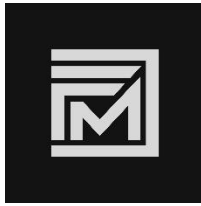


**SPIRITUAL
FORMATION**
RESOURCE CENTER

**STUDENT MANUAL
2023 - 2024**





Florida Multicultural District

Florida Multicultural District | fmdag.org

DISTRICT EXECUTIVE LEADERSHIP

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Historical review

The Hispanic Theological Institute of the East (HTI) was founded in April 1962 by brothers Carlos and Barbara Poggi in Miami, Florida. The Poggi brothers were appointed as home missionaries to work with the Eastern Hispanic District, who, with their Superintendent, Rev. Vicente Ortiz, approved the idea of the institute in Miami. Brother Poggi's death in the summer of 1962 prevented him from seeing the start of the institute. However, classes began in September 1962 under the direction of Brother Andrés Román, helped by his wife and also by Sister Luisa Jeter de Walker, who prepared the curriculum.

The following events marked our history of the Institute:

- At a critical time for the Institute, between 1965 and 1970, several brothers from the Anglo church in Florida and the missionary body lent their help. Among them are brothers Ralph Williams, Loren Triplett, Aurora Romero, Jack Starbuck and Paul Cardiff.
- Mike Hernández, David Bonilla, Virginia Bonilla, Saúl Flores, Demetrio Crespo, Rosa Cardona, Pedro García, Santos Acabéo and Pedro Arriaga were among the students of the first classes of the Institute. These were well-known people in the then current Hispanic church.
- During the beginning of the Hispanic church in Florida, other branches were established in the south, center and north of the state.
- Ministers who also served as Directors of Education in our District: Rev. David Méndez, Rev. José del Toro, Rev. David González, Rev. Raúl Oropesa, Rev. Juan Valdés, Rev. David Moore, Dr. Jorge L. Gautier and in the present Rev. Elga Comellas.
- In 1996, the Central Offices of the District and Institute were inaugurated in Orlando, Florida.
- Branches were opened in the States of South and North Carolina.
- In 2006 Branches were opened in the State of Alabama.
- In 2013 our District changed its name to the Florida Multicultural District (FMD). We separated from the Georgia and Carolinas Branches. In 2014, our Institute changed its name to the Multicultural Theological Institute of Florida (MTI).
- In June 2022, the name was changed to the School of Ministry, which is made up of the following programs: Theology, Virtual, Leadership, and Education.
- In June 2023, the Fourth Year program is diversified into three categories: Pastoral Ministry, Pedagogy, and Leadership.
- The Ministry of Theology and Virtual School curriculum have been approved to meet the educational requirements for ministerial credentials granted by the General Council of the Assemblies of God.

Mission ♦ Vision ♦ Core Values ♦ Fundamental Truths

Following the mandate of the Grand Master, our **Mission** in the SFD is:

“Educate and make disciples who follow the example of Christ, both in their lifestyle and in their ministry.”

Our **Vision** is:

“To provide a solid, balanced and Christ-centered biblical curriculum, together with an academic atmosphere that stimulates the student to develop a continuous interest in a deep seeking for God and in the constant learning of his Word; in order to touch lives with the powerful message of the Gospel and share what they have learned with others.”

Our **Core Values** are:

“The Word of God is the foundation of our theological education.”

“Service, Structure, Development and Connection are the key elements to maximize the potential and unity of the SFD student body and staff.”

“Training is an indispensable tool to fulfill God's command.”

Fundamental Truths of the Assemblies of God

The Department of Spiritual Formation is subject to the **16 Fundamental Truths of the Assemblies of God**, these are:

- 1. The Scriptures Inspired**
(2 Peter 1:21)
- 2. The One True God**
(Deuteronomy 4:4; Isaiah 43:10-11)
- 3. The Deity of the Lord Jesus Christ**
(Matthew 1:23)
- 4. The Fall of Man**
(Genesis 3:6; Romans 5:12-19)
- 5. The Salvation of Man**
(John 3:3,16; Romans 10:13-15)
- 6. The Ordinances of the Church: Baptism in Water and Holy Communion**
(Matthew 28:19; 1 Corinthians 11:24-26)
- 7. The Baptism in the Holy Spirit**
(Luke 24:49; Acts 1:4, 8)
- 8. The Initial Physical Evidence of the Baptism in the Holy Spirit**
(Acts 2:4; 1 Corinthians 12:10, 28)
- 9. Sanctification**
(Romans 12:1-2; 1 Peter 1:15-16)
- 10. The Church and its Mission**
(Ephesians 1:22-23, 2:22; Hebrews 12:23)
- 11. The Ministry**
(Mark 16:15-20; John 4:23-24; Ephesians 4:11-16)
- 12. Divine Healing**
(Isaiah 53:4-5; Matthew 9:16-17; James 5:14-16)
- 13. The Blessed Hope**
(1 Thessalonians 4:16-17; Romans 8:23)
- 14. The Millennial Reign of Christ**
(Zechariah 14:5; Revelation 20:1-6)
- 15. The Final Judgement**
(Matthew 25:46; Mark 9:43-48; Revelation 19:20)
- 16. The New Heavens and the New Earth**
(2 Peter 3:13; Revelation 21:22)

