

NORTH CAROLINA CONFERENCE
of the
INTERNATIONAL PENTECOSTAL HOLNESS CHURCH



SCHOOL OF MINISTRY
HANDBOOK
2024-2025

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of the

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SCHOOL OF MINISTRY

MINISTERIAL CREDENTIALS PROGRAM

Welcome to NCIPHC School of Ministry. You are about to embark on one of life's most exciting and rewarding journeys. This journey of acquiring spiritual, academic, and practical training will equip you to receive credentials with the IPHC and will open doors to ministry. *

Purpose: The NCIPHC School of Ministry exists to equip and train for the ministry to which God has called you.

Location: NCIPHC Cafeteria/Training Center: 7190 N West St., Falcon, NC 28342

SOM Director: Rev. Paul Evans

Email: somdirector@nciphc.com

Mobile: 910-471-2515

SOM Administrative Assistant: Loala Evans

Email: somassistant@nciphc.com

Mobile: 910-200-3347

School of Ministry Website:

<https://www.NCIPHC.com/school-of-ministry>

School of Ministry application: <https://nciphc.churchcenter.com/people/forms/392164>

School of Ministry Class Registration: <https://nciphc.churchcenter.com/people/forms/569370>

* The School of Ministry (SOM) does not guarantee credentials into the NCIPHC. It is the training means to prepare students for ministry and credentialing. SOM facilitates the Bishop's office in gathering of Ministerial Applications and documents however, credentialing is under the purview of the NCIPHC Bishop and the Executive Council.

Course and Credentialing Requirements by Level

The IPHC is working to redevelop the School of Ministry program and as part of the transition, the following criteria are set for the NCIPHC to receive credentials. As the redevelopment continues, slight changes in the program may occur. If you leave SOM for a period of time, you will reenter under any new expectations. Currently, the SOM year consists of 9 classes. As the program develops it will possibly revert to the previous 10 class expectations. However, if you continue straight through SOM to your credentialing goal, you will finish under the same expectations with which you started. Each class = 1 credit hour

- Year 1 - Local Church Ministers Certificate (LCM) = 9 credit hours (including the 4 core courses)
 - Tithe continues to be paid to the local church
- Year 2 - Minister's License = 9 credit hours for a total of 18 credit hours
 - After Minister's License is received, tithe is paid to the NCIPHC Conference
- Year 3 - Certificate of Ordination = 9 credit hours for a total of 27 credit hours
 - Tithe is paid to the NCIPHC Conference

To receive credentials with the North Carolina International Pentecostal Holiness Church you must be an active and faithful member of a local NCIPHC church, and will be required to complete a Ministerial Application and furnish all requested documents. Credentialing is under the purview of the Superintendent's office, and the Conference Executive Council. SOM facilitates collecting the documents required for the Ministerial Application for submission. This application will need to be renewed for the credential of Ordination. If a student steps away from SOM for over 1 year, resubmission of the applicable application may be required. Please refrain from completing this application until directed to do so by the SOM director or SOM administrative assistant.

Note: The Ministerial Application is for applying for credentials and is different from the School of Ministry Application which is applying to attend SOM.

Academic Transfer Credit

- Academic transfer credits will be allowed for ministerial studies completed that have achieved a grade of "C" or better in IPHC colleges and affiliates, or on a case-by-case basis, to be determined by the Director. Only official transcripts will be accepted. Please note that all students, regardless of credits given are required to complete certain courses on the denomination's history, doctrine, and manual (polity). 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 the transfer credits given, up to 4 in-person core courses will be required. The bishop's office may require other courses.

Credential Transfer

- Credential transfers from a sister denomination are managed by the Bishop's office. Please contact the bishop's administrative assistant at 910-980-1162. SOM has no authority in the decision-making of transferees. Transferees currently credentialed by a sister denomination (for those 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.

School of Ministry Application, Course Registration and Fees

School of Ministry Application

- New students must enroll in School of Ministry by completing the online SOM Application. The enrollment period is March 1 through June 12. Late enrollment on a case-by-case basis is at the discretion of the SOM Director.
- A one-time School of Ministry Application fee of \$25.00 (for new students) is required for admission. See payment options below.
- Enrollment is online. School of Ministry application can be found online at: <https://nciphc.churchcenter.com/people/forms/392164/>
- If you have problems using the online application form, please contact Loala Evans, the SOM Administrative Assistant: SOMassistant@nciphc.com.

