

NORTH CAROLINA CONFERENCE
of the
INTERNATIONAL PENTECOSTAL HOLINESS CHURCH

SCHOOL OF MINISTRY

MINISTERIAL CREDENTIALS PROGRAM

In-Person Class Schedule:

In-person classes are held at the NCIPHC Cafeteria Training Center, Hwy 82, 7180 S. West St., Falcon, NC 28352.

Classes will be offered one weekend per month August-April.

Saturday, August 20 and Saturday, September 10 will be Saturday classes only. A snack and lunch will be served for those who choose to pay the food services fee of \$10 for the Saturday only classes. The schedule for Saturday will look like this:

SATURDAY:	7:45 a.m.	8:15 a.m.	-Registration – check-in
	8:15 a.m.	8:45 a.m.	-Plenary Session
	8:45 a.m.	11:45 a.m.	-Class Time
	11:45 a.m.	12:30 p.m.	-Lunch
	12:30 p.m.	3:00 p.m.	-Class Time
	3:00 p.m.	4:00 p.m.	-Exam and dismissal

October through April the classes will be Friday and Saturday. It will follow the schedule below. Meals will be served for those who choose to pay the food services fee of \$20/weekend – Friday light supper, Saturday breakfast, snack and lunch.

Friday Night will consist of two classes of about 1 hour and 15 minutes, separated by a light supper. Saturday classes will consist of three approx. 1 hour and 20 minute classes. Total class-time approximately 7 hours. See the schedule below:

FRIDAY	5:30 – 6:45 PM	Registration
	6:45 – 7:00 PM	Opening Assembly
	7:00 – 8:15 PM	Class
	8:15 – 8:45 PM	Supper
	8:45 – 10:00 PM	Class
SATURDAY	7:30 AM	Breakfast
	8:30 AM	General Session/prayer and devotion/housekeeping
	9:00 – 10:20	Class
	10:20-10:40	Break
	10:40 – 12:00	Class
	12:00 – 12:30	Lunch
	12:30 – 2:00	Class
	2:00 – 3:00	Exam/Dismissal (see * below)

*Exams will be conducted by the instructor after 2 PM or as a take home assignment. All exams must be returned and graded within two weeks of the in-person class. Late submissions will incur a point penalty.

Class Requirements:

- Read the assigned text(s) before the class sessions begin.
- Complete the study guide for each text before the class sessions begin and bring the completed work with you to the first class session of the weekend. Study guides will be examined by the School of Ministry Director or designated assistant to be sure that the work has been completed thoroughly and with care.
- Attend the class (attendance is defined as being an active part of the classroom setting for no less than $\frac{3}{4}$ of the mandatory hours of instruction). Your attendance grade will be affected by your absence, or excessive time spent outside of the classroom during the sessions.
- Bring a Bible, textbook(s), paper, pens, and other necessary supplies to class sessions. You may use electronic note taking devices in class. Please silence all devices during sessions, including phones.
- Pass the required exam with minimum score of 70%.

Class Grading:

25% - Reading the textbook(s)

25% - Completing the study guide.

25% - Class attendance.

25% - Exam grade.

To qualify for credentials, you are required to complete nine (9) SOM credits or equivalents in the 2022-2023 SOM year (due to changes in the credentialing process we may need to adjust the number of classes offered and required in specific cases. Your individual educational plan will be made available upon request or has already been sent to you. Local Church Ministers students will independently complete the 4 core classes plus 6 in-person classes of their choosing.

Independent Studies:

Independent studies will be offered under certain circumstances or in emergencies when a student cannot attend in-person class. Independent studies are defined as completing course requirements without attending in-person class. Students missing three or more in-person classes will be delayed in receiving a referral to the credentialing committee, until a minimum number of in-person classes can be attended by engaging the following year's program. For this reason, we strongly recommend that students make commitments to attend all in-person classes. Independent studies are usually reserved for special circumstances, such as personal or family health problems, the need to conduct a funeral, etc., and therefore must be approved in advance by the School of Ministry Director.

- Except for LCM core courses, no more than 2 courses in a year may be taken by independent study. (NOTE: These requirements may seem hard, but they are designed to "toughen" you up for ministry, where demands and responsibilities are persistent, regular, and unrelenting, and where you will be required to be very diligent and persistent in meeting your regular obligations, as well as engaging unforeseen ministry demands at a moment's notice).
- Courses taken by independent study will generally require more reading and writing than those completed in the classroom and will be more rigorous than the in-person class requirements.

