

The Tomlinson Center's



# Operations Manual



*The Tomlinson Center Board has spent much time and energy in looking for leadership development opportunities to better prepare our people for ministry. As our accredited online college courses grow, we have added a new component that will bless an even wider constituency. We are partnering with the Church of God School of Ministry in the CIMS program (Certificate In Ministerial Studies). The Tomlinson Center's partnership with Lee University is with the Center for Adult and Professional Studies. This seamless connection with Lee University provides your potential students with the opportunity to complete a college degree by continuing his or her studies through the Tomlinson Center. This means you can have a School of Ministry (CIMS credits) in your local church, district, state, region, or nation. This program also brings income into the local church, so the more students you have, the great blessing and benefit you will receive. These classes could be used for Sunday school, mid-week Bible study, weekend intensives, and more. There are three options for taking the classes: Internet, individual study, and in groups called DLC (Distance Learning Centers), the best approach.*

## **MISSION STATEMENT AND OBJECTIVES**

### **MISSION**

The School of Ministry provides education and training for enrichment and service in a contemporary society.

### **OBJECTIVES**

When students complete the School of Ministry studies, they should be able to...

- Express their personal commitment to the ministry of Jesus Christ as outlined in the Scriptures.
- Exemplify both a knowledge and a consuming love for the Word of God.
- Demonstrate a knowledge of practical skills in ministerial leadership.
- Demonstrate a knowledge of ability to lead people in worship.
- Show an improved understanding of human personality and have a sensitivity to the needs of people.
- Communicate effectively to an audience of one or many.
- Make a total life commitment to the study of the Word of God as a basis for ministry.

### **Right to Change**

The Certificate In Ministerial Studies (CIMS) Operations Manual contains current announcements and information. However, we reserve the right to make changes affecting policies, fees, curricula, or any other matters announced in this manual.

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## THE SCHOOL OF MINISTRY

The School of Ministry (SOM) is a nontraditional educational initiative, created to serve ministers and lay persons who may not have had an opportunity to attend college or seminary, but who have a strong desire, based on a call of God, to minister within the church and larger community. The initial offering of the School of Ministry is the course of study leading to the Certificate In Ministerial Studies (CIMS). The study material is available to everyone regardless of denominational affiliation.

The School of Ministry functions as a department of the Church of God Division of Education under the General Board of Education at the direction of the chancellor and international director. It is governed by the School of Ministry Board of Directors and is administered by a staff of educators who serve under the supervision of the international director of the School of Ministry. The international office staff includes an international director, MDSOM coordinators, an administrative coordinator, a registrar, an editorial coordinator, an Internet service assistant, an executive secretary, a senior secretary, a graphic designer and assistant bookkeeper, and a secretary/receptionist. The USA field staff includes the state CIMS administrators and the DLC coordinators. (*Hereafter, the nomenclature of "state" will be used but implied to mean "region" and "nation" as well.*) The international field staff includes the superintendency CIMS administrators, the national CIMS administrators and the DLC coordinators. ***The Tomlinson Center offers this program in partnership with the Church of God School of Ministry.***

The mission of the School of Ministry is to provide education and training for enrichment and service in a contemporary society. All course work may be taken for CIMS credit or personal enrichment only.

The School of Ministry will keep a permanent record of the CIMS courses taken by anyone enrolled from the United States and internationally. At the option of Church of God institutions of higher education, CIMS credit may be converted to credit by that institution when the student meets the entrance requirements, is accepted, and enrolls.



## THE CERTIFICATE IN MINISTERIAL STUDIES

The Certificate In Ministerial Studies (CIMS) consists of 20 courses, offering 41 CIMS credits. Of the 41 CIMS credits, 34 are required for the CIMS certificate. The entire CIMS curriculum is presented in a DVD library of 503 DVD lessons of approximately 30 minutes in length, taught by master teachers. The teaching faculty is composed of pastors, college and seminary professors, and church leaders. Each course is accompanied by a study guide and textbook specifically designed for that course. At the option of Church of God institutions of higher education, CIMS credit may be converted to credit by that institution when the student meets the entrance requirements, is accepted, and enrolls. The course work may be completed through a Distance Learning Center (DLC), a DLC Seminar, individual study, Internet study, or a noncredit option used in the local church or for personal enrichment.

CIMS was created primarily for those individuals who enter the ministry without formal education at the college or seminary level. In addition, CIMS is open to anyone who desires to pursue the CIMS study program. Everyone is welcome to enter without regard to denominational affiliation. CIMS also can be tailored to meet the needs of any group with an interest in using the DVD library.

The contents of this Operations Manual relate to the process of enrolling in the CIMS program, as well as to the role and responsibility of the individuals primarily in charge of the educational initiative.



## STATE CIMS ADMINISTRATOR

### Role of the State CIMS Administrator

The state CIMS administrator is appointed by the administrative bishop (overseer) to coordinate the School of Ministry offerings in his state. The position of state CIMS administrator is primarily responsible for implementing the Certificate In Ministerial Studies (CIMS) in a state. Academic background, interest in training, educational experience, ability to communicate, credibility with other ministers, spiritual leadership, and ministerial record are factors governing the choice of a state CIMS administrator.

### Responsibilities of the State CIMS Administrator

The responsibilities of a state CIMS administrator are suggested by the School of Ministry (SOM), but finally determined by the administrative bishop. In keeping with this procedure, the SOM office suggests that the School of Ministry in each state be viewed as a state function and become a state School of Ministry. The duties of the state CIMS administrator are to . . .

1. Schedule ministerial training programs in cooperation with the administrative bishop, the Ministerial Review Board and the SOM.
2. Promote CIMS in the state by seeking to enroll students for study and arranging DLC sites and DLC seminars.
3. Choose DLC sites, in cooperation with the administrative bishop and State Board of Ministerial Development, based on student interest and state needs.
4. Choose courses of study to be offered in the DLC sites.
5. Secure student applications, CIMS DVD lessons, study guides, and textbooks from the SOM.
6. Schedule CIMS classes in cooperation with the administrative bishop and the Ministerial Review Board, and notify the SOM.
7. Select DLC coordinators (DLCC) with approval of the administrative bishop. (The state CIMS administrator may also serve as a DLCC.)
8. Monitor the work of the DLC coordinator (DLCC) to assure that the policies of the SOM are being implemented with regard to . . .
  - a. Getting information to potential students.
  - b. Having course materials (i.e. DVDs, study guides, and textbooks) at each DLC site at least two weeks prior to the first class session.
  - c. Preparing the meeting room with appropriate setup, teaching supplies, and media for the DVD-lesson presentation.
  - d. Conducting class meetings and keeping attendance records.

- e. Maintaining the video-lesson sequence in each course.
  - f. Proctoring tests and assigning grades.
  - g. Reporting grades and course completion to SOM.
  - h. Reporting finances and collecting of tuition, fees, and materials costs.
9. Evaluate the DLC coordinator's activities as a teacher and mentor with regard to the following areas . . .
- a. Discipline in following class procedures outlined above and in DLCC duties.
  - b. Ability to keep the class focused on the subject in the DVD lessons.
  - c. Proficiency in using the study guide as a teaching tool.
  - d. Talent for establishing relationships with the students.
  - e. Capacity to attract and hold students.
10. Maintain those files desired by the state SOM, and send the original records to the SOM for its permanent files.
11. Promote Individual Study and Internet Study—especially to students who live in a remote area or whose work prevents them from attending a DLC or DLC seminar.
12. Follow the testing protocol laid down by the SOM registrar.
13. Protect the examinations as instructed by the SOM registrar.
14. Report the information for each student requested by the SOM registrar.
15. Maintain regular contact with the SOM in order to have a current supply of promotional materials and the most recent information on SOM courses and programs.

The state CIMS administrator functions in somewhat the same role as the academic dean in a college. A dean's job, which includes similar duties to those listed above, can be described with this general summation: to assure that the mission and procedures of the institution are known, communicated, observed, and implemented. That summary describes the role and responsibility of a state CIMS administrator.





## **DISTANCE LEARNING CENTER COORDINATOR**

### **Role of the Distance Learning Center Coordinator**

The Distance Learning Center Coordinator (DLCC) is selected by the state CIMS administrator with approval of the administrative bishop. The DLC coordinator is to conduct the DLC class sessions and expedite the learning process through discussions, questions and explanatory comments. The combination of a DVD presentation with the presence of a coordinator serving as an on-site instructor creates an excellent learning environment.

### **Responsibilities of the Distance Learning Center Coordinator**

The responsibilities of the DLC coordinator are determined by the School of Ministry (SOM) and monitored by the state CIMS administrator.

In most sessions, the 50-minute class period is divided into a 30-minute DVD lesson and an instructor-led discussion of 20 minutes. The DLC coordinator will use the 20 minutes for discussion, questions, explanation, and assignments. It is essential that the DLC coordinator follow the course curriculum without exception. This can be accomplished best by thoroughly covering the discussion questions and practical applications in the CIMS Study Guide. The duties of the DLC coordinator are to . . .

1. Consult with the SCA (State CIMS Administrator) to determine date, time, location, and course of study for the DLC.
2. Place order for materials with the SOM.
3. Inventory materials and validate order upon receipt. Report any discrepancies to the SOM.
4. Prepare meeting room with appropriate set-up, teaching supplies, and media for the video-lesson presentation.
5. Enroll students and collect tuition and fees and/or the grant approval letter for the SOM.
6. Mail funds and financial records to the SOM registrar.
7. Keep records of student attendance and performance for registrar's report.
8. Conduct a timely and orderly class session.
9. Assure that the material in the course curriculum is completed.
10. Show the video lessons in the recommended sequence.
11. Allow for questions and observations at the end of each DVD lesson.
12. Cover the discussion questions and practical applications in the CIMS Study Guide.
13. Provide assistance to any student when needed.
14. Make reading assignments.



15. Administer and score examinations.
  16. Confer with each student and review performance, where needed.
  17. Process and mail course records to the registrar at SOM.
- For detailed instructions, see Appendix B, page 47.



## ENROLLMENT AND REGISTRATION

Enrolling in the School of Ministry is a simple process. There are two steps—enrollment in the School of Ministry and registration for a course. A student desiring CIMS credit for any course must have enrolled in the School of Ministry. Enrollment is required only one time. A student enrolls by completing an application which may be mailed, e-mailed or faxed to the registrar of the School of Ministry. The purpose of enrolling is so the School of Ministry registrar can create a permanent folder to keep a record of a student's course work. At enrollment the student may apply for a grant. The grant request, with signed approval forms, is also sent to the School of Ministry registrar.

Each enrolled applicant is accepted to do work in the School of Ministry and is eligible to complete the Certificate In Ministerial Studies. At the option of Church of God institutions of higher education, CIMS credit may be converted to credit by that institution when the student meets the entrance requirements, is accepted, and enrolls. Meeting entrance requirements of a particular college applies to the transfer of CIMS credit to that institution and in no way affects the student's eligibility to receive CIMS credit and the Certificate In Ministerial Studies.

Step two is to register for a course. A student is required to register for each course or set of courses taken concurrently. Registering for a course in a DLC or DLC Seminar is simply showing up for the first class meeting, with payment for tuition and materials and/or a grant letter received from the School of Ministry authorizing funds for all or a portion of tuition and materials. Students without a grant letter also may be placed on a partial payment plan with approval of the DLC or DLC Seminar coordinator.

Registration for a course at a DLC or DLC Seminar is complete when one is placed on the Class Roll and Attendance Report and a copy is received by the School of Ministry registrar. At the end of the course, a final Class Roll and Attendance Report with the students' grades will be mailed to the registrar.

The CIMS curriculum and related materials are available to all ministers and all churches. One can simply secure the materials and use them for personal enrichment or in the local church as needed. **But if CIMS credit for a course is desired, it is necessary to enroll in the School of Ministry and register for the course.**

CIMS is simple and flexible, but there are five important regulations that must be observed to receive CIMS credit for a course.

1. Students must enroll in the School of Ministry and register for each course they wish to take. Students enroll one time, but they must register for each course or set of courses they take.
2. Students must pay for tuition and materials on a plan approved by the DLC coordinator or have a grant letter confirming a set amount of grant funds from the School of Ministry.

3. Students must view course DVD lessons in the sequence they are presented, complete the study guide, and read the textbook.
4. Students must pass the examinations with a grade of 70. The final grade is an average of all examinations in a course.
5. A course must be completed in one year from the time of registration.

If a student wants to study only for personal enrichment or use the material for a noncredit program in his church, these five rules do not apply. He pays no fees. He needs to purchase only the desired materials such as study guides and textbooks. **A student can never get CIMS credit for a course unless he enrolls in the School of Ministry and registers for the course, or passes a proficiency examination and pays the tuition and other fees, or receives a grant.**



## ADMISSIONS AND REGISTRATION PROCESS

The CIMS curriculum was designed as targeted studies for all ministerial functions, including pastors, evangelists, music ministers, youth pastors, directors of Christian education, church planters, and ministerial applicants. While CIMS was developed for ministers, lay persons are invited to enroll in any of the CIMS courses.

Since the CIMS curriculum can be completed in several different venues, registration for CIMS courses is accomplished in different ways. Outlined below are the steps for registration.

**DLC.** Students may begin the admissions process by submitting a CIMS application to the DLC coordinator. Registration will be on the first day of class for students enrolling in a course offered in a DLC. Tuition, fees, materials costs, or a grant letter are due at registration. In some instances, a payment plan may be arranged with the DLC coordinator.

**DLC Seminar.** An initial meeting to register for the course, distribute DVDs, study guides or CDs, and textbooks, and set the DLC seminar schedule will be called by the DLC seminar coordinator. Tuition, fees, materials costs, or a grant letter are due at registration. In some instances, a payment plan may be arranged with the DLC seminar coordinator.

**Individual Study.** Students may begin the admissions process by submitting a CIMS application to the School of Ministry (SOM). The applicant will receive a letter of response. Then, registration for a student will be completed with the student's payment of tuition, fees, materials costs, or a grant letter and the receipt of the materials for the course in which the student is registered. In some instances, a payment plan may be arranged.

**Internet Study.** Registration for a student enrolling for Internet Study will be completed with the student's submission of the online registration form and the payment of tuition, fees, materials costs, or a grant letter for the course (s) in which the student registers.

For information on the CIMS program and an application, call toll free: 1-877-344-0488, or send written requests to Church of God School of Ministry, P.O. Box 2430, Cleveland, TN 37320-2430, or send a request by e-mail to [info@ministerialtraining.org](mailto:info@ministerialtraining.org).

*For details concerning our partnership with the COGSOM, contact the Tomlinson Center, Church of God of Prophecy International Offices, P. O. Box 2910, 3720 Keith St. NW, Cleveland, TN 37320-2970, call (423) 559-5324, fax (423) 559-5461, e-mail to [TCCOGOP@aol.com](mailto:TCCOGOP@aol.com) or visit [www.TomlinsonCenter.Com](http://www.TomlinsonCenter.Com).*



## FINANCIAL INFORMATION

Tuition, fees, materials costs or a grant letter are due at registration. In some instances, a payment plan may be arranged with the DLC coordinator, or for the individual student, with the SOM. Accounts must be paid in full before final examinations are taken.

### Refunds

*DLC.* Tuition for students enrolling in a DLC will be adjusted on the following scale:

Withdrawal within two weeks of beginning of class	100%
Withdrawal within three weeks	50%
After three weeks	0%

*Individual and Internet Study.* Tuition for students enrolling on an individual basis or for Internet study will be adjusted on the following scale:

Withdrawal within one month of registration	100%
Withdrawal within two months	50%
After two months	0%

Refunds apply only to tuition. There will be no refunds for DVDs, textbooks, or study guides.

### Grants

A grant may be awarded, based on need. The amount of the grant will be determined by the student's financial situation. Grant request forms are included in each registration packet. Individuals desiring a grant should file the Application for a CIMS Grant with the School of Ministry. ***Grants are available only to Church of God of Prophecy credentialed ministers and individuals in the credentialing process.*** The purpose of the formal request for a grant to the SOM is to demonstrate financial need. This need has to be confirmed by the individual's pastor and/or district overseer and administrative bishop. Depending on the student's demonstrated need, a grant may include partial tuition, full tuition, full tuition and DVDs, or full tuition, DVDs, study guides, and textbooks. A grant request is required for any additional courses, and a minimum score of 70 percent will have to be maintained in each course.

### Proficiency CIMS credit

CIMS credit for all courses is available by proficiency examination. Cost of proficiency examination is \$60 per CIMS credit attempted plus a one-time application fee of \$25, if the student has not previously enrolled in SOM (both fees are nonrefundable and payable at the time of application). The SOM will approve a review proctor and schedule a time for the examination. The proficiency examination is the same examination taken by CIMS students. With a grade of 70 percent, students are eligible for proficiency CIMS credit.



Students desiring to receive the CIMS certificate who can show that they have previously studied a selected course at an approved institution of learning, may take a proficiency test at the above cost (\$60 per CIMS credit attempted plus a \$25 one-time application fee, both nonrefundable). Students desiring to receive the CIMS certificate who have not studied the selected course at an approved institution of learning must pay a one-time application fee (\$25 nonrefundable) and the full tuition (\$60 per CIMS credit) before taking the proficiency test. Ministers taking the proficiency test based on life equivalency must pay a one-time application fee (\$25 nonrefundable) and the full tuition (\$60 per CIMS credit). Both credentialed ministers and those in the credentialing process in the Church of God may apply for a grant to help cover these costs.

