

PDSOM

PENNDel SCHOOL OF MINISTRY

Student Handbook

School Year 2021-2022



Jeff Marshall
President

Robert Lecocq
Dean



| <u>Contents</u> | <u>Page</u> |
|---|--------------------|
| New Student Welcome letter | 1 |
| Calendar schedule and locations | 2 |
| A. Typical Saturday Schedule | 3 |
| PDSOM Staff Contact information | 4 |
| Ministry Courses | 5 |
| Registration, Fees and Costs | 6 |
| Student information – Sample Fact Sheet | 7 |
| Weather Alert Procedure | 9 |
| Textbooks | 10 |
| PDSOM – FAQ | 13 |



Dear PDSOM Student,

Welcome to the PennDel District School of Ministry family! We are honored that you have chosen to increase your knowledge of Scripture, doctrine, and ministry skills with us. Whether the courses are part of your journey to receive credentials through the Assemblies of God or just to improve your understanding of God's word, we are here to help you along the way.

Enclosed, you will find information that you may find helpful as you begin the PDSOM process. Topics include: how to get started on your first class, the schedule of classes for this school year, and contact information for PDSOM staff. Also, please review the PDSOM website at Penndelsom.org.

Please take the time to read through this material. We guarantee it will prove to be helpful and will answer many of the questions you may have about PDSOM. In the event that you need help or have further questions, please don't hesitate to contact one of the PDSOM team members.

We pray God's richest blessings on you as you study through PDSOM and hope that what you learn will be beneficial for you for years to come!

For the Kingdom,

The PDSOM Administration

Jeff Marshall, President

Bob Lecocq, Dean

Barb Jacobs, Irwin Site Coordinator/Admin to the Dean

Scott Ball, Camp Hill Site Coordinator

Helen Edwards, Bethlehem Site Coordinator

Ben Grenier, Wyncote Site Coordinator

Janice Garman, Credentialing PennDel Ministry Network

Calendar schedule and locations

penndelsom.org

| | Certified Minister | License | Ordained | Trak "B" (2021-2022) |
|-------|---|---------------------|---------------------|--------------------------------|
| Sept | A/G History | Eschatology | Corinthians | |
| Oct | Life of Christ | Intro to Homiletics | Apologetics | |
| Nov | Intro to Pent Doctrine | Acts | Church & Law | Intro to Theology |
| Dec | X | X | X | X |
| Jan | Relationships & Ethics | Romans | Theology of Worship | |
| Feb | Intro to Theology | Missions | Pastoral Ministry | Acts |
| March | Hermeneutics | Prison Epistles | Pentateuch | Old Testament |
| April | Old Testament Survey | Leadership Skills | Preaching/Cul Contx | Prison Epistles |
| May | New Testament Survey | Local Ch Evangelism | The Poetic Books | |
| June | Spirit Empowered Church (Acts 2 Journey) | Conflict Resolution | Pastoral Counseling | |

Campus locations:

- Bethlehem, PA – 1st Saturday Central AG 1300 Eaton Ave. Bethlehem, PA 18018
- Irwin, PA – 2nd Saturday Calvary AG 8653 Pennsylvania Ave. Irwin, PA 15642
- Wyncote, PA – 2nd Saturday Calvary Assembly 7910 Washington Ln, Wyncote, PA 19095
- Camp Hill, PA- 3rd Saturday Christian Life Assembly 2645 Lisburn Rd., Camp Hill, PA 17011
- No classes in July, August or December
- Internships are a part of every level of learning and enrollment starts in January

A TYPICAL PDSOM SATURDAY SCHEDULE FOR STUDENTS

| | |
|----------------------|---|
| 8:30 – 9:00 | Check in, devotions, instructions, prayer |
| 9:00 – 10:15 | Review Study Guide, correct answers, and teaching time. |
| 10:15 – 10:30 | Break / review for Final Exam |
| 10:30 – 11:30 | Final Exam (students may leave when they complete the Final Exam)* |
| 11:30 – 12:30 | Lunch (on your own)** |
| 12:30 – 2:45 | Instruction by Professor |
| 2:45 – 3:00 | Break |
| 3:00 – 5:00 | Instruction by Professor |

***One hour for students to complete the final exam**

****Students are permitted one hour for lunch break**

***** ALL times are approximate**

Staff Contact Information

Rev. Bob Lecocq, Dean

Email - dean@penndelsom.org

Admin, Barb Jacobs

Phone - 724-689-3929

Email - pksngr@windstream.net

Rev. Jeff Marshall, President

Phone - 717-795-5921 (PennDel Ministry Network)