For more information on this, visit the website:

[Statement of Fundamental Truths](#)

[Our Four Core Doctrines](#)

Tuition Process and Costs

Inscription

1. The application will be completed digitally at: fmd.school
2. It is the responsibility of the student to process the **Pastoral Approval** at the beginning of the academic year. This document is a requirement to study at the School of Ministry.

Registration Fee

1. It is a requirement for both full-time and short-term students.
2. It is paid only once and is submitted together with the admission application. It will not be refundable or transferred.
3. It has a cost of **\$75.00** if the student enters the academic year during the first three courses.
4. It has a cost of **\$50.00** if the student enters the academic year between the fourth and sixth courses.
5. It has a cost of **\$25.00** if the student enters the academic year in the seventh course.

All charges are subject to change without notice. Payments are processed online in the payment area of fmd.school

Cost per Course

1. Each course has a cost of **\$75.00** plus the cost of books. The cost of books may vary.
2. On the website of the Department of Spiritual Formation (fmd.school) you may find:
 - a. The deadlines to pay each course.
 - b. The year's academic calendar with the dates in which each course will be taught, the course description, and the textbook to be used.
3. It is the responsibility of the student to become familiar with the website of the Department of Spiritual Formation and to be aware of the dates and information corresponding to each course and its respective costs.
4. The Cost per Course must be paid 30 days before or up to two weeks before the day the class begins.
5. The Course Payment is non-refundable, unless an emergency occurs that warrants it. With this condition, if the student attended a class and decides to withdraw, 75% of the course payment can be returned, equal to **\$56.25**.
6. The process to withdraw is explained in the section titled: "Procedure to Withdraw from a Course").
7. The section titled **"Rules and Code of Student Conduct"** (pages 9 – 12) of this

manual) defines which situations are considered an emergency.

Save money... by making your payments on time!

When paid in a timely manner the annual expense would be = **\$600.00.**

Procedure to Withdraw from a Course

The student must inform his/her Principal if he/she is planning to withdraw. Fill out the Withdrawal Form in which he/she will explain the reasons why he/she will not continue with studies. **Student must keep copies for his/her record and submit original documents to the district offices** in 830 California Woods Circle, Orlando, Florida 32824.

Note:

1. To eliminate a "Withdraw" or a "F" the student must repeat the class and pay again.
2. To continue to a next course, the student must settle any outstanding debt with the SFD.

Transfer Students from Other Institutions

1. Any credit transcript from any recognized educational organization (Council), is only guaranteed to receive up to 75% credits of our current curriculum. Example: **21 credits** transferred from another institution will equal up to **14 credits** of ours and **28 credits** will equal up to **21 credits**.
2. Please submit your official transcript on the day of application or before starting class, it must be delivered to the principal of the Branch, and directly to the Department of Spiritual Formation to be evaluated. The way to send it to the Department of Spiritual Formation is by email to the following account: education@fmdag.org.
3. **Only** the office makes the evaluations. They are not made by the principals, nor by the auxiliaries.
4. The Principal or Assistant of the Branch shall submit these transcripts to the central offices giving sufficient time for the Evaluation.
5. If the student begins to take courses without his due Evaluation, the money paid will not be refunded.