### Summary of Expenses:

Students in DLC classes:		
Enrollment and admission fee		\$25 (nonrefundable)
Tuition		\$60 per CIMS credit
Study Guides:	One CIMS credit	\$ 8
	Two CIMS credits	\$12
	Three CIMS credits	\$18
Textbooks:	One CIMS credit	\$12
	Two CIMS credits	\$20
	Three CIMS credits	\$30
Students in Individual study:		
Enrollment and admission fee		\$25 (nonrefundable)
Tuition		\$60 per CIMS credit
Study Guides:	One CIMS credit	\$ 8
	Two CIMS credits	\$12
	Three CIMS credits	\$18
Textbooks:	One CIMS credit	\$12
	Two CIMS credits	\$20
	Three CIMS credits	\$30
DVDs		\$12.50 per DVD (3 or 4 lessons each)
Students using the Internet:		
Enrollment and admission fee \$		25 (nonrefundable)
Tuition		\$60 per CIMS credit
Study Guides:	One CIMS credit	\$ 8 (printed)
	Two CIMS credits	\$12 (printed)
	Three CIMS credits	\$18 (printed)

(NOTE: Study Guides may be purchased or downloaded without charge.)



Textbooks:	One CIMS credit	\$12
	Two CIMS credits	\$20
	Three CIMS credits	\$30
Internet Fee:		\$10 per CIMS credit
Students seeking proficiency CIMS credit:		
	One-time application fee	\$25 (non refundable)
	Proficiency CIMS credit	\$60 per CIMS credit attempted

***All CIMS students who are Church of God of Prophecy ministers or ministerial candidates may apply for a grant.***

There are no CIMS entrance requirements.





## CIMS DVD LEARNING SYSTEM

CIMS is the most important teaching tool to be created by the School of Ministry. Administrators and coordinators need to acquire a working knowledge of the following four aspects of the CIMS program.

1. The CIMS curriculum
2. How to enroll in the School of Ministry to take courses for CIMS credit
3. How to register for a CIMS course
4. How to use the MDSOM database (See Appendix A, pg. 45)

The CIMS curriculum consists of 20 courses and a supervised practicum, offering 41 CIMS credits leading to a Certificate In Ministerial Studies. Laity taking the CIMS curriculum will be exempt from the supervised practicum. Therefore, laity will need only 34 CIMS credits leading to the CIMS certificate. The CIMS credits are arranged into four sections. Biblical Studies consists of four courses with 10 CIMS credits. Doctrinal Studies has four courses with seven CIMS credits. Pastoral Studies has 12 courses with 18 CIMS credits. An achievement award is given upon the completion of course work in each of the Biblical, doctrinal, and pastoral courses. Since there are no prerequisites, courses may be completed in any desired sequence. For example, if a student wants to earn an achievement award for completion of the courses in the doctrinal area, he or she can concentrate on courses in that section.

At the option of Church of God institutions of higher education, CIMS credit may be converted to credit by that institution when the student meets the entrance requirements, is accepted, and enrolls. (*After completing 12 hours with the **Tomlinson Center**, up to 32 hours of CIMS credit may be transferred in for credit.*) Furthermore, the student must request a transcript of CIMS work from the School of Ministry and indicate the college to which the transcript is to be mailed. The CIMS curriculum is presented in a library of DVD lessons approximately 30 minutes in length. A course with one CIMS credit has 14 lessons and one examination. A course with two CIMS credits has 28 lessons and two examinations. Courses with three CIMS credits have 41 lessons and four examinations.

The DVD lessons are taught by pastors, college professors, seminary professors, and church leaders. Each course has a study guide and textbook designed for that course.



Each chapter in a study guide or textbook corresponds to the same lesson on the DVD.

There are four ways to complete a course for CIMS credit.

1. A DLC or DLC Seminar (DLC is short for Distance Learning Center.)
2. Individual study
3. The Internet
4. Proficiency

While CIMS was created primarily for individuals whose call to ministry came before they had an opportunity for formal training, CIMS is appropriate for all ministers and is open to everyone who desires to be better equipped for ministry. There are no entrance requirements such as GED, high school diploma, or college entrance exam.

The CIMS curriculum is presented in the following format . . .

1. A DVD lesson presented by a master teacher. The DVD presentation is approximately 30 minutes in length.
2. A study guide based on the lesson presentation is designed for individual or group study in review of the DVD lesson.
3. A textbook with a chapter written from each DVD lesson is designed to give the student further clarification of the course material.

The lesson content is adaptable for classroom use in the DLC, and for Individual study by DVD or Internet. In either case, the student is required to view the course DVD lessons in sequence, and to complete reading assignments and the study guide examinations.

One CIMS credit requires a minimum of 15, fifty-minute segments: 14 for DVD viewing and studying, and one for testing. Normally, DVD presentations are 30 minutes long, allowing 20 minutes for students to discuss the questions in the study guide. The textbook may be read on an individual basis.



## STUDY VENUES

There are several different venues for completing classes in the CIMS curriculum; namely, attending a Distance Learning Center (DLC), DLC seminars, Individual study, Internet study, Lee University Center for Adult, Professional Studies, Patten University, Internet Degree Program, and non-CIMS-credit studies, Tomlinson Center and LDI (Leadership Development Institute).

### Distance Learning Center

The establishing of a DLC makes it possible to study under the guidance of a DLC coordinator. The DLC coordinator leads the class meetings using a combination of the video teaching series, the study guide, textbook, and class interaction. The calendar for the course is set by the state CIMS administrator with the approval of the administrative bishop. Class attendance is required. Exceptions will be made at the discretion of the DLC coordinator. The DLC provides an excellent environment for Bible study, and the student is encouraged to complete the course in a DLC setting. Combining the video presentations with the presence of the DLC coordinator assures that students are exposed to both a master teacher on video and a teaching resource person who is present for each class session. ***When a DLC has five (5) or more tuition-paying students, or the equivalent thereof, for a course, that DLC will receive the DVD set without cost.*** (See Appendix B, p. 49, "Distance Learning Center Operations.")

### DLC Seminar

The DLC Seminar is a combination of the DLC and Individual study. The students will study the course individually, whether by Internet or by DVD, and then will meet at the designated time to review the material and then to complete the exam for that course, or section of the course. The DLC Seminar is useful for situations such as distance and driving times, or when work schedules make regular meetings difficult. (See Appendix C, pg. 55, "Distance Learning Center Seminar Operations for the DLC Seminar Coordinator.")

### Individual Study

Individual study allows the student to study independently by enrolling in individual study and viewing the DVD series and completing the study guide and reading assignments. Students must have use of a DVD player and purchase DVDs, study guides or CDs and textbooks for courses in which they are enrolled. The student should complete the application and grant form (if a grant is needed) and mail with the application fee to the SOM registrar. Upon acceptance to the SOM and payment of tuition and fees and/or receipt of a grant letter, materials and DVDs can be purchased. On completion of the course of study, the student should contact the SOM or the state CIMS administrator to schedule an examination. The examination will be administered by a qualified proctor, secured by the student and approved by the SOM. After administering and scoring the examination, the proctor should mail the grades and the copy of the exam and answer key to the SOM for recording on the student's transcript. Students in individual study may complete a course as quickly as desired, but must complete the course in 12 months from the time of enrollment.



### **Internet Study**

Internet study allows the student to take CIMS courses by enrolling and registering for course work online. The successful completion of a course requires the student to view each streaming-video lesson (each lesson may be viewed as many as three times), complete the reading assignments, complete the study guide (downloaded from the Internet) and pass the examinations. The student must have access to a computer with at least a 56K modem and an Internet connection. All materials are included in the Internet courses with the exception of textbooks, which must be purchased from the SOM. (See Appendix D, p. 59, "Internet Study.")

### **Internet Learning Center**

The Internet Learning Center is a combination of the best qualities of Individual study, Internet study and group study. Students will register online, complete all of the coursework online, and take the exams online individually. However, the students will have the added advantage of an ILC coordinator who will guide the studies, arrange Internet chat rooms or discussion boards for student interaction, and assist in preparation for exams. (See Appendix E, p. 63, "Internet Learning Center.")



### **Lee University Center for Adult and Professional Studies**

A seamless connection with the Lee University Center for Adult and Professional Studies provides the student an opportunity to complete a college degree by continuing his or her studies through this comprehensive university. Lee University will give the student an overview of the way CIMS can be adapted to their program of study. *The Tomlinson Center is a part of the CAPS program at Lee University.*

### **Patten University Internet Degree Program (IDP)**

Patten University in collaboration with the School of Ministry offers a fully accredited Patten University bachelor's degree with no residence requirement. Patten University is accredited by the Western Association of Schools and Colleges (WASC). A student may complete this degree while remaining in ministry. The program offers four concentrations: (1) church administration, (2) music and worship leadership, (3) counseling, and (4) youth ministry. For further information on this program, students may visit <http://www.idponline.org>. (See Appendix F, p. 67, "Patten University/School of Ministry Internet Degree Program.")

### **Non-CIMS-credit Options for Ministers and Laity**

The mission of the SOM is to be a resource for ministers and laity to reach their educational goals, not to impose a particular approach to training and education. While the discipline required for formal education generalizes to almost any calling or profession, and while some ministers may desire to complete one or more college and seminary degrees, other ministers may desire to pursue their training for personal enrichment apart from degree completion. The SOM was designed to meet the requirements of both the individual seeking CIMS credit for work done and the individual not interested in CIMS credit.

**Personal Enrichment.** The difference between CIMS credit and noncredit is whether one enrolls in the SOM as a student. Exercising the noncredit option allows the student to complete any portion of studies by purchasing DVDs, study guides, and textbooks. He is not required to enroll in the SOM or sit for the examinations. There are three or four 30-minute lessons on each.

**Local Church Use—Laity.** The pastor can use the material for the local church under the same condition as described for "personal enrichment." Laity may acquire study materials for their personal enrichment or ministers may use the DVD library for any local church need, including Bible classes, deacon/elder training, teacher training, , or a Wednesday night series. *What If I Want CIMS Credit Later?* There is a proficiency examination arrangement whereby CIMS credit can be obtained by sitting for the examination in a proctored setting. (See page 14.) The individual would need to enroll in the SOM, request an examination, and pay the tuition and fees required.

## USING STUDY GUIDES AND TEXTBOOKS

The Certificate In Ministerial Studies (CIMS) study guides and textbooks are written as companions to the DVD series for each course. The study guides contain lesson objectives, assignments, highlights of the lesson, discussion questions, and practical applications. A page is also provided for recording personal goals and progress. The textbooks are based on the DVD series.

### Study Suggestions

1. Set aside regular times for study.
2. Begin each study session in an attitude of prayer, inviting the Holy Spirit to open your mind to receive the Word.
3. Use reference tools, such as concordances and Bible dictionaries.  
*Many of these are available at [www.TomlinsonCenter.com](http://www.TomlinsonCenter.com), under the "Ministry Helps" link. Search for dictionaries and/or concordances.*
4. Review the lesson objectives and lesson highlights to get an overview of the material to be covered.
5. Read the related Biblical passages and the assigned pages in the textbook.
6. Answer the discussion questions and considers the practical applications.
7. View the DVD.
8. Review your answers to the discussion questions.
9. Complete one practical application per session.
10. Write down any questions or concerns to be discussed with a resource person.

## GRADES AND EXAMINATIONS

Examinations will be administered for each course. The final grade is an average of all examinations in a course. *A student may take the examination as many times as needed in order to receive a score of 70 percent.* All examinations will be proctored by a qualified person approved by the School of Ministry. Internet Study students will receive an online examination.

DLC coordinators will not use the examination materials while discussing the course content with the students—in other words, do not use the test as a teaching tool. If students have access to questions on the examinations, then the examinations lose their validity.

After the proctor scores the last examination, all students should have a conference with the coordinator. It is imperative that positive feedback be given to the students when discussing their grades. If students did not achieve 70 percent, the areas in which they did well should be pointed out first, then the areas which need additional attention should be noted. If a retake is necessary (a score of less than 70 percent), schedule a convenient time as soon as possible, since the numerical score will need to be sent to the School of Ministry for recording the progress of the student.

Ministerial Development/School of Ministry has created an online registration system called MDSOM database. The coordinator will enroll all students, register the students for all courses, record exam grades and attendance records, and report the final course grades.



## CERTIFICATE IN MINISTERIAL STUDIES CURRICULUM

Course #	Areas	Title of Course	CIMS Credit
<b>Doctrinal</b>			
2009	Doctrinal	Faith Foundations for Life and Ministry in the 21st Century*	1
2030	Doctrinal	Living the Faith*	2
2040	Doctrinal	Knowing the Holy Spirit*	2
2050	Doctrinal	Walking in the Truth*	2
<b>Biblical</b>			
2010	Biblical	A Journey Through the Old Testament*	3
2020	Biblical	A Journey Through the New Testament*	3
2060	Biblical	Rightly Dividing the Word	2
2070	Biblical	Introducing the Great Themes of Scripture	2
<b>Pastoral</b>			
2120	Pastoral	Leading With Integrity	2
2130	Pastoral	Understanding Yourself and Others*	1
2140	Pastoral	Equipping People for Ministry	1
2150	Pastoral	Learning the Practices of Ministry*	2
2160	Pastoral	Ministering Through Music	1
2170	Pastoral	Planting and Growing Churches*	2
2180	Pastoral	Helping People in Crisis*	2
2190	Pastoral	Ministering to Culturally Diverse Populations	1
2210	Pastoral	Communicating Effectively	2
2220	Pastoral	Preaching the Word Today	2
2230	Pastoral	Caring for People in Need: 21st-Century Benevolence	1

\*Now available in Spanish





## COURSE DESCRIPTIONS

### 2009 Faith Foundations for Life and Ministry in the 21st Century

#### *Faith Foundations*

A historical overview of the postmodern world and the undermining of faith through the loss of absolutes and the relativity of morality. The course will examine ways to overcome the dangers ministers face in the loss of passion and resolve from secular attacks on the spiritual and its core truths and values. 1 CIMS credit.

### 2010 A Journey Through the Old Testament

#### *Survey of the Old Testament*

A review of the great themes of the Old Testament, including the life of Israel, the kings, the prophets and the development of the kingdom of God in the Old Testament. This course includes a study of the origin of man as well as the origin and decline of the Jewish nation. Consideration is also given to the poetry, wisdom literature and prophecy of the Old Testament. 3 CIMS credits.

### 2020 A Journey Through the New Testament

#### *Survey of the New Testament*

An overview of the New Testament with consideration of the great themes of the Scripture, including the life and ministry of Christ, grace, the origin of the church and the missionary life of the church. This panoramic view of the New Testament discusses the uniqueness of each New Testament writer, while it shows the unity of their contributions to this section of the Bible. 3 CIMS credits.

### 2030 Living the Faith

#### *Basic Christian Doctrines*

An introduction to the great doctrines of Scripture with emphasis on the doctrine of the living God, of man, of salvation and of the church. This course includes a study of Church of God doctrine. 2 CIMS credits.

### 2040 Knowing the Holy Spirit

#### *Doctrine of the Holy Spirit*

A study of the person and work of the Holy Spirit, with emphasis on the Pentecostal experience and spiritual gifts. The activity of the Spirit in the Old Testament, His ministry in and through believers, and the beautiful fruit He produces is covered in this course. He seals, fills, baptizes, anoints and inspires the followers of Christ. 2 CIMS credits.

2050 Walking in the Truth

*Christian Ethics and Practical Theology*

A study of core Christian values which should impact social and individual behavior, with consideration of the issues of practical theology and ethics theory. Christian values based on the teachings of Christ are at the center of this study. On the practical side, application of these values to everyday living is stressed. 2 CIMS credits.

2060 Rightly Dividing the Word

*Biblical Interpretation*

A study of the methodology of Scriptural interpretation. Special emphasis will be given to the role of context in the study and interpretation of Biblical content. Knowing what a passage meant to the person or persons to whom it was written is essential to understanding how the same passage may be applied today. 2 CIMS credits.

2070 Introducing the Great Themes of Scripture

*Biblical Theology*

An introduction to principal streams of Biblical theology. Emphasis is placed on the relationship of major themes in theology as they relate to ministry in the contemporary church. 2 CIMS credits.

2120 Leading With Integrity

*Church Leadership and Administration*

A study of contemporary concepts of spiritual leadership with emphasis on Scriptural models for varied administrative and leadership functions, including communication, decision making, conflict management, delegation, financial accountability, stewardship and operational procedures. Christ should be at the center of the leadership role. 2 CIMS credits.

2130 Understanding Yourself and Others

*Understanding Human Behavior*

An introduction to the study of human personality and behavior from a Christian perspective. The goal of such a study is to help the student to attain a better self-understanding and to gain a knowledge of the personality attributes of the individuals with whom he or she interacts. 1 CIMS credit.

2140 Equipping People for Ministry

*Biblical Discipleship*

A comparison of historical and contemporary models of discipleship, with emphasis on the pastoral role of mentoring and helping to develop lay people for ministry. This course is designed to motivate and train lay leaders to live a distinctively Spirit-filled life and to promote greater ministry involvement on their part. 1 CIMS credit.

2150 Learning the Practices of Ministry

*The Ministry of Worship, Ceremonies and Observances*

A study of Biblical models of worship, providing a context for learning specific aspects of ministry in the Pentecostal church. Observances and ceremonies to be surveyed include worship, marriage, Communion, foot-washing, dedications, funerals and visitation. 2 CIMS credits.

2160 Ministering Through Music

*Music in Pentecostal Worship*

A review of current musical types, forms and styles utilized in Pentecostal worship, with emphasis on understanding the Scriptural role of music in worship. Attention is given to the various aspects of worship and the role of music in accomplishing them. 1 CIMS credit.

2170 Planting and Growing Churches

*Evangelism and Church Planting*

A study of practical strategies for church planting in the theological framework of the Church of God. Attention is given to major strategies for evangelism such as networking, small groups, home visitation, cross-cultural, and media usage. The course also examines the characteristics of healthy, growing churches, with an emphasis on evangelism and renewal. 2 CIMS credits.

2180 Helping People in Crisis

*Pastoral Care and Counseling*

A study of helping skills for pastors. This course reviews basic counseling principles, working with people in crisis situations, in times of grief, in times of death and dying. The course also reviews referral opportunities, community resources, and ethical guidelines, including confidentiality and reportable offenses. 2 CIMS credits.

