

## Welcome to PDSOM!

### **ENROLL:**

You may enroll for your next class beginning on the 1<sup>st</sup> of the month ***prior to*** your class meeting. This will give you approximately one month to complete your course work. Please see the following chart and mark your calendars accordingly:

<b><u>Enrollment Opens</u></b>	<b><u>Name of Course Level 1</u></b>	<b><u>Name of Course Level 2</u></b>	<b><u>Name of Course Level 3</u></b>	<b><u>Course Meets</u></b>
Oct 1	Intro to Pent Doctrine	Intro to Theo	Church & Law	November
Dec 1	Ministerial Ethics	Romans	Prayer & Worship	January
- <b>NO CLASS MEETS IN DECEMBER</b> -				
- <b>ARRANGE FOR INTERNSHIPS</b> -				
Jan 1	Acts	Missions	Pastoral Ministry	February
Feb 1	Hermeneutics	Old Testament	Pentateuch	March
Mar 1	Prison Epistles	Leadership Skills	Preaching – Cultural Cont	April
Apr 1	Evangelism	New Testament	Psalms & Proverbs	May
May 1	Spirit Emp Ch	Conflict Resolution	Pastoral Counseling	June

### **ENROLLMENT PARAMETERS:**

Enrollment opens automatically (via computer programming) on the **1<sup>st</sup>** of each month. Enrollment closes automatically (via computer programming) on the **22<sup>nd</sup>** of each month at midnight. LATE Enrollment is open from midnight the 22<sup>nd</sup> – midnight the 25<sup>th</sup>. LATE enrollment is \$125.00.

### **ATTENDANCE:**

We view your educational choice of PDSOM as a sacred partnership. Your attendance is required each time your class meets for the **ENTIRE DAY (8:30 am – 5:00 pm)** Leaving class early is NOT helpful to you or your grade. Please plan on being present for the posted time allotments.

### **GRADING:**

There are three components which make up your grade for ALL of the PDSOM courses:

1. Your Study Guide grade	40 %
2. Your Final Exam grade	40 %
3. Class Participation, Attendance & Course Evaluation	<u>20 %</u>
	100 %

Your grade will be posted on your PDSOM page approximately one week after your class meets. Grades are posted with a letter grade and a percentage attained. The grading scale percentage for ALL of PDSOM classes is as follows:

100 – 90 = A
89 – 80 = B
79 – 70 = C
69 – 60 = D
59 and below = F

FIRST SATURDAY  
Bethlehem

[dean@pdsom.com](mailto:dean@pdsom.com)

SECOND SATURDAY  
Monroeville & Wyncote

[admin:pksg@windstream.net](mailto:admin:pksg@windstream.net)

THIRD SATURDAY  
Camp Hill

**CAMPUS LOCATIONS:** (for your GPS)

**First Saturday:** Central Assembly of God, 1300 Eaton Ave. Bethlehem, PA.

**Second Saturday:** Monroeville AG, 4561 Old William Penn Hwy. Monroeville, PA  
Calvary Assembly of God, 7910 Washington Lane, Wyncote, PA

**Third Saturday:** Christian Life Assembly, 2645 Lisburn Rd. Camp Hill, PA.

**“WHAT HAPPENS IF I MISS A CLASS?”:**

Should you NOT be able to attend your class meeting in any given month you MAY travel to another campus, providing they are offering your class, and take the same class with no charge or penalty. This will result in you NOT falling behind in your course of study. Travel to an alternate campus is at the student’s own expense. You need not register again.

**“WHAT HAPPENS IF I MISS A CLASS?”: (part 2)**

Should you miss a class for any reason you will receive an, “I” grade (Incomplete). You will have 13 months to “make-up” the class at no charge or penalty. After 13 months you will have to re-register and pay for the class again. You can “make-up” the class at any campus. Please note, this excludes Internship courses.

**WEATHER ALERTS:**

Please refer to the **PDSOM Weather Alert Procedures** sheet. Keep this white (like snow) paper in your folder so you may read what to do if we encounter a weather event occurring during your scheduled class.

**CREDENTIALING INFORMATION:**

On the Penndel website (penndel.org) under Resources>Ministerial Credentialing – has information regarding becoming credentialed. (<http://penndel.org/credentialing/credentialing-resources>) are the links for GC Constitution and Bylaws, AG Position papers and PDDC Constitution and Bylaws. Note: Please let us know if there are any financial (bankruptcy) or marital (divorce) situations that would impact your application process. Divorce situations will add 3 to 4 months to the credential process. For further questions and **credential applications** please contact [Lynette@penndel.org](mailto:Lynette@penndel.org).

**INTERNSHIPS:**

Internships are available from January 1 through June 30<sup>th</sup> ONLY! PDSOM gladly welcomes students from neighboring Districts to take classes. Internships for those students **must** be performed within their home District’s DSOM. **Please note: NO extension will be approved.** Internships are to be a minimum of three months through a maximum of six months in duration. **Internship pastor/mentors must be A/G credentialed ministers.** Please pick up a “YELLOW SHEET” TODAY! Approach your pastor/mentor and ask if they would be willing to walk through an internship with you. BOTH of you fill out the Yellow Sheet together AS SOON AS POSSIBLE. Keep in mind Internships are from a window of January 1 – June 30. The cost of an internship is **\$100.00**. You may register for your internship on January 1, provided you have completed (3) courses in your ministerial track. Once you do, both your mentor and you will receive by email a copy of the internship manual. Work through these manuals with your mentor.

**Transferring ministers** may follow a slightly augmented discipline for their Internship. Please check with the District Ministry Network. **ALL INTERNSHIP PAPERWORK IS DUE NO LATER THAN JUNE 30, 2020**

Student Conduct: The following represents an agreement between students and PDSOM Administration. Student attire shall be neat and acceptable at all times. The use of coarse language or disrespect toward instructors is not in agreement with the conduct expected of students. Diligent effort will be given to reading and assigned topics; cooperation with fellow students and faculty are all encouraged.