM, please send an unofficial copy to Annette Junak for evaluation to see if any credits can be applied towards credentials. [ajuank@gmanog.org](mailto:ajuank@gmanog.org)*

## Standards of Academic Integrity

Enrollment in MNSOM requires adherence to basic standards of academic integrity. Any violation of these standards may result in disciplinary action.

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 credentialing process with the Minnesota District Council of the Assemblies of God. The following examples represent some basic types of behavior that are unacceptable. *(This is not an exhaustive list.)*

1. Plagiarism—submitting work done by someone else as your own.
2. Copying or paraphrasing someone else's essays, projects, study guides, or other work and submitting it as your own.
3. Obtaining or sharing MNSOM homework assignment from students that have previously completed the courses.
4. Any conduct that may be considered dishonest or cheating by the instructor of the class.

## Student Policies

**Enrollment:** Individuals called to ministry or interested in equipping themselves for more effective service may enroll as students at any point in the year by completing an online application at [MNSOM.org](http://MNSOM.org) and paying a one-time enrollment fee. A pastor's recommendation is also required of all applicants unless they currently hold ministerial credentials and are in good standing with the Assemblies of God. Only students enrolled in MNSOM may register for classes. MNSOM reserves the right to deny enrollment to any person it deems unsuitable for study through the school of ministry.

**Class Registration:** Class registration should be completed on the MNSOM website ([www.mnsom.org](http://www.mnsom.org)). Registration with the \$80 fee for each course **is due at least three weeks before the course is offered**. Late registrations will be accepted with a \$15 late fee.

**Course Make-Up:** Students are responsible to manage their own schedules. They can attend MNSOM courses as scheduled at any of our convenient locations. This is especially important for those students wanting to complete a credentialing level during the scheduled time. However, on the rare occasions when emergencies and scheduling conflicts occur, students are encouraged to complete the course at a different MNSOM class location, through Berean studies offered through Global University, attend a DSOM in another district, or to register for the next scheduled offering of the course.

**Rollover Tuition:** In the event that a student is unable to make it to a course they are registered for, there is a \$20 fee to transfer the tuition paid to another class. A Rollover Tuition request must be submitted by *email* to [mnsom@mnaog.org](mailto:mnsom@mnaog.org) at least **twenty-four hours** before the scheduled class. Students then have **30 days** after missed class to complete the Rollover Tuition Form on the MNSOM website. Current Students—>Rollover Tuition. Last-minute emergencies will be considered on a case-by-case basis. Email us at [mnsom@mnaog.org](mailto:mnsom@mnaog.org).

**Attendance:** Attendance is mandatory at the entire class session (8:30am-4:00pm approx.). On rare occasions, classes may be cancelled and, if possible, rescheduled due to inclement weather or because a required minimum of students did not enroll for a particular class.

**Self-Study:** Depending on the class, students will complete on average ten to fifteen hours of preparatory self-study the month preceding the class session. The text overview homework assignments and any other required readings are available online on the MNSOM Moodle website. Enrolled students are emailed a user name and a password to obtain the class materials.

**Course Required Reading:** Students are required to acquire or purchase their own textbooks. Textbook information is posted on the MNSOM Moodle website for each course. Students are required to read the course textbook and any additional reading assignments listed prior to class.

**Students with Learning Disabilities:** The Minnesota Department of Education accommodates students tested and identified with learning disabilities up to the age of twenty-one years old. They must possess an IEP (Individual Education Plan) administered through the State of Minnesota. MNSOM recognizes that some adults may have a variety of learning disabilities. If a MNSOM student identifies that they require special considerations to complete their classes, they are to contact the MNSOM Dean to devise a moderate or appropriate plan for success

**Assigned Homework:** Students must complete all required text overview assignments prior to the class session. After the registration for the class has been processed, students will receive an email notifying them that they can access their homework assignment at [www.mnsommoodle.org](http://www.mnsommoodle.org).