2190 Ministering to Culturally Diverse Populations

*Multicultural Implications for Ministry*

A study of ministry to diverse populations with emphasis on urban ministry settings. This course examines the responsibility of the church to embrace diversity and reach out to all people. It also considers the great potential for ministry in urban areas with the varied expectations and needs of a multicultural population. 1 CIMS credit.

2210 Communicating Effectively

*Speech and English Composition*

A review of the fundamentals of English grammar, with emphasis on writing and composition. The course will review the basic principles of speaking, the different kinds of speeches, and the various forms of speech communication. How all of this interacts with modern methods of conveying one's message is part of this study. 2 CIMS credits.

2220 Preaching the Word Today

*Contemporary Preaching*

An emphasis on the basic principles of preaching and teaching the Word of God, emphasizing homiletical preaching styles, message preparation, communication methods and treatment of contemporary issues. Attention is given to those elements of craftsmanship and theological understanding basic to persuasive preaching. 2 CIMS credits.

2230 Caring for People in Need: 21st-Century Benevolence

*Care and Benevolence*

A study of the Biblical and theological basis of benevolence and care. This course examines the practical aspects of developing a ministry of care. Benevolence in the marketplace features interviews and discussions with caregivers working in a variety of urban and rural settings and introduces the ministry outreaches of the Church of God Division of Care. 1 CIMS credit.



## **ADMINISTRATION AND FACULTY**

### **Division of Education**

Donald S. Aultman, Ed.D., Chancellor  
Paul L. Walker, Ph.D., Director of Local Church Development  
H. Lynn Stone, D.Min., Administrative Assistant  
Tammie Scoggins, Administrative Coordinator  
Lonna Gattenby, Graphic Design and Assistant Bookkeeper  
Candace Whittington, B.S., Senior Secretary

### **Ministerial Development/School of Ministry**

Donald S. Aultman, Ed.D., International Director  
Donald G. Bennett, D.Min., MDSOM Coordinator  
Dwain Pyeatt, Ph.D., MDSOM Coordinator  
Ronald W. Dopf, M.A., IDP Financial Aid Coordinator  
Nellie Keasling, B.A., Editorial Coordinator  
Christopher R. Adkins, B.S., Media Coordinator and IDP Registrar  
Philip Brown, M.Div., Assistant Media Coordinator  
Terrie L. Goff, Executive Secretary  
Connie Mercer, School of Ministry CIMS Registrar  
Joel Scoggins, Internet Services Assistant  
Cheri Cummings, Secretary/Receptionist  
Ryan Mundy, Inventory and Shipping Assistant  
Lizzette Villegas, Senior Secretary  
Haylei Cummings, Part-time Office Assistant

### **U.S.A. Hispanic Educational Ministries**

Rigoberto Ramos, D.Min., Coordinator  
Luís Boria, B.S., U.S.A. Hispanic CIMS Administrator  
Milly Medina, B.A., Secretary

### **Contributing Faculty**

Delton Alford, *Ministering Through Music*  
B.Mus., University of Chattanooga  
M.M.E., Ph.D., Florida State University  
  
Dwight Allen, *Ministering to Culturally Diverse Populations*  
B.S., Southeastern Bible College  
  
Donald S. Aultman, *Leading With Integrity, Walking in the Truth*  
B.A., Samford University  
Ed.D., University of Tennessee at Knoxville



Raymond Aven, *Caring for People in Need: 21st-Century Benevolence*

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L.H.D., East Coast Bible College

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B.D., M.R.E., D.Min., New York Theological Seminary  
M.S.Th., Union Theological Seminary

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Th.M., Princeton Theological Seminary  
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Th.M., Luther Rice Seminary  
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Charles Paul Conn, *Understanding Yourself and Others*

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M.A., Ph.D., Emory University

David C. Cooper, *A Journey Through the Old Testament, A Journey Through the New Testament, Learning the Practices of Ministry, Knowing the Holy Spirit*

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M.Ed., University of Georgia

D.Min., Erskine Theological Seminary

Dale M. Coulter, *Caring for People in Need: 21st-Century Benevolence*

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Robert Crick, *Helping People in Crisis*

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Th.M., Ph.D., Princeton Theological Seminary

Raymond F. Culpepper, *Preaching the Word Today, Planting and Growing Churches, Knowing the Holy Spirit*

B.A., Lee College

M.A., California Graduate School of Counseling

D.D., Lee University

Bryan Cutshall, *Planting and Growing Churches*

B.A., Lee College

M.A., Covenant Theological Seminary

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Jerald Daffe, *Leading With Integrity*

B.A., Northwest Bible College

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Carolyn Dirksen, *Communicating Effectively*

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Robert W. Fisher, *Understanding Yourself and Others*

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M.Ed., Georgia State University

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M.Min., California Christian University

Fermin Garcia Sr., *Planting and Growing Churches*

IPI Diploma, International Preparatory Institute

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Litt.D., Lee College

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Doyle Goff, *Understanding Yourself and Others*

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M.S., Radford University

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Jimmy Jones, *Caring for People in Need: 21st-Century Benevolence*

Steven J. Land, *Introducing the Great Themes of Scripture, Living the Faith, Introduction to Covenant Care Leadership*

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M.Div., Chandler School of Theology, Emory University

Ph.D., Emory University

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Loran Livingston, *Planting and Growing Churches, Equipping People for Ministry*

B.S., Lee College

D.D., Lee University

David Lorency, *Caring for People in Need: 21st-Century Benevolence*

T.L. Lowery, *Ministering to Culturally Diverse Populations*

B.A., Southwest Bible College

M.A., International Seminary

D.D., West Coast Bible College

Litt.D., Chicago Bible Institute

Ph.D., International Seminary

Lee Roy Martin, *Rightly Dividing the Word*

B.A., Lee College

M.Div., Church of God School of Theology

Ph.D., University of South Africa

John Maxwell, *Leading With Integrity*

B.A., Circleville Bible College

M.Div., Azusa Pacific University

D.Min., Fuller Theological Seminary

F.J. May, *Preaching the Word Today*

B.A., Southern Illinois University

M.Div., Southern Baptist Theological Seminary

D.Min., Fuller Theological Seminary



L. Grant McClung, *Equipping People for Ministry*

B.A., West Coast Christian College

M.Div., Church of God School of Theology

Th.M., D.Miss., Fuller Theological Seminary, School of World Missions

Gerald McGinnis, *Planting and Growing Churches*

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M.A., Church of God Theological Seminary

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Ph.D., Regent University

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M.Div., Fuller Theological Seminary

Ph.D., Fuller Graduate School of Psychology

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Ph.D., Duke University

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Homer G. Rhea, *Walking in the Truth, Rightly Dividing the Word*

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Jeremy B. Robinson, *Planting and Growing Churches*

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M.Div., Church of God School of Theology

Ray H. Sanders, *Planting and Growing Churches*

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Tony Scott, Learning the Practices of Ministry

B.A., Lee College

Bill Sheeks, *Planting and Growing Churches*

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M.A., D.Min., California Graduate School of Theology

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Th.D., Jacksonville Theological Seminary

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M.R.E., Bloomfield College and Seminary  
Ph.D., Catholic University of America  
L.H.D., Institute for International Studies

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Th.M., Princeton Theological Seminary  
Ph.D., University of Sheffield

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Bennie S. Triplett, *Ministering Through Music*

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Bruce Tucker, *Leading With Integrity*

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D.Litt., Lee College



John K. Vining, *Helping People in Crisis*

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M.A., Assembly of God Graduate School

D.Min., Columbia Theological Seminary

Robby Waddell, *Rightly Dividing the Word*

B.A., King College

M.Div., Church of God Theological Seminary

Ph.D., University of Sheffield

Mark Walker, *Learning the Practices of Ministry, Helping People in Crisis*

B.A., M.Ed., Georgia State University

Ph.D., Regent University

Paul L. Walker, *Learning the Practices of Ministry, Communicating Effectively, Leading With Integrity, Helping People in Crisis, Planting and Growing Churches, Faith Foundations for Life and Ministry in the 21st Century, Ministering to Culturally Diverse Populations, Caring for People in Need: 21st-Century Benevolence*

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B.A., Presbyterian College

M.A., Georgia State University

M.Div., Candler School of Theology at Emory University

Ph.D., Georgia State University

Horace S. Ward, *Walking in the Truth*

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B.S., Central (Ohio) State University

M.A., Ph.D., Ohio State University

Mark L. Williams, *Preaching the Word Today*

B.A., Lee College

M.Div., Church of God School of Theology

Steve Wright, B.A., *Caring for People in Need: 21st-Century Benevolence*



## APPENDICES





## APPENDIX A

### HOW TO USE THE MDSOM DATABASE





**Ministerial Development/School of Ministry Database**  
**Web Address: <http://68.153.46.206/som/login/php>**

**DLS User Instructions**

**Setting Your Password**

1. After logging in with your user information, click on the link that says Set Password in the menu bar at the top of the page.
2. First, enter your new password; second, reenter your new password; last, click Submit Password.
3. The Web page will then confirm the changing of your password.

**Entering a New Student**

1. After logging in with your user information, click on the link that says **New Student** in the menu bar at the top of the page.
2. Enter the student's ministerial file number, or type a capital N in the field to indicate that the student is not a credentialed minister and click *Submit*.
3. (If applicable) Select the state/region/nation where the student will be studying and click *Submit*.
4. Fill out the **New Student Registration** form and click *Submit*. (For DLC study, pick CIMS as the program.)
5. First, select the start date. Second, select the name of your DLC as the study venue. Last, select the course(s) the student will be taking and click Submit Course.
6. Place the cursor over **Student List** in the menu bar and click on either **Current** or **All**. This will take you to the **Student Lookup** page where you can view students in your DLC or enter another new student.

**NOTE: If you get a message saying the social security or ministerial number is already being used or another similar message, please see the next section titled "Student Program Changes."**

**Student Program Changes**

If an individual has been previously enrolled in another MDSOM program, then you may not be able to edit or add that student unless you have access to those programs with your MDSOM database account.

a. If you have access to these programs on your account, simply find the student in your **Student List**. Then, edit that individual's **program** to reflect the new program in which he/she has enrolled. The following is a step-by-step explanation of this process:

1. After logging in with your user information, place the cursor over **Student List** in the menu bar and click on either **Current** or **All** to view your students.
  2. Select the student for whom you would like to change their program by name, SSN, or ministerial number, then click *Submit*.
  3. Click on the link that says **Edit Student** in the menu bar at the top of the page.
  4. In the **program** field, change the program to the student's new program by using the drop-down menu.
  5. Once the new program is chosen, click the *Submit* button to save your changes.
- b. If you do not have access to these programs, you will need to contact Joel Scoggins by e-mail at [jscoggins@churchofgod.org](mailto:jscoggins@churchofgod.org) or toll free at (877) 344-0488 in order for these changes to be made.

### Enrolling a Student In a New Course

1. After logging in with your user information, place the cursor over **Student List** in the menu bar and click on either **Current** or **All** to view your students.
2. Select the student you would like to enroll in a new course by name, SSN, or ministerial number, then click *Submit*.
3. Click on the link that says **Enroll Student** in the menu bar at the top of the page.
4. First, select the start date. Second, select the name of your DLC as the study venue. Last, select the course(s) the student will be taking and click *Submit Course*.
5. Place the cursor over **Student List** in the menu bar and click on either **Current** or **All**. This will take you back to the **Student Lookup** page where you can view students in your DLC or enroll another student in a new course.

### Recording Students' Grades

1. After logging in with your user information, place the cursor over **Student List** in the menu bar and click on either **Current** or **All** to view your students.
2. Select the student for whom you would like to input grades by name, SSN, or ministerial number, then click *Submit*.
3. Click the *grades* button next to the course for which you would like to input grades.
4. Input the grade in the appropriate field and click *Submit*, if the grade you are entering is not the grade for the fast exam of the course. (If the grade you are entering is for the last exam of the course, continue to step 5.)
5. Upon completion of a course when all grades have been entered, click *Average*. The final score will be averaged and placed in the **Score** field just above the test grades.
6. Enter the end date for the student and click *Submit*.
7. Click *grades* beside another course to input other grades following the same steps.

### Recording Attendance

1. After logging in with your user information, place the cursor over **Student List** in the menu bar and click on **Current** to view your students. (Attendance can only be recorded for students currently enrolled in a course.)
2. Select the student for whom you would like to record attendance by name, SSN, or ministerial number, then click *Submit*.
3. Click *edit* next to the course for which you would like to record attendance.
4. Click on the check box that corresponds with the class attended in the "Attendance for CIMS" area and click *Submit*.
5. Navigate back to **Student List** in the menu bar and click on **Current** to record attendance for other students following the same steps.

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If you have any questions concerning the use of the MDSOM Database, please contact Joel Scoggins by e-mail at [iscofifiins@churchofgod.org](mailto:iscofifiins@churchofgod.org) or toll free at (877) 344-0488.



## Generating Reports

1. After logging in with your user information, click on the link that says **Reports** in the menu bar at the top of the page.
2. Select your date range.
3. (Optional) Select any course to which you would like to limit your report.
4. Select CIMS as the program.
5. Click on the action or type of report you would like to generate such as "**Student List**," "**Student List With Courses and Grades**," "**Print Envelopes**," etc.
6. By clicking *Generate Report* at this point, your report will pop up in a new window as a PDF file unless it is designated as "Excel only." If the report is not designated as Excel only and you prefer the Excel format, click the Export as *Excel File* check box before clicking *Generate Report*.
7. Upon clicking *Generate Report* with this option checked, a new window will pop up in which you will click the *click to download file* button in order to generate your report.
8. You may then *Open* or *Save* this file to your computer.
9. When choosing the *Open* option, the document will be opened as a TXT file. This causes a message to pop up asking if you trust the source of the document. Click Yes and your document will open. (Be sure to save the file as an Excel spreadsheet, if you choose to do so after viewing your report, since it will automatically attempt to save it as a TXT file.)

## Student Transcripts

1. After logging in with your user information, place the cursor over **Student List** in the menu bar and click on either **Current** or **All** to view your students.
2. Select the student for whom you would like to print a transcript or envelope by name, SSN number, or ministerial number, then click *Submit*.
3. Click on the link that says **Student Reports** in the menu bar at the top of the page.
4. Then, choose either "Print Transcript" or "Print Envelope" and click *Generate Report*.
5. You may then print or save this file to your computer for further use.

*NOTE: Transcripts generated by the MDSOM Database are not considered official transcripts. Please contact Connie Mercer at [conniemercer@churchofgod.org](mailto:conniemercer@churchofgod.org) or toll free at (877) 344-0488 to request an official transcript.*

## Withdrawing Students

1. After logging in with your user information, place the cursor over **Student List** in the menu bar and click on either **Current** or **All** to view your students.
2. Select the student whom you would like to withdraw by name, SSN, or ministerial number, then click *Submit*.
3. Click the *edit* button next to the course from which you would like to withdraw the student.
4. Type "Yes" in the **Withdrawn: (Yes/No)** field and click *Submit*.
5. You may then click *edit* next to another course and follow the same steps for withdrawing the student from another course.

**NOTE:** To withdraw a student from an entire program, you must withdraw the student from each course in that program by following the steps above.

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If you have any questions concerning the use of the MDSOM Database, please contact Joel Scoggins by e-mail at [jscoggins@churchofgod.org](mailto:jscoggins@churchofgod.org) or toll free at (877) 344-0488.



## APPENDIX B

# DISTANCE LEARNING CENTER OPERATIONS FOR THE DLC COORDINATOR







## DISTANCE LEARNING CENTER (DLC) OPERATIONS

A DLC is a meeting site for students enrolled in CIMS classes. A DLC coordinator, appointed by the state CIMS administrator, with approval of the administrative bishop, will supervise CIMS courses at the DLC. ***A set of DVDs for each course will be provided by the SOM to the DLC, when there is a class of five (5) or more tuition-paying students or the equivalent thereof.*** If there are less than five (5) students, the cost of the DVDs will be prorated. Textbooks and study guides will be available for purchase by each student. The DLC meets, with the approval of the administrative bishop, at those times which the state CIMS administrator and the DLC coordinator determine will meet the educational needs of the students in the DLC area. If requested, a DLC site list with DLC coordinators will be made available by the state CIMS administrator, giving meeting times and places.

### How a DLC Is Established

The initiative for beginning a DLC may come from an administrative bishop, state CIMS administrator, local pastor or an individual. However, the approval of the administrative bishop is required before any DLC can be organized. The process for organizing a DLC is as follows:

1. Individuals desiring a DLC must contact either the SOM, their administrative bishop, state CIMS administrator, or State Board of Ministerial Development and make an official request for a DLC location.
2. While a DLC should seek to have at least five (5) tuition and/or grant students, students taking the course for personal enrichment are welcomed.
3. Approval must be acquired for the DLC site from the administrative bishop.
4. A DLC coordinator will be assigned by the state CIMS administrator and approved by the administrative bishop.
5. The SOM will conduct an orientation for state CIMS administrators who will conduct an orientation for the DLC coordinators and staff.
6. Classes are scheduled with the approval of the state CIMS administrator and the administrative bishop.
7. Promotion and advertising begin.

### DLC Site Selection

The state SOM will establish a DLC site in any area where sufficient interest is demonstrated. The site should be as centrally located as possible to the prospective students. Possible sites are a church with an education center, a state office, a campground facility or other desirable locations with a room equipped to provide a classroom environment. It is suggested that the state SOM place a DLC within 50 miles of every Church of God pastor in that respective state, where possible.

### How a DLC Functions

Once the DLC has been established and a group of potential students registered, a calendar will be set. The schedule can be flexible to meet the needs of each particular student group. Each unit of CIMS credit equals 15 hours of class participation; thus, a course with three CIMS credits will take 45 hours of class time, including examinations. Class attendance is required at each scheduled class. Exceptions are at the discretion of the DLC coordinator.