Site Coordinators:

Bethlehem – Helen Edwards

Email – edwardshcca@gmail.com

Irwin – Barb Jacobs

Email - pksngr@windstream.net

Wyncote – Ben Grenier

Email - bmgrenier@gmail.com

Camp Hill – Scott Ball

Email - sball@clacamphill.com

Internship Coordinator

Email - mcolemcclenithan@gmail.com

Below is a listing of courses offered through our PDSOM program. The classes listed below are offered at all the campus locations. Please visit the website to see locations and dates for all PDSOM classes.

Level One

- A/G History, Missions, Governance
- Life of Christ
- Introduction to Pentecostal Doctrine
- Relationships & Ethics
- Introduction to Theology
- Introduction to Hermeneutics
- Old Testament Survey
- New Testament Survey
- Spirit Empowered Church (Acts 2 Journey)
- Internship for LEVEL ONE

Level Two

- Eschatology
- Introduction to Homiletics
- Acts
- Romans
- Missions
- Prison Epistles
- Leadership Skills
- Local Church Evangelism
- Conflict Resolution
- Internship for LEVEL TWO

Level Three

- Corinthians
- Apologetics
- Church Administration, Law & Finance
- Theology of Worship
- Pastoral Ministry
- Pentateuch
- Preaching in a Cultural Context
- The Poetic Books
- Pastoral Counseling
- Internship for LEVEL THREE



Registration Fees and Costs

Online registration and course enrollment is completed at: penndelsom.org

Registration

There is a one- time, non-refundable initial registration fee of \$75.00, registrations do not expire.

Course Enrollment

Tuition for each course is \$75 and internships are \$100. Course Enrollment is open the month prior to when the course is held from the 1st to the 22nd. LATE Enrollment is open from midnight the 22nd to midnight the 25th. LATE enrollment is \$125.00.

Textbooks

PDSOM does not provide textbooks. The student is responsible for the purchase of their own textbook. Textbooks range in price from \$10 to \$30 and can be purchased at local bookstores, or online at various resellers (www.amazon.com; www.christianbook.com; www.gospelpublishing.com; www.half.com). Students may also purchase used books from various online sources.

Travel

Students are also responsible to make their own travel arrangements, including meals and lodging if required. PDSOM does not pay for these expenses.

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 is encouraged.

Welcome to PDSOM!

ENROLL:

You may enroll for your next class beginning on the 1st 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:

| <u>Enrollment Opens</u> | <u>Level 1 Course</u> | <u>Level 2 Course</u> | <u>Level 3 Course</u> | <u>Course Meets</u> |
|--|------------------------------|------------------------------|------------------------------|----------------------------|
| Aug 1 | A/G History | Eschatology | Corinthians | September |
| Sept 1 | Life of Christ | Homiletics | Apologetics | October |
| Oct 1 | Intro to Pent Doctrine | Acts | Church & Law | November |
| Nov 1 | Ministerial Ethics | Romans | Prayer & Worship | January |
| NO CLASSES MEET IN DECEMBER – ARRANGE FOR INTERSHIPS IN JANUARY | | | | |
| Jan 1 | Intro to Theology | Missions | Pastoral Ministry | February |
| Feb 1 | Hermeneutics | Prison Epistles | Pentateuch | March |
| Mar 1 | Old Testament | Leadership Skills | Preaching – Cultural Cont | April |
| Apr 1 | New Testament | Evangelism | Psalms & Proverbs | May |
| May 1 | Spirit Emp Ch | Conflict Resolution | Pastoral Counseling | June |

ENROLLMENT PARAMETERS:

Enrollment opens automatically on the 1st of each month.

Enrollment closes automatically on the 22nd of each month at midnight.

LATE Enrollment is open from the 23rd - midnight the 25th. 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 PDSOM classes is as follows:

| | |
|-------------|---|
| 100-90 = | A |
| 89-80 = | B |
| 79 - 70 = | C |
| 69 - 60 = | D |
| 59 & below= | F |

CAMPUS LOCATIONS: (for your GPS)

First Saturday: Central Assembly of God, 1300 Eaton Avenue Bethlehem, PA
Second Saturday: Calvary Assembly of God 8653 Pennsylvania Ave Irwin, PA
Calvary Assembly of God 7910 Washington Lane, Wyncote, PA
Third Saturday: Christian Life Assembly, .2645 Lisburn Road Camp Hill, PA

"WHAT HAPPENS IF I MISS A CLASS?":

Should you NOT be able to attend your class 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:

If we encounter a weather event occurring during your scheduled class, your Site Coordinator will contact you with any class schedule changes. Please verify your Site Coordinator has your current phone number.