If the class is using a textbook from the Faith and Action Series, Text Overview quizzes will be entered on an online website platform called Moodle. **Online quizzes must be completed by noon the Friday before class.** Failure to complete any of the quizzes by the noon deadline will result in a reduction of the overall course grade by one letter grade.

The remainder of the classes require a paper text overview to be turned in. Students must submit a copy of the completed text overview upon arrival at the class location for grading. *Homework must be typed.*

**Handwritten text overview homework will not be accepted** and the student will not receive a text overview score.

**Grading:** Students must attend class, read the textbook, complete the text overview and any additional assignments, and successfully pass the course exam in order to receive full credit for the course. The final grade is determined as follows:

- 40% -- Text overview homework assignments
- 40% -- Exam
- 20% -- Class attendance (granted for attending all class sessions)

All MNSOM courses are graded on the following scale:

**A** = 90-100; **B** = 80-89; **C** = 70-79; **D** = 60-69; **F** = 59- below.

*Graded exams will not be returned to the student and are held in the MNSOM administrative office for three*

**Visitors:** Only registered students may attend MNSOM classes. While family and friends are welcome to accompany students, they are not permitted to attend class without advanced permission of the MNSOM Dean. Visitors may be asked by the instructor to leave the class at any time and for any reason.

**Electronic Equipment:** While technology can enhance the learning process, it can also interfere with the learning environment. No video or audio recordings are permitted without the instructor's consent. Games, DVDs, web surfing, use of social media, etc. are prohibited during class. Laptops, personal cell phones, and other devices are to be used only for note-taking purposes and for studies directed by instructors. Violation of this policy could result in removal from class and/or a reduction in grade.

## Financial Policies

1. Payments for enrollment and classes are made online on the MNSOM secure website by credit card. Registrations without payment will not be accepted. Class registrations made less than three weeks before the class will require a \$15 late fee.
2. Enrollment fee is a one-time, non-refundable fee.
3. In the event that a student is unable to make it to a course they are registered for, there is a \$20 fee to transfer the tuition paid to another class. A Rollover Tuition request must be submitted by *email* to [mnsom@mnaog.org](mailto:mnsom@mnaog.org) at least *twenty-four hours* before the scheduled class. Students then have *30 days* after missed class to complete the Rollover Tuition Form on the MNSOM website. Current Students—>Rollover Tuition.

## Student Admission and Records

1. MNSOM welcomes students 18 or older. A high school diploma or GED is no required to take MNSOM classes.
2. Christian students from other evangelical traditions. However, it is important to note that all course content and examinations are consistent with Assemblies of God doctrine and practice.
3. MNSOM reserves the right to deny registration to any person it deems unsuitable for this course of study. MNSOM may not deny admission solely based on race, national origin, gender, or physical disability. MNSOM may deny admission to any person for any other reason.
4. MNSOM will provide certificates in acknowledgement of a student's successful completion of each course.
5. MNSOM is responsible for keeping accurate transcripts and other student records and for making them available to students upon request. Requests for transcripts must be made by the student to the MNSOM staff. MNSOM will provide transcripts at the request of the district credentials office for students applying for credentials.

**Removal:** Students who consistently fail to complete assigned course work, are disruptive, uncooperative, or treat faculty or other students disrespectfully may not be permitted to register for future MNSOM courses.

## MNSOM Courses

### Certified Level

- 112 Life of Christ
- 113 Acts
- 115 Prison Epistles or 114 Ephesians (former class)
- 121 Introduction to Pentecostal Doctrine
- 122 AG History, Missions, & Governance
- 133 Local Church Evangelism
- 134 Ministerial Ethics (*District Required Course*)
- 136 Hermeneutics I
- 137 Hermeneutics II
- 138 Spirit Empowered Churches
- 150 Certified Internship

### Licensed Level

- 211 Old Testament Survey
- 212 New Testament Survey
- 213 Romans
- 223 Eschatology
- 230 Systematic Theology
- 231 Introduction to Homiletics
- 232 Leadership Skills
- 233 Conflict Resolution (*District Required Course*)
- 234 Introduction to Missions
- 250 Licensed Internship (Combined 150 & 250 available)