Course Registration

- You must register for classes so that we can prepare for your attendance at SOM. This is in addition to the application. Register online at: <https://nciphc.churchcenter.com/people/forms/569370>
- Follow the instructions on the registration form and indicate all in-person classes you plan to attend during the SOM year (see the requirements above).
- The tuition for each course is \$40.00.
- All students must be properly registered for each class in advance. Please check in at the tables when you attend class for us to record your attendance at the in-person instruction. Payments can be made at the check-in table. You will need to turn in your completed study guides and record on it how much of the textbook(s) you read. There will be a basket provided for the study guides.
- If you have problems using the online class registration form, please contact Loala Evans, the SOM Administrative Assistant: SOMassistant@nciphc.com.

Food Services

- Meals will be served for those who choose to pay the food services fee. Please confirm on the registration form.
\$20/weekend - Friday late supper, Saturday breakfast, snack, and lunch.
\$8/Friday only - supper
\$12/Saturday only - breakfast, mid-morning snack and lunch.

Payment Options for SOM Fees

- **PAY ON ARRIVAL:** credit/debit card, check, or cash. Go to the payment table and follow the instructions to complete a payment form/envelope before proceeding to the check-in table. Most students choose this option.
- **ONLINE:** before attending class at: <https://www.nciphc.com/give/> From the "FUND" dropdown menu, select "School of Ministry: Registration fee". In the "NOTE" box, please add your name and break down the total amount into items paid (i.e. App. Fee-\$25, Course Tuition (include MCP course number)-\$40, Food Services--\$20, etc.).
- **MAIL:** Make check payable to: "NCIPHC SOM", memo "SOM fee and what it is for.", and send to: NCIPHC School of Ministry, PO Box 59, Falcon, NC 28342-0059

Housing Information

- For those who may wish to stay overnight on Friday evenings, during the August – 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 toiletries, linens, towels, etc. We must know in advance if you are planning to stay on campus. A room assignment list will be posted near the lockbox. Make sure you get the correct key and room number. Keys must be returned to the lock box and rooms left clean. Trash should be removed from the room and placed in the large trash can by the main exit door. Students are assigned a private room, unless, on rare occasions, it is necessary to share a room or bathroom. Depending on how many students need to be housed and which dorm you are assigned to, there may be private bathrooms in your room or accessibility to a private bathroom. The Ward dorm (with private bathrooms) and the Guest House (with mostly private bathrooms) are co-ed accommodations, so be mindful and respectful of others. The Beige Dorm (men's dorm) has community bathrooms with some rooms having a private bathroom. Preference for these will be given in age order, deferring to our older students. We strive to assign rooms and dorms to give students the maximum privacy possible on our campus considering gender and married students.

Class Requirements

- Read the assigned textbook(s) and complete the study guide before attending class.
- Bring the completed study guide and/or required pre-class work to the first class session of the weekend. A basket for study guides will be on the payment table. 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. Study guides will be returned after class on Saturday.
- Attend the class (attendance is defined as taking 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, disengaged or texting, etc.
- 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.
- Instructors vary in teaching style, and many will accept relevant and on-target questions. However, to minimize distractions and detours, we ask you to pose questions at appropriate times or make notes of what you would like to ask, for the appropriate opportunity for asking questions.
- Pass the required exam with a minimum score of 70%.
- You may audio record and where appropriate video classes. Absolutely no videoing of students, student comments, or questions is permitted. Videos and classes may not be posted to any social media and the content remains the property of the SOM, the North Carolina Conference, and the instructors. No devices may be set up that obstruct the sightline of other students or disrupt the learning environment.

Course Materials

- Students are responsible for purchasing textbooks and study guides from LifeSprings Resources in Franklin Springs, GA. Textbooks may also be found through online vendors and audible books. Editions may vary from the study guide. Study guides can only be ordered through LifeSprings.
- The preferred way to order to make sure you get the correct materials and avoid higher online ordering shipping rates is by phone (ask for Monica Foster): 800-541-1376 ext. 144 or 704-245-3144. See Course Schedule for ordering information online at: <https://www.NCIPHC.com/school-of-ministry/>
- Students are strongly advised to order materials 2 months in advance and begin studying at least one month in advance of class. Textbook and study guide expectations are as pre-class completion.