## **DISTANCE LEARNING CENTER OPERATIONS FOR THE (DLC) COORDINATOR**

### **The duties of the DLC coordinator are as follows:**

Prior to start of DLC term:

1. To establish a new DLC, complete the DLC Profile (See Appendix J, p. 93) and submit to the SOM registrar.
2. Four weeks prior to your starting date, determine, as closely as possible, the number of returning and new students you will have for the following term.
3. Three weeks prior to your starting date, order the materials for the number of students you are expecting to ensure their arrival in a good and timely fashion.
4. Immediately upon receipt of the materials, check to assure the correct number and titles of your order. Report any problems with the order immediately to the School of Ministry (SOM).
5. Keep your State CIMS Administrator apprised of your progress and any problems as you approach the beginning of the term.

### **During the DLC term:**

1. Enroll students and collect fees and/or grant-approval letters from the pastors, district and administrative bishop at first meeting (orientation). Be certain that all new students fill out the Application for Enrollment and Admission and pay the \$25 admissions fee. Enter the student information, course registration information, and any address changes for returning students into the MDSOM database. (Returning students do not need to fill out this form unless they are applying for a grant, and no returning student will need to pay the admissions fee.)
2. Conduct a timely and orderly class session.
3. Assure that the material in the course curriculum is completed.
4. Show the DVD teaching sessions in the order given.
5. Allow for questions and observations at the end of each DVD lesson.
6. Cover the discussion questions and practical applications in the *CIMS Study Guide*.
7. Enter the records of student attendance and performance into the MDSOM database.
8. Provide learning assistance to each student where needed.
9. Make reading assignments.
10. Administer the examinations. These examinations are to be kept strictly confidential. They are altered periodically, and the keys are for these tests only. Do not use previous examinations.



11. Score the examinations. Enter examination grades into the MDSOM database. You can generate an unofficial transcript using the MDSOM database (See Appendix A, p. 45). Please contact SOM Registrar Connie Mercer at 877-344-0488 to request an official transcript.

12. Have a conference with each student to review performance, where needed.

13. Mail course records to the registrar at the SOM. These records are to be mailed as follows for a course with one CIMS credit, two CIMS credits or three CIMS credits:

(1) After first class (orientation) and after entering student information and course registrations into MDSOM database, mail Applications for CIMS Grant, grant-approval reference statements from the pastors, district bishops/ overseers and administrative bishops along with a copy of the class roll and attendance report, Application for Enrollment and Admission for first-time students, and first payment report with any funds collected.

(2) Midway through classes, mail the second payment report with any funds collected.

(3) Before final examinations, mail the third and final payment report with balance of funds due for each student. Final examinations cannot be taken until student balance is paid in full.

(4) After the final examination and after final grades have been entered into MDSOM database, mail original class roll, attendance report, final grade report, and student course evaluations.



## APPENDIX C

# **DISTANCE LEARNING CENTER SEMINAR OPERATIONS FOR THE DLC SEMINAR COORDINATOR**





## **DISTANCE LEARNING CENTER SEMINAR OPERATIONS FOR THE (DLC) SEMINAR COORDINATOR**

### **The DLC seminar combines the qualities of three study venues:**

The DLC,  
Individual Study, and/or  
Internet Study.

### **The DLC seminar is an option . . .**

1. Where a state School of Ministry decides that a DLC could not be fully functional because of distance and driving time.
2. Where a state School of Ministry decides to accelerate the completion of courses.

An initial meeting to register for the course, distribute DVDs, study guides, and textbooks, and set the DLC seminar schedule will be called by the DLC seminar coordinator. At this meeting, one or two lessons could be viewed to introduce the course. The DLCC would assign a group of lessons to be viewed (e.g. Lessons 1-14) and completed by a given date at which time the class would meet at an arranged site to review the material and take the test for that section, if the course has reached a testing point. For example, by spending 14 hours of personal study in a month—seven hours of viewing and seven hours of study guide and textbook—one CIMS credit could be completed each month at the DLC seminar. At this rate, the CIMS curriculum could be completed in less than three years. With an average study time of one hour per day, the entire CIMS curriculum could be completed in 16 months.

The DLC seminar allows this flexibility with some of the benefits of the group dynamics that make a DLC an exciting learning experience. A DLC seminar uses the flexible quality of the CIMS curriculum to integrate Individual and/or Internet Study with less frequent group meetings, thus allowing the advantages of all three venues to be merged.

To summarize, the DLC seminar can be used for . . .

1. An entire state School of Ministry.
2. A geographic area of a state.
3. A group of ministers who might be unable to attend a DLC.
4. Individuals who would like to accelerate the completion of CIMS (cluster-group plan).

### **Helpful Guidelines for Starting a DLC Seminar**

1. Have an initial meeting to register for the course (students should fill out the application, if not already enrolled in the School of Ministry).
2. At this initial meeting, distribute DVDs, study guides or CDs, and textbooks. In a DLC seminar, unlike the DLC, everyone must have a set of DVDs or access to DVDs since they will be viewed at home on the student's own time rather than in a DLC class meeting.

3. Set a DLC seminar meeting schedule. A monthly meeting is preferable since 14 lessons can be completed in a month and the DLC seminar meeting can easily review the 14 lessons and complete the examinations.

If the class commits to an average of one lesson a day, 28 lessons can be completed in a month. On this accelerated schedule, 34 CIMS credits could be completed in 16 months. If students desired to utilize resources on the Internet, the courses could be completed in a year or less. Once again, the decision is flexible and left to the coordinator and the students. The DLC seminar allows flexible scheduling with some of the benefits of group dynamics that make classroom learning an exciting experience.



## APPENDIX D

### INTERNET STUDY



## INTERNET STUDY

The student should enroll in the SOM Internet study by filling out the online application. In this process, the student will create a required username and password necessary for secure access. Upon completion of the enrollment form, the student may also apply for a grant (if needed) using the online grant application. When registering for a course on the Internet, the student may choose to pay with a credit or debit card, or call the SOM to make payment arrangements.

Each test will be graded automatically by the Internet system and grades e-mailed instantly to the student and to the SOM. Upon completion of an Internet course, the student will be e-mailed a numerical grade and a letter grade of P (pass) or C (continue). The student may continue to take the examinations until achieving a passing grade of 70 percent. The student will also receive a notification of his/her progress through the U.S. Postal Service. Any student in Internet Study may complete a course as quickly as desired, but must complete the course in 12 months from the time of registration.

**Accessing CIMS on the Internet.** The SOM Internet location, where the CIMS curriculum may be found, is [www.ministerialtraining.org](http://www.ministerialtraining.org). For those unfamiliar with computer use and Internet browsing, the following instructions may be followed to access this site.

1. From the desktop, click the icon for your Internet Browser (Internet Explorer, Netscape Communicator, etc.) or for your Internet Service Provider (e.g. AOL, MSN, MindSpring). Or you may click the executable (.exe) file from either of the above from Windows Explorer. (This applies to both Mac and PC users.)
2. At the URL address window on the browser screen, type in the Internet address for the School of Ministry ([www.ministerialtraining.org](http://www.ministerialtraining.org)).
3. When the SOM screen appears, click the “SIGN UP” icon on the left side of the screen. You will be prompted to fill out an application and enter a username and password for your studies. PLEASE MAKE A NOTE OF THE USERNAME AND PASSWORD YOU CHOOSE. Click “Submit” and you will be taken to a personal page prepared for you at enrollment. (On subsequent visits to the site, you will need only to click on the LOGIN icon, and you will be prompted for your username and password.)
4. On your first visit to your personal home page, you will need to enroll in the courses you wish to study. To do this, simply click the “REGISTER in a course” line on the left of the screen. You will be taken to a screen listing SOM courses. The courses currently available for Internet study will be visibly marked with a “REGISTER NOW” box following the title. Click on this box to register in the course. You will be taken to a checkout page where you may add another course or complete payment for the course(s) for which you have registered.

5. Upon subsequent visits, you will begin by clicking on the “LOGIN” icon. You will be prompted for your username and password and taken to your personal home page. Click on the headline that reads: “You are currently registered for these courses.” At the bottom of the new screen, you will be given a list of the courses for which you are currently registered. Click on the course you wish to study at this session.
6. On the course page, click on the lesson you wish to study during this session (each lesson may be viewed three times). The upper-right portion of the screen shows an icon that will permit you to download the study guide for this lesson. After downloading the study guide, you may proceed to the lower part of the right screen to view the video for that lesson. You will need to select the speed at which your computer can process the video based upon your modem or LAN capacity (56k, 100k or 300k).
7. At this point, Media Player will appear on the screen to provide streaming video and audio.
8. After viewing the video, you may click “Log Out” or simply exit the program.

## APPENDIX E

# INTERNET LEARNING CENTER





## INTERNET LEARNING CENTER (ILC)

### Purpose

The Internet Learning Center (ILC) provides training, discussion, and interaction through viewing the lessons and participating in a discussion board and/or a chat room.

Through this purpose for an ILC, the School of Ministry endeavors to inform, nurture, and connect with the students, as well as provide resources for the students to network with each other. This endeavor is similar to what occurs in a Distance Learning Center (DLC).

### Format

With the approval of the state CIMS administrator, ILC coordinators can recruit students for an ILC in the specific state. If ILC coordinators want to recruit students beyond their state/region, they may do so with approval from the U.S.A. coordinator.

The ILC coordinator and the students will decide how discussion will occur on the Internet. The discussion can happen in one of two ways:

- a. Discussion board
- b. Chat room

### Responsibilities

The ILC coordinator would do the following:

1. Determine when to begin a course
2. Decide, with input from the students, the format for the discussion of the lessons
3. Initiate and moderate discussion of the lessons
4. Make reading assignments
5. Monitor participation in the lessons
6. Keep records of the students' participation in the discussion of the lessons
7. Provide assistance to any student when needed
8. Confer with each student and review performance, where needed

### Financial Information

Tuition, fees, materials cost, or a grant letter are due at registration.

Fees and materials cost:

Enrollment and admission fee	\$25 (nonrefundable)
Tuition	\$60 per CIMS credit
Textbooks	
One CIMS credit	\$12
Two CIMS credits	\$20
Three CIMS credits	\$30



### Study Guides

Study Guides may be downloaded without charge or purchased for the following prices:

One CIMS credit	\$ 8
Two CIMS credit	\$12
Three CIMS credit	\$18

**Internet Fee** \$10 per CIMS credit

**Refunds:** Tuition for students enrolling for Internet study will be adjusted on the following scale:

Withdrawal within one month of registration:	100%
Withdrawal within two months:	50%
After two months:	0%

### Grants

A grant may be awarded, based on need, to Church of God credentialed ministers. The amount of the grant will be determined by the student's financial situation. Grant request forms are available at the MDSOM office. Contact Connie Mercer at [conniemercer@churchofgod.org](mailto:conniemercer@churchofgod.org) for the forms. The purpose of the formal request for a grant to the SOM is to demonstrate financial need. This need has to be confirmed by the individual's pastor and/or district overseer, and administrative bishop. Depending on the student's demonstrated need, a grant may include partial tuition, full tuition, or full tuition and study guides.

### Compensation

Compensation is contingent upon a class of five or more tuition-paying students or the equivalent thereof. For less than five tuition-paying students, compensation will be prorated (i.e. three students = 3/5 or 60%).

Compensation, including overrides and rebates, will not be paid until all final grades and all monies (tuition, fees, and materials costs) are received by the School of Ministry.

The current compensation for an ILC coordinator will be the same as for a DLC coordinator:

1. Instruction: \$125.00 per CIMS credit.
2. Recruitment of full-paying students (after initial five students): \$10.00 per student per CIMS credit.
3. A 20% rebate on all products—DVDs, study guides, and textbooks—purchased at full price.



An example is as follows. If there are six full-paying students in *A Journey Through the Old Testament*, the compensation would be:

1. Instruction:  $\$125 \times 3 \text{ credit hours} = \$375$
2. Recruitment: 1 student @  $\$10 \times 3 \text{ credit hours} = \$30$
3. Rebate on study guides and textbooks purchased by the students:

6 textbooks @  $\$30 \times 20\% = \$36$

6 study guides @  $\$15 \times 20\% = \$18$

Total compensation for the course: \$459





## APPENDIX F

# PATTEN UNIVERSITY/ SCHOOL OF MINISTRY'S INTERNET DEGREE PROGRAM (IDP)





## PATTEN UNIVERSITY/SCHOOL OF MINISTRY'S INTERNET DEGREE PROGRAM (IDP)

Patten University, founded in 1944, is a private institution of higher education accredited by the Western Associate of Schools and Colleges (WASC). The main campus is located in the San Francisco Bay Area's community of Oakland, California. Patten University offers programs through three schools. The bachelor of arts degree in church leadership is offered through its Internet Degree Program (IDP).

Regardless of where students are—geographically, academically, or financially—the bachelor of arts in Christian leadership will help them fulfill their divine call.

In the Internet Degree Program (IDP), students can earn a bachelor of arts degree with no residence requirement. They complete all degree requirements online without relocating to a college campus.

The program offers two concentrations: (1) church administration, and (2) music and worship leadership. Church administration prepares the student to be a pastor. Music and worship leadership equips the student to be a worship leader.

Students will meet new friends online through class participation. In fact, a student may be enrolled in courses with students from around the world. Interaction with the professors and students will enrich one's life as he/she prepares for effective ministry.

The Internet Degree Program is very affordable. In addition to the reasonable fees, financial aid is available through a variety of sources. Upon graduation, the student will be awarded a degree that is regionally accredited by WASC—the Western Association of Schools and Colleges.

For complete information, visit <http://www.idponline.org> or call 1-877-344-0488.

Some of the courses offered by Patten University will compliment the Tomlinson Center program as we partner with Lee University.



## APPENDIX G

# CIMS GRANT POLICY







## MINISTERIAL GRANT POLICY

### CIMS Student Expenses:

Application	\$25 (one-time fee)
Tuition	\$60 per CIMS credit
Study Guides: One CIMS credit	\$ 8 (printed or CD)
Two CIMS credits	\$12 (printed or CD)
Three CIMS credits	\$18 (printed or CD)
Textbooks: One CIMS credit	\$12
Two CIMS credits	\$20
Three CIMS credits	\$30

### Additional Student Expenses:

DVDs	\$12.50 each (Individual study students)
Internet Access	\$10.00 per CIMS credit (Internet study students)

Based upon this cost per CIMS credit, the following grants are offered per CIMS credit based upon the total household income levels listed in the left column. The following chart is a graduated scale based upon expenses per venue of study.

MONTHLY INCOME	INDIVIDUAL STUDY	INTERNET STUDY	DISTANCE LEARNING CENTER
\$0-\$1,500	full grant*	full grant**	full grant***
\$1,501-\$2,500	\$90.00	\$40.00	\$35.00
\$2,501-\$4,000	\$70.00	\$20.00	\$15.00

\*Full grant includes application fee, tuition, DVD lessons, study guide, and textbook.

\*\*Full grant includes application fee, tuition, Internet course fee, and textbook.

\*\*\*Full grant includes application fee, tuition, study guide, and textbook.

Grants may be used only toward payment of CIMS tuition, fees, and study materials for students enrolling in CIMS courses for credit.

Applicants earning more than \$4,000 gross monthly income are not eligible for a grant .



## **APPENDIX H**

# **COMPENSATION POLICY**





## **CIMS COMPENSATION POLICY**

In an effort to help defray expenses incurred by the state CIMS administrator, DLC coordinator, and the DLC seminar coordinator, the SOM has devised the following compensation plan.

Compensation is contingent upon a class of 5 or more students paying full tuition or the equivalent thereof. For less than 5 students paying full tuition, compensation will be prorated (i.e. 3 students =  $3/5$  or 60%).

Compensation, including overrides and rebates, will not be paid until all final grades and all monies (tuition, fees, and materials costs) are received by the School of Ministry.

### **State CIMS Administrator Compensation**

1. General Supervision - \$600 per year.
2. Site Supervision - \$50 per CIMS credit per site in the state or region.
3. Product Sales:
  - a. A 10% override rebate on all products—DVDs, study guides, and textbooks—purchased at full price by every Distance Learning Center coordinator in the respective state.
  - b. A 30% rebate on all products—DVDs, study guides, and textbooks—purchased at full price by the State CIMS administrator, who also serves as a Distance Learning Center coordinator.

### **DLC Coordinator Compensation**

1. Instruction—\$125 per CIMS credit.
2. Recruitment of full-paying students (after initial 5 students)—\$10 per student per CIMS credit.
3. A 20% rebate on all products—DVDs, study guides, and textbooks—purchased at full price.

### **DLC Seminar Coordinator Compensation**

Instruction—\$125 per seminar or \$10 per student per CIMS credit, whichever is greater. A seminar is defined as a four-hour class reviewing the content of a course for one CIMS credit. (A course for two CIMS credits requires two seminars and a course for three CIMS credits requires three seminars.)



**School of Ministry**  
**P.O. Box 2430**  
**2535 Georgetown Road**  
**Cleveland, TN 37320-2430**  
**Toll Free (877) 344-0488 Fax (423) 478-7012**  
**Local (423) 478-7011**

STATE CIMS ADMINISTRATOR REPORT  
Mail to the SOM on June 15 and December 15

Name \_\_\_\_\_

State or Region \_\_\_\_\_ Date \_\_\_\_\_

Locations of active DLCs during this six-month period (list alphabetically):

Which of the above are new DLCs during this six-month period?

Locations where you project new DLCs during the next six-month period:

Summarize your state CIMS administrator activities during this six-month period:

Phone Calls \_\_\_\_\_ Mailings \_\_\_\_\_ Promotional Visits \_\_\_\_\_

List other activities \_\_\_\_\_

How can the SOM international office better assist you?