CREDENTIALING INFORMATION:

On the Penndel website (<https://penndel.org/credentialing/>) under Resources>Ministerial Credentialing - has information regarding becoming credentialed along with 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 add 3 to 4 months to the credential process. For further questions and applications please contact Janice at jgarman@penndel.org.

INTERSHIPS:

Internships are available from January 1 through June 30th 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 the manual 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, 2022.**

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.

PDSOM Weather Alert Procedures:

In the unfortunate occurrence of a snow/ice event during an upcoming PDSOM Saturday we shall consider the following action plans:

1. The Bethlehem, Irwin and Wyncote campuses have the option of cancelling their weekend classes and recommending to students three options:
 - a. The Bethlehem students may travel the following weekends to the Irwin, Wyncote, or Camp Hill campuses.
 - b. The Irwin and Wyncote students may travel to the Camp Hill campus.
 - c. The Camp Hill campus may arrange for its classes to be postponed for one week.
 - * Consideration must first be given to the availability of the Church.
 - * Secondly, consideration and consultation must happen with the faculty committed to those classes for the third Saturday to teach the following Saturday.
 - * Finally, adequate notice must be provided to ALL students. This notification will help students who may not appear on the roster for the class but may be making up a class within the 13- month rule.
2. Another option may be to postpone class at the given campus for one week having consulted with the pastor of the church and the faculty for that day, depending on location. Then rescheduling the class for one week later.
3. Still another option, should a campus need to cancel and endeavor to postpone by one week, but a single faculty be unavailable for the date another substitute faculty person may be called upon to teach the class one week later.

NOTIFICATIONS: Your Site Coordinator will notify you via text with any class cancellations. Please make sure your cell phone number is current in your student profile. You will be notified by text.

Textbooks – School Year 2021-2022

Listed below are all the books required to complete the three levels of the PennDel School of Ministry. We have listed vendors for your convenience; however, you may purchase your books from any location. Students must purchase their own textbooks.

You may also want to consider the following internet sites:

- Amazon - <https://www.amazon.com/>
- BookFinder4U - <http://www.bookfinder4u.com/>
- Christian Book Distributors - <https://www.christianbook.com/>
- Gospel Publishing (My Healthy Church) <https://myhealthychurch.com/store/startcat.cfm?cat=sGPH>

| PDSOM | LEVEL 1 | CERTIFIED | TEXTBOOK LIST |
|-------|---------|-----------|---------------|
|-------|---------|-----------|---------------|

| | | | |
|-----------|--------------------------|--|--|
| September | A/G History and Doctrine | | |
|-----------|--------------------------|--|--|

"People of the Spirit" by Gary McGee

General Council Constitution and Bylaws

"Roberts Rules of Order"

| | | | |
|---------|----------------|--|--|
| October | Life of Christ | | |
|---------|----------------|--|--|

"The Words & Works of Jesus Christ" by J. Dwight Pentecost

"A Harmony of the Words & Works of Jesus Christ" by J. Dwight Pentecost

| | | | |
|----------|--------------------------------------|--|--|
| November | Introduction to Pentecostal Doctrine | | |
|----------|--------------------------------------|--|--|

"Bible Doctrines: A Pentecostal Perspective" by William W. Menzies and Stanley M. Horton

| | | | |
|---------|--------------------|--|--|
| January | Ministerial Ethics | | |
|---------|--------------------|--|--|

"Ministerial Ethics" by T. Burton Pierce

"The Five Love Languages" by Gary Chapman

| | | | |
|----------|--------------------------|--|--|
| February | Introduction to Theology | | |
|----------|--------------------------|--|--|

"Systematic Theology", Revised Edition edited by Stanley Horton

| | | | |
|-------|------------------------------|--|--|
| March | Introduction to Hermeneutics | | |
|-------|------------------------------|--|--|

"Living By The Book" by Howard G. & William D. Hendricks

| | | | |
|-------|---------------|--|--|
| April | Old Testament | | |
|-------|---------------|--|--|