In-Person Class Schedule

- **Course schedule:** can be obtained for the year at: <https://www.NCIPHC.com/school-of-ministry>
- **Annual Courses:** Classes will be offered one weekend per month August-April.
- **Class Schedule:** Classes will follow the schedule below. Meals will be served for those who choose to pay the food services fee. Friday Night will consist of two sessions of about 1 hour and 15-20 minutes each, separated by a light supper. Saturday Morning classes will consist of two sessions of approx. 1 hour and 20 minutes each. After lunch there will be a 1 hour 30 min session, ending the day 2:00 – 3:00 PM. Total class time is approximately 7-8 hours of instruction. See the schedule below:

FRIDAY	5:30 – 6:45	Registration
EVENING	6:45 – 7:00	Opening Session
	7:00 – 8:15	Class
	8:15 – 8:45	Supper
	8:45 – 10:00	Class
SATURDAY	7:30 – 8:30	Breakfast
	8:30 – 9:00	General Session
	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 *

*Exams will be set by the instructor after 2 PM or as a take-home assignment. All exams must be completed and returned by the instructor's deadline. Late submissions will incur a point penalty at the discretion of the instructor.

Class Grading

- 25% - Reading the textbook(s)
- 25% - Completing the study guide
- 25% - Class attendance
- 25% - Exam grade

Independent Studies

Independent studies are **not** the primary or **normal** method of instruction in SOM and are only offered as a courtesy to those who run into difficulties in attendance. Independent studies will only be offered under certain circumstances or in emergencies when a student cannot attend an in-person class. Independent study is defined as completing course requirements without attending an in-person class at Falcon on the designated scheduled course dates. 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 in the following year's in-person program.

For this reason, we strongly recommend that students make commitments to attend all in-person classes. Independent studies are reserved for special circumstances, such as personal or family health problems, the need to conduct a funeral, extreme ministry emergencies (not planned scheduled activities), etc., and therefore must be approved in advance by the School of Ministry Director. A request in advance must be submitted by email to the SOM Director and copied to the SOM Administrative Assistant.

Except for some special cases, 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 prepare you 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 assignments than those completed in the classroom and will be more rigorous than the in-person class requirements.

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 the 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 or by email and advised of elements missing from their ministerial folder. Further requirements for a recommendation by the Bishop's office for an appointment to appear before the Credentialing Committee will be made clear. No student will be recommended to the Bishop or be given an appointment with the Credentialing Committee who has not met all course requirements, engaged in classes, paid all fees, and whose ministerial folder is not complete by March 31 (except April's class and grades). The Credentialing Committee meets in April and credentials are awarded at the NC Annual Conference in May. *Incomplete work and folders will result in a delay of one year for an interview and the awarding of credentials.*

Communication: Email and Text

Email is the primary means of communication. Please check your email regularly. Text is used for quick communication as needed. You will be held accountable for information in any email sent from SOM. If your contact information (email, mobile phone, mailing/home address) changes, please notify the SOM Administrative Assistant.

NCIPHC School of Ministry 2024-2025 Course Schedule and Ordering Information

Most textbooks and study guides are to be ordered from: LifeSprings Resources in Franklin Springs, Georgia. Call 800-541-1376 ext. 144 or 704-245-3144. Monica Foster is the SOM resource contact person. Shipping fees are less expensive if you call Monica directly instead of ordering online on the LifeSprings website. Note: Some books are not available through LifeSprings (noted at each book) and are to be ordered online through Amazon or other booksellers. You may want to research online purchasing for all books as many of them can be purchased at a less expensive price and can be found on Kindle or other audible sources.