Signature \_\_\_\_\_

APPENDIX I

## APPLICATIONS







**CHURCH OF GOD SCHOOL OF MINISTRY  
P.O. BOX 2430  
CLEVELAND, TN 37320-2430  
1-877-344-0488**

**REGISTRATION CHECKLIST**

The following checklist is provided to assist you in the preparation of your registration package. If you have any questions, please contact the School of Ministry at 1-877-344-0488.

Be sure you have submitted the following:

- ☐ Application for Enrollment and Admission (if not previously sent)
- ☐ A \$25 nonrefundable, one-time application fee
- ☐ Tuition, fees, and forms

Those who are applying for School of Ministry grants must submit:

- ☐ Grant Request form
- ☐ Reference form from pastor (where appropriate)
- ☐ Reference form from district bishop/overseer
- ☐ Reference form from administrative bishop

Those who are applying for proficiency CIMS credit or completion of individual study should submit:

- ☐ Test Administrator form





**School of Ministry**  
**P.O. Box 2430**  
**2535 Georgetown Road**  
**Cleveland, TN 37320-2430**  
**Toll Free (877) 344-0488 Fax (423) 478-7012**  
**Local (423) 478-7011**

**APPLICATION  
 FOR  
 ENROLLMENT AND ADMISSION**

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_

LAST FIRST MI  
 Social Security # \_\_\_\_\_ Ministerial Number \_\_\_\_\_

Phone \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

Street Address \_\_\_\_\_ E-Mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex: ☐ Male ☐ Female

Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed

Ethnicity: \_\_\_\_\_

Educational Background:

High School Diploma – Year \_\_\_\_\_ GED Equivalency – Year \_\_\_\_\_

College Graduate – Year \_\_\_\_\_ Graduate School – Year \_\_\_\_\_

Other \_\_\_\_\_

I will be studying through:

☐ DLC (location) \_\_\_\_\_

☐ DLC Seminar (location) \_\_\_\_\_

☐ Internet

☐ Individual

Date I plan to begin my first CIMS course: \_\_\_\_\_

**Instructions:** On the reverse side, after reviewing the entire page, check the courses you plan to complete. Make a copy of this completed form for your personal files. Sign below, with the following affirmation: "I do hereby affirm that I have retained a personal copy of this Application for Enrollment and Admission to the Church of God School of Ministry, which details the total cost of the program and the refund policy."

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*(Continued on reverse side.)*

For Office Use Only: Application Fee (\$25) \_\_\_\_\_

Received \_\_\_\_\_ Response \_\_\_\_\_ Logged \_\_\_\_\_ DLC # \_\_\_\_\_

Endorsements: AB \_\_\_\_\_ DB \_\_\_\_\_ Pastor \_\_\_\_\_ Grant \$ \_\_\_\_\_

Student Status: ☐ Full-time ☐ Part-time Projected completion date: \_\_\_\_\_



Please check the courses you plan to complete:

Course Number	Course	CIMS Credits	Cost for DLC Student	Cost for Internet Student	Cost for Individual Student
<b>Doctrinal</b>					
<input type="checkbox"/> 2009	Faith Foundations for Life and Min. in the 21st Cen. * (Tuition \$60; Textbook \$12; Study Guide \$8; DVDs \$62.50)	1	\$80.00	\$82.00	\$142.50
<input type="checkbox"/> 2030	Living the Faith* (Tuition \$120; Textbook \$20; Study Guide \$12; DVDs \$125)	2	\$152.00	\$160.00	\$277.00
<input type="checkbox"/> 2040	Knowing the Holy Spirit* (Tuition \$120; Textbook \$20; Study Guide \$12; DVDs \$125)	2	\$152.00	\$160.00	\$277.00
<input type="checkbox"/> 2050	Walking in the Truth* (Tuition \$120; Textbook \$20; Study Guide \$12; DVDs \$125)	2	\$152.00	\$160.00	\$277.00
<b>Biblical</b>					
<input type="checkbox"/> 2010	A Journey Through the Old Testament* (Tuition \$180; Textbook \$30; Study Guide \$18; DVDs \$200)	3	\$228.00	\$240.00	\$428.00
<input type="checkbox"/> 2020	A Journey Through the New Testament* (Tuition \$180; Textbook \$30; Study Guide \$18; DVDs \$162.50)	3	\$228.00	\$240.00	\$390.50
<input type="checkbox"/> 2060	Rightly Dividing the Word (Tuition \$120; Textbook \$20; Study Guide \$12; DVDs \$125)	2	\$152.00	\$160.00	\$277.00
<input type="checkbox"/> 2070	Introducing the Great Themes of Scripture (Tuition \$120; Textbook \$20; Study Guide \$12; DVDs \$125)	2	\$152.00	\$160.00	\$277.00
<b>Pastoral</b>					
<input type="checkbox"/> 2120	Leading With Integrity (Tuition \$120; Textbook \$20; Study Guide \$12; DVDs \$125)	2	\$152.00	\$160.00	\$277.00
<input type="checkbox"/> 2130	Understanding Yourself and Others* (Tuition \$60; Textbook \$12; Study Guide \$8; DVDs \$75)	1	\$80.00	\$82.00	\$155.00
<input type="checkbox"/> 2140	Equipping People for Ministry (Tuition \$60; Textbook \$12; Study Guide \$8; DVDs \$62.50)	1	\$80.00	\$82.00	\$142.50
<input type="checkbox"/> 2150	Learning the Practices of Ministry* (Tuition \$120; Textbook \$20; Study Guide \$12; DVDs \$137.50)	2	\$152.00	\$160.00	\$289.50
<input type="checkbox"/> 2160	Ministering Through Music (Tuition \$60; Textbook \$12; Study Guide \$8; DVDs \$62.50)	1	\$80.00	\$82.00	\$142.50
<input type="checkbox"/> 2170	Planting and Growing Churches* (Tuition \$120; Textbook \$20; Study Guide \$12; DVDs \$125)	2	\$152.00	\$160.00	\$277.00
<input type="checkbox"/> 2180	Helping People in Crisis* (Tuition \$120; Textbook \$20; Study Guide \$12; DVDs \$125)	2	\$152.00	\$160.00	\$277.00
<input type="checkbox"/> 2190	Ministering to Culturally Diverse Populations (Tuition \$60; Textbook \$12; Study Guide \$8; DVDs \$62.50)	1	\$80.00	\$82.00	\$142.50
<input type="checkbox"/> 2210	Communicating Effectively (Tuition \$120; Textbook \$20; Study Guide \$12; DVDs \$125)	2	\$152.00	\$160.00	\$277.00
<input type="checkbox"/> 2220	Preaching the Word Today (Tuition \$120; Textbook \$20; Study Guide \$12; DVDs \$112.50)	2	\$152.00	\$160.00	\$264.50
<input type="checkbox"/> 2230	Caring for People in Need: 21st-Century Benevolence (Tuition \$60; Textbook \$12; Study Guide \$8; DVDs \$62.50)	1	\$80.00	\$82.00	\$142.50

\*Available in Spanish

**Total Cost for DLC Student \$2,688.00**

(no DVD purchase required)

**Total Cost for Internet Student \$2,814.00**

(no DVD purchase required; \$10 per CIMS credit Internet fee; downloadable study guides)

**Total Cost for Individual Student \$4,875.50**

**Refund Policy**--Tuition for students enrolling on the following scale:

In a DLC	Internet study
Withdrawal within two weeks 100 %	Withdrawal within one month 100 %
Withdrawal within three weeks 50 %	Withdrawal within two months 50 %
After three weeks 0 %	After two months 0 %

Refunds apply only to tuition. There will be no refunds for DVDs, textbooks, or study guides.



## School of Ministry

P.O. Box 2430  
2535 Georgetown Road  
Cleveland, TN 37320-2430  
Toll Free (877) 344-0488 Fax (423) 478-7012  
Local (423) 478-7011

### CIMS COURSE REGISTRATION

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
LAST FIRST MI

Social Security # \_\_\_\_\_ Ministerial Number \_\_\_\_\_

Phone \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

Street Address \_\_\_\_\_ E-Mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

COURSE #	COURSE TITLE	BEGINNING DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

For Office Use Only:

Received \_\_\_\_\_ Response \_\_\_\_\_ Logged \_\_\_\_\_ DLC # \_\_\_\_\_

Endorsements: AB \_\_\_\_\_ DB \_\_\_\_\_ Pastor \_\_\_\_\_ Grant \$ \_\_\_\_\_



# SCHOOL OF MINISTRY

P.O. BOX 2430  
CLEVELAND, TN 37320-2430  
1-877-344-0488

## TEST ADMINISTRATOR FORM

To complete the course on an individual study basis or proficiency basis, one must receive a score of 70 percent on the official examinations. The examinations will be given by a School of Ministry designated administrator or an associate of an accredited institution.

STUDENT INFORMATION: ☐ Individual Study ☐ Proficiency

Name \_\_\_\_\_ Ministerial File Number \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_

TEST ADMINISTRATOR INFORMATION:

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Where Employed \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

Position \_\_\_\_\_

TESTING AGREEMENT:

*I hereby agree to serve as a test administrator for the above-named individual.*

Test Administrator's signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_



## SCHOOL OF MINISTRY

P. O. BOX 2430  
CLEVELAND, TN 37320-2430  
1-877-344-0488

### Application for CIMS Grant

*Grants are available only on approval by the School of Ministry to Church of God of Prophecy credentialed ministers and persons in the licensure process.*

1. Name: \_\_\_\_\_  
Last First Middle

2. Address: \_\_\_\_\_  
Street & Number City State Zip Country

3. Telephone: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_

4. Ministerial File # (License Number): \_\_\_\_\_

5. Study Venue: ☐ Individual Study ☐ DLC ☐ Internet

6. Number of children and ages: \_\_\_\_\_

7. Home church: \_\_\_\_\_

8. Pastor's name: \_\_\_\_\_

9. Church address: \_\_\_\_\_  
Street & Number City State Zip Country

10. Church phone: ( ) \_\_\_\_\_

11. Monthly income:  
a. Student's salary: \$ \_\_\_\_\_  
b. Spouse's salary \$ \_\_\_\_\_  
c. Housing allowance \$ \_\_\_\_\_  
d. Aid from church \$ \_\_\_\_\_  
e. Other (list) \$ \_\_\_\_\_  
**Total** \$ \_\_\_\_\_

\_\_\_\_\_  
Signature Date



## SCHOOL OF MINISTRY

P.O. BOX 2430  
CLEVELAND, TN 37320-2430  
1-877-344-0488

### REFERENCE

#### ADMINISTRATIVE BISHOP (OVERSEER)

This form is to be used only if applying for a grant.

Name \_\_\_\_\_ Ministerial Number \_\_\_\_\_

We ask that you evaluate the following aspects of the applicant's suitability for a grant to receive assistance in the CIMS program.

- ☐ He/she is a minister in your state in good standing.
- ☐ He/she has promise for effective ministry.
- ☐ He/she, to the best of your knowledge, is in need of financial assistance.

\_\_\_\_\_  
Administrative Bishop

\_\_\_\_\_  
State/Region/Nation

\_\_\_\_\_  
Date

To increase the applicant's control over the time frame of the application process, we are using a self-managed application. Please (1) **seal** your reference in an envelope, (2) **sign** across the flap, and (3) **return to the applicant** the sealed envelope to be included with his/her application.

Sincerely,

SCHOOL OF MINISTRY





## SCHOOL OF MINISTRY

P.O. BOX 2430  
CLEVELAND, TN 37320-2430  
1-877-344-0488

### REFERENCE

#### DISTRICT BISHOP/DISTRICT OVERSEER

This form is to be used only if applying for a grant.

Name of applicant: \_\_\_\_\_ Ministerial Number \_\_\_\_\_

We ask that you evaluate the following aspects of the applicant's suitability for a grant to receive assistance in the CIMS program:

- ☐ He/she is a minister in good standing.
- ☐ He/she has promise for effective ministry.
- ☐ He/she, to the best of your knowledge, is in need of financial assistance.

---

Signature of District Bishop/Overseer:

Date:

To increase the applicant's control over the time frame of the application process, we are using a self-managed application. Please (1) **seal** your reference in an envelope, (2) **sign** across the flap, and (3) **return to the applicant** the sealed envelope to be included with his/her application.

Sincerely,

SCHOOL OF MINISTRY



## SCHOOL OF MINISTRY

P.O. BOX 2430  
CLEVELAND, TN 37320-2430  
1-877-344-0488

### REFERENCE

#### APPLICANT'S PASTOR

This form is to be used only by the non-credentialed individual who is in the licensure process.

Name of applicant: \_\_\_\_\_

We ask that you evaluate the following aspects of the applicant's suitability for acceptance into the CIMS program.

- ☐ He/she is a member in good standing.
- ☐ He/she has promise for effective ministry.

\_\_\_\_\_  
Signature of Pastor:

\_\_\_\_\_  
Date:

Church: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

To increase the applicant's control over the time frame of the application process, we are using a self-managed application. Please (1) **seal** your reference in an envelope, (2) **sign** across the flap, and (3) **return to the applicant** the sealed envelope to be included with his/her application.

Sincerely,

SCHOOL OF MINISTRY

## **APPENDIX J**

### **DLC REPORTS**





**School of Ministry**  
P.O. Box 2430  
2535 Georgetown Road  
Cleveland, TN 37320-2430  
Toll Free (877) 344-0488 Fax (423) 478-7012  
Local (423) 478-7011

**DISTANCE LEARNING CENTER  
PROFILE**

Date \_\_\_\_\_

Church Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Distance Learning Center Coordinator \_\_\_\_\_ Birth date \_\_\_\_\_

State CIMS Administrator \_\_\_\_\_

DLC Shipping Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

DLC Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_



SCHOOL OF MINISTRY  
*Certificate in Ministerial Studies*  
Class Roll and Attendance Report

[illegible]

STATUS CODES: N – New Student  
R - Returning Student  
LESSON CODES: P - Present  
A - Absent



**SCHOOL OF MINISTRY**  
*Certificate in Ministerial Studies*  
**1st Payment Report**

Course Title (s)	Course #(s)

[illegible]

TOTAL		
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**SCHOOL OF MINISTRY**  
***Certificate in Ministerial Studies***  
**2nd Payment Report**

Course Title (s)	Course #(s)

[illegible]

TOTAL		





**SCHOOL OF MINISTRY**  
*Certificate in Ministerial Studies*  
**3<sup>rd</sup> and Final Payment Report**

Course Title (s)	Course #(s)

[illegible]

TOTAL \_\_\_\_\_



**SCHOOL OF MINISTRY**  
***Certificate in Ministerial Studies***  
**3<sup>rd</sup> and Final Payment Report**

[illegible]

## APPENDIX K

# DVD LIBRARY CATALOG AND ORDER FORM





## DVD Library Catalog

*Available by single DVD, complete course, or entire curriculum*



FOR MORE INFORMATION, CONTACT

Church of God School of Ministry  
2535 Georgetown Road  
P.O. Box 2430  
Cleveland, TN 37320-2430



DVD #	Lesson #	Lesson Title	Master Teacher	Cost
<b>A Journey Through the New Testament</b>				
DVD One				\$12.50
		Introduction to the New Testament	William A. Simmons, Ph.D.	
	1.	The Political World of the New Testament	Donald N. Bowdle, Th.D.	
	2.	The Social/Cultural World of the New Testament	Donald N. Bowdle, Th.D.	
	3.	The Religious World of the New Testament	Donald N. Bowdle, Th.D.	
DVD Two				\$12.50
	4.	Definitions and Tests for Canonicity of the N. T.	Donald N. Bowdle, Th.D.	
	5.	The Necessity of the Canon	Donald N. Bowdle, Th.D.	
	6.	The Process of Canonization	Donald N. Bowdle, Th.D.	
DVD Three				\$12.50
	7.	The Content of the New Testament Canon	Donald N. Bowdle, Th.D.	
	8.	The Gospel of Matthew: Part 1	John Christopher Thomas, Ph.D.	
	9.	The Gospel of Matthew: Part 2	John Christopher Thomas, Ph.D.	
DVD Four				\$12.50
	10.	The Gospel of Mark: Part 1	Emerson Powery, Ph.D.	
	11.	The Gospel of Mark: Part 2	Emerson Powery, Ph.D.	
	12.	The Gospel of Luke: Part 1	Emerson Powery, Ph.D.	
	13.	The Gospel of Luke: Part 2	Emerson Powery, Ph.D.	
DVD Five				\$12.50
	14.	The Gospel of John: Part 1	John Christopher Thomas, Ph.D.	
	15.	The Gospel of John: Part 2	John Christopher Thomas, Ph.D.	
	16.	The Book of Acts: Part 1	David C. Cooper, D.Min.	
DVD Six				\$12.50
	17.	The Book of Acts: Part 2	David C. Cooper, D.Min.	
	18.	Important Speeches and Sermons From Acts	Donald N. Bowdle, Th.D.	
	19.	Introductory Material to the Epistles of the Apostle Paul	John Christopher Thomas, Ph.D.	
DVD Seven				\$12.50
	20.	Romans: Part 1	John Christopher Thomas, Ph.D.	
		Lesson 21 is not a video lesson.		
	22.	1 Corinthians: Part 1	Emerson Powery, Ph.D.	
	23.	1 Corinthians: Part 2	Emerson Powery, Ph.D.	
DVD Eight				\$12.50
	24.	2 Corinthians	Emerson Powery, Ph.D.	
	25.	Galatians	Emerson Powery, Ph.D.	
	26.	1 Thessalonians	David C. Cooper, D.Min.	
DVD Nine				\$12.50
	27.	2 Thessalonians	David C. Cooper, D.Min.	
	28.	Ephesians	David C. Cooper, D.Min.	
	29.	Colossians	David C. Cooper, D.Min.	
DVD Ten				\$12.50
	30.	Philemon	Emerson Powery, Ph.D.	
	31.	Philippians	Emerson Powery, Ph.D.	
	32.	1 Timothy	David C. Cooper, D.Min.	
DVD Eleven				\$12.50
	33.	2 Timothy	David C. Cooper, D.Min.	
	34.	Titus	David C. Cooper, D.Min.	
	35.	Hebrews	Donald N. Bowdle, Th. D.	
DVD Twelve				\$12.50
	36.	James	Donald N. Bowdle, Th. D.	
	37.	1 Peter	David C. Cooper, D.Min.	
	38.	2 Peter	David C. Cooper, D.Min.	
DVD Thirteen				\$12.50
	39.	1, 2, 3 John	John Christopher Thomas, Ph.D.	
	40.	Jude	John Christopher Thomas, Ph.D.	
	41.	Revelation	John Christopher Thomas, Ph.D.	