Student Rules and Code of Conduct

In 1 Timothy 4:12 (NKJV), the Apostle Paul counsels the young pastor of Ephesus with the following words: "... *Be an example to the believers in word, conduct, love, spirit, faith, and purity.*" Based on the apostle's words as ministers and children of God, the Department of Spiritual Formation expects the following from each student:

Punctuality and Tardiness

1. The student must be early in class (10 minutes before 7 pm).
2. Three (3) unexcused and/or unjustified tardies entail one (1) absence.
3. Each class has a 15 minute break. The student must enter the classroom immediately after the break. If for an unjustified reason, the student takes five (5) minutes or more to enter the classroom after the break, he will be penalized for tardiness.
4. The table below shows the deduction of points to the student, from his attendance score by class, for reasons of unexcused and/or unexcused tardies:

START OF CLASS 7 PM	FOUR (4) WEEKS		FIVE (5) WEEKS	
LATE IN MINUTES	Points to Deduct	Final Score	Points For Deduct	Final Score
10 MINUTES	2	3	1	3
20 MINUTES	4	1	3	1
50 MINUTES	5	0	4	0

AFTER THE BREAK	FOUR (4) WEEKS		FIVE (5) WEEKS	
LATE IN MINUTES	Points to Deduct	Final Score	Points For Deduct	Final Score
5 MINUTES	2	3	1	3
15 MINUTES	4	1	3	1
25 MINUTES	5	0	4	0

Absences

1. The website of the Department of Spiritual Formation provides the student with the Academic Year Calendar in advance. It is the student's responsibility to plan their agenda well so that personal, ecclesiastical or extracurricular matters and/or activities do not conflict with their study days.
2. Only one justified absence is allowed in each course.
3. A justified absence is considered an emergency situation for reasons of severe illness that prevents the student from going to class. This severe illness situation also includes the following family members close to the student: spouse, child(ren), or

parents. Also, a justified absence is considered one that is the result of the death of the following family members close to the student: spouse, child(ren), or parents.

4. Vacations, family activities, meetings and/or church services, etc., are some examples of absences that are considered unjustified.
5. In the case of an justified absence, the student will have the option to recover the attendance points of the day of the absence by answering submitting make-up work.
6. It is the student's responsibility to request the make-up work to the course Teacher.
7. Make-up work is a resource to remove an excused absence. Make-up work is not a substitute for exams and/or written work assigned in the course.
8. The replacement work will be structured as follows:
 - a. Example, if the course is five weeks, the attendance score is four (4) points per class.
 - b. The make-up work will be four (4) questions of the material covered on the day of the absence.
 - c. The student will recover the points according to the number of correct answers. Example, if the student correctly answers three (3) of four (4) questions, the student will recover three (3) of the four (4) points for the day of the absence.
 - d. The same procedure will be used for four (4) week courses in which the attendance score is five (5) points per class. In this case, the replacement work will consist of five (5) questions.
9. In the case of one (1) unjustified absence, the student will be penalized with a score of zero (0) in their score on the day of the absence. Two (2) unjustified absences lead to an administrative withdrawal from the course.
10. We understand that there are situations outside of the student's control that may prevent the student from making an excuse to the Teacher on the day of the absence. For this reason, the student will have until the Sunday before the next class to contact the Teacher and excuse their absence.

Ethics and Expected Student Conduct

It is expected that the student:

1. Read the weekly assigned material to be prepared for class discussion.
2. Do not leave in the middle of class (unless it is an emergency).
3. Do not cause controversy during class. He/She will respect his/her Teacher, classmates and vice versa.
4. Turn off your cell phone during exams and keep it on vibrate during class. Any electronic device allowed in the class is for the exclusive use of the course (Example: Tablet, laptop).
5. Avoid plagiarism (imitating the work of others, giving it as your own). Plagiarism will not be tolerated and its consequences are suspension or expulsion from the Institute.

6. Do not talk or cheat during the exam.
7. Do not miss class when there is an exam.
8. Submit all written work well presented. If possible, double-spaced, typed (computer) or handwritten, legible, with space between lines. For more details on this, go to page #13 of this manual.
9. Answer the exam and turn in the written work at the time and/or dates indicated.
10. A student who is in discipline in his church will not be able to continue studying until he is restored to full communion with his church. You will also not be able to participate in graduation events.

Penalty for Tardiness and Procedure to Remove an “Incomplete”

1. If a student submits an exam or a written assignment after the stipulated delivery date, five (5) points will be deducted from the total score for the exam and/or written assignment as appropriate. Examples:
 - a. **Example #1:** If the student obtained 75/80 in the corresponding exam score, five (5) points will be subtracted and their final score will be 70/80.
 - b. **Example #2:** If the student obtained 45/50 in the written work, five (5) points will be deducted and their final score will be 40/50).
2. The Teacher has a period of time indicated by the Department of Spiritual Formation to compute and deliver the grades to the Principal and our office. If at the time the Teacher delivers the grades, the student has not delivered the exam and/or the written work, an "I" for "Incomplete" will be placed in the course grade.
3. The student has two weeks to remove the “Incomplete” from the date the course ended.
4. All incomplete courses will be processed through the office of the Department of Spiritual Formation, at a cost of **\$25.00**. If the student does not remove the "Incomplete" in the aforementioned period, he must repeat the entire course and pay the cost of the course again.