"Encountering the Old Testament", 2nd ed. by Bill T. Arnold & Brian E. Beyer

1st edition may also be used

| | | | |
|-----|----------------------|--|--|
| May | New Testament Survey | | |
|-----|----------------------|--|--|

"New Testament Survey", by Merrill Tenney

| | | | |
|------|--|--|--|
| June | Spirit Empowered Church - Acts 2 Journey | | |
|------|--|--|--|

"Spirit Empowered Churches" by Alton Garrison

September Eschatology

"Our Destiny: Biblical Teachings on the Last Things" by Stanley M. Horton

October Homiletics

Primary Textbook: *"Handbook of Contemporary Preaching"*, Michael Duduit, Editor

Broadman & Holman (P & B) Publishers

Nashville, TN 1992

Ten-Digit ISBN: 0-8054-1550-5

Thirteen-Digit ISBN: 978-8054-1550-6

Secondary Textbook: *Spirit-Led Preaching*", by Greg Heisler

B & H Publishing Group

Nashville, TN 2007

13 Digit ISBN: 978-8054-4388-2

November Acts

"Acts" by Dr. Stanley Horton

January Romans and Galatians

"Romans & Galatians: The Gospel According to Paul", by Dr. Van Johnson,

Dr. Quentin McGhee, Rev. Edgardo Muñoz, Dr. Steve Eutsler

February Introduction to AG Missions

"Missions in the Age of the Spirit", by John V. York

March Prison Epistles

"Understanding the Commentary Series, Ephesians, Colossians, Philemon" by Arthur G. Patzia.

April Leadership Skills

"Transitioning", by Dan Southerland

"The 21 Irrefutable Laws of Leadership", by John C. Maxwell

May Evangelism

Course is under major revisions. Information will be available March 2022.

June Conflict Resolution

"The Peace Maker: A Biblical Guide to Resolving Conflict", by Ken Sande

September Corinthians

"I & II Corinthians" by Stanley Horton

October Apologetics

"Mere Apologetics" by Alister E. McGrath

"Meet the Skeptic" by Bill Foster

November Church & Law **NOTE: Due to the expense of these books, each campus has a set. The student must make their own arrangements to read at that campus location.**

"Pastor, Church & Law", 4 vols. Richard R. Hammar, Carol Stream, IL. Christianity Today International, 2008.

Volume 1: pages 10-30; 44-103; 120-141; 153-182; 222-241; 250-255; 286-308.

Volume 2: pages 10-34; 50-66; 76-90; 131-162; 202-256.

Volume 3: pages 135-151.

Volume 4: pages 132-134; 156-186; 221-289; 361-381; 516-538.

January Prayer & Worship

"The Spirit Helps Us Pray" by Robert L. Brandt & Zenas J. Bickett

"The Reward of Worship" by Jack Hayford

February Pastoral Ministry

"Escape from Church, Inc. The Return of the Pastor-Shepherd" by E. Glenn Wagner

"Stan Toler's Practical Guide for Pastoral Ministry" by Stan Toler

"Ten Stupid Things That Keep Churches from Growing" by Geoff Surratt

March Pentateuch

"An Introduction to the Old Testament Pentateuch" by Herbert Wolf

April Preaching in a Cultural Context

"A Many Colored Kingdom" by Elizabeth Conde-Frazier, S. Steve Kang, and Gary A. Parrett

"Preaching to a Shifting Culture" edited by Scott M. Gibson

May Psalms & Proverbs

"How to Read the Psalms" by Tremper Longman III

"How to Read Proverbs" by Tremper Longman III

June Pastoral Counseling

"The complete Guide to Crisis & Trauma Counseling" by H. Norman Wright

PDSOM – FAQ's

What on earth is PDSOM?

The Penn-Del School of Ministry is a convenient, fast-track, less expensive way that a person can satisfy the academic requirements for credentials with the Assemblies of God.

What about laymen? Can they take PDSOM courses?

Yes! In fact, in the future we hope to offer a diploma for Lay Church Workers. It certainly would make them more valuable teacher/leaders in the local church.

How does PDSOM work?

The easiest way to begin is to go to our website (penndelsom.org) to download answers to all your questions. You may also enroll online, using your credit card for payment. Then, you will order your textbook from the source of your choice. You will have one month to read the text and complete the Study Guide. You will then attend a one-day class, pass your exam, and you will have completed that course toward the requirements for your credentials.