DVD #	Lesson #	Lesson Title	Master Teacher	Cost
<b>A Journey Through the Old Testament</b>				
DVD One				\$12.50
	1.	Introduction to the Old Testament	R. Jerome Boone, D.Min.	
	2.	The Pentateuch	Mike Chapman, D.Min.	
DVD Two				\$12.50
	3.	Genesis: Six Days of Creation	Mike Chapman, D.Min.	
	4.	Genesis: The Theories of Creation	Mike Chapman, D.Min.	
	5.	Genesis: Sin and Its Consequences	Mike Chapman, D.Min.	
DVD Three				\$12.50
	6.	Genesis: The Patriarch Era: Part 1	Mike Chapman, D.Min.	
	7.	Genesis: The Patriarch Era: Part 2	Mike Chapman, D.Min.	
	8.	The Exodus Era: Part I (Exodus)	Mike Chapman, D.Min.	
DVD Four				\$12.50
	9.	The Exodus Era: Part 2 (Lev., Num., Deut.)	Mike Chapman, D.Min.	
	10.	Joshua	Hannah Harrington, Ph.D.	
	11.	Judges	Hannah Harrington, Ph.D.	
DVD Five				\$12.50
	12.	Ruth	Hannah Harrington, Ph.D.	
	13.	1, 2 Samuel	Hannah Harrington, Ph.D.	
DVD Six				\$12.50
	14.	King Saul	Hannah Harrington, Ph.D.	
	15.	King David	Hannah Harrington, Ph.D.	
	16.	1, 2 Kings-Solomon and the Temple	Hannah Harrington, Ph.D.	
DVD Seven				\$12.50
	17.	The Poetic Books (Ps. Song of Sol., Lam.)	Hannah Harrington, Ph.D.	
	18.	Wisdom Literature-Proverbs	Hannah Harrington, Ph.D.	
	19.	Job and Ecclesiastes	Hannah Harrington, Ph.D.	
DVD Eight				\$12.50
	20.	Prophets and Prophecy: Part 1	Rickie D. Moore, Ph.D.	
	21.	Prophets and Prophecy: Part 2	Rickie D. Moore, Ph.D.	
	22.	A History of the Northern Kingdom	Rickie D. Moore, Ph.D.	
DVD Nine				\$12.50
	23.	Elijah and Elisha	Rickie D. Moore, Ph.D.	
	24.	Jonah and Amos	Rickie D. Moore, Ph.D.	
	25.	Hosea	Rickie D. Moore, Ph.D.	
DVD Ten				\$12.50
	26.	A History of the S. Kingdom of Judah	Rickie D. Moore, Ph.D.	
	27.	Isaiah: Part 1	Rickie D. Moore, Ph.D.	
DVD Eleven				\$12.50
	28.	Isaiah: Part 2	Rickie D. Moore, Ph.D.	
	29.	Micah	Rickie D. Moore, Ph.D.	
DVD Twelve				\$12.50
	30.	Nahum, Habakkuk, Zephaniah	Rickie D. Moore, Ph.D.	
	31.	Jeremiah: Part 1	Rickie D. Moore, Ph.D.	
	32.	Jeremiah: Part 2	Rickie D. Moore, Ph.D.	
DVD Thirteen				\$12.50
	33.	The Babylonian Exile	David C. Cooper, D.Min.	
	34.	Ezekiel and Obadiah	David C. Cooper, D.Min.	
	35.	Daniel	David C. Cooper, D.Min.	
DVD Fourteen				\$12.50
	36.	The Restoration of Israel and Ezra	David C. Cooper, D.Min.	
	37.	Nehemiah	David C. Cooper, D.Min.	
	38.	Esther	David C. Cooper, D.Min.	





DVD #	Lesson #	Lesson Title	Master Teacher	Cost
<b>A Journey Through the Old Testament (continued)</b>				
DVD Fifteen				\$12.50
	39.	Haggai	David C. Cooper, D.Min.	
	40.	Zechariah	David C. Cooper, D.Min.	
DVD Sixteen				\$12.50
	41.	Joel	David C. Cooper, D.Min.	
	42.	Malachi	David C. Cooper, D.Min.	

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### Caring for People in Need: 21st-Century Benevolence

DVD One				\$12.50
	1.	Intro. & O.T.: Foundations of Benevolence	Paul L. Walker, Ph.D./ Dale M. Coulter, D.Phil.	
	2.	The Teachings of Jesus on Benevolence	Terry L. Cross, Ph.D.	
	3.	The Nature and Mission of the Church: A Theological Basis for Benevolence	Terry L. Cross, Ph.D.	
DVD Two				\$12.50
	4.	The Social Gospel? Social Justice?	Terry L. Cross, Ph.D.	
	5.	The Church: Benevolence Inside the Community of Faith	Dale M. Coulter, D.Phil.	
	6.	The Church: Benevolence Outside ...	Dale M. Coulter, D.Phil.	
DVD Three				\$12.50
	7.	The Caring Christian	Oliver McMahan, Ph.D.	
	8.	The Church That Cares	Oliver McMahan, Ph.D.	
	9.	Care and Benevolence in the Marketplace 1	John D. Nichols, L.H.D.	
DVD Four				\$12.50
	10.	Care and Benevolence in the Marketplace 2	John D. Nichols, L.H.D.	
	11.	Directional Dimensions of Benevolence	Paul L. Walker, Ph.D./ Ronald Hooks, Ph.D./Steve Wright, B.A.	
	12.	Ministries of Compassion	David Lorency/ Raymond Aven/Gerald Lawson, B.S.	
DVD Five				\$12.50
	13.	Developing a Ministry of Care and Benevolence 1	Paul L. Walker, Ph.D./ Jimmy Jones	
	14.	Developing a Ministry of Care Part 2	Paul L. Walker, Ph.D./Jimmy Jones	

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### Communicating Effectively

DVD One				\$12.50
	1.	Introduction Panel Discussion		
	2.	Introduction to Grammar: Part 1	Carolyn Dirksen, Ph.D.	
	3.	Introduction to Grammar: Part 2	Carolyn Dirksen, Ph.D.	
DVD Two				\$12.50
	4.	Nouns	Carolyn Dirksen, Ph.D.	
	5.	Verbs	Carolyn Dirksen, Ph.D.	
	6.	Adjectives and Adverbs	Carolyn Dirksen, Ph.D.	
DVD Three				\$12.50
	7.	Prepositions and Prepositional Phrases	Carolyn Dirksen, Ph.D.	
	8.	Conjunctions	Carolyn Dirksen, Ph.D.	
	9.	Subjects and Predicates	Carolyn Dirksen, Ph.D.	
DVD Four				\$12.50
	10.	Subjects/Verb Agreement	Carolyn Dirksen, Ph.D.	
	11.	Irregular Verbs	Carolyn Dirksen, Ph.D.	
	12.	Verb Complements	Carolyn Dirksen, Ph.D.	
DVD Five				\$12.50
	13.	Personal Pronouns	Carolyn Dirksen, Ph.D.	
	14.	Other Pronouns	Carolyn Dirksen, Ph.D.	
	15.	Noun/Pronoun Agreement	Carolyn Dirksen, Ph.D.	



DVD #	Lesson #	Lesson Title	Master Teacher	Cost
<b>Communicating Effectively (continued)</b>				
DVD Six				\$12.50
	16.	Conventions of Outlining	Carolyn Dirksen, Ph.D.	
	17.	Nominals	Carolyn Dirksen, Ph.D.	
	18.	Adjectivals/Adverbials	Carolyn Dirksen, Ph.D.	
DVD Seven				\$12.50
	19.	Punctuation	Carolyn Dirksen, Ph.D.	
	20.	The Written Page: Part 1	Tom George	
	21.	The Written Page: Part 2	Tom George	
DVD Eight				\$12.50
	22.	Media Outreach	Mike Baker, L.H.D.	
	23.	Media Choices	Mike Baker, L.H.D.	
	24.	Presenting the Person	Ken Bell, D.Min.	
DVD Nine				\$12.50
	25.	Verbal Aspects of Communication	Ken Bell, D.Min.	
	26.	The Relationship Factor: Part 1	Paul L. Walker, Ph.D.	
DVD Ten				\$12.50
	27.	The Relationship Factor: Part 2	Paul L. Walker, Ph.D.	
	28.	The Relationship Factor: Part 3	Paul L. Walker, Ph.D.	
<b>Equipping People for Ministry</b>				
DVD One				\$12.50
	1.	Meaning of Discipleship	L. Grant McClung, D.Miss.	
	2.	Motivation of Discipleship	L. Grant McClung, D.Miss.	
	3.	Multiplication of Disciples	L. Grant McClung, D.Miss.	
DVD Two				\$12.50
	4.	Concept of Mentoring	G. Dennis McGuire, D.D.	
	5.	Mentoring Process	G. Dennis McGuire, D.D.	
	6.	Laws of Mentoring: Part 1	G. Dennis McGuire, D.D.	
DVD Three				\$12.50
	7.	Laws of Mentoring: Part 2	G. Dennis McGuire, D.D.	
	8.	Establishing Disciples: A Model for the Local Church - Tim Hill, B.S.		
	9.	Establishing Disciples: Disciple Making and the Contemporary Church Tim Hill, B.S.		
DVD Four				\$12.50
	10.	Establishing Disciples: Making It Work in the Local Church Tim Hill, B.S.		
	11.	The Call	Loran Livingston, D.D.	
DVD Five				\$12.50
	12.	Preaching	Loran Livingston, D.D.	
	13.	Administration	Loran Livingston, D.D.	
	14.	Ministry of Giving	Loran Livingston, D.D.	
<b>Faith Foundations for Life and Ministry in the 21st Century</b>				
DVD One				\$12.50
	1.	Introduction	Paul L. Walker, Ph.D.	
	2.	Faith Foundations: The Modern World/ Alternative Foundations: Part 1	John Sims, Ph.D.	
	3.	Faith Foundations: The Modern World/ Alternative Foundations: Part 2	John Sims, Ph.D.	



DVD #	Lesson #	Lesson Title	Master Teacher	Cost
<b>Faith Foundations for Life and Ministry in the 21st Century (continued)</b>				
DVD Two				\$12.50
	4.	Postmodernism and the Christian Faith: Part 1	John Sims, Ph.D.	
	5.	Postmodernism and the Christian Faith: Part 2	John Sims, Ph.D.	
	6.	The Christian Faith: Core Beliefs and Values	John Sims, Ph.D.	
DVD Three				\$12.50
	7.	Faith and Spirituality	Donald Bowdle, Ph.D.	
	8.	Faith and Worship	Donald Bowdle, Ph.D.	
	9.	Faith and Ministry	Donald Bowdle, Ph.D.	
DVD Four				\$12.50
	10.	The Moral Dilemma	John Sims, Ph.D.	
	11.	A Christian Basis for Moral Authority	John Sims, Ph.D.	
	12.	Core Truths and Values: Questions That Matter Most	Terry Cross, Ph.D.	
DVD Five				\$12.50
	13.	Core Truths and Values: Life Is Relational	Terry Cross, Ph.D.	
	14.	Conclusion	Paul L. Walker, Ph.D.	
<b>Helping People in Crisis</b>				
DVD One				\$12.50
	1.	Helping Skills: Learning to Care Like Jesus	Jeff Terrell, Ph.D.	
	2.	Helping Skills: Earning the Right To Be Heard	Jeff Terrell, Ph.D.	
	3.	Helping Skills: Speaking the Truth in Love	Jeff Terrell, Ph.D.	
DVD Two				\$12.50
	4.	Church Model of Care: The Ministry of Pastoral Care	Paul L. Walker, Ph.D.	
	5.	Church Model of Care (Part 1)	Mark Walker, Ph.D.	
	6.	Church Model of Care (Part 2)	Mark Walker, Ph.D.	
DVD Three				\$12.50
	7.	Personal Crises	Gary Moon, Ph.D.	
	8.	Personal Crises: Psychological First Aid	Gary Moon, Ph.D.	
	9.	Personal Crises: Depression and Suicide	Gary Moon, Ph.D.	
DVD Four				\$12.50
	10.	Personal Crises: How to Better Crisis-Proof Your Life by Considering Biblical Examples	Gary Moon, Ph.D.	
	11.	Marital Crisis: Covenant and Marriage	John Vining, D.Min.	
	12.	Marital Crisis: Conflict and Marriage	John Vining, D.Min..	
DVD Five				\$12.50
	13.	Marital Crisis: Comfort and Marriage	John Vining, D.Min.	
	14.	Family Crisis: How Families Work and the Crises They Face	Oliver McMahan, Ph.D.	
	15.	Family Crisis: Crises Related to the "Blending" of Families	Oliver McMahan, Ph.D.	
DVD Six				\$12.50
	16.	Family Crisis: Responding to Abuse and Other Crises Families Experience	Oliver McMahan, Ph.D.	
	17.	Pastoral Counseling Issues: Ethics in Coun.: Part 1	Oliver McMahan, Ph.D.	
	18.	Pastoral Counseling Issues: Ethics in Coun.: Part 2	Oliver McMahan, Ph.D.	
DVD Seven				\$12.50
	19.	Pastoral Counseling Issues: Stress and Burnout	Oliver McMahan, Ph.D.	
	20.	Relationship and Group Dynamics in Crises: Basic Skills in Relationships	Oliver McMahan, Ph.D.	
	21.	Relationship and Group Dynamics in Crises: Group Dynamics in Crises	Oliver McMahan, Ph.D.	



DVD #	Lesson #	Lesson Title	Master Teacher	Cost
<b>Helping People in Crisis (continued)</b>				
DVD Eight				\$12.50
	22.	Relationship and Group Dynamics in Crises: Dealing with Crises in the Local Church: Part 1	Oliver McMahan, Ph.D.	
	23.	Relationship and Group Dynamics in Crises: Dealing with Crises in the Local Church: Part 2	Oliver McMahan, Ph.D.	
	24.	Grief, Death, Dying and Bereavement: A General Overview of the Dynamics of Grief	Robert Crick, D.Min.	
DVD Nine				\$12.50
	25.	Grief, Death, Dying and Bereavement: Phases of Grief and a Counseling Response	Robert Crick, D.Min.	
	26.	Grief, Death, Dying and Bereavement: The Experience of Dying and the Church's Response	Robert Crick, D.Min.	
DVD Ten				\$12.50
	27.	Summary Panel: Part 1	Oliver McMahan, Ph.D., Robert Crick, D.Min., Jeff Terrell, Ph.D., Gary Moon, Ph.D., Paul L. Walker, Ph.D., John Vining, D.Min.	
	28.	Summary Panel: Part 2	Oliver McMahan, Ph.D., Robert Crick, D.Min., Jeff Terrell, Ph.D., Gary Moon, Ph.D., Paul L. Walker, Ph.D., John Vining, D.Min.	
<b>Introducing the Great Themes of Scripture</b>				
DVD One				\$12.50
	1.	The Law of God	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
	2.	The Gospel of God	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
	3.	The Unity of Law and Gospel	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
DVD Two				\$12.50
	4.	Judgment R.	Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
	5.	Judgment and Redemption	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
	6.	Grace	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
DVD Three				\$12.50
	7.	Faith	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
	8.	The Nature of Faith	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
	9.	Forgiveness: Part 1	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
DVD Four				\$12.50
	10.	Forgiveness: Part 2	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
	11.	Perfection and Being Holy	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
	12.	Perfection in the New Testament	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
DVD Five				\$12.50
	13.	Holiness in God and in the Believer	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
	14.	Holiness and Fire	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
	15.	The Person and Work of the Holy Spirit, Revealed in the Old Testament	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
DVD Six				\$12.50
	16.	Personal Nature of the Holy Spirit	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
	17.	The Work of the Holy Spirit Beyond Pentecost	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
	18.	Power and Authority	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
DVD Seven				\$12.50
	19.	Leadership Under Divine Appointment	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
	20.	Elders, Deacons, and Ordination	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
	21.	Pain, Suffering, and Healing	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	



DVD #	Lesson #	Lesson Title	Master Teacher	Cost
<b>Introducing the Great Themes of Scripture (continued)</b>				
DVD Eight				\$12.50
	22.	Healing in the Ministry of Christ and in the Presence of the Holy Spirit	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
	23.	Suffering	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
	24.	Prayer	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
DVD Nine				\$12.50
	25.	Prayer in the New Testament	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
	26.	Prayer in the Life and Ministry of Jesus Christ	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
DVD Ten				\$12.50
	27.	Christ's High Priestly Prayer	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
	28.	Rest	R. Hollis Gause, Ph.D., Steven J. Land, Ph.D.	
<b>Knowing the Holy Spirit</b>				
DVD One				\$12.50
	1.	Introduction to the Study of the Spirit as a Doctrine	Terry Cross, Ph.D.	
	2.	The Pentecostal Movement and the Doctrine of the Holy Spirit	Terry Cross, Ph.D.	
	3.	The Holy Spirit as Understood in the Early Church: Part 1	Terry Cross, Ph.D.	
DVD Two				\$12.50
	4.	The Holy Spirit as Understood in the Early Church: Part 2	Terry Cross, Ph.D.	
	5.	The Nature of the Holy Spirit	Terry Cross, Ph.D.	
	6.	The Holy Spirit in the New Testament: Part 1	Terry Cross, Ph.D.	
DVD Three				\$12.50
	7.	The Holy Spirit in the New Testament: Part 2	Terry Cross, Ph.D.	
	8.	Doctrines and the Spirit: Part 1	Terry Cross, Ph.D.	
	9.	Doctrines and the Spirit: Part 2	Terry Cross, Ph.D.	
DVD Four				\$12.50
	10.	Doctrines and the Spirit: Part 3	Terry Cross, Ph.D.	
	11.	Doctrines and the Spirit: Part 4	Terry Cross, Ph.D.	
	12.	Gifts of the Spirit: Part 1	Terry Cross, Ph.D.	
DVD Five				\$12.50
	13.	Gifts of the Spirit: Part 2	Terry Cross, Ph.D.	
	14.	Christian Living and the Spirit	Terry Cross, Ph.D.	
	15.	The Basics of Ministry and the Holy Spirit	David C. Cooper, D.Min.	
DVD Six				\$12.50
	16.	The Holy Spirit Baptism	David C. Cooper, D.Min.	
	17.	What It Means to Be Filled With the Spirit	David C. Cooper, D.Min.	
	18.	Being Led by the Holy Spirit	David C. Cooper, D.Min.	
DVD Seven				\$12.50
	19.	Walking in the Holy Spirit	David C. Cooper, D.Min.	
	20.	Gaining Competency Through the Gifts of the Holy Spirit	David C. Cooper, D.Min.	
	21.	Praying in the Holy Spirit	David C. Cooper, D.Min.	
DVD Eight				\$12.50
	22.	Understanding the Holy Spirit	Raymond F. Culpepper, D.D.	
	23.	Practical Questions Related to the Holy Spirit: Part 1	Raymond F. Culpepper, D.D.	
	24.	Practical Questions Related to the Holy Spirit: Part 2	Raymond F. Culpepper, D.D.	
DVD Nine				\$12.50
	25.	Practical Questions Related to the Holy Spirit: Part 3	Raymond F. Culpepper, D.D.	
	26.	Practical Questions Related to the Holy Spirit: Part 4	Raymond F. Culpepper, D.D.	