Effective communication

1. The Department of Spiritual Formation wishes to foster a culture of effective communication between the student and the staff of the Branch. The student is expected to:
 - a. When you have an absence or tardy, contact the Teacher of the course on duty directly to excuse yourself. Avoid sending messages or excuses to the Teacher through third parties (Example: other students, other Branch staff). In this way we prevent the message from not reaching the Teacher. It also avoids any misunderstanding that may arise in the communication.

- b. He will not argue or argue with the faculty. As a student you have the full right to ask questions regarding the subject that the Teacher teaches.

Attire and Personal Presentation

1. Both the attire and the behavior of every student should serve as an example of modesty and good Christian testimony.
2. Clothing that is not appropriate to the campus and/or classroom environment is not permitted; either because of its excessively informal character or because it is of a cut or size that would make it a nuisance to those of the opposite sex.
3. Haircut and style: the student must avoid extremes. Trying to ensure that their style is not one that could serve as a distraction to others on campus and/or in the classroom or that could give a bad impression of this institution, for being the student representative of it.

Calculation of the Final Percentage of Attendance, Participation, Exam, and Written Work

1. In each course the student will be evaluated with an assigned percentage in the following categories:

Category	Value in Points	% of the Final Grade
Attendance	20	20%
Participation	20	20%
Exam	80	30%
Final Essay	50	30%

2. In five (5) week courses, Attendance points will be four (4) points per class. In four (4) week courses, Attendance points will be five (5) points per class.
3. The Participation points will be assigned in full at the end of the course according to the level of participation that the Teacher observes that the student has had during the course of the course.
4. The date of delivery of the Exam and the Written Work will be indicated by the Department of Spiritual Formation in the Calendar of the Course stipulated in the Syllabus of the course. These dates cannot be changed without prior authorization from the Department of Spiritual Formation.
5. The 80 points in the Exam category will be divided as follows:
 - a. A weekly 20-point exam (10 questions at 2 points each question or 20 questions at 1 point each question); for a total of four exams that total 80 points.
 - b. The delivery of each exam will be until 11:59 p.m. every Saturday for those who started their classes on Monday and until 11:59 p.m. every Sunday for those who started their classes on Tuesday.
6. Only one Written Assignment per course is required. In some courses, the Written Work is defined and explained in the Syllabus. If not, then the Written Work will consist of an essay at the discretion of the Teacher, with the following details:
 - a. It has to be related to the content of the material studied in the course.
 - b. It must have a maximum of three (3) to four (4) pages.
 - c. If it is written on a computer, it must be written in Arial or Times New Roman font, size #12, double spaced, and one (1") inch from the margins. If written by hand, it must be legible and presentable, with reasonable spacing between lines.
7. The penalties for delay in delivery of exams and written work are exemplified on page #11 of this manual.
8. An example of a Written Work evaluation table appears in the Syllabus of the course.

9. An example of the students grade in explained in the table and grade in the course appears in the Syllabus of the course.

Note: These rules may vary for Fourth Year students since, depending on the program of study, other categories of assessment may be applicable and added in the course.

Online Schools – Virtual Room

The Department of Spiritual Formation consists of four online schools: Virtual Spanish, Virtual English, Global Deaf (American Sign Language), and Four Year.

The points expressed in the **"Student Rules and Code of Conduct"** (pages 9 – 12 of this manual) are also applicable to students in virtual classrooms of online schools. From this point forward, we will break down and/or expand points related to the discipline in a virtual room.

Protocol to Follow During Classes in the Virtual Room (Zoom)