2024 -2025 4 Core Courses

*(New students **must** take core courses 1.01, 1.02, 1.03, 1.04 in August-November. You will not take August-November general courses during these months.)*

- **Effective Christian Outreach: MCP 1.03B - August 16-17, 2024)**
Instructor: Dr. Jim Wall
 - **Order:** LifeSprings # 4602025 - Book: The Master Plan of Evangelism
 - **Order:** LifeSprings # 4604103 - Study Guide (B)

- **Knowing & Studying the Bible: MCP 1.01 - September 13-14, 2024**
Instructor: Dr. Michael Stewart
 - **Order:** LifeSprings # 4602055 - Book: What the Bible Is All About
 - **Order:** LifeSprings # 2101735 - Book: How to Study Your Bible
 - **Order:** LifeSprings # 4601001 - Study Guide

- **IPHC Articles of Faith & Government: MCP 1.02 - October 11-12, 2024**
Instructor: Bishop Oris Hubbard
 - **Order:** LifeSprings # 2101998 - Book: Light for The Journey
 - **Order:** LifeSprings # 2102097 - Book: IPHC Manual 2017-2021
A free PDF copy of the manual may be requested from:
SOMassistant@nciphc.com
 - **Order:** LifeSprings # 4601002 - Study Guide

- **IPHC History: MCP 1.04 - November 8-9, 2024**
Instructor: Dr. Danny Rollins
 - **Order:** LifeSprings # 2105772 - Book: Old-Time Power
 - **Order:** LifeSprings # 4601005 - Study Guide

2024 - 2025 General Courses

- **Acts: MCP 2.02A – August 16-17, 2024**
Instructor: (TBA)
 - **Order:** LifeSprings # 2151393 - Book: Acts Commentary
 - **Order:** LifeSprings # 4601422 - Study Guide (A)
- **New Testament Survey: MCP 2.02B – September 13-14, 2024**
Instructor: Dr. Ryan Jackson
 - **Order:** LifeSprings # 2109645 - Book: Encountering the New Testament
 - **Order:** LifeSprings # 4604122 - Study Guide
- **Relational Leadership: MCP 3.08A – October 11-12, 2024**
Instructor: Rev. Mark Fields
 - **Order:** LifeSprings # 2107449 - Book: Relational Leadership
 - **Order:** LifeSprings # 4601438 - Study Guide (A)
- **Church History: MCP 3.07 – November 8-9, 2024**
Instructor: Dr. Dan Woods
 - **Order:** LifeSprings # 2106316 - Book: Church History in Plain Language
 - **Order:** LifeSprings # 4601437 - Study Guide
- **Theology 2: MCP 2.10 – December 6-7, 2024**
Instructor: Rev. Paul Evans
 - **Order:** LifeSprings # 2109603 - Book: Christian Doctrine - A Pentecostal Perspective Vol. 1
 - **Order:** LifeSprings # 2104820 - Book: Christian Doctrine - A Pentecostal Perspective Vol. 2
 - **Order:** LifeSprings # 4602011 - Study Guide
- **Old Testament Survey: MCP 2.01B – January 10-11, 2025**
Instructor: Dr. Jonathan Altman
 - **Order:** LifeSprings # 2101700 - Book: Encountering the Old Testament
 - **Order:** LifeSprings # 4601421 - Study Guide (B)
- **Family Ministry: MCP 2.08 – February 7-8, 2025**
Instructor: Dr. Dwight Dunning
 - **Order:** this book is not available through LifeSprings
Special Instructions: Students will order the textbook, *Family Ministry and the Church: A Leader's Guide for Ministry through Families* by Chris Shirley through online booksellers such as Amazon or Thriftbooks
Also available on Kindle

Family Ministry: MCP 2.08 - continued

- **Study Guide** is not available through LifeSprings. It will be provided to students before the class session.

• **Pastoral Ministry 2: MCP 2.07 – March 14-15, 2025**

Instructor: Dr. Michael Stewart

- **Order:** this book is not available through LifeSprings
Special Instructions: Students will order the textbook, *Stan Toler's Practical Guide to Pastoral Ministry* by Stan Toler
Online booksellers such as Amazon or Thriftbooks
Also available on Kindle
- **Order:** LifeSprings # 4601427 - Study Guide

• **Genesis: MCP 2.01A – April 11-12, 2025**

Instructor: Rev. Paul Evans

- **Order:** LifeSprings # 2104617 - Book: Holman Commentary on Genesis
- **Order:** LifeSprings # 4601420 - Study Guide (A)