DVD #	Lesson #	Lesson Title	Master Teacher	Cost
<b>Knowing the Holy Spirit (continued)</b>				
DVD Ten				\$12.50
	27.	Practical Questions Related to the Holy Spirit: Part 5	Raymond F. Culpepper, D.D.	
	28.	Practical Questions Related to the Holy Spirit: Part 6	Raymond F. Culpepper, D.D.	

***(Knowing Your Church will be developed in the future for the COGOP)***

<b>Leading With Integrity</b>				
DVD One				\$12.50
	1.	The Call of God	G. Dennis McGuire, D.D.	
	2.	Grace and Anointing	G. Dennis McGuire, D.D.	
	3.	Ephesians 4:11 Ministries	G. Dennis McGuire, D.D.	
DVD Two				\$12.50
	4.	What Is Christian Leadership?	Donald S. Aultman, Ed.D.	
	5.	The Case for Christian Leadership	Donald S. Aultman, Ed.D.	
	6.	Integrity: A Foundational Principle	Jerald Daffe, D.Min.	
DVD Three				\$12.50
	7.	Integrity: A Biblical Overview	Jerald Daffe, D.Min.	
	8.	Integrity: A Practical Application: Part 1	Jerald Daffe, D.Min.	
	9.	Integrity: A Practical Application: Part 2	Jerald Daffe, D.Min.	
DVD Four				\$12.50
	10.	What Is Transformational Leadership and Why Is Transformational Leadership Important?	Bruce A. Tucker, Ph.D.	
	11.	What Are the Characteristics of Transformational Leaders and How Does a Leader Affect the Culture of the Church?	Bruce A. Tucker, Ph.D.	
	12.	The Importance of Visible Transformational Leaders as Leaders of Integrity	Bruce A. Tucker, Ph.D.	
DVD Five				\$12.50
	13.	The Use of Authority and Power as Transformational Leaders: Trust as a Basis for Integrity	Bruce A. Tucker, Ph.D.	
	14.	Team Leadership and Integrity: Part 1	Larry G. Hess, Ph.D.	



DVD #	Lesson #	Lesson Title	Master Teacher	Cost
<b>Leading With Integrity (continued)</b>				
DVD Six				\$12.50
	15.	Team Leadership and Integrity: Part 2	Larry G. Hess, Ph.D.	
	16.	Conflict Is Universal	Mary Ruth Stone, Ed.D.	
	17.	Unresolved Conflict Escalates	Mary Ruth Stone, Ed.D.	
DVD Seven				\$12.50
	18.	Poor Communication Causes Conflict	Mary Ruth Stone, Ed.D.	
	19.	A Model for Conflict Resolution: Part 1	Mary Ruth Stone, Ed.D.	
	20.	A Model for Conflict Resolution: Part 2	Mary Ruth Stone, Ed.D.	
DVD Eight				\$12.50
	21.	Blessed Is the Peacemaker	Mary Ruth Stone, Ed.D.	
	22.	Making a Difference: Part 1	John Maxwell, D.Min.	
DVD Nine				\$12.50
	23.	Making a Difference: Part 2	John Maxwell, D.Min.	
	24.	Five-Star Churches: Part 1	Stan Toler	
	25.	Five-Star Churches: Part 2	Stan Toler	
DVD Ten				\$12.50
	26.	Five-Star Churches: Part 3	Stan Toler	
	27.	Five-Star Churches: Part 4	Stan Toler	
	28.	Questions Every Church Should Answer	Gerald Brooks	
<b>Learning the Practices of Ministry</b>				
DVD One				\$12.50
	1.	Introduction/Leadership Personality: Who Am I? (Part 1)	Paul L. Walker, Ph.D.	
	2.	Leadership Personality: Who Am I? (Part 2)	Paul L. Walker, Ph.D.	
DVD Two				\$12.50
	3.	Leadership Perspective: What Do I Think? (Part 1)	Paul L. Walker, Ph.D.	
	4.	Leadership Perspective: What Do I Think? (Part 2)	Paul L. Walker, Ph.D.	
	5.	Leadership Preparation: What Do I Do? (Part 1)	Paul L. Walker, Ph.D.	
DVD Three				\$12.50
	6.	Leadership Preparation: What Do I Do? (Part 2)	Paul L. Walker, Ph.D.	
	7.	Leadership Profile: What Does It Require? (Part 1)	Paul L. Walker, Ph.D.	
DVD Four				\$12.50
	8.	Leadership Profile: What Does It Require? (Part 2)	Paul L. Walker, Ph.D.	
	9.	Leadership Practices: How Do I Plan the Worship Service?	David C. Cooper, D.Min.	
DVD Five				\$12.50
	10.	Leadership Practices: How Do I Administer the Sacraments?	David C. Cooper, D.Min.	
	11.	Leadership Practices: How Do I Conduct Family Ministry?	David C. Cooper, D.Min.	
	12.	Leadership Practices: How Do I Bring Comfort?	David C. Cooper, D.Min.	
DVD Six				\$12.50
	13.	Leadership Practices: How Do I Serve as an Administrator? (Part 1)	David C. Cooper, D.Min.	
	14.	Leadership Practices: How Do I Serve as an Administrator? (Part 2)	David C. Cooper, D.Min.	
	15.	Stewardship: The Discipleship of Giving	Tony Scott, B.A.	
DVD Seven				\$12.50
	16.	Stewardship: The Choice of Blessing or Curse	Tony Scott, B.A.	
	17.	Stewardship: God Is My Salary	Tony Scott, B.A.	
	18.	Stewardship: The Practice of Giving	Tony Scott, B.A.	



DVD #	Lesson #	Lesson Title	Master Teacher	Cost
<b>Learning the Practices of Ministry (continued)</b>				
DVD Eight				\$12.50
	19.	Stewardship: The Methodology of Stewardship Training	Tony Scott, B.A.	
	20.	Implementation: VOICE	Paul L. Walker, Ph.D.	
	21.	Vision: The Ministry Imperative	Paul L. Walker, Ph.D. & Mark Walker, Ph.D.	
DVD Nine				\$12.50
	22.	Organization: Building the Body: Part 1	Paul L. Walker, Ph.D. & Mark Walker, Ph.D.	
	23.	Organization: Building the Body: Part 2	Paul L. Walker, Ph.D. & Mark Walker, Ph.D.	
	24.	Involvement: Commitment to Service: Pt 1	Paul L. Walker, Ph.D. & Mark Walker, Ph.D.	
DVD Ten				\$12.50
	25.	Involvement: Commitment to Service: Pt 2	Paul L. Walker, Ph.D. & Mark Walker, Ph.D.	
	26.	Involvement: Commitment to Service: Pt 3	Paul L. Walker, Ph.D. & Mark Walker, Ph.D.	
	27.	Care: The People Factor	Paul L. Walker, Ph.D. & Mark Walker, Ph.D.	
DVD Eleven				\$12.50
	28.	Evangelism: Beyond the Walls	Paul L. Walker, Ph.D. & Mark Walker, Ph.D.	
<b>Living the Faith</b>				
DVD One				\$12.50
	1.	Doctrine:	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
	2.	Doctrine of Divine Revelation: Part 1	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
	3.	Doctrine of Divine Revelation: Part 2	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
DVD Two				\$12.50
	4.	Doctrine of Divine Revelation: Part 3	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
	5.	Doctrine of the Trinity: Part 1	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
	6.	Doctrine of the Trinity: Part 2	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
DVD Three				\$12.50
	7.	Doctrine of Divine Decrees	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
	8.	Doctrine of Creation: Part 1	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
	9.	Doctrine of Creation: Part 2	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
DVD Four				\$12.50
	10.	The Fall of Humanity	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
	11.	Divine Providence	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
	12.	Doctrine of Jesus Christ: Part 1	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
DVD Five				\$12.50
	13.	Doctrine of Jesus Christ: Part 2	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
	14.	Doctrine of the Holy Spirit: Part 1	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
	15.	Doctrine of the Holy Spirit: Part 2	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
DVD Six				\$12.50
	16.	Doctrine of Salvation: Part 1	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
	17.	Doctrine of Salvation: Part 2	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
	18.	Doctrine of Salvation: Part 3	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	





DVD #	Lesson #	Lesson Title	Master Teacher	Cost
<b>Living the Faith (continued)</b>				
DVD Seven				\$12.50
	19.	Doctrine of Salvation: Part 4: Sanctification	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
	20.	Doctrine of Salvation: Part 5: Baptism in the Holy Spirit	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
	21.	Doctrine of the Church	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
DVD Eight				\$12.50
	21.	Doctrine of the Church: Signs of a Healthy Church	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
	23.	Ordinances of the Church	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
	24.	Polity and Discipline of the Church	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
DVD Nine				\$12.50
	25.	Doctrine of Eschatology: Part 1	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
	26.	Doctrine of Eschatology: Part 2	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
DVD Ten				\$12.50
	27.	Doctrine of Eschatology: Part 3	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
	28.	Doctrine of Heaven and Hell	R. Hollis Gause, Ph.D./Steven J. Land, Ph.D.	
<b>Ministering Through Music</b>				
DVD One				\$12.50
	1.	The Role of Worship	Delton Alford, Ph.D.	
	2.	The Worship Experience	Delton Alford, Ph.D.	
	3.	Musical Types in Worship	Delton Alford, Ph.D.	
DVD Two				\$12.50
	4.	A Word-Centered Music Ministry	Delton Alford, Ph.D.	
	5.	A Worship Paradigm	Delton Alford, Ph.D.	
	6.	The Service Design	Delton Alford, Ph.D.	
DVD Three				\$12.50
	7.	Blended Worship	Delton Alford, Ph.D.	
	8.	Organization and Structure	Delton Alford, Ph.D.	
	9.	Expanding Methodology	Delton Alford, Ph.D.	
DVD Four				\$12.50
	10.	Music Support Systems	Delton Alford, Ph.D.	
	11.	Leading Worship	Delton Alford, Ph.D.	
	12.	The Sacred-Secular Issue	Delton Alford, Ph.D.	
DVD Five				\$12.50
	13.	Spiritual Music in the Church	Delton Alford, Ph.D.	
	14.	The Power of Music	Delton Alford, Ph.D.	
<b>Ministering to Culturally Diverse Populations</b>				
DVD One				\$12.50
	1.	Historical and Biblical Benchmarks of Multicultural Ministry	Donnie W. Smith, D.Min.	
	2.	Mountain West Model	Donnie W. Smith, D.Min.	
	3.	The Missionary Call to Multicultural Ministry	Donnie W. Smith, D.Min.	
DVD Two				\$12.50
	4.	Strengths and Weaknesses of Multicultural Ministry	Donnie W. Smith, D.Min.	
	5.	The Importance of Multicultural Evangelism: Part 1	Esdras Betancourt, D.Min.	
	6.	The Importance of Multicultural Evangelism: Part 2	Esdras Betancourt, D.Min.	
DVD Three				\$12.50
	7.	The Importance of Multicultural Evangelism: Part 3	Esdras Betancourt, D.Min.	
	8.	Reaching the Cross-Cultural Harvest	Dwight Allen, B.S.	
	9.	Developing the Cross-Cultural Church	Dwight Allen, B.S.	



DVD #	Lesson #	Lesson Title	Master Teacher	Cost
<b>Ministering to Culturally Diverse Populations (continued)</b>				
DVD Four				\$12.50
	10.	The Power of Race, Ethnicity and Culture	T.L. Lowery, Ph.D./Fred Snowden, Ph.D.	
	11.	Multicultural Church Development	Wayne C. Solomon, M.A.	
	12.	Planting Cross-Cultural Churches: Part 1	Wayne C. Solomon, M.A.	
DVD Five				\$12.50
	13.	Planting Cross-Cultural Churches: Part 2	Wayne C. Solomon, M.A.	
	14.	Panel Discussion	Paul L. Walker, Ph.D./Wallace J. Sibley, D.Min.,Th.D.	
<b>Planting and Growing Churches</b>				
DVD One				\$12.50
	1.	Planting Suburban Churches	Raymond F. Culpepper, D.D.	
	2.	The Church Planter	Raymond F. Culpepper, D.D.	
	3.	Prayer	Raymond F. Culpepper, D.D.	
DVD Two				\$12.50
	4.	Philosophy of Church Planting	Raymond F. Culpepper, D.D.	
	5.	The Plan and Practical Applications for Planting Churches	Raymond F. Culpepper, D.D.	
	6.	Profile of a Church Planter: Part 1	Bill Sheeks, D.Min.	
DVD Three				\$12.50
	7.	Profile of a Church Planter: Part 2	Bill Sheeks, D.Min.	
	8.	Profile of a Church Planter: Part 3	Bill Sheeks, D.Min.	
	9.	The Importance and Blessings of Church Planting	Bill Sheeks, D.Min./	
		Gerald McGinnis, M.A./Paul Metler, Ph.D.		
DVD Four				\$12.50
	10.	The Power of Vision	Bryan Cutshall, D.Min.	
	11.	Structuring Your Church for Growth	Bryan Cutshall, D.Min.	
DVD Five				\$12.50
	12.	Empowering the Laity	Bryan Cutshall, D.Min.	
	13.	Assimilation	Bryan Cutshall, D.Min.	
DVD Six				\$12.50
	14.	Church Planting	Bryan Cutshall, D.Min.	
	15.	The Process of Growth	Loran Livingston, D.D.	
	16.	Kinds of Growth	Loran Livingston, D.D.	
DVD Seven				\$12.50
	17.	Delegating and Investing	Loran Livingston, D.D.	
	18.	Seasons and Times	Loran Livingston, D.D.	
	19.	Responsibilities	Loran Livingston, D.D.	
DVD Eight				\$12.50
	20.	Basics of Church Planting	Jeremy B. Robinson, M.Div.	
	21.	Nuts and Bolts of Church Planting	Jeremy B. Robinson, M.Div./Ginger Robinson, M.A.	
	22.	Growing the Smaller Church: Part 1	Jeremy B. Robinson, M.Div.	
DVD Nine				\$12.50
	23.	Growing the Smaller Church: Part 2	Jeremy B. Robinson, M.Div.	
	24.	Recapturing the Pioneering Spirit of Church Planting	Ray H. Sanders, B.A.	
	25.	Panel Discussion 1	Paul L. Walker, Ph.D., Fermin Garcia Sr., Fermin Garcia Jr., M.Min., and Fidencio BURGUEÑO, D.Min.	