1. **Materials that the student needs for his virtual classroom:** Laptop, pc or tablet, good internet/wifi connection, course textbook, notebook or folder, pens, a comfortable table or desk that you can have your material on hand.
2. **For no reason, the student must connect using the cell phone.**
3. Each Teacher will log in at 6:45 p.m. for the student to have a period 15 minutes to connect, as classes start at 7:00 p.m. and end at 10:00 p.m.
4. The student must ensure that his surroundings are in optimal conditions and that there are no interruptions during class. The student must inform his/her family (or people around you) that it is very important to remain focused for those three hours and that, therefore, should not be interrupted.
5. The student must be completely focused in class. The student should not be attending to other matters during class time. If the Teacher notices that your focus is not on the class, he will make a warning remark. Yes after observation, the student continues the pattern of conduct, the Teacher can remove the student from the virtual room and he/she will be penalized on his attendance score and interaction.
6. The student must show a favorable appearance with appropriate clothing as if he/she was in the classroom (should not wear pajamas, gown, or clothing that alone you use it in the privacy of your home).
7. The student must remain visual and the camera open throughout the class. Also, you should make sure you are seen on the screen, not hidden or too low that you can barely see his/her eyes. You must be seen clearly (correct lighting). The Teacher may require the student to be present and participate when required. The In-class interaction is part of the final grade.
8. As far as possible, the student should keep the microphone on silence to avoid distractions, interruptions or sounds that have nothing to do with the class. If the student wishes to express himself, he can make use of the option "raise your hand" and thus be able to express their doubts or opinions. You will be able to turn on the microphone when the Teacher requires your interaction.

9. The student must ensure that his/her legal name is correctly written on the screen (not nicknames).
10. Preferably do not share the screen with another person. There are some exceptions, (example: a marriage with only one computer), both students must be clearly seen at the same time, the legal names of both students must be well written on the screen, and there must be no form of conversations between them while the Teacher is in the course of conducting class. If there is a problem in terms of visual availability or conversations between and it has nothing to do with the class, the Teacher can penalize the students in your attendance and interaction score and, if necessary, remove students from the virtual room after having made a warning remark to the students.

Grading System and Criteria for Being an Honor Student

The Department of Spiritual Formation uses the following Grading Scale to evaluate their students and thus calculate their final grade per course and their general average in the program:

Grading Scale											
%	Grade	GED	%	Grade	GED	%	Grade	GED	%	Grade	GED
100 – 98	A+	3.90 – 4.00	89 – 86	B+	3.25	79 – 76	C+	2.25	69 – 66	D+	1.25
97 – 94	A	3.70 – 3.89	85 – 83	B	3.00	75 – 73	C	2.00	65 – 63	D	1.00
93 – 90	A-	3.50 – 3.69	82 – 80	B-	2.75	72 – 70	C-	1.75	62 – 60	D-	0.75
59 – 0	F	0.00	Failed - Student must repeat the course.								

The Department of Spiritual Formation ranks honor students according to with the following overall averages:

Honors per Year Promotion and Graduation			
%	Grade	GED	Honors
100 – 98	A+	3.90 – 4.00	Summa Cum Laude
97 – 94	A	3.70 – 3.89	Magna Cum laude
93 – 90	A-	3.50 – 3.69	Cum Laude

Requirements to be an Honor Student

1. Be up to date with all payments for the academic year.
2. Comply with everything established in the **Rules and Student Code of Conduct**.
3. Obtain the established average, as stipulated in the table above for Honors per Year Promotion and Graduation.
4. **First and Second year:** Complete the first five (5) courses of the year (credit transferred does not apply).
5. **Third and Fourth Year:** Complete all credits required for graduation (Third Year – 21 credits, Fourth Year – 28 credits).
6. If the student comes from another institution and credits were transferred, they apply for honors only if they study with this institution for five (5) courses of the year. The average to determine the honor for these students does not include course grades

transferred (other institutes or colleges).

Recognitions

The following will be delivered:

1. **First and Second Year Medals** – The Branch will be responsible for placing the order of the medals for First and Second Year to the office of the Department of Spiritual Formation.
2. **Gold Honor Cords for Third and Fourth Year** – The order of honor cords, for graduates with honors (Third and Fourth Year), will be sent from the office once that the principal of the branch confirms the students candidates for graduation, through the gowns order form which should be sent to the office of the Department of Spiritual Formation during the month of February.

Graduation Ceremony and Years Promotion

Our institution delivers a certificate or diploma when the student has Completed the following credits:

Credits	Certificate and/or Diploma	Achievement
7 Credits	Certificate of First year	Promotion to Second Year
14 Credits	Certificate of Second year	Promotion to Third Year
21 Credits	Diploma	Graduation of Third year
28 Credits	Certificate	Graduation of Fourth year

Ceremony Attire

Year or Program	Pants or skirt	Shirt or blouse
First year	Black	White
Second year	Black	Light Blue
Third year	Royal Blue Gown	
Fourth year	Black Gown	

Curriculum

The Department of Spiritual Formation offers the following courses in its different programs:

REQUIRED COURSES BY MINISTERIAL RANK		
Certified Minister	Licensed Minister	Ordained minister

