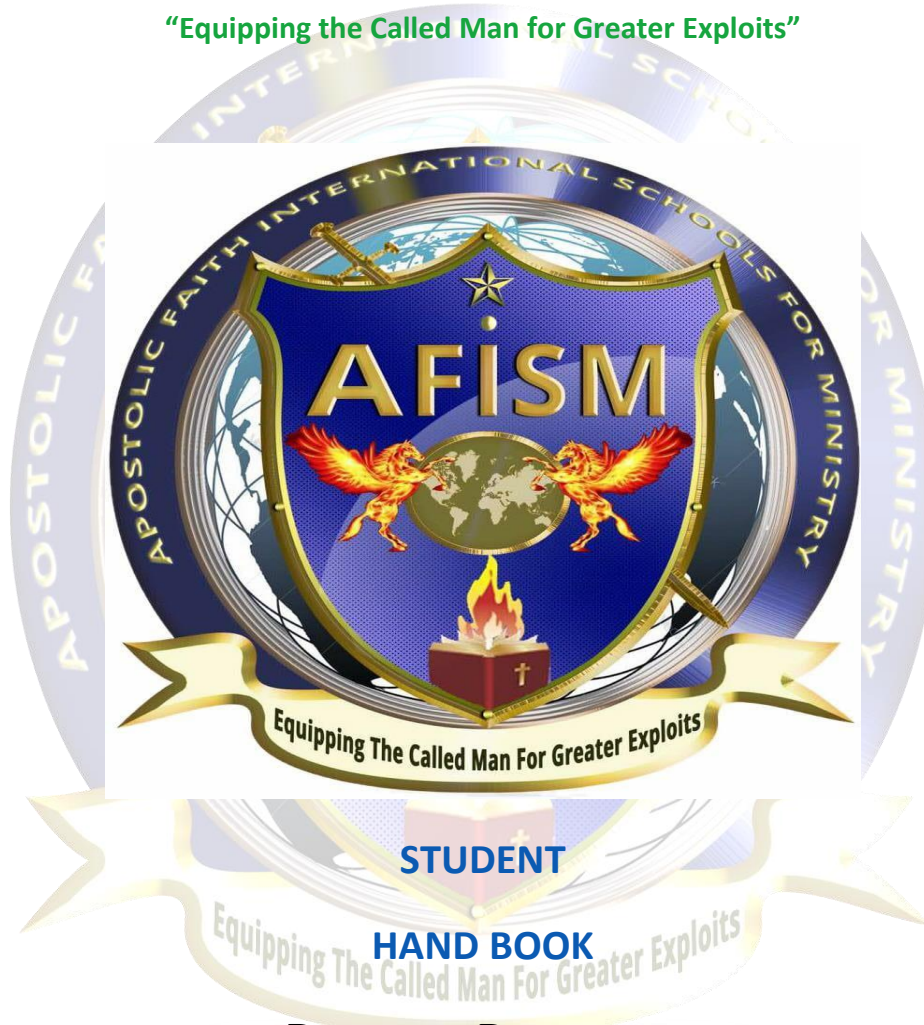


# Apostolic Faith International Schools for Ministry

*“Equipping the Called Man for Greater Exploits”*



**STUDENT**

**HAND BOOK**

**Policies & Procedures**

**2018/19**

*“For the earth shall be filled with the knowledge of the glory of the LORD, as the waters cover the sea.”*



EST. 2015

"EQUIPPING THE CALLED MAN FOR GREATER EXPLOITS"

## MISSION

EQUIPPING THE CALLED MAN FOR GREATER EXPLOITS

## VISION

ISAIAH 58:12

"TO BUILD UP THE OLD WASTE PLACES"

## PURPOSE

1 TIMOTHY 2:15

AFISM IS DESIGNED TO TRAIN AND EQUIP LEADERS TO DISCOVER THEIR GOD SENT PURPOSE INTO THE EARTH, TO FULFIL DESTINY. MAKING FULL PROOF OF THEIR MINISTRY BY LIVING A COMMITTED, IMPACTFUL AND CHRIST-CENTERED LIFE.

## HISTORY

A.F.I.S.M Est. 2015

*Equipping the called man for greater exploits*

*Founder/President Apostle Gay Antoinette Owens*

Afism was birthed in the State of Pennsylvania, in the City of Philadelphia. Aka the “City of Brotherly Love” In a small town called West Oak Lane.

AFISM was established in the year 2015 under the great leadership of Apostle Gay A. Owens. Our first official class was held in the Sanctuary at 7255 Ogontz Ave. Phila, PA. 19138. AFISM is a University which houses schools within the school. Our first two courses/schools were **“Armour of God School of Prayer aka (ASOP) and Elijah School of Prophets aka ESOP.”** During our first year 2015, We started out with eleven students, and graduated seven on Sunday, June 15<sup>th</sup>, 2016.

In our 2<sup>nd</sup> year in September of 2016, we registered nine students, and graduated seven on July 23<sup>rd</sup>, 2017. In our third year September 2017 AFISM made an audacious shift and opened up on face book where the masses were, we started out with twelve students, both nationally and internationally, we began our first live teaching in our class rooms and added our students online, there we had live teachings for the first time, we had students from Jamaica, Ghana, Nigeria, Guyana, London, and Rome! and again for the *third* time, we graduated seven students on Sunday, July 22nd, 2018.

In all, I learned that not all who started in the race with you will finish with you! The race is not for the swift! He reminded me how we need to run this race with patience! Nevertheless, amidst all the obstacles and challenges we faced, we purposed in our hearts to continue to press forward, and to earnestly contend for the faith which was once delivered unto the saints! Today, with JEHOVAH NISSI before us, AFISM is still making history in humanity.

Our Chief Objective is to advance the Kingdom of our Lord Jesus, the Christ by equipping the called man for greater exploits!

## Message from The President




☐  ☐ Holy greetings, in the name of our Lord, and Savior Jesus Christ.

Indeed, it's with great pleasure and humbleness of heart that I welcome you to Apostolic Faith International Schools of Ministry. (AFISM) .As you browse through your Prospectus, I trust you will be as excited as we are for the various opportunities that are being offered here.

It is the will of the Father for us to know and understand the purposes of our calling, and to make full proofs of our ministry. Therefore, these classes were designed with you in mind, to take you in the realm of the supernatural. Thank you for allowing us to journey with you in this season of your life. Sit back, buckle your seat belts, and relax, the unprecedented awaits you!

Your President,

 ☐ Apostle Dr. Gay Owens PhD

## Message from The Dean of Students



I would like to welcome you to the Apostolic Faith International Schools for Ministry. Here at AFISM we are preparing and equipping the future leaders of our Lords Church. We are a Christian faith-based University. Our programs are prepared around the Bible. We are also aware that you have many choices when it comes to choosing a Bible school, so we thank you for choosing AFISM and entrusting your education to us.

We the faculty, staff, and students are striving to participate in God's mission for the world at a time of constant change. Therefore, we endeavor to deepen our faith and prepare ourselves spiritually and theologically for leadership to be of service for the Reign of God. There is always room for more and we welcome you whenever you are in your journey.

Dean of students

**Reverend Dr. Kevin V. Lee PhD**

# Apostolic Faith International Schools for Ministry

Equipping the called man for greater exploits



EST. 2015

## Statement of Faith

### GOD

We believe in one God, eternally existing in three persons: the Father, the Son and the Holy Spirit. (Genesis 1:1; 26-27; 3:22/ Psalms 90:2/ 1 Peter 1:2/ II Corinthians 13:14).

### Jesus Christ:

We believe in the virgin birth of Jesus Christ. Jesus is God and totally man. He died on the cross and rose again after three days to demonstrate his power over sin and death. He ascended to Heaven's glory. He is co-equal with the Father. He is King of Kings and Lord of Lords, he is returning to redeem his bride, the church. (Matthew 1:22-23/ Isaiah 9:6/ John 1:1-5, 14:10-30/ Hebrews 4:14-15/ I Corinthians 15:3-4/ Romans 1:3-4/ Acts 1:9-11/ I Timothy 6:14-15/ Titus 2:13).

### Holy Spirit:

We believe the Holy Spirit is co-equal with the Father, and Jesus Christ. He is present in the world. He lives in every Christian from the moment of Salvation. He provides the Christian with power for living, giving understanding of spiritual truths and guidance in what is right. He provides every Christian with spiritual gifts for service. We as Christians seek to live under his control daily. (II Corinthians 3:17/ John 16:7-13, 14:16-17/ Acts 1:8/ I Corinthians 2:12, 3:16/ Ephesians 1:13, 5:18/ Galatians 5:25).

### Bible:

We believe the Holy Bible is the inspired word of God, without any error, the sufficient authority in matters of faith, doctrine and Christian living. (II Timothy 1:13, 3:16/ II Peter 1:20-21/ Psalms 12:6, 119:105, 160/ Proverbs 30:5).

### Salvation:

We believe that eternal salvation is a free gift from God. Salvation is by grace through faith but we must accept it. Eternal life begins the moment one received Jesus Christ into his/her life by faith. (Romans 6:23/ Ephesians 2:8-9/ John 14:6, 1:12/ Titus 3:5/ Galatians 3:26/ Romans 5:1).

*"For the earth shall be filled with the knowledge of the glory of the LORD, as the waters cover the sea."*

*Habakkuk 2:14*

## Statement of Faith

Continues

### **Church:**

We believe that the church is composed of all who have been saved through faith in Jesus Christ. We also believe members of the true church, which is the bride of Christ, are eligible for membership in the local church. We believe that the local church should be independent, self-governing and free of any denominational control. (Matthew 16:18/ 1 Corinthians 12:12-14/ Hebrews 10:25/ Colossians 1:18).

### **Marriage:**

The Bible clearly declares that legitimate sexual relations are exercised solely between one man and one woman who have been united in marriage. Hence, sexual relations outside of marriage or individuals of the same sex violate biblical standards.

It is Gods' unique gift to reveal the union between Christ and his church and to provide for the man and the woman in marriage. The biblical standards and the means for procreation of humanity. (Genesis 2:18, 24/ Leviticus 18:22, 24, 27/ Deuteronomy 23:17/ Romans 1:26, 32/ 1 Corinthians 6:9, 18/ 1 Timothy 1:9-10/ Ephesians 5:5).

### **Baptism:**

Baptism is the cornerstone to our Christian belief. John the Baptist was ordained by God to be the predecessor of Jesus. He preached about his coming and even baptized Jesus. Being baptized is an important part of Christianity. Baptism is an act of obedience and follows a person's confession of faith in Jesus Christ. Immersion is the mode of baptism in the name of Jesus Christ. (Romans 6:3-4/ 1 Corinthians 12:13/ Galatians 3:27/ Acts 2:38, 22:16, 19:5, 1:5/ John 3:5).

### **Christian Life:**

We believe that God has called us with a "Holy Calling" to walk not after the flesh but after the spirit. God wants us to live in the power of his indwelling Holy Spirit we must allow for Gods' Holy Spirit to live through us in a daily "walk" of faith.

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*"For the earth shall be filled with the knowledge of the glory of the LORD, as the waters cover the sea."*

*Habakkuk 2:14*

# Admissions

AFISM admits student regardless of race, color, sex, nationality, ethnic origin or disability to all the rights, privileges, and programs generally made available. AFISM does not discriminate on the basis of any of these in the administration of our educational policies, admission policies, or other programs administered by the institution.

## Materials for Admission

1. Bible School Application Form (*with applicable questions answered in full.*)
2. **Non- Refundable Registration Fee of \$20.00**

## AFISM Courses Offered

Armor of God School of Prayer I & II **(ASOP)**

Elijah School of Prophets I **(ESOP)**

Elisha School of Prophets II **Advance Class (ESOP)**

Evangelism Course

General Bible I & II

Chaplaincy Course (Accelerated Course Available upon request)

Church and Business Leadership Development

Praise & Worship

Prayer and Deliverance **(TBA)**

School of Rophe

Spiritual Leadership/The Minister & His Call

Marriage & Family **(TBA)**

Mentorship Class

☐ Equipping the Called Man for Greater Exploits ☐

## POLICIES & PROCEDURES

The Apostolic Faith Schools of Ministry prospectus is the primary means the school communicates policies, procedures and regulations affecting tuition, admission, registration, classrooms on and offline, graduation, or withdrawals. A second source is the student handbook which student would receive at initial orientation. All students have both the right and the responsibility to know these policies and procedures.

### Attendance

Afism students are expected to be prompt and faithful in class attendance. A student is considered absent when not in attendance in a regularly scheduled class. Unexcused absences for two sessions is allowed without penalty. This exception is given to provide for absences due to personal reasons or to fulfil ministry demands. Should the student need additional days of an approved absence, he or she will need to submit a PMT request form detailing their circumstances.

All students are required to sign in whether in the online classroom or in the local classroom. Students must sign the attendance sheet at the beginning of each class, or the student will be marked absent. Students are not allowed to sign for each other. Students are solely responsible for all work required including any assignments missed because of absences. Absences do occur; however, they are handled as follows. There are two categories of absences: unexcused and excused.

**Unexcused** - Every effort is made to assist student who are providentially hindered from attending classes. The student is responsible for notifying the instructor of his/her absence via PMT request form and for contacting the instructor to arrange for all make-up work. Professors, however, are not under obligation to review missed assignments or provide supplementary instruction. Whenever possible the student should consult with the professor for any instructions or assignments in advance of a foreseeable absence.

**Excused** absences are those resulting from extenuating circumstances such as personal illness, jury duty, active military service, death in the immediate family, or previously scheduled ministry activity. In no case may the total number of absences (excused or unexcused) for any course exceed the equivalent of three weeks of class time. When absences exceed this limit, a grade of W, WP, WF, or F is required as appropriate. Individual faculty may have additional penalties or policies that are course specific due to the nature of the class requirements.

### Bursar

Apostolic Faith International Schools for Ministry is the fastest growing international online bible school that is "Equipping the Called Man for Greater Exploits."

The first step to getting you started on your way is reviewing the classes that peak your interest and registering for them through the Bursar's Office. Your Bursar will then help get you setup

by answering any and all of your questions and helping you get a customized email address for the school within the AFISM Network.

Not to fear, all this is very easy, and your Bursar is here to help meet all of your needs concerning set up, registration and tuition payments. Monthly invoices and receipts will be emailed to all students unless payments were made in full at registration. Please note, ALL students MUST make tuition payment arrangements directly with the AFISM Bursar at the start of the semester and all tuition must be paid in FULL before the end of the semester. Payment arrangements are available to fit everyone's needs but you must communicate your needs with Bursar at [AFISMBURSAR@GMAIL.COM](mailto:AFISMBURSAR@GMAIL.COM) We are excited about what the Lord is doing in your life in this season and we look forward to working with you and helping you go higher!

### Payment Methods:

**Please make all Checks Payable to AFISM** (Apostolic Faith International Schools for Ministry)

**We accept: Cash, Cash-App, certified Checks, PayPal, Zelle, Western Union, Money Gram, Money Orders**

Students are **NOT** allowed in his/her classroom without first setting up a deferred payment plan with BURSAR. (Returned checks are \$25.00)

- ❖ PayPal **Send to** [womanofdestiny1@icloud.com](mailto:womanofdestiny1@icloud.com) (Student must already have an existing PayPal account)
- ❖ Cash-App **Send to** \$Afism
- ❖ MoneyGram / Western Union/ Zelle **Send to** To use this method of payment, student must request AFISM Bank routing details Please Contact [Afismbursar@gmail.com](mailto:Afismbursar@gmail.com)



### Chapel Services

Participation of all students at these Chapels Services are **Mandatory!**

Chapel Services are designed for:

- ❖ Inspiration
- ❖ Supplemental Christian Training
- ❖ Preparation
- ❖ Provision, and
- ❖ Incorporation of both the corporate, as well as the individual growth and development of the student body.

### Chapel Assignments

All instructions for student Chapel assignments are given by the professors and must be carefully followed! A promo- video with tips for a successful Chapel assignment will be posted both online in the **"AFISM Facebook Auditorium"** and in the **"AFISM WhatsApp Group"** All students are scheduled to speak in Chapel once per month and are frequently asked to participate through song, scripture readings, prayer etc. a student is **Never allowed to ignore an assignment!**

Students are allowed to invite family, friends, co-workers and neighbors whether online or in person, this is a great way of showing how God is using you, Student can make a great impact, and they too may become inspired to become an awesome AFISM student one day.

All students are expected to exemplify good Christian ethics, both verbally and morally, in and out of the classroom environment. Excessive and boisterous behavior will not be accepted either to instructors or fellow classmates. No eating in the classrooms



In preparing men and women for professional occupations as ministers of the gospel, we deem it necessary to conform to certain standards of dress and appearance. These standards are prescribed in order to strengthen the testimony of AFISM to promote moral by emphasizing both the importance of the and the dignity of the ministry. Beards and mustaches must be kept clean and groomed. Hair *MUST be neatly groomed and well kept.*

On the **first violation**, the student will be verbally reprimanded. For any violation after that, the student will be **fined \$5.00**. **Note:** *Shirts, blouses, and sweaters must cover stomach and midriff area entirely at all times, even when arms are raised.* Cleanliness and neatness are indispensable! Specifically, during class and Chapel Services!

## Oral

No make-up will be given if an oral exam is missed. A mark of 0 will be given.

Marks will be deducted for missed written exams. If the exam is done within one week there will be a 25% reduction. Within two weeks 50% reduction. Any time after, papers will not be accepted.

## Assignments

Assignments submitted after the due date will result in a reduction in grade. If submitted within three days a 15% reduction. Within one week a 25% reduction. Within two weeks a 50% reduction. Assignments will not be accepted after two weeks.

## □ □ HONORS & AWARDS □ □

Recognitions for academic excellence is given to students who achieve outstanding grade averages, possess perfect attendance records, and ones who have displayed qualities of Christian character and spiritual maturity throughout the school year.

### HONORS & AWARDS INCLUDES:

Dean's Award/ Dr. Gay Owens Award/ Founder's Award/ Most Consistent Disciple/ Most Improved/ Most Outstanding/ Perfect Attendance / Perseverance / Questionnaires / Scholar of the Month / Spirit of Excellence / Salutatorian / Valedictorian / Youth of Promise Award.

### incomplete

An incomplete (I) mark maybe granted only in the instance of unusual circumstances such as an extended serious illness. An incomplete indicates that the work done for the course has been acceptable, but some portion of the required work is incomplete for an excusable reason. Request for an "incomplete" must be addressed in writing to the Dean of AFISM.

### Withdrawals

A grade of "W" indicates withdrawal or failure to meet attendance or other requirements. "WP" indicates the student passing at the time of withdrawal. "WF" indicates the student is not passing at the time of withdrawal.

### Refunds

A student who chooses to "withdraw" from a class for which the student has registered, whether the student has attended classes or not, must officially withdraw by completing the withdrawal form. Failure to withdraw officially will result in "W, WP, or WF" on the student record or transcript, as appropriate, even though the student may never have attended the class. A student who does not officially withdraw before the **10<sup>TH</sup> Day of October** of each academic year shall not be entitled to any refund! Refunds for tuition payments are based upon the week that the official withdrawal is signed by the Dean, not on the time that the student ceases to attend the class. No refunds of tuition paid will be given for "Withdrawals" beyond four weeks of classes, which is on or before the 10<sup>th</sup> Day of October. Payments made beyond this date of class are non-refundable! Absolutely no fees can be carried over to the next school year.

A non-refundable payment of **\$20 Per -course** is required for all applicants at registration. Students are required to settle ALL tuition balances by the first Monday after the Thanksgiving holiday. Students that officially withdraw from their courses after December 31<sup>st</sup> will be obligated to pay the entire tuition. Students whose accounts are not settled by April 30<sup>th</sup> will not be allowed to graduate and all certificates, and transcripts will be withheld.

## EMAIL, SYLLABUS, TROUBLE SHOOTING, & WORK-SHEETS.

### EMAIL

All Afism students are required to join the AFISM Network. The purpose is for the student to be able to receive their worksheets, exams, and home work assignments from their professors. All student will receive an official welcome email letter with the necessary materials required for the particular

classroom. Hence all AFISM students are solely responsible for acquiring a decent working device such as a desk top computer, note book, or laptops to receive their emails, school materials, notices etc.

## SYLLUBUS ©®

All materials used for training remains the property of AFISM

All Afism Alumni and Students are prohibited to sell, trade, exchange, share afism's materials!

## TROUBLE SHOOTING

For whatever reason(s) a student might experience email challenges, Afism urges the student to first check their devices and make sure it's working properly, if not. You may need to get repaired or purchase a new devise. In the meantime, report the matter immediately to your professor, this way temporary alternatives can be arranged until the problem be resolved. AFISM will be obliged to email the student any missing **worksheets** at least twice (*two consecutive times*) thereafter a **\$5.00** fee will be required for each worksheet.

**NOTE:** Temporary alternatives are allowed for **only** two weeks, starting from the date the student report their email issues to their professor.

## WORK-SHEETS

Worksheets are one of AFISM's methods of teaching, this will enable the students to learn the desired course contents and be able to develop achievable goals in the future. Therefore, we advise all AFISM students of how imperative it is to save their work-sheets. After receiving the work sheet(s) start saving them on a devise such as flash drives, in a desktop folder, google drive, or print and save the hard copies in a folder in your library for future use of study. Students are solely responsible for their own worksheets!

## Q & A

### Question:

Are these courses flexible enough to fit my busy schedule?

### Answer:

Definitely. AFISM epitomizes flexibility, allowing you to design a schedule that is convenient for you. You will have the privilege to join us from where ever you are in the world. Classes are given in the evening and are also available live through our Facebook AFISM Auditorium which is online and (*upon Request*) can also be available on Saturdays.

### Question:

Will I receive a certificate when I finish my course of study?

### Answer:

Yes, you will receive a certificate from AFISM signifying the completion of the entire program study. However, your certificate(s) **does not** certify you to minister. That would be the decision of your local Church leadership.

### Question:

As an international student (over-seas) who are unable to fly in for graduation, will I still be able to

graduate, and will I be able to get my certificates/diplomas?

**Answer:**

Yes, you will graduate, and your certificates/diploma will be mailed out to you.

**Question:**

What if I'm an Over-seas student, will I be able to participate in the Chapel Classroom and do my Assignments each month?

**Answer**

Yes, most definitely! Once you have officially registered through our Admin office, you will automatically get setup in our various live AFISM Classrooms (Facebook, Periscope @Apostleporsh)

## Grading Scale

To distinguish various levels of achievement in the mastery of subject material, in effectiveness of research, in fulfillment of assignments and responsibilities, or in improvement in personal and ministry skills, as appropriate for each course, the school employs the following grading system:

### Homework Assignments are a Necessary Component to Learning

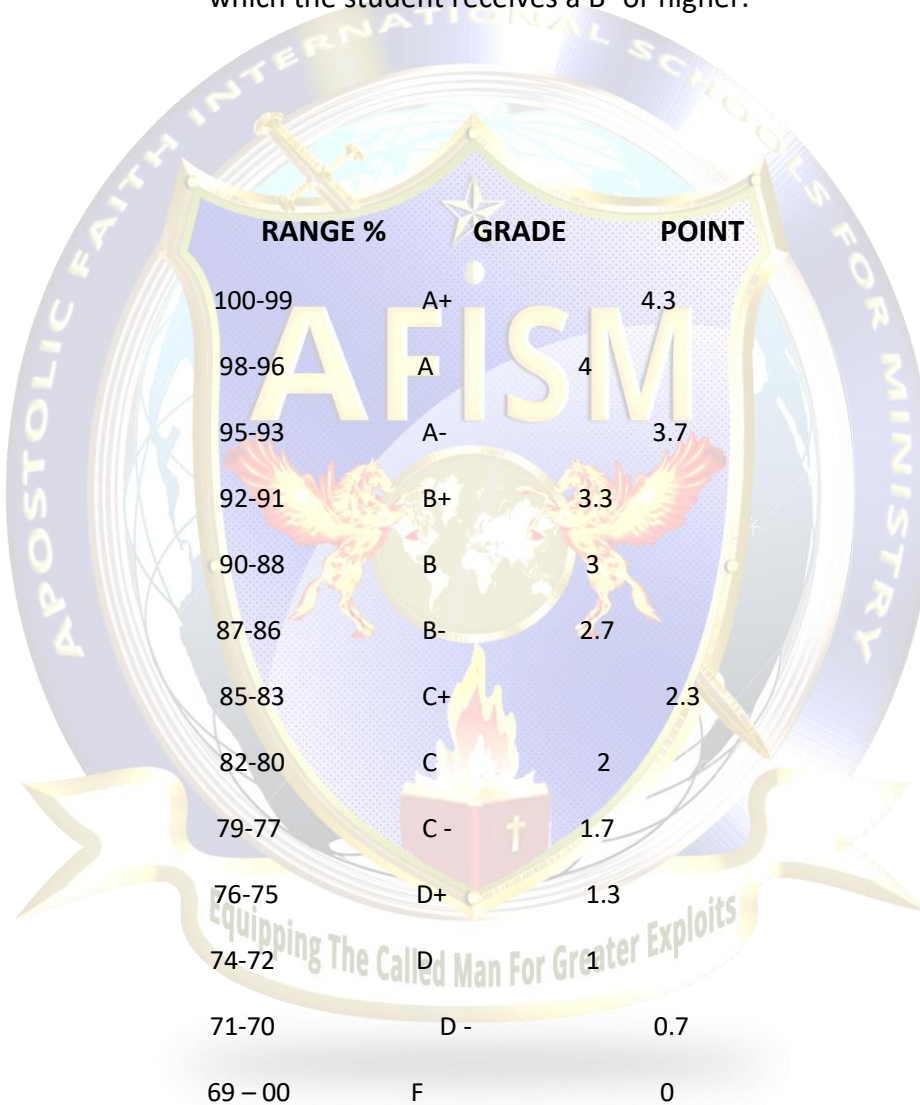
- A+, A and A- = Exceptional achievement. 🏆🏆
- B+, B and B- = Above average achievement. 😊😊
- C+, C, C- = Fair or average achievement. 😊
- D+, D and D- = Below average, minimally acceptable achievement. 😞😞😞
- F = Unacceptable achievement, failure. 😞😞
- I = Incomplete work. 😊
- W = Withdrawal during the first through the fourth weeks of regular term. 📅

### STUDENTS ARE GRADED ON:

1. ATTENDANCE = 10%
2. ASSIGNMENTS = 20%
3. PARTICIPATION = 5%
4. EXAMINATIONS = 30%

## 5. CHAPEL SERVICES =35%

Required courses in which a student receives an F must be retaken in order to fulfill graduation requirements. Courses in which a student receives a C or D may be retaken, but not courses in which the student receives a B- or higher.



RANGE %	GRADE	POINT
100-99	A+	4.3
98-96	A	4
95-93	A-	3.7
92-91	B+	3.3
90-88	B	3
87-86	B-	2.7
85-83	C+	2.3
82-80	C	2
79-77	C -	1.7
76-75	D+	1.3
74-72	D	1
71-70	D -	0.7
69 - 00	F	0

\*I

Not counted until changed

## INTERNATIONAL STUDENTS



Attention AFISM International Students! Most of our online classes begin at 7:00pm Eastern Standard Time. To help you convert the time please go to this website and put in your time and your region and it will automatically calculate for you what time your class is on live!  
<https://www.timeanddate.com/> You will be given your class time at registration.

## Social Media Contacts



Twitter

@afismbursar



Periscope @Apostleporsh



AFISM T.V.

[https://www.youtube.com/channel/UCOWKH5ZctNFh44JRd9GS\\_Hw](https://www.youtube.com/channel/UCOWKH5ZctNFh44JRd9GS_Hw)



Email Afism Bursar:

[afismbursar@gmail.com](mailto:afismbursar@gmail.com)



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