Does this meet with General Council's approval?

Yes! Thirty-four districts make up the ADSOM Organization. They act as an accrediting association in accordance with General Council policies. ADSOM has the explicit approval of the Executive Presbytery in Springfield.

I have already completed some courses from another Bible training program; can they be applied toward these courses?

You can submit a transcript from the other Bible school and your case will be studied on its own individual merit. Berean College courses will always be accepted, provided your grade was passing. Inquiry should be made to PennDel Ministry Network regarding the courses taken and course equivalency for credentialing.

I already have credentials. Will courses be available so that I can work toward advancement?

Yes, all levels will eventually be offered; one for Certified Minister, one for Licensed, and one for Ordained. You may enroll in whichever one meets your needs. Please consult individual campus listings for available levels.

Do I have to take the courses in the order in which they are offered?

No, courses can be taken at any time they are offered. You can even jump into the cycle in mid-stream, if you miss the first enrollment. However, the courses have been arranged logically in the best order to be taken.

Where will the classes be offered?

Presently courses will be offered at Bethlehem, Irwin, Wyncote, and Camp Hill locations.

When will the courses be offered?

The classes will be offered on the first, second and third Saturdays of each month. Every effort will be made to adhere to this schedule. However, serious calendar conflicts may occasionally require adjusting this schedule. Advance notice will be given whenever this is necessary.

When will the classes start?

The school year will roughly follow the traditional school system. We will start in September and go through June of each year. Classes will not be held during July, August, and December.

What courses will be offered and when?

A complete list of courses and the months they are being offered is available at penndelsom.org.

What will be the schedule for the day of the class?

You will arrive at 8:30 for check-in at the site. You will turn in your completed Study Guide (SG) at check-in and go directly to class. The first order of business will be the grading of the SG's, a brief discussion of your answers, and a review of the material you have studied. After a short break, you will take your final exam for the course and break for lunch. The rest of the day (until 5:00) will be spent in practical applications of the material you have learned. This will be a totally different learning experience from the typical classroom. The emphasis will not be on content delivery from teacher to student, but on practical application of the material you have learned.

How much will each course cost?

Each course is \$75, Internships are \$100. The student is also responsible for the purchase of their own textbook, travel, and meals. The student may order books from any online source (Amazon - <https://www.amazon.com/>, BookFinder4U - <http://www.bookfinder4u.com/>, Christian Book Distributors - <https://www.christianbook.com/>, Gospel Publishing (My Healthy Church) <https://myhealthychurch.com/store/startcat.cfm?cat=sGPH>) or from a local bookstore. PDSOM does not provide books.

Will I automatically receive my credentials at the conclusion of the series of courses?

No, PDSOM is not a credential-granting organization. You will still need to go through the credential application/approval process through your District Council office. PDSOM only provides the academic requirements for your credentials.

Is the cost of my courses tax deductible?

Not as a contribution. However, you may be eligible for a deduction, consult with your tax adviser for more information.

How is PDSOM any better than a self-study approach?

For many, the self-study route may still be the best way to go. However, that route has several shortcomings that PDSOM does not have.

We will provide the accountability that keeps you on task, moving forward in your course of study. We will provide a classroom environment that promotes exchange of ideas, beneficial dialogue, and exposure to differing perspectives on the subject matter, you will be building relationships with your fellow students that you could not get with self-study programs, and you will sit under the teaching of experienced teachers who have been “in the trenches.”

What about the quality of the instructors?

We have attempted to screen our instructors very carefully. Most (but not all) of them have academic degrees that uniquely qualify them to teach the subjects they have been assigned. In some cases, their practical experience or significant success in a given field has given them the authority to speak to their assigned subject. We utilize over 77 people on our faculty. Students will be emailed immediately after the class is over with an online evaluation form. This will help us monitor the quality of the school and effectiveness of our faculty.

Do I have to have a computer, e-mail, and Internet access?

Although it is not absolutely necessary, internet access will be required for email communication. Most of our material will be available for download from our website, Study Guides will be emailed to the email address you provided. We try to keep our costs minimal and avoid postage and handling by not having to mail anything. We do communicate with our students by e-mail; so, an e-mail account is necessary to receive our updates.

How old do you have to be to take classes at PDSOM?

You must have reached your eighteenth birthday by the time your first class meets.

Who is my contact person?

Your primary contact will be Barb Jacobs, Admin for PDSOM. To view contact information, please visit the contact page.