First year			
Course Code and Description		Course Date	Payment Due Date
BIB 114	Introduction to the Old Testament	08/14 – 09/18 (5 weeks)	07/01 – 07/30
BIB 112	Introduction to the New Testament	09/25 – 10/23 (5 weeks)	08/14 – 09/03
TEO 142	A/G History and Government	10/30 – 11/20 (4 weeks)	09/25 – 10/15
MIN 181	Ministerial Ethics	11/27 – 01/08 (5 weeks)	10/30 – 11/19
BIB 116	The Life of Christ	01/15 – 02/12 (5 weeks)	11/27 – 12/17
MIN 171	Spirit Empowered Church	02/19 – 03/11 (4 weeks)	01/15 – 02/04
TEO 114	Theology I: Doctrine of the Holy Spirit	03/18 – 04/15 (5 weeks)	02/19 – 03/10

Second year			
Course Code and Description		Course Date	Payment Due Date
TEO 211	Theology II: Pentecostal Perspective	08/14 – 09/18 (5 weeks)	07/01 – 07/30
BIB 221	Hermeneutics	09/25 – 10/23 (5 weeks)	08/14 – 09/03
MIN 291	1 st Internship: Christian Education	10/30 – 11/20 (4 weeks)	09/25 – 10/15
BIB 215	Acts of the Holy Spirit	11/27 – 01/08 (5 weeks)	10/30 – 11/19
MIN 251	Leadership	01/15 – 02/12 (5 weeks)	11/27 – 12/17
MIN 223	Evangelism	02/19 – 03/11 (4 weeks)	01/15 – 02/04
MIN 224	Introduction to Homiletics	03/18 – 04/15 (5 weeks)	02/19 – 03/10

Third year			
Course Code and Description		Course Date	Payment Due Date
MIN 381	Ministerial Conflicts	08/14 – 09/18 (5 weeks)	07/01 – 07/30
TEO 345	Eschatology (Daniel & Revelation)	09/25 – 10/23 (5 weeks)	08/14 – 09/03
MIN 391	2 nd Internship: Discipleship	10/30 – 11/20 (4 weeks)	09/25 – 10/15
BIB 315	Romans	11/27 – 01/08 (5 weeks)	10/30 – 11/19
BIB 317	Prison Epistles	01/15 – 02/12 (5 weeks)	11/27 – 12/17
TEO 361	Theology of Missions	02/19 – 03/11 (4 weeks)	01/15 – 02/04
BIB 322	Poetic Books	03/18 – 04/15 (5 weeks)	02/19 – 03/10

Fourth Year – Pastoral Ministry			
Course Code and Description		Course Date	Payment Due Date
BIB 413	Epistles of Corinthians	08/15 – 09/19 (5 weeks)	07/01 – 07/30
TEO 411	Theology of Prayer and Worship	09/26 – 10/24 (5 weeks)	08/14 – 09/03
MIN 427	Church Administration	10/31 – 11/21 (4 weeks)	09/25 – 10/15
MIN 481	Pastoral Theology	11/28 – 01/09 (5 weeks)	10/30 – 11/19
MIN 425	Preaching in the Contemporary World	01/16 – 02/13 (5 weeks)	11/27 – 12/17
BIB 418	Pentateuch	02/20 – 03/12 (4 weeks)	01/15 – 02/04
MIN 491	3 rd Internship: Practical Ministry	03/19 – 04/16 (5 weeks)	09/05 – 12/31

Fourth Year – Pedagogy			
Course Code and Description		Course Date	Payment Due Date
EDU 401	Theology of Education	08/15 – 09/19 (5 weeks)	07/01 – 07/30
EDU 402	Fundamentals for Curriculum Design	09/26 – 10/24 (5 weeks)	08/14 – 09/03
EDU 403	Handbook of Theological Research	10/31 – 11/21 (4 weeks)	09/25 – 10/15
EDU 404	Fundamentals for Teacher Development	11/28 – 01/09 (5 weeks)	10/30 – 11/19
EDU 405	Apologetics in Education	01/16 – 02/13 (5 weeks)	11/27 – 12/17
EDU 406	Teaching Methods	02/20 – 03/12 (4 weeks)	01/15 – 02/04
EDU 407	4 th Internship: Christian Pedagogy	03/19 – 04/16 (5 weeks)	09/05 – 12/31