DVD #	Lesson #	Lesson Title	Master Teacher	Cost
<b>Planting and Growing Churches (continued)</b>				
DVD Ten				\$12.50
	26.	Panel Discussion 2	Paul L. Walker, Ph.D., Fermin Garcia Sr., Fermin Garcia Jr., M.Min., and Fidencio Burgueño, D.Min.	
	27.	Panel Discussion 3	Orville Hagan, D.D., Jeremy B. Robinson, M.Div., Charles (Chuck) Ramsey, B.A., Ray H. Sanders, B.A., Fermin Garcia Jr., M.Min., Fermin Garcia Sr., Fidencio Burgueño, D.Min.	
	28.	Panel Discussion 4	Orville Hagan, D.D., Jeremy B. Robinson, M.Div., Charles (Chuck) Ramsey, B.A., Ray H. Sanders, B.A., Fermin Garcia Jr., M.Min., Fermin Garcia Sr., Fidencio Burgueño, D.Min.	
<b>Preaching the Word Today</b>				
DVD One				\$12.50
	1.	Characteristics of the Expository Sermon	F.J. May, D.Min.	
	2.	Reasons for Preaching the Word	F.J. May, D.Min.	
	3.	Making Transitions in Expository Preaching	F.J. May, D.Min.	
DVD Two				\$12.50
	4.	Advantages of Preaching the Expository Sermon	F.J. May, D.Min.	
	5.	How to Analyze a Scripture Passage: Part 1	F.J. May, D.Min.	
	6.	How to Analyze a Scripture Passage: Part 2	F.J. May, D.Min.	
DVD Three				\$12.50
	7.	Tracing a Theme Through a Book	F.J. May, D.Min.	
	8.	How to Analyze Content and Structure	F.J. May, D.Min.	
	9.	Analysis of the Book of John: Part 1	F.J. May, D.Min.	
DVD Four				\$12.50
	10.	Analysis of the Book of John: Part 2	F.J. May, D.Min.	
	11.	Introduction to Therapeutic Preaching	Raymond F. Culpepper, D.D.	
	12.	Building Blocks of Therapeutic Preaching: Part 1	Raymond F. Culpepper, D.D.	
DVD Five				\$12.50
	13.	Building Blocks of Therapeutic Preaching: Part 2	Raymond F. Culpepper, D.D.	
	14.	Building Blocks of Therapeutic Preaching: Part 3	Raymond F. Culpepper, D.D.	
	15.	Building Blocks of Therapeutic Preaching: Part 4	Raymond F. Culpepper, D.D.	
DVD Six				\$12.50
	16.	Building Blocks of Therapeutic Preaching: Part 5	Raymond F. Culpepper, D.D.	
	17.	Building Blocks of Therapeutic Preaching: Part 6	Raymond F. Culpepper, D.D.	
	18.	Building Blocks of Therapeutic Preaching: Part 7	Raymond F. Culpepper, D.D.	
DVD Seven				\$12.50
	19.	Building Blocks of Therapeutic Preaching: Part 8	Raymond F. Culpepper, D.D.	
	20.	Preaching the Word in a High-Tech World: Confronting the Challenge	Mark L. Williams, M.Div.	
	21.	Preaching the Word in a High-Tech World: Clarifying the Call	Mark L. Williams, M.Div.	
DVD Eight				\$12.50
	22.	Preaching the Word in a High-Tech World: Communicating	Mark L. Williams, M.Div.	
	23.	Preaching the Word in a High-Tech World: Communicating Like Christ	Mark L. Williams, M.Div.	
	24.	Preaching the Word in a High-Tech World: Utilizing Technology	Mark L. Williams	
DVD Nine				\$12.50
	25.	Preaching the Word in a High-Tech World: Evangelistic Preaching – “		
	26.	Preaching the Word in a High-Tech World: The Urgency of Evangelism – “		
	27.	Preaching the Word in a High-Tech World: Calling for Commitment - “		
	28.	Preaching the Word in a High-Tech World: Follow Me	Mark L. Williams, M.Div.	



DVD #	Lesson #	Lesson Title	Master Teacher	Cost
<b>Rightly Dividing the Word</b>				
DVD One				\$12.50
	1.	The Authority of the Bible	Homer G. Rhea, L.H.D.	
	2.	Introduction to Biblical Hermeneutics: Part 1	Lee Roy Martin, Ph.D.	
	3.	Introduction to Biblical Hermeneutics: Part 2	Lee Roy Martin, Ph.D.	
DVD Two				\$12.50
	4.	The History of Biblical Interpretation	Lee Roy Martin, Ph.D.	
	5.	Examples of Prophetic Reinterpretations	Lee Roy Martin, Ph.D.	
	6.	New Testament Interpretation of the Old Testament	Lee Roy Martin, Ph.D.	
DVD Three				\$12.50
	7.	Premodern Through Postmodern Interpretation	Lee Roy Martin, Ph.D.	
	8.	Step-by-Step Interpretation of Scripture	Lee Roy Martin, Ph.D.	
	9.	Inductive Bible Study: Part 1	Lee Roy Martin, Ph.D.	
DVD Four				\$12.50
	10.	Inductive Bible Study: Part 2	Lee Roy Martin, Ph.D.	
	11.	Communication	William A. Simmons, Ph.D.	
	12.	Special Literary Methods: Part 1	William A. Simmons, Ph.D.	
DVD Five				\$12.50
	13.	Special Literary Methods: Part 1, Continued	William A. Simmons, Ph.D.	
	14.	Special Literary Methods: Part 1, Continued and Part 2	William A. Simmons, Ph.D.	
	15.	Lexical-Syntactical Analysis: Part 1	William A. Simmons, Ph.D.	
DVD Six				\$12.50
	16.	Lexical-Syntactical Analysis: Part 2	William A. Simmons, Ph.D.	
	17.	Lexical-Syntactical Analysis: Part 3	William A. Simmons, Ph.D.	
	18.	Lexical-Syntactical Analysis: Part 4	William A. Simmons, Ph.D.	
DVD Seven				\$12.50
	19.	Contextual Analysis: The Legitimacy and the Pitfalls of Historical-Cultural Investigation	Robby Waddell, Ph.D.	
	20.	The Ideological World of the Bible: Judaism	Robby Waddell, Ph.D.	
	21.	The Ideological World of the Bible: The Bible and Other Cultures	Robby Waddell, Ph.D.	
DVD Eight				\$12.50
	22.	Historical-Cultural and Contextual Analysis: 1 Corinthians	Robby Waddell, Ph.D.	
	23.	Theology and Hermeneutics: The Issue of Inspiration	Robby Waddell, Ph.D.	
	24.	Theological Interpretation in Context: Reading the Bible from Within Our Traditions	Robby Waddell, Ph.D.	
DVD Nine				\$12.50
	25.	Pentecostal Hermeneutics: Part 1	Robby Waddell, Ph.D.	
	26.	Pentecostal Hermeneutics: Part 2	Robby Waddell, Ph.D.	
DVD Ten				\$12.50
	27.	The Integrity of the Bible	Homer G. Rhea, L.H.D.	
	28.	The Pertinence of the Bible	Homer G. Rhea, L.H.D.	



DVD #	Lesson #	Lesson Title	Master Teacher	Cost
<b>Understanding Yourself and Others</b>				
DVD One				\$12.50
	1.	Introduction to Understanding Yourself and Others	Charles Paul Conn, Ph.D.	
	2.	Personality	Robert W. Fisher, Ph.D.	
	3.	Developmental Psychology	Jerome Hammond, Ph.D.	
DVD Two				\$12.50
	4.	Erickson's Psychosocial Developmental Stages: Part 1	Jerome Hammond, Ph.D.	
	5.	Erickson's Psychosocial Developmental Stages: Part 2	Jerome Hammond, Ph.D.	
DVD Three				\$12.50
	6.	Death and Dying	Jerome Hammond, Ph.D.	
	7.	Abnormality	Robert W. Fisher, Ph.D.	
	8.	Counseling: Part 1	Doyle Goff, Ph.D.	
DVD Four				\$12.50
	9.	Counseling: Part 2	Doyle Goff, Ph.D.	
	10.	Conflict Resolution: Part 1	Charles Paul Conn, Ph.D.	
DVD Five				\$12.50
	11.	Conflict Resolution: Part 2	Charles Paul Conn, Ph.D.	
	12.	Developing Christian Families	Charles Paul Conn, Ph.D.	
DVD Six				\$12.50
	13.	Guidelines for Personal Productivity: Part 1	Charles Paul Conn, Ph.D.	
	14.	Guidelines for Personal Productivity: Part 2	Charles Paul Conn, Ph.D.	
<b>Walking in the Truth</b>				
DVD One				\$12.50
	1.	Introduction to the Field of Ethics and This Course	Terry L. Cross, Ph.D.	
	2.	Christian Ethics in the 21st Century	Terry L. Cross, Ph.D.	
	3.	Developing Core Beliefs and Values	Donald S. Aultman, Ed.D.	
DVD Two				\$12.50
	4.	A Passion for Ethics	Donald S. Aultman, Ed.D.	
	5.	Core Beliefs in the 21st Century	Donald S. Aultman, Ed.D.	
	6.	Ministerial Ethics	Homer G. Rhea, L.H.D.	
DVD Three				\$12.50
	7.	The Church Ethics of Paul: Part 1	Horace S. Ward, Ph.D.	
	8.	The Church Ethics of Paul: Part 2	Horace S. Ward, Ph.D.	
	9.	The Principles of Christian Ethics: Part 1	Horace S. Ward, Ph.D.	
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	10.	The Principles of Christian Ethics: Part 2	Horace S. Ward, Ph.D.	
	11.	The Nature of Man: Part 1	R. Lamar Vest, D.Litt.	
DVD Five				\$12.50
	12.	The Nature of Man: Part 2	R. Lamar Vest, D.Litt.	
	13.	The Meaning of Christian Love: Part 1	R. Lamar Vest, D.Litt.	
DVD Six				\$12.50
	14.	The Meaning of Christian Love: Part 2	R. Lamar Vest, D.Litt.	
	15.	The Christian and Gender Issues	Terry L. Cross, Ph.D.	
	16.	The Christian and Sexuality	Terry L. Cross, Ph.D.	



DVD #	Lesson #	Lesson Title	Master Teacher	Cost
<b>Walking in the Truth (continued)</b>				
DVD Seven				\$12.50
	17.	The Christian and Homosexuality	Terry L. Cross, Ph.D.	
	18.	The Christian and Marriage, Divorce, and Remarriage	Terry L. Cross, Ph.D.	
	19.	The Christian and Racism	Terry L. Cross, Ph.D.	
DVD Eight				\$12.50
	20.	The Christian and the Economy	Terry L. Cross, Ph.D.	
	21.	The Christian and the Government	Terry L. Cross, Ph.D.	
	22.	War and Pacifism	Terry L. Cross, Ph.D.	
DVD Nine				\$12.50
	23.	The Christian and Capital Punishment	Terry L. Cross, Ph.D.	
	24.	The Christian and Abortion	Terry L. Cross, Ph.D.	
	25.	The Christian and Euthanasia	Terry L. Cross, Ph.D.	
DVD Ten				\$12.50
	26.	The Christian and Reproduction	Terry L. Cross, Ph.D.	
	27.	The Christian and Cloning	Terry L. Cross, Ph.D.	
	28.	Christian Ethics and Character Formation	Terry L. Cross, Ph.D.	

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## **SCHOOL OF MINISTRY GLOSSARY**





## SCHOOL OF MINISTRY GLOSSARY

1. **Browser:** A program that enables the user to navigate the World Wide Web (WWW). The two leading browsers are Netscape Navigator and Microsoft Internet Explorer.
2. **Calling And Ministry Studies (CAMS):** (Not a part of the Tomlinson Center/CIMS Program.)
3. **Certificate In Ministerial Studies (CIMS):** A nontraditional training curriculum, providing an opportunity for every minister to receive ministerial training. The curriculum presents introductory courses to prepare students for effective ministry, emphasizing practical studies that are rooted in sound ministerial methods. CIMS is a course of study consisting of 41 CIMS credits.
4. **CIMS Credit:** Each unit of CIMS credit consists of 15 hours of class attendance or its equivalent; thus, a course with three CIMS credits will take 45 hours of class time, including examinations.
5. **Database:** An online reporting system provided by MDSOM. Coordinators can enroll students, record test scores, average grades, and print reports for all MDSOM programs. Each leader is assigned a username and password to access the registry.
6. **Distance Learning Center (DLC):** A DLC is a meeting site for students enrolled in CIMS classes.
7. **Distance Learning Center Coordinator (DLCC):** The DLCC is selected by the state CIMS administrator with approval of the administrative bishop. The DLC coordinator conducts the DLC classes and expedites the learning process through discussions and explanatory comments. The responsibilities of the DLCC are determined by the SOM and monitored by the State CIMS administrator (SCA).
8. **DLC Seminar:** A DLC seminar is an option where a state SOM decides that a DLC could not be fully functional because of distance and driving time or where a state SOM decides to accelerate the completion of courses. A DLC seminar uses the flexible quality of the CIMS curriculum to integrate Individual and/or Internet study with less frequent group meetings, thus allowing the advantages of all three venues to be merged.
9. **Distance Learning Center Seminar Coordinator:** The Distance Learning Center Seminar coordinator is selected by the state CIMS coordinator with the approval of the administrative bishop. The students enroll and complete the courses individually, but will meet with the DLCC at an agreed location and time to review the material and to complete the exams.

10. **Division of Education (DOE):** The Church of God Division of Education was developed from the general church forums and established by the Executive Committee, being authorized by the Executive Council. The oversight of the DOE has been assigned to the offices of chancellor. The chancellor is empowered to serve as coordinating agent for all Church of God educational entities and programs.

11. **Download:** To transfer a file from another computer to your computer by means of a modem and a telephone line.

12. **Grant Letter:** A grant letter is the SOM's response to the grant applicant, stating whether the applicant has been approved for or denied a grant.

13. **Home page:** A document intended to serve as an initial point of entry to a web of related documents. Also called a welcome page, a home page contains general introductory information, as well as hyperlinks to related resources.

14. **Individual Study:** Individual study is designed for ministers who live in regions with limited access to a DLC, whose region is too small to support a DLC, whose schedules prohibit activity in a DLC, or who are interested in ministry enrichment only. The student will be required to view each lesson in a series, complete the study guide, textbook assignments, and the course examination. The student must have use of a DVD player and purchase the DVDs, study guide, and textbook for courses in which he/she is enrolled.

15. **Internet Degree Program (IDP):** Patten University in collaboration with the School of Ministry offers a fully accredited Patten University bachelor's degree with no residence requirement. Patten University is accredited by the Western Association of Schools and Colleges (WASC).

A student may complete this degree while remaining in ministry. The program offers four concentrations: (1) church administration, (2) music and worship leadership, (3) counseling, and (4) youth ministry. For further information on this program, students may visit <http://www.idponline.org>.

16. **Internet Learning Center (ILC):** The Internet Learning Center is a group study opportunity for students enrolled in CIMS Internet courses. The students will enroll and complete courses individually online, but will meet periodically with the ILC coordinator online via chat room or discussion board. The students will participate in discussions about the lessons led by the ILC coordinator and assist each other in preparation for exams (to be completed online individually).



17. **Internet Learning Center Coordinator (ILCC):** The Internet Learning Center Coordinator is selected by the state CIMS administrator with the approval of the administrative bishop/state overseer. The ILCC conducts discussion sessions concerning the lessons via an online discussion board, and also assists the students with their studies.

18. **Internet Study:** Internet study requires the student to view the CIMS video series via streaming video, complete the study guide, textbook assignments, and course exam. The student must have use of a computer with at least a 56K modem and access to the Internet. Application, payment, and testing are all completed via the Internet. Internet study is accessible internationally, and at any time day or night. The study guides are downloadable.

19. **Lesson:** A lesson consists of viewing the DVD, reading the textbook chapter, reading the material in the study guide, answering the questions from the study guide, and preparing a practical application. In the classroom, the student will be expected to participate in the classroom discussions.

20. **Ministerial Internship Program (MIP):** (Not a part of the Tomlinson Center/CIMS Program.)

21. **Noncredit Studies:** The noncredit studies are offered to those ministers who desire to acquire knowledge as personal enrichment. This option allows the student to complete any portion of studies by purchasing DVDs, study guides, and textbooks. He is not required to enroll or take the examinations. A pastor can use the material for the local church under the same condition as described for “personal enrichment.”

22. **Password:** An authentication tool used to identify authorized users of a program or network. A password is mandatory for all users of the Internet.

23. **Practical Application:** The practical application is a project designed to help the student use the material he/she has learned in a practical way, i.e., devotionals, sermons, children’s lessons, youth lessons.

24. **Proctor:** An officially designated person to administer and grade an examination.

25. **Proficiency CIMS Credit:** CIMS credit given to a student who is able to pass an examination for a course in which he has previous knowledge and has been officially approved by the SOM.

26. **Registration Packet:** A packet of information sent to a prospective student which includes the following items: application for admission, application for a grant, reference statements from the administrative bishop, district bishop, and pastor, test administrator form, and registration checklist. Also included in the packet is a brochure describing the SOM.

27. **School of Ministry (SOM):** The SOM is a nontraditional educational initiative, created to serve ministers and lay persons who may not have had an opportunity to attend college or seminary, but who have a strong desire, based on a call of God, to minister within the church and larger community. The SOM functions as a department of the Church of God Division of Education under the General Board of Education at the direction of the chancellor *as well as the Tomlinson Center of the Church of God of Prophecy and the TC Director.*

28. **State CIMS Administrator (SCA):** The SCA is appointed by the administrative bishop to coordinate the SOM offerings in his state. The position of state CIMS administrator is primarily responsible for implementing the CIMS in a state or region. Academic background, interest in training, educational experience, ability to communicate, credibility with other ministers, spiritual leadership, and ministerial record are factors governing the choice of a state CIMS administrator. The SCA functions in somewhat the same role as the academic dean in a college. His job is to assure that the mission and procedures of the institution are known, communicated, observed, and implemented. *If the overseer does not designate an SCA, the Tomlinson Center Director will approve the SOM.*

29. **Streaming Video:** An Internet video delivery technology that sends video data as a continuous, compressed stream that is played back on the fly. Streaming videos begin playing almost immediately. A high-speed modem is required.

30. **Study Guide:** A study guide is written as a companion for each video series. It contains lesson objectives, lesson highlights, discussion questions, practical applications, and assignments. Also contained in each study guide is a page for recording personal goals and progress.

31. **URL:** An acronym for Uniform Resource Locator. A string of characters that precisely identifies an Internet resource's type and location.

32. **Username:** A unique name used to identify the authorized user of a program.

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This *Tomlinson Center version* of the operations manual was adapted through the oversight of Dr. H. E. Cardin, the Tomlinson Center Director, of the Church of God of Prophecy, on this day, August 11, 2009.

It is an adaptation of the July 22, 2009 version produced by the Church of God School Ministry. The page numbers contain the same information for syncopated references.

All references concerning “CAMS” and the “Internship” program have been removed since these programs are unique to the Church of God and at this time are not utilized in the Church of God of Prophecy.

These changes and any additions are for clarity only and have been marked in *italics*. To my knowledge, there has been no surreptitious changes. Great effort has been made to continue the original intent.

Reviewed and accepted by Dr. Lynn Stone, Administrative Assistant and MDSOM Coordinator, August 13, 2009.

Updated - September 25, 2009