### Ordained Level

- 311 Pentateuch
- 312 Psalms
- 314 Romans
- 322 Theology of Prayer
- 324 Theology of Worship
- 331 Multicultural Ministry
- 332 Pastoral Ministry (*District Required Course*)
- 334 Church Administration, Law, & Finance
- 350 Ordained Internship

## MNSOM Internships

The MNSOM Internship is required for anyone seeking Assemblies of God credentials. The student will select a mentor (generally their pastor) and will be required to be involved in active ministry under the mentor. Mentor and student will be required to complete documentation in accordance with normal MNSOM policies. Students must complete their internship *prior to* the November 30 deadline.

- All forms, reports, and assignments must be sent to the Internship Director at the Minnesota District Assemblies of God office.
- Fees for an internship are: MNSOM Internship class registration \$80 and a suggested Pastor/Mentor honorarium of \$100.
- No MNSOM classroom sessions are required.
- Students must work with an AG Pastor/Mentor who is either ordained or at least one credential level higher than the level they are completing. The mentoring pastor must be in good standing with the Assemblies of God and good standing must be approved by the Internship Director and the Minnesota District Secretary/Treasurer.
- An Internship Waiver may be possible for people in active ministry roles. Applications for waivers and waiver checklists can be received by emailing [mnsom@mnaog.org](mailto:mnsom@mnaog.org) **All students seeking a waiver must be interviewed by the Minnesota District's Secretary /Treasurer.**
- The Internship Manual for each level gives details of the various components needed for completion. It may be downloaded from the MNSOM Moodle website.
- A Combined Certified and Licensed Internship is available.
- Credentialing information can be found at [www.mnaog.org/resources/credentialinginfo.aspx](http://www.mnaog.org/resources/credentialinginfo.aspx)

## Administration and Faculty

MNSOM is overseen by the Minnesota District appointed MNSOM Board. It operates within guidelines established by the Presbytery of the Minnesota District of the Assemblies of God, the Executive Presbytery of the General Council of the Assemblies of God, and the Association of District Schools of Ministry. It maintains a positive and cooperative relationship with the Superintendent of the Minnesota District, other District Ministries, and the pastors of the District. The faculty and leadership fully subscribe to the *Statement of Fundamental Truths* of the Assemblies of God and support the principles and polity of the Assemblies of God.

All faculty members serve with the approval of the MNSOM Director and Dean and must meet high spiritual, moral, doctrinal, and academic standards. Members of the faculty also demonstrate practical experience and proven ministry. Members of the faculty and staff may be removed at any time by action of the Director following consultation with the approval of the District MNSOM appointed board. Immoral or unethical behavior, disloyalty, or disregard for appropriate authority, creating discord within the ministry or local church, or incompetence in the exercise of their responsibilities is grounds for removal.

## Contact Information

### **Director/Internship**

**Rev. Jim Filbeck**

jfilbeck@mnaog.org

612-332-2400

### **Dean | Internship Director**

**Rev. Pam Lund**

plund@mnaog.org

612-332-2400 Ext. 276

### **Administrative Associate**

**Erica Silva**

esilva@mnaog.org

612-332-2400 Ext. 270 (Habla español)

### **MN District Council of the Assemblies of God**

1315 Portland Avenue South

Minneapolis, MN 55404

*To best serve you, we request that all written student correspondence be communicated to our offices through email. Pam and Erica are normally in the office Monday-Wednesday.*



Like us on Facebook at

MNSOM Minnesota School of Ministry



**MNSOM.org**

## **Minnesota School of Ministry**

**Minnesota District of the  
Assemblies of God**

1315 Portland Ave. S.

Minneapolis, MN 55404

(612) 332-2400



Like us on Facebook at

MNSOM Minnesota School of Ministry

6/12/2020