Fourth Year – Leadership			
Course Code and Description		Course Date	Payment Due Date
LDS 401	Theology of Leadership	08/15 – 09/19 (5 weeks)	07/01 – 07/30
LDS 402	The Emotionally Healthy Leadership	09/26 – 10/24 (5 weeks)	08/14 – 09/03
LDS 403	Effective Leadership	10/31 – 11/21 (4 weeks)	09/25 – 10/15
LDS 404	Leadership Principles	11/28 – 01/09 (5 weeks)	10/30 – 11/19
LDS 405	Laws of Leadership	01/16 – 02/13 (5 weeks)	11/27 – 12/17
LDS 406	Coaching in Leadership	02/20 – 03/12 (4 weeks)	01/15 – 02/04
LDS 407	Cross Cultural Leadership	03/19 – 04/16 (5 weeks)	02/19 – 03/10

Courses Description

Bible Division	
Code	Course Name and Description
BIB 112	The New Testament : An Analysis of the Greek Canon. The course points out the key facts in each book of the New Testament. Emphasis is given to New Testament books that will not be covered in detail in other courses.
BIB 114	The Old Testament: An Analysis of the Hebrew Canon. The course acquaints the student with the key facts in each book of the Old Testament. Emphasis is given to Old Testament books that will not be covered in detail in other courses.
BIB 116	The Life of Christ: A chronological study of the life and ministry of Christ taken from the accounts of the four Gospels. The course is informative, inspirational and practical in application.
BIB 215	Acts: A study of the Acts of the Apostles, including the ministry of the risen Christ by the Holy Spirit, through the Church. The course deals with the descent of the Holy Spirit and the birth of the Church, the spread of the gospel and the victories that Christ gave through the Spirit.
BIB 221	Hermeneutics: A study of how to correctly interpret the Word of God. It includes the five fundamental rules of biblical interpretation, as well as the study of rhetorical figures in the Scriptures, Hebraism, and symbolism.
BIB 315	Romans: A Practical Study of Paul's Letters to the Romans and their Relation to the Rest of the Pauline Epistles. In the course special attention is paid to the terms "flesh", "spirit" and "law" mentioned in the epistle.
BIB 317	Prison Epistles: Ephesians, Philippians, Colossians, and Philemon: A practical study of the principles about which Paul wrote to the churches during his imprisonment. Concepts are presented in easy-to-understand language, with explanations, illustrations, and applications that make the concepts helpful to students both in their personal lives and in ministry.
BIB 322	Poetic Books: A study of the five poetic books: Job, Psalms, Proverbs, Ecclesiastes, and the Song of Songs. These books cover topics such as: Why does the righteous suffer? the fear of Jehovah, and how we should live. It seeks a balance between the obvious and the hidden, the technical and the simple, the historical situation and the contemporary situation, what is old and well known and what is new.
BIB 413	Epistle of Corinthians: A study of 1 and 2 Corinthians that provides students with truths for preaching and teaching, and practical help in working with problems facing the contemporary church. The student will learn how Paul taught the Corinthians to handle division and adversity. By applying these principles, the student will be prepared to face the ministerial challenges of the 21st century.
BIB 418	Pentateuch: A theological study of the first five books of the Bible. Covers the doctrine and nature of creation, the nature of sin and redemption, the importance of holiness, and Abraham's covenant with the people of Israel.

Theology Division	
Code	Course Name and Description
TEO 114	Theology I: Doctrine of the Holy Spirit: A study of pneumatology, the distinctive Pentecostal doctrine of the Holy Spirit, focused on the divinity and personality of the Spirit, and the work of the Spirit in giving believers the benefits of Christ's work .
TEO 142	History and Government of the Assemblies of God: A study of the history, church government of the fellowship, the Constitution and Bylaws of the General Council in relation to credentialed ministers, local churches, and district councils.
TEO 211	Theology II: A Pentecostal Perspective: A study of Christian doctrines from a Protestant and Evangelical perspective. The course provides a comprehensive study of the "Statement of Fundamental Truths" of the General Council of the Assemblies of God (USA).
TEO 345	Eschatology (Daniel and Revelation): An Expository Study of the Book of Revelation. The course emphasizes the unifying message of the book: the final triumph of Christ and the Church. Traditional interpretations of the symbolism and prophetic truths of Revelation are presented. An evaluation of one of the most powerful prophetic collections in the Old Testament. The course is organized according to prophetic themes and interpretation themes. It deals with the interpretation of the prophetic literature of the Bible and of final events.
TEO 361	Theology of Missions: An introductory course on the science of missions, giving a biblical and theological focus. It is a study of the theology, history, and methods of Christian missions in general. It emphasizes recent developments, crucial issues, contemporary trends, and missions as they are carried out by national and local churches.
TEO 411	Theology of Prayer and Worship: An introduction to biblical teachings on prayer and worship leads to practical considerations for cultivating intimacy with Jesus Christ in every aspect of life, from private, personal prayer to public celebration. A study of prayer challenges such as learning to hear God's voice, the problem of unanswered prayer, and what to do when it seems God isn't speaking to you is followed by practical recommendations for how to become prayer warriors. more fervent and effective.

Division of Ministerial Practical Theology	
Code	Course Name and Description
MIN 171	A Spirit-Empowered Church: A comprehensive, strategic, biblical plan requires the endowment of the Spirit to produce spiritual fruit and a flourishing church. The strategic plan is based on the book of Acts 2, and focuses on developing Spirit- endowed disciples who will be involved in the five functions found there: Connect, Grow, Serve, Go, and Worship. Assessment tools are used to identify areas where change is needed, and the strategic plan is used to focus on God's vision for each local church.
MIN 181	Ministerial Ethics: A study, in view of the teachings in the Scriptures, of the moral principles that regulate human behavior. The course gives special attention to the code of ethics of the minister related to his family, his partners in the ministry, his congregation, his community and his confession; and to contemporary personal, economic, and social moral problems.
MIN 223	Evangelism: The local church is the origin of evangelism to reach its community and the world. Following a foundational biblical theology of the Great Commission and the role of the Holy Spirit in evangelism, this course proposes a comprehensive and integrated approach to evangelism in the local church that avoids evangelism and discipleship that is limited to the work of a certain department of church. It focuses on a diversity of evangelism methods, the evangelistic purpose of an organized fellowship of churches, and pastoral leadership in evangelism.
MIN 224	Introduction to Homiletics: An introduction to practical techniques for sermon preparation. These techniques are applied through experiences aimed at preparing sermons. Attention is given to sermon types and content, logical structure, and essential principles of sermon

	organization.
MIN 251	Effective Leadership: A practical study on Christian leadership that represents the biblical foundations of leadership and introduces the student to the task and practice of this, and guides him in the application of biblical and theoretical principles.
MIN 291	Internship I: Christian Education: An introduction to teaching. Through the course, the student will be able to understand the fundamentals of education in the areas of the Teacher, the student, and the material. Emphasis is placed on the Teacher's appeal to the student's five senses and variety in class.
MIN 381	Ministerial Conflicts: A Biblical Perspective for Conflict Management. This course provides a biblical way to handle the inevitable occasions when conflicts occur, particularly in the context of the church. It offers practical principles for resolving conflicts in a way that pleases God.
MIN 391	Internship II: Discipleship Growth Help: Spiritual growth is the goal of every believer "...to the measure of the stature of the fulness of Christ." (Ephesians 4:13). The author explains that the goal is to receive the spiritual riches that Christ achieved on the cross of Calvary, and that they are available to every Christian who yearns for the blessing of spiritual growth.
MIN 425	Preaching in the Contemporary World: The purpose of this course is to help preachers deliver life-changing messages that are relevant to the world in which they live. The course will emphasize the presentation of true, clear, interesting and relevant messages. The student will be challenged to present expository messages, which are true to the power and intent of Scripture. In addition, you will examine postmodern culture and offer assistance in developing messages relevant to the needs and concerns of this audience.

Division of Ministerial Practical Theology	
Code	Course Name and Description
MIN 427	Church Administration: Finance and Law: A survey of church law in the United States for ministers, church administrators, and ministerial students. The course emphasizes contemporary legal questions with current adequate answers.
MIN 481	Pastoral Theology: A practical study of the various tasks and responsibilities of the minister of the gospel. It offers practical suggestions for the daily task of the minister, both inside and outside the church. It examines aspects that, despite being meticulous, are very important for the successful performance of the pastor's duties.
MIN 491	Internship III: Ministerial Practice: This course requires the student to work with a local pastor to gain hands-on experience in various ministry activities. This course promotes the importance of a good attitude in the ministry, as well as many of the functions of the ministry; such as: weddings and funerals. It also emphasizes the leadership of the servant and the devotional life of the minister. Includes Church Planting: in which the student develops a biblical-theological and missionary-logical perspective on what church planting is within a framework of a theology of the Kingdom of God. Articulate a biblical vision of church planting from a movement perspective and carry out that vision in their local context, contributing to the Church Planting Movement; according to the call and the gifts received.