Course Requirements by Level:

- Year-One LCM - 10 credit hours – 4 independent core classes + 6 in-person classes
- Year-Two Minister's License - 10 credit hours
- Year-Three Ordination - 10 credit hours

Academic Transfer Credit:

Credits will be allowed for ministerial studies completed in IPHC colleges and affiliates. Transferees currently credentialed by a sister denomination (who have been engaged in their training programs will be referred to the Director by the Bishop's office to determine if credits for equivalent work may be offered. Official transcripts will be required. Please note that all students, regardless of credits given are required to complete certain courses on the denomination's history, doctrine, and manual (polity).

Transfer Credit is available to all who have completed equivalent work with a grade of "C" or better at accredited colleges or universities or at Bible colleges affiliated with the IPHC or one of our sister denominations. Official transcripts will be required. Every candidate with transfer credit will attend and take for credit a minimum number of in-person courses on site to be credentialed with our Conference. Regardless of credit given, a minimum of 4 in-person events will be required each year academic credit is awarded.

Annual Progress Report:

Each student will receive an Annual Progress Report to reflect accomplishments during the preceding academic year. This report will also be made available to Conference Superintendent and the Credentialing Committee. Students will be acquainted with their progress and outstanding requirements at the check-in table at each in-person event and advised of elements missing from their ministerial folder. Further requirements for a recommendation by the Bishop's office for an appointment with the Credentialing Committee will be made clear. No student will be recommended to the Bishop, or be given an appointment with Credentialing Committee who has not met all class requirements, online and in person classes, paid all fees, and whose ministerial folder is not complete by March 31 (with the exception of April's class and grades). The Credentialing Committee meets in April and credentials are awarded at Annual Conference in May. Incomplete work and folders will result in a delay of one year for the interviews and the awarding of credentials.

Cost & Registration:

- You must enroll in School of Ministry to begin in NCSOM. Late registration is at the discretion of the Bishop.
- A one-time School of Ministry application and fee of \$25.00 (for new students) is required for admission. SOM application can be found online at <http://www.NCIPHC.com/school-of-ministry/>. Follow the instructions on the form to pay fees online at the link <http://www.NCIPHC.com/give/>. Or mail a check in with the printed application to the address below.
- Forms may be filled in online or a downloaded as a pdf and mailed in along with the application fee to the address below.
- This is the link to the online class registration: <https://nciphc.churchcenter.com/people/forms/392313>
- You must be registered for in-person classes prior to August 4, 2022. Check-out the class schedule for the year at <http://www.NCIPHC.com/school-of-ministry/>.
- Please register for classes online at <http://www.NCIPHC.com/school-of-ministry/> and by clicking the link for class registration. You may download the registration form as a pdf, print and mail it in with the tuition to the address below. Follow the instructions on the registration

form and indicate all in-person classes you plan to attend in the year (see the requirements above). You will be asked at check-in to confirm your next in-person attendance.

- The registration fee for each course is \$40.00. Even if you cannot attend in-person, you will need to pay the course fee to complete the requirements by independent study (see above for requirements and restrictions). Follow the instructions on the form to pay fees online at the link <http://www.NCIPHC.com/give/>. Or mail a check in with the printed form to the address below.
- Monthly registration fee is subject to change.
- The fee for auditing (non-credit) is \$25.00 per course. Please register by following the instructions above and indicating on the registration form that you are auditing.
- Checks should be made payable to the N.C. Conference IPHC and mailed to School of Ministry, PO Box 59, Falcon, NC 28342-0149.
- All candidates must be properly registered for each class in advance.
- In addition to the required registration fee students are responsible to purchase the textbooks and study guides from LifeSprings Resources by phone at 800-541-1376. See published schedule at <http://www.NCIPHC.com/school-of-ministry/> and on the registration form.
- Students may begin studying as soon as their enrollment is submitted

Housing Information:

For those who may wish to stay overnight on Friday evening, during the October – April Classes, the rooms in the dormitories will be made available (upon request) at no charge to those who are properly registered. Those using the rooms will be responsible for their own toiletries, linens, and towels, etc.

Food Services:

Meals will be served for those who choose to pay the food services fee:

\$20/weekend - Friday supper, Saturday breakfast, snack and lunch.

\$10/Saturday only - mid-morning snack and lunch.

For further information contact:

Loala Evans – SOMassistant@nciphc.com

Paul Evans – SOMdirector@nciphc.com