

2015



2016

ACADEMIC CATALOG



Published July 2015

Family of Faith College
P.O. Box 1805
Shawnee, OK USA 74802-1805

CHANGE OF INFORMATION NOTICE

This catalog is designed to assist current and prospective students in regard to the academic programs and administrative policies and procedures of Family of Faith College. Individuals making inquiries about details not covered in this catalog are cordially invited to visit our website or contact the college for further information.

Although this catalog was prepared on the basis of the best information available at the time, all information (including the academic calendar, admission requirements, graduation requirements, program requirements, course offerings, course descriptions, and statements of tuition and fees) is subject to change without notice or obligation.

STATEMENT OF NONDISCRIMINATION

Family of Faith College, and those persons acting in official capacities on behalf of the College, will not discriminate in hiring practices, enrollment procedures, or administrative policies against any person on the basis of race, color, national origin, sex, or physical ability.

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Academic Calendar 2015-2016

Fall Semester, 2015

Friday, August 14 ----- All Student Orientation
Monday, August 17 ----- First Day of Classes
Friday, August 28 ----- Last day to add/drop
Monday, September 7 ----- Labor Day
Thurs-Fri, November 5-6----- ICLC Leadership Conference
Thurs-Fri, November 26-27 ----- Thanksgiving Break
December 7-11 ----- Final Examinations

Spring Semester, 2016

Wednesday, January 13 ----- All Student Orientation
Thursday, January 14----- First Day of Classes
Friday, January 29----- Last day to add/drop
Thurs-Fri, March 3-4 ----- ICLC Leadership Conference
March 14-18----- Spring Break
May 9-13----- Final Examinations
May 13 ----- Graduation

Family of Faith College Contact Information

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family of faith college



2015-2016 Academic Catalog and Student Handbook

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Mission Statement

Family of Faith College was founded by the decree of the Holy Spirit for the purpose of educating, discipling, and training laborers for the Kingdom of God. The college equips students, or laborers, spiritually, academically, and practically to accomplish the Great Commission through effective service in churches, Christian schools, and businesses. The college exists to provide higher education and training in the unique environment of the New Testament pattern of church government. This government and oversight, both in churches and in the college, is provided by apostles, prophets, evangelists, pastors, and teachers working as members of teams bound together in deep covenant relationships.

Accomplishing the Mission

In order to accomplish this mission, the faculty and staff have designed a variety of traditional, online, modular, non-traditional, and guided independent study courses for Family of Faith College students. A student can take advantage of a variety of courses in order to reach his or her educational goals:

- **Traditional** courses offer a student the opportunity to take classes on campus during a 15 week fall or spring semester.
- A large selection of **online** courses are available to FFC students with several start dates throughout the year. Online courses are offered through the Knowledge Elements Educational Network (KEEN), a consortium of Christian colleges across the United States.
- **Non-traditional** courses are offered through the *ADVANCE* degree completion program. Courses meet one night each week and a student completes a 3-credit hour course in 5 weeks. Students may create a degree completion plan, or they may take only the courses they desire for further training.
- **Modular** courses, normally offered in ICLC network churches, follow an intensive seminar approach and include pre-seminar and post-seminar assignments.
- **Guided independent study** (GIS) courses follow individual timetables and normally include a student guide of assignments, quizzes, projects, and assessments. GIS courses are best accomplished when accompanied by voluntary regional or church-based study groups.

This catalog contains information for students completing any courses through the college. Please be careful to check for policies that are specific to your program!

Academic Objectives

Institutional Goals

In order to accomplish its mission, Family of Faith College has designed institutional goals so that each student will be prepared for a life of dedication and service to God. These goals incorporate growth in the student's mental abilities, professional abilities, personal character, and spiritual life. Upon completion of his studies at Family of Faith College, each student will be able to do the following:

1. Know the Word of God, have a sound theology, and be equipped to grow as a disciple of Christ in building the Kingdom of God.
2. Be professionally educated and trained in a specific field of study and be ready to function in a church, a Christian school, or a business.
3. Have a general education that will complement the specific chosen field of study.
4. Reflect the character of the revealed Christ through a devoted and selfless life in both vocational performance and daily living.
5. Function in the New Testament church according to the five-fold ministry church government pattern while exemplifying one's understanding of authority and submission.
6. Desire to go to the nations to build, to intercede, and to advance the Kingdom of God in all the earth.
7. Follow each instruction given by the Holy Spirit just as demonstrated by Christ in obedience to the Father.

Academic Objectives

The college's academic programs are designed to enable students to achieve the FFC's Institutional Goals by achieving the Specific Program Objectives unique to each program (listed with the degree programs later in this Catalog) and the Comprehensive Objectives (listed below).

Comprehensive Objectives

Each student will be able to do the following:

1. Exercise proficiency in grammar, mechanics, and usage in speaking and writing.
2. Articulate a Biblical worldview as it applied to historical events, contemporary issues, and a worldwide penetration of the gospel.
3. Demonstrate the basic scientific and mathematical skills needed to function in today's society.
4. Identify the principles of Christian character development.
5. Know the books of the Bible, their contents, and their backgrounds.
6. Identify and comprehend the fundamentals of Christian doctrine.
7. Identify and exhibit the principles of intercession.
8. Prove their commitment to interceding for the community and the world.
9. Demonstrate their ability to hear and obey the Holy Spirit.

History of Family of Faith College

Family of Faith College was founded in 1992 by Dr. Sam Matthews and Family of Faith Fellowship. At this time, the church had entered into a relationship with a handful of churches in this geographical area in order to work together to fulfill the Great Commission. Family of Faith College was founded in order to provide training for the members of these churches while maintaining the pastoral and apostolic covering that the local church provides. Today, this network of churches includes over 5,000 churches around the world! (see www.iclcnetwork.com). Family of Faith College continues to provide training for men and women from these churches, however the training can now be offered in many different formats. With the vision of training key laborers in every nation, the faculty and staff of Family of Faith College press forward to fulfill God's mandate.



Students celebrate FFC's 20th birthday.

Philosophy of Education

We believe that the Holy Bible is the true, infallible, and literal Word of God. The unquestionable philosophy of this College is that all aspects of life, including education, must agree with the Word of God. Any portion of education that is untenable with God's Word is not only useless, but damaging. It is the intent of this College to establish the power, harmony, peace, wisdom, knowledge, and understanding that the Word of God brings into the lives of those who know, understand, and obey the fullness of it. Education is more than learning information. Both what is learned and how students are taught to live will determine their ability to fulfill their vocation and call of God. Their lives must be filled and shaped by every aspect of the life of Christ. Only then will education reach its full potential of usefulness in building the Kingdom of God.



Accreditation

Family of Faith College holds accredited status by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE, 5880 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822; 407-207-0808). The College is licensed by the Department of Homeland Security to admit international students.

Administration and Governance

The College is governed by a Board of Trustees with daily oversight given by the President, the Vice-President of Academic Affairs, the Vice-President of Student Affairs, the Director of Spiritual Life, and the Vice-President of Finance and Operations.

Statement of Faith

Statement of Faith

The educational instruction and all other activities of Family of Faith College shall at all times be based upon and be consistent with the following beliefs:

1. The Bible is the mind of Christ and is the inspired, only infallible and authoritative Word of God. (Ps. 119:105, 160; 2 Tim. 1:13, 3:16-17; 2 Pet. 1:20-21)
2. There is one God manifested in three personalities: Father, Son, and Holy Spirit. God is the creator and ruler of the universe. (Gen. 1:1, 26-27, 3:22; Ps. 90:2; Is. 9:6; Matt. 1:22-23, 28:19; Jn. 1:1-15; 2 Cor. 13:14; 1 Pet. 1:2)
3. The reality of Satan and his present control over unregenerate man does exist. (John 10:10; 2 Cor. 4:4)
4. Christianity is based upon the following: The deity of our Lord Jesus Christ. (Heb. 4:14-15); His sinless life. (Rom. 1:3-4); His miracles. (Acts 2:22); His vicarious and atoning death through His shed blood. (Rom. 5:8-11; Is. 53:4-12); His bodily resurrection. (1 Pet. 1:3); His ascension to the right hand of the Father. (Acts 2:34); His personal return in power and glory as Lord of lords and King of kings. (Titus 2:13).
5. The fall of man and his lost state makes necessary a rebirth through confession and belief in the Lord Jesus Christ. (Rom. 7:23)
6. The reconciliation of man to God is by the substitutionary death and shed blood of our Lord Jesus Christ. (Rom. 5:1; 1 Cor. 15:3-4; Gal. 3:26; Eph. 2:8-9)
7. The resurrection of believers unto everlasting life and blessing in heaven, and the resurrection of unbelievers unto everlasting punishment in the torments of hell. (John 5:28-29)
8. The present supernatural ministry of the Holy Spirit among believers on the earth since the day of Pentecost and continuing until our Lord's return. The Holy Spirit brings conviction, salvation, sanctification, and empowering for the believer and for Christ's church. (Acts 1:8-11; 1 Cor. 2:12, 3:16; 2 Cor. 3:17)
9. Baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. (Matt. 3:13-17, 28:19-20; Mark 1:9-11; Luke 3:21-22; John 3:23; Acts 8:35-39, 16:30-33; Rom. 6:3-5; Col. 2:12)
10. The Lord's Supper is a symbolic act of obedience whereby believers, through partaking of the bread and the fruit of the vine, memorialize the death of Jesus and anticipate His second coming. (Matt. 26:26-30; Mark 14:22-26; Luke 22:19-20; Acts 2:41-42, 20:7; 1 Cor. 10:16, 21, 11:23-29)
11. The church is built by Jesus. The church is His body, and He is filling all things within His church. Jesus is the head of His church. The church is to announce the manifold wisdom of God and is to make disciples of all nations. (Matt. 16:18, 28:18-20; Eph. 1:18-23, 2:19-22, 3:8-12)
12. The ministry gifts of Ephesians 4:11 are seen as imperative in the building of the church. God has placed these gifts in His church for its growth and maturity. (1 Cor. 12:28; Eph. 4:11-13)
13. Oversight by a plurality of elders is to be given to the church. These elders function as equals, with one elder to serve as the first among equals. (Acts 15; 1 Tim. 3:1-7; Titus 1:5; 1 Peter 5:1-5)
14. The local church is to be autonomous; however, the local elders are to relate to extended eldership for oversight, encouragement, counsel, or correction. (Acts 15)

Bookstore

The college maintains an updated list of required textbooks and costs as well as a list of online bookstores that students may use to purchase, rent, and re-sell textbooks. Please go to the Family of Faith College website (www.familyoffaithcollege.edu) and click on TEXTBOOKS to find these resources.

Computer Availability

Computers are available in the library for word processing, research, and internet access during regular library hours. The technology fee paid by each student covers the use of the computers in the library and internet access on campus.

Copy and Print Services

College students have access to the copy machine and printer in the library. Costs for these services are covered by the Library Fee. Students must use discretion so as not to commit copyright law infractions.

Counseling and Support Services

Family of Faith College seeks to assist its students as they transition into college life and as they move toward graduation. Each student is assigned an academic adviser who prepares a degree plan that is reviewed each semester. This adviser maintains regular contact with students in order to identify needs and concerns. Students may contact their adviser with questions, problems, or complaints. Counseling can be arranged, if needed. The college staff and faculty believe that relationships are vital throughout the college experience and pledge to make themselves available to students in need.

Dormitories

Dormitory space is available to Family of Faith College students. Students desiring to live in a dormitory should contact the college office or indicate this desire on the application forms. *All students of Family of Faith College are required to live in the college dorms unless the college administration approves a written request for a waiver.* Specific waivers for exception to this policy must be submitted to the Vice-President of Student Affairs by the student. Waiver requests will be evaluated by a Housing Committee, which will be composed of faculty, student (non-voting member), and administration representatives. Unless otherwise indicated, waiver requests for off-campus accommodations will be approved for the following categories of students: (1) all students whose parents live in the Shawnee / Seminole / Meeker area and who desire to live at home; and (2) juniors, seniors, and second-year certificate students. Students who demonstrate a need for closer supervision (academic, financial, or disciplinary) may be required to live in the dorms, regardless of status. This will be determined by committee members. A freshman **may** be approved to live with a local family. Availability of housing space will be considered. Consideration may be given to age and experience of the student. Priority will be given to current student residents who desire to remain. Remaining available spaces will be allocated as follows: (1st) incoming freshmen, (2nd) students who demonstrate need for additional supervision, and (3rd) all other categories of students.

E-mail Accounts

Each student enrolled in Family of Faith College can receive a college e-mail account through the college web-site. If you would like an account, please contact the Vice-President for Student Affairs.

Facilities

Family of Faith College is located on 127 acres of highway front property seven miles north of Shawnee in central Oklahoma. Shared facilities include a 28,000 square foot multi-purpose building containing a 750-seat sanctuary, a gymnasium with adjoining kitchen facilities, 23 classrooms and offices, and a library. In addition, there is also another 10,000 square foot gymnasium, an 1,100 square foot classroom building, and mobile units for faculty offices, the student lounge, and student housing.

Financial Aid

Students who are seeking financial aid, are directed to register with the online Virtual Financial Aid Office on the FFC website (www.familyoffaithcollege.edu). There, you will be directed in completing all necessary steps to determine your eligibility for financial aid. Your first step is to complete the Free Application for Federal Student Aid (www.fafsa.ed.gov). Some students use their employer's Tuition Reimbursement program. Please call or stop by the Financial Aid office if you have any questions.

Graduate Employment

Family of Faith College has 96 graduates who are located in 8 nations and 13 states of the US. An internal review showed that 30% of these have completed graduate degrees with another 5% currently enrolled in graduate programs. Also, 73% of our graduates are in leadership positions in their local church either as a paid full-time workers, paid part-time workers, or volunteer workers. Furthermore, 59% are working in occupations directly related to their major fields of study.

International Student Services

Family of Faith College seeks to assist its international students as they transition into college life in this country. The college provides a special orientation time and a Director of International Studies for international students.

Library

The FFC Library houses a collection of books and provides many resources to assist students in their coursework. The library is open weekdays from 8:45 a.m. to 3:30 p.m., and when needed, a student may check out a key from the librarian for evening use.

The Library Catalog is available online at ffc.follettdestiny.com

The library also hosts a growing website that includes academic links and research support. Students are able to access a large number of full-text articles from academic journals, newspapers, and other sources through EBSCO-Host. Also, students are able to search and use resources from other college libraries in Oklahoma through the OKShare program. Library policies are detailed in the *Library Handbook* issued to each student and available online. Please contact the librarian for the user ID's, passwords, and OKShare cards that you need. All the links that you need for the library can be found on the FFC website.



Placement Services

The role of "placement" at this institution involves the mission of the college, an understanding of the five-fold ministry, and the roles of the pastor and the apostolic team. The five-fold ministry is a term taken from Ephesians 4:11ff.: God ". . . gave some as apostles, and some as prophets, and some as evangelists, and some as pastors and teachers for the equipping of the saints for the work of service, to the building up of the body of Christ." As the members of the apostolic team travel and advise in their sphere of ministries throughout the world, they become increasingly aware of the professional needs around them and of the people called to fill those needs. Each graduate of Family of Faith College works with his home pastor and the apostolic team members to become part of a five-fold ministry team. In this context, placement is not job advertising. Rather, it is literally placing a person in a God-ordained ministry or position. The apostolic leaders understand the needs of the nations and the ministers they support, so they can also direct and advise the ministers and release a graduate into a position with certainty and continue a relationship of support and counsel for the graduate in the future.

FFC alumni serve in the nations of Japan, Lebanon, Germany, France, Malaysia, Switzerland, South Africa, and la Reunion. Also, 30% of FFC graduates have successfully completed master degrees through The King's College & Seminary, Southwestern Baptist Theological Seminary, Oral Roberts University, Southwestern Christian University, Southern Nazarene University, Oklahoma Christian University, Walden University, the University of Alaska Southeast, Evangel University, the US Sports Academy, and Regent University.

Students with Disabilities



Family of Faith College is committed to the training of laborers for the Kingdom of God. We recognize the obligation to meet the needs of those students who come to us with physical and mental handicaps. If you have special needs, we ask that you speak with the Vice-President of Student Affairs in order to make sure every necessary accommodation is provided.

Schedules and Grades

CampusSIS is the online site for students to find information regarding schedules, grades, course requirements, past grades, and more. Once you are accepted as a student at FFC, you will be given your log-in information.

Student Activities

Orientation day is a day for fellowship and information updates for all new and returning students. The Student Council plans social events each semester, including nights out in Shawnee and Oklahoma City, day trips, volleyball games, and movie nights. Events are announced at Morning Prayer and through social media. Events can be held in the Student Lounge which allows for group meals, study groups, game nights, etc.

ICLC National Summit Conferences are scheduled twice a year, usually in November and March. Students and faculty members are blessed and strengthened through the impartations during the conference and the fellowship times between sessions.

Student Records

A permanent file of each student record is maintained in the Registrar's Office. The original student record, together with all enclosed documents, is considered the property of Family of Faith College. Student files contain correspondence and communications between the student, the college, and the public. Information within the file is maintained according to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. Family of Faith College designates the following categories of student information as public or "directory information." Such information may be disclosed by the institution for any purpose, at its discretion.

Category I: Name, address, phone number, attendance dates, student classification, e-mail address.

Category II: Previous institution(s) attended, major field of study, awards, honors, graduating information.

Category III: Past and present participation in officially recognized activities, date and place of birth.

Category IV: Grade reports and interim class evaluations by code number or ID number.

In addition to the directory information listed above, educational record information includes disciplinary and financial records.

Currently enrolled students who are not classified as dependents of a parent (as defined in Section 152 of the Internal Revenue Service Code of 1954) may decide to withhold disclosure of any category of information under FERPA. If the student is classified as a dependent, the parent(s) claiming the student as a dependent can have educational record information released without authorization of the student. Upon matriculation, students will sign an authorization for releasing any or all categories of educational record of directory information to specific people or groups. Due to the unique relationships Family of Faith College has with constituent ministries, students are advised to authorize disclosure of educational records and directory information to parents and church leaders. To change disclosure authorization while continuing as a student, written notification must be received in the Registrar's Office prior to the second week of each semester. The complete policy on disclosure of educational record information is found in the Family of Faith College *Policies and Procedures Manual*.

Transcripts

Upon written request, a student may receive a transcript of his/her permanent record. The first one will be free of charge, but each additional copy will be charged a fee. Transcripts will not be released for anyone who is not making satisfactory progress in paying his/her outstanding account balance.

Spiritual Formation

The development of a student's relationship with the Lord Jesus is the highest priority at Family of Faith College. In order to emphasize this, the Spiritual Formation program must be completed by all FFC students as a part of their degree program. For traditional, on-campus students, the requirements will involve participating in Morning Prayer time and in the Christian Service program. For distance-education students, the requirements involve the completion of various spiritual life projects.

Morning Prayer

Morning Prayer is a time for on-campus students and faculty members to unite hearts in prayer and faith to believe for God's presence, power, and provision and to intercede for His Kingdom to expand in all the earth. Because participation in Morning Prayer is a direct response to one's relationship with God, all traditional students are required to attend Morning Prayer on the specified days and times as announced during orientation. Morning Prayer provides the opportunity for deepening one's individual relationship with God, as well as, growing as a student body. With each student's relationship with God as our highest priority, we believe the discipline of an active prayer time helps the student in this pursuit. Prayer times will also include times of sharing what God is saying to each other and also praying for needs that exist among the student body. This along with other Christian Service activities help prepare each student to be an active minister in the Kingdom of God.

Christian Service

The student ministry program at FFC is designed to reinforce Biblical principles taught in classrooms and give students a practical outlet in which to live those principles. Through Christian service, students are equipped to be mature in spirit, soul, and body, and to be ready for ministry upon graduation. The Christian service program gives students a real world outlet to be salt and light while valuing the expression of Christ in the local church. Students are given ministry opportunities in the local church or community. Students will also have the opportunity to participate in ICLC conferences, as well as attend national conferences with relevant speakers



to help them grow into effective ministers. While applying practical and spiritual teaching, students are allowed to express what they are learning in the classroom environment. Based on the idea of servant leadership, students express themselves by serving ministries and the local church in all areas available. Through these opportunities, we believe that students develop into mature leaders in the Body of Christ while being able to think creatively from their experience in real church ministry. By working in teams and placing students in Christian service, students develop character traits that ministries find attractive when searching for staff. By placing an emphasis on both spiritual maturity and a servant's heart, students develop the character of Christ while being led by the Holy Spirit in personal ministry.

Christian Service for Distance Education Students

Obviously students enrolled in the Distance Education or *ADVANCE* programs cannot attend morning prayer or regularly scheduled on campus activities. However, this does not change the fact that Family of Faith College places a high priority on each student's continued and developing relationship with God. In order to help each student maintain his or her relationship with the Lord, the faculty has approved a list of Spiritual Life Projects. Each Distance Education or *ADVANCE* student must complete one Spiritual Life Project each semester. On campus students participate in the Ministry Activation program, as scheduled

Spiritual Formation Program

weekly. Distance Education and *ADVANCE* students should make arrangements to complete a Christian Service project each semester. Reporting requirements should be completed by the end of each term. The faculty is always seeking to add more projects so the options are relevant, life-breathing, and flexible. These projects are found on the college web-site and are sent out to students via e-mail. Here are a few examples of Spiritual Life projects:

- Attend church or a group Bible Study on a regular basis. The student must attend for 12 out of 16 weeks in a semester and verify this attendance by a signed statement from the pastor or leader. The student must also write a 500-word essay on the topic of "The Living and Active Word of God in My Life" that includes answers to specific questions.
- Listen to 4 sermons that you access through the Family of Faith Ministries website. For each sermon, list the sermon date, give the preacher's name, briefly summarize the content of the sermon, and describe the impact of this sermon upon your life. (www.myfamilyoffaith.com).
- Participate in an ongoing ministry through your local church, such as teaching a Sunday School class, discipleship group or Bible study, serving through a food ministry or counseling ministry, or taking part in a worship team. Your participation should be verified by a signed statement from the pastor/ leader.
- The International Christian Leadership Connections hosts two leadership conferences in Oklahoma each year. These conferences include four main sessions and children's ministry times. All students are welcome to attend a service that will count as a Spiritual Life Project. Please tell the Vice-President of Academic Affairs that you will be attending and check in with her on the day of the session. There are other conferences around the world that may be attended as well. More information on these can be found at www.iclcnetwork.com.
- Book Report: Select and read a book from the approved book list. Write a two-page book report that includes a one-page summary of the message of the book and a one-page testimony of the book's impact upon your life. The list of books is comprehensive and flexible. Please check on the college website for the most recent list, or submit your book title to the Director of Spiritual Life for approval.
- Participate in a mission trip. Complete an evangelism project by reading an article or book on evangelism, keeping an evangelism prayer journal, and documenting your witnessing opportunities.

Spiritual formation should be relevant to the calling and gifting of each student. If you feel that God is calling you to serve Him in a unique way, contact the Director of Spiritual Life!

Mission Trips

Students are occasionally invited to go on mission trips during a school term. Faculty and administrators desire to enable students to participate in mission trips since they are excellent opportunities for training, impartation, and experience. Students need to recognize the added burden a trip like this places upon one's studies, finances, and personal life. Any student who wants to go on a mission trip should first seek to be faithful in course work, prayer, service, finances, and conduct. As soon as a trip is planned, a student must make application in writing to the Vice-President of Academic Affairs. After the absences are approved, the student must complete the required form indicating each instructor's approval and the make up dates of any missed examinations or course work. The general rule is that any assignment already indicated in a course syllabus must be completed before the student leaves, while missed examinations will be made up within one week of the student's return. Students representing the college on the foreign mission field are expected to display diligence and godly character before, during, and after the trip.

General Requirements

Applicants must complete and return to the Registrar's Office all admission forms with the application fee. An application will be processed when procedures are completed and the fee is received.

Application Deadlines

TRADITIONAL STUDENTS: Application deadlines are April 1 for the fall term and October 1 for the spring term. Due to the processing time for tests, visas, etc., international students should allow a minimum of six months to complete all application procedures.

DISTANCE EDUCATION and ADVANCE STUDENTS: There are no application deadlines for distance education students. However, applicants should allow approximately two to three months to complete the application, financial aid, and registration processes.

Admission Forms for U.S. Students

- | | |
|--|---|
| 1. U.S. Student Application & Photo | 6. All High School and/or College Transcripts |
| 2. Application Fee | 7. ACT or SAT Scores |
| 3. Biographical Sketch & Statement of Call | 8. GED Scores (if applicable) |
| 4. Academic Recommendation | 9. College Covenant |
| 5. Pastoral Recommendation | 10. Statement of Faith |

- All applicants must have a high school diploma with a minimum 2.0 GPA or a GED.
- Applicants for a four-year program must take the ACT or SAT and have a minimum composite score of 20 for the ACT and 720 for the SAT in order to be admitted without probation.

Admission Forms for International Students

- | | |
|---|-------------------------------------|
| 1. Int'l Student Application & Photo | 7. TOEFL Documentation |
| 2. Application Fee | 8. Confidential Financial Statement |
| 3. Biographical Sketch/Statement of Call | 9. Guarantor & Bank Certification |
| 4. Academic Recommendation | 10. College Covenant |
| 5. Pastoral Recommendation | 11. Statement of Faith |
| 6. High School and/or College Transcripts | |

- All applicants must have a high school diploma or equivalent.
- All applicants for whom English is a second language and have not graduated from an English speaking school are required to present a minimum paper-based score of 500 or a minimum computer-based score of 173 on the *Test of English as a Foreign Language (TOEFL)*. All other international students have the option of taking the TOEFL or ACT.
- All applicants must complete a *Confidential Financial Statement* and *Guarantor and Bank Certification* confirming their ability and intent to pay all tuition, fees, room, board, books, and any additional expenses incurred while attending the college.
- It is recommended that medical insurance be secured for the duration of studies before arrival. Insurance is not readily available in the U.S. for foreign students.
- Each applicant must finalize agreements with the Registrar for the I-20 to be issued.
- Applicant must obtain a student visa from the nearest U.S. Consulate after the I-20 is issued.
- Dropping below full-time enrollment can put an international student's visa status in jeopardy, therefore international students must take at least 12 credit hours per semester.

Admission Forms for Distance Ed. Students

1. Student Application & Photograph
 2. Application Fee
 3. Biographical Sketch & Statement of Call
 4. All High School/College Transcripts
 5. Statement of Faith
 6. ACT or SAT Scores (if applicable)
 7. GED Scores (if applicable)
 8. TOEFL Documentation (if applicable)
 9. Complete 2 Recommendations:
Pastoral, Academic, and/or Professional
- All applicants must have a high school diploma with a minimum 2.0 GPA or a GED.
 - U.S. Applicants for a four-year program must take the American College Test (ACT) or Scholastic Aptitude Test (SAT) and have a minimum composite score of 20 for the ACT and 720 for the SAT.
 - All applicants for whom English is a second language and who have not graduated from an English speaking school are required to present a minimum paper-based score of 500 or a minimum computer-based score of 173 on the *Test of English as a Foreign Language (TOEFL)*. All other international students have the option of taking the TOEFL or ACT.

Admission Forms for *ADVANCE* Students

1. *ADVANCE* Application Form
 2. Application Fee
 3. Biographical Sketch & Statement of Call
 4. All College Transcripts
 5. Submit 2 Recommendations:
Pastoral, Academic, and/or Professional
- Applicants must have a GPA of 2.0 or better (on a 4.0 scale) on all prior academic work.
 - Applicants must have completed at least 50 credit hours from a regionally or nationally accredited institution of higher learning.
 - Applicants must be 25 years of age or older, or must complete an admissions interview.
 - Any applicant not meeting these requirements may petition for consideration by the Admissions Committee.

Part-Time Students

Each part-time student must complete the same application and registration requirements that are required for a full-time student. Part-time status is enrollment in one to eleven credit hours per semester. A degree may be earned on a part-time basis, but all requirements must be completed within ten years from the date of first enrollment. International students on campus must have special permission to drop below full-time status.

Transfer Students

Students transferring from other institutions must complete all of the enrollment forms. Those desiring to transfer credit hours must have a complete, official transcript forwarded to the Vice-President of Academic Affairs from the former institution. All hours transferred must meet current college credit transfer policies. Transfer students with an overall grade point average below 2.0 may be admitted on probation at the discretion of the Admissions Committee.

The college will consider the transfer of credit hours from accredited college-level institutions for courses that are similar in content to those offered at this college. If the applicant transfers from a non-accredited college-level institution, transfer credit will be based upon the course description and the educational qualifications of the instructor. The applicant may be required to furnish a course description catalog from the transferring institution before judgment will be made concerning the transfer of credit. FFC reserves the right to refuse the transfer of credit hours from any institution that does not meet academic standards that are deemed reasonable. Only those courses carrying a grade of at least a "C" will be considered for transfer. Regardless of the applicant's GPA at the transferring institution, a GPA of 2.0 or more must be attained in courses at this college to satisfy graduation requirements.

Worship Program Auditions

An audition will be required for all applicants to the BA Church Ministry—Worship emphasis program in order to assess their level of proficiency in music theory and performance. Please see other degree completion requirements under **Academic Programs**.

Registration Procedures

Once a student is accepted into the college, he will meet with his academic adviser and create a degree-completion plan. Each semester, the student will meet with the Registrar for enrollment in courses and to arrange payment of tuition and fees. The Registrar will then enroll the student in the courses.

If the course is not an online course, the student will receive all arrangements and contact information when he/she enrolls each semester. If the course is an online course, the student will receive his/her User-ID and password from Knowledge Elements Educational Network (KEEN). He will receive an e-mail from KEEN indicating his enrollment in a particular course. The student will be able to log-in and complete personal information on the opening day of the course.

The student is responsible for obtaining required textbooks and resources. The college maintains a list of online bookstores that students may use to purchase books, rent and re-sell textbooks. Please go to the Family of Faith College website (www.familyoffaithcollege.edu) and click on TEXTBOOKS to find these resources.

CampusSIS

CampusSIS is the place for students to find information regarding schedules, grades, course requirements, past grades, and more. You can obtain log-in information from the college office.

www.campussis.com—click on Log In

Course Numbers and Prefixes

The letters in each course number represent the curriculum area of the course:

BIB Bible and Theology	BUS Business	CHD Healing/Deliverance
CSP Christian Service	ENG English	GEN General Education
HIS History	INT Intercession	MAT Mathematics
MIN Ministry	PED Professional Ed	SCI Science

The last digit in the course number indicates the number of credit hours awarded for a given course. The middle digit helps distinguish courses at the same level and with the same number of credit hours. The first digit of the course number indicates the recommended level for the course:

100 Entry-Level Courses	400 Senior Level Courses
200 Sophomore Level Courses	500 ADVANCE degree completion courses
300 Junior Level Courses	600 ADVANCE degree completion courses

Add/Drop Procedures

In order to drop a course, a student **must** contact the Vice-President for Student Affairs. You should remember that simply telling another student or instructor of your intention to drop a course does not fulfill your responsibilities to the college. Please be sure you complete all paperwork and have the necessary approval of the college administration. You must also pay the \$20 Add/Drop fee for each course that you drop. The tuition refund policy for all courses is stated in the Financial Information section of this Catalog.

Registration Information

Audit of Courses

Course Audit involves attending and participating in class discussion without completing any homework or tests. Distance education courses may not be audited. No enrollment procedures are required, but the audit fee must be paid in advance. Audited classes will not be recorded on a part-time student's transcript. For information on auditing traditional courses or *ADVANCE* courses, please contact the college office.

Catalog Requirements

Students must follow the program plans as listed in the catalog published for their year of entry. If the college changes program requirements, continuously enrolled students may choose to either continue with the original program requirements or change to complete ALL of the revised program requirements. Any student not maintaining continuous enrollment must meet the requirements of the catalog of the most recent year of entry. Course substitutions are only allowed in extreme circumstances and must be approved by the Vice-President of Academic Affairs.

Transferring from Certificate to Degree

Students may transfer from a certificate to a degree program after approval is obtained from the Admissions Committee. A statement of intent to transfer should be made to the registrar who will submit the student's letter and a copy of his/her transcript to the committee for a decision. Upon approval of the transfer, credit will be given for those courses in which a "C" or better was obtained. No credit will be given for audited courses. Credit for courses transferred from other institutions will follow the same guidelines as stated in the "Transfer of Credit" policy.

Students currently enrolled in a certificate program who transfer to a degree program must meet all admissions requirements for the degree program, including high school diploma.

Withdrawal

If any student is forced to withdraw from the college, regardless of the circumstances, it must be done in an official manner. If a student withdraws in good standing, i.e. passing the class at the time of withdrawal, and all current fees are paid, the student's permanent record shall indicate that the withdrawal is reversible, and the student may return in subsequent semesters without completing admission procedures as a new student. A notation of "WP" will be placed in the student's transcript indicating a withdrawal in good standing.

If any student withdraws without good standing, admission procedures as a new student must be completed and all outstanding fees must be paid before re-entry will be considered. Students withdrawing without good standing shall have a record in the Registrar's Office that indicates a dishonorable withdrawal and a grade of "WF" shall be recorded for all courses during the semester of withdrawal.

Course Cancellation

Any course without sufficient enrollment may be canceled by the college administration without prior notice. Any student signed up for a course that is canceled will not pay the add/drop fee.

Credit by Examination

Family of Faith College accepts up to 30 credits from exams taken through the following programs:

1. CLEP;
2. International Baccalaureate;
3. Advanced Placement; and,
4. Military Training.

The Family of Faith College exams are offered one week before the semester begins. Students interested in taking any of these tests should register with the Registrar. There is an administrative fee for each exam. A fee will be applied to all credits accepted as a result of examination. Please see the college office for more information.

A student may receive credit for other freshman and sophomore level courses by taking the College Level Examination Program (CLEP) subject examinations. Anyone desiring to take these tests must see the Vice-President of Academic Affairs. After scores are received, an interview will be scheduled to determine credit to be awarded.

International students who have successfully completed International Baccalaureate ("IB") courses may receive credit for those courses if the courses are compatible with the program of study at Family of Faith College. The student must submit an original copy of the transcript showing the final course grade and, if necessary, an English translation of the transcript and explanation of the marking system used. A fee may be applied for credits awarded.

If a student completed an advanced placement ("AP") course or courses in high school and successfully completed the course final exam, credit may be awarded for that course. The student must submit the original copy of the official notification of the final score. A fee may be applied to credits awarded.

Military veteran students who have completed military training related to their chosen field of study at Family of Faith College may receive course credit for that training. The student must submit a transcript and/or certification of completion and written explanation of how the training relates to the specific course of study. A breakdown of time spent in training (classroom versus practical) must be included. Specific course credits may be awarded after a conference between students and members of the Family of Faith College faculty and/or administration. A fee may be applied to credits awarded.

Credit by Demonstrated Competency (CDC)

Credit by Demonstrated Competency (CDC) is awarded to students in recognition of knowledge gained through non-college courses, on-the-job training, personal study, or other means whereby specific knowledge is gained. Credit may be granted for knowledge gained that is equivalent to content taught in a specific course at Family of Faith College and corresponds to a specific degree plan for which the applicant is enrolled. A maximum of 30 hours can be awarded for CDC. Applicants for CDC will submit a portfolio that specifically documents knowledge gained for each specific course. The specific portfolio requirements are available in the Family of Faith College Policy and Procedures manual. CDC requests must be submitted prior to the last semester of the junior year. There is a fee for review of each course request. If the credit is applied to a specific course, tuition will be charged for the credit hours awarded for that course, unless the student elects to substitute the course with a higher-level course taken at Family of Faith College, in which case no tuition will be charged.

Graduation Requirements

Each candidate for graduation must:

- Complete the entire prescribed curriculum for his chosen field of study, including coursework, Spiritual Life projects and Christian service projects.
- Earn a minimum of a 2.0 grade point average at Family of Faith College.
- Receive at least "C" grade in all professional education courses for education majors and all biblical/theological and ministry courses for ministry majors.
- Display the development of Christian character.
- Complete a graduation interview with the College President or his designated representative during the semester of graduation.
- Be recommended for graduation by the faculty.
- Be current on all financial obligations with Family of Faith College.
- Attend commencement activities, if possible.

Graduation Honors

To achieve academic recognition at Family of Faith College, a student must have completed at least sixty-four credit hours at this college and must have completed all graduation requirements. The scholastic honors, according to grade point average, are as follows:

Summa cum laude = 3.70 - 4.00; Magna cum laude = 3.50 - 3.69; Cum laude = 3.30 - 3.49

Graduation & Retention Rates

In compliance with the Student-Right-to-Know Act of 1991, Family of Faith College reports the following graduation and retention rates.

Retention Rates for First-Time Students Pursuing Bachelor's Degrees

Retention rates measure the percentage of first-time students who are seeking bachelor's degrees who return to the institution to continue their studies the following fall. Please note that FFC's smaller enrollment numbers can cause a greater fluctuation in percentages than those of a larger college

Percentage of Students who began studies in Fall 2011 and returned in Fall 2012 = 67%

Overall Graduation and Transfer-Out Rates

Known as the "Student Right to Know" or IPEDS graduation rate, this rate tracks the progress of students who began their studies as full-time, first-time degree- or certificate-seeking students to see if they complete an academic program within 150% of "normal time." These rates are determined from students who began their studies in Fall 2005. FFC also reports a transfer-out rate, which is the percentage of the full-time, first-time students who transferred to another institution. (Note: not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate. At this institution, 50% of entering students were counted as "full-time, first-time" in 2011.)

Overall Graduation Rate = 25%

Overall Transfer-Out Rate = 25%

Bachelor's degree graduation rates

Bachelor's degree graduation rates measure the percentage of entering students beginning their studies full-time and are planning to get a bachelor's degree and who complete their degree program within a specified amount of time.

Percentage of Full-time, First-time Students who graduated in the specified amount of time

Students beginning in Fall 2005 graduating in 4 years = 25%

Students beginning in Fall 2005 graduating in 6 years = 25%

(<http://nces.ed.gov/collegenavigator/?q=family+of+faith+college&s=OK&id=443058#retgrad>)

Orientation

The administration recognizes the importance of being informed about student services, academic success, course requirements, available staff members, the Atheneo courseware, study tips, research services, academic advising, and other information that will help students transition into a successful pattern of study. Traditional students attend Orientation and complete a First Term Success course on campus. We ask that each distance education student complete a review of a PowerPoint Orientation presentation as well as reading through this handbook. Questions should be directed to the Vice-President of Academic Affairs or the Vice-President of Student Affairs.

Counseling

All college students need help at one time or another. Students face MANY new situations, such as starting courses, making life changing decisions, changing their routines, handling additional financial requirements, and building new relationships with students and instructors. The Family of Faith College staff knows that it can be hard! That is why we have several people available to help you throughout and beyond your college career. We are committed to your success in life. Take time to seek counsel and find victory!

Staff members want you to succeed in every area of your life. Please contact us!

Academic Advising

Each time you register for a new semester of courses, you will review your academic plan with an advisor. The college is committed to insuring that the courses you need are available for completion within the proper time-frame. We all know that life situations arise, necessitating a change of plans. Your advisor will be able to re-work your timeline with you and make sure you stay on the road to completion.

Financial Aid Office

The Financial Aid Director on campus can assist you with questions, documentation, options, and general counsel. Please call or stop by the Financial Aid office if you have any questions.

Finding Friendship—even though off campus

One of the best things about college is building relationships with different people. The camaraderie of the college classroom encourages people to continue and to finish their studies. It would be a tragedy if a student were to complete a distance education program and never get to know his fellow students or supporting faculty members. We encourage you to take advantage of chapel services, attend semi-annual Conferences, join the online college community through the college website, and even visit campus as you are able.

Personal Assistance

Whatever your needs are, be assured that you can find counsel and prayerful support at Family of Faith College. If you have pastoral and/or parental support, we encourage you to share with them your victories, your concerns and your frustrations so they can keep praying for you. But, also remember that the FFC staff members want you to succeed in every area of your life. Please contact us!

Academic Help and Tutoring

One of the biggest challenges in college is the coursework. And, one of the biggest concerns in distance education is the implication of the word “distance.” The traditional faculty members on the Family of Faith College campus enjoy being available to their students and have agreed to be available to answer questions and give assistance to our distance education students as needed. Also, the instructors selected through Knowledge Elements Educational Network are known for working with and assisting students. If you ever encounter difficulties in your studies, you should immediately ask for assistance from your instructor. If you cannot access the instructor, please phone or e-mail the Vice-President of Academic Affairs immediately so she can find someone to provide direction or tutoring for you.

Academic Success—Get Your “GAME ON!”

Get Support! Communication will help your parents, spouse, children, boss, friends, and pastor understand what is going on in your life. When they know this is a priority, they will do what they can to help you obtain your goal. Ask for prayer and help, especially when you are facing a busy week.

Ask for Help! There are many ways you may need help, and there are many people who can help you. Be sure and contact your on-line instructor OR your on-campus staff members. They are here to make sure you finish with excellence!

Manage your Time. Write out your weekly and monthly plans so you know what is most important (including time for family and rest). Get a calendar and circle ‘due dates’ in red so everyone knows when they are coming. Become familiar with the assignments so you can schedule “bite size” accomplishments. Use “down-time” (soccer practice, in the orthodontist’s waiting room, and lunch breaks) to your advantage. Keep a textbook and notepad with you for these occasions.

Eliminate things that hinder. Identify those areas that could hinder your studies (reading speed, note-taking, writing skills, citation of resources, computer skills). Get help with these areas and you will move forward with confidence! Also, remember that your degree is a life-goal worth achieving. Set aside any nonessential activities that you can pick up again when you are done.

Organize! Find a place with less distraction that can be used for study such as the library. If you cannot find a desk or table where things can be left out, then find a book-bag or backpack that you ONLY use for course materials. Make sure you have a calendar and that you use it!

Name your Needs! Eat well. Stay hydrated. Rest well. Take a day off to revive yourself. Exercise—even a short, brisk walk can clear your mind and help you focus when you need to.



Research Basics

Each kind of information source has a different way to find things within it. However, the basic organization is the same. All information sources have the following:

- A title
- An author
- A listing of the item for you to find by topic or subject in a catalog or record somewhere
- A place that it is located, either in print or online (in a library, in a database, etc.)
- An index, table of contents, abstract, or subject links that concisely tell what it is about
- A date or time that it was created and/or accessed online

With that in mind, use your information sources in the following way:

- Books --- Use the library catalog to locate a book, check the table of contents (front) or the index (back) of the book, and skim a few chapters to see if it will provide useful information.
- Newspapers --- Use the index on the newspaper, or use the newspaper database available through EBSCO, check the article's first paragraph to see if it will provide useful information.
- Research Databases --- Use the databases to locate relevant items, check item subject links and abstract to see if it will provide useful information.
- Internet Websites --- Use the FFC list of reliable Internet websites, or search on your own. Evaluate the validity of the website by checking the reliability of who wrote the information, and for what purpose it was written, how current it is, and how credible the information is.
- Personal interviews --- Establish the credentials and background of the person being interviewed, prepare the questions to ask in advance, write or tape the interview and ask for the right to quote the person in your work.
- Television and Radio Shows --- You can get written transcripts of some of these from the EBSCO database, Newspaper Source. Review them to see if they will provide useful information.
- Be creative in locating other sources, such as academic papers and historical documents.

Database Access

To access articles for class and to research thousands of academic sources, Family of Faith College students are eligible to use SIRS Discoverer, EBSCOHost periodicals, and OCLC FirstSearch through the Oklahoma Department of Libraries (ODL). EBSCO Research Databases provide a broad spectrum of information sources for all levels of users, from elementary children to college professors. Each of the databases included with EBSCOHost has a particular level of user and a particular kind of information that it includes, and most are updated daily. In order to easily access these resources, ODL has provided a web link from the ODL Digital Prairie main page.

www.odl.state.ok.us/prairie/index.htm

- Log on to the Internet and go to the website above. Be sure to add the ODL Digital Prairie main page to your favorites.
- Select your database host option.
- Enter the appropriate customer/user ID and password. You should remember that the passwords change annually. You can obtain the needed information from the Librarian or the college office.

Available Databases

Take the time to become familiar with the key aspects of the different databases, as highlighted below for your benefit.

Academic Search Premier - This multi-disciplinary database provides full text for more than 4,600 journals, including full text for nearly 3,900 peer-reviewed titles. PDF backfiles to 1975 or further are available for well over 100 journals, and searchable cited references are provided for more than 1,000 titles.

Business Source Premier - *Business Source Premier* is the industry's most used business research data-base, providing full text for more than 2,300 journals, including full text for more than 1,100 peer-reviewed titles. This database provides full text back to 1886, and searchable cited references back to 1998. *Business Source Premier* is superior to the competition in full text coverage in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics.

ERIC - *ERIC*, the Education Resource Information Center, contains more than 1.3 million records and links to more than 323,000 full-text documents dating back to 1966.

MasterFILE Premier - Designed for public libraries, this multidisciplinary data-base provides full text for nearly 1,700 periodicals with full-text information dating as far back as 1975. Covering virtually every subject area of general interest, it also contains full text for nearly 500 reference books and over 164,400 primary source documents, as well as an Image Collection of over 592,000 photos, maps & flags.

Funk & Wagnalls New World Encyclopedia - Provides over 25,000 encyclopedic entries.

Health Source - Consumer Edition - The richest collection of consumer health information available to libraries world-wide, providing information on many health topics including the medical sciences, food sciences and nutrition, child-care, sports medicine and general health. Provides access to nearly 80 full text, consumer health magazines.

MAS Ultra - School Edition - Designed specifically for high school libraries, this database contains full text for nearly 500 popular, high school magazines. Also provides more than 360 full text reference books, 85,670 biographies, over 107,000 primary source documents, and an Image Collection of over 510,000 photos, maps & flags, color PDFs and expanded full text backfiles (back to 1975) for key magazines.

Middle Search Plus - *Middle Search Plus* provides full text for more than 140 popular, middle school magazines. All full text articles included in the database are assigned a reading level indicator (Lexiles). Full text is also available for thousands of biographies and historical essays. *Middle Search Plus* also contains 84,774 biographies, 105,786 primary source documents, and a collection of photos, maps and flags.

Military & Government Collection - Designed to offer current news pertaining to all branches of the military and government, this database offers a thorough collection of periodicals, academic journals, and other content pertinent to the increasing needs of those sites. Provides cover-to-cover full text for nearly 300 journals and periodicals and indexing and abstracts for more than 400 titles.

Newspaper Source Plus - *Newspaper Source Plus* includes more than 860 full-text newspapers, providing more than 35 million full-text articles and more than 857,000 television and radio news transcripts.

Primary Search - *Primary Search* provides full text for more than 70 popular, magazines for elementary school research. All full text articles included in the database are assigned a reading level indicator (Lexiles), and full text information dates as far back as 1990.

Professional Development Collection - Designed for professional educators, this database provides a highly specialized collection of nearly 520 high quality education journals, including more than 350 peer-reviewed titles. This database also contains over 200 educational reports. *Professional Development Collection* is the most comprehensive collection of full text education journals in the world.

Regional Business News - This database provides comprehensive full text coverage for regional business publications. *Regional Business News* incorporates coverage of more than 80 regional business publications covering all metropolitan and rural areas within the United States.

TOPICsearch - *TOPICsearch* contains full text for over 150,961 articles from 475 diverse sources including international and regional newspapers, EBSCO's unparalleled collection of periodicals, biographies, public opinion polls, book reviews, pamphlets, and government information.

GreenFILE - *GreenFILE* offers well-researched information covering all aspects of human impact to the environment. Its collection of scholarly, government and general-interest titles includes content on global warming, green building, pollution, sustain-able agriculture, renewable energy, recycling, and more. The database provides indexing and abstracts for more than 384,000 records, as well as Open Access full text for more than 4,700 records.

Other Databases - Bibliography of Native North Americans; Health Source: Nursing/Academic Edition; MEDLINE; Library, Information Science & Tech Abstracts; Book Collection Nonfiction: Elementary School Edition, Middle School Edition, and High School Edition.

Using the Research Databases

You can follow this step-by-step guide to use the research databases provided through the Family of Faith College library.

1. Go to the EBSCO Research Databases. Scroll down to and click on EBSCO HOST WEB.
2. Select which database(s) you want to use. Each database title has a short description of what kind of information you can locate within it. Then click CONTINUE.
3. In the FIND box, type in the topic search word. In the REFINE SEARCH area below, check the box, FULL TEXT (so that you only get hits with the full article and not just the bibliographic information). Click SEARCH.
4. Looking at the results of the search, how many items were found for the topic? 1-10 of 101 means that there are 101 items found, and you are looking at the first 10.
5. To arrange the items so the closest matches come first on the list, look to the right top to SORT BY, click on the down arrow, and click on RELEVANCE. (If information is time sensitive, select DATE). The database will re-sort the list for you.
6. Look at the left sidebar for a subject that is more closely related to your specific topic. If you want to use this feature, click on NARROW RESULTS BY then click on your preferred subject area.
7. Select one of the titles that looks promising. Quickly look at two areas: SUBJECT TERMS and ABSTRACT. These give you a short summary of what the article is about. If it looks useful, you will want to read the entire article below and keep it.
8. Obtain the information for writing your bibliography:
 - The title of the article
 - The author
 - The source where it was originally published (magazine, newspaper, journal, including volume number, issue number, page number)
 - The database in which you have found it
 - The date you obtained it
9. Click PRINT on the database top line (*not* print from your browser). Click ESTIMATE NUMBER OF PAGES so you know how many pages will be printed before you decide to print. You may prefer to email the article to yourself. Click on RESULTS LIST to go back to the ALL RESULTS for additional articles.

Financial Information

Tuition Costs

Tuition.....\$190 per credit hour

Fees per Semester

Library Fee..... \$25 per semester
Syllabus Fee..... \$5 per credit hour
Technology Fee..... \$75 per semester

Dormitory

Dormitory Deposit.....\$50 one-time fee
Dormitory.....\$300 per month

Other Fees, as applicable

Add / Drop Fee\$20 per course
Application Fee.....\$25 (non-refundable)
Audit Fee\$100 per course
Graduation Fee.....\$50
On-Line Course Fee ...\$100 per course
Student ID cards.....\$10 per semester
Transcript Request\$3 per request
CDC Evaluation\$25/credit hour applied for
CDC Credit granted....\$25/credit hour transcribed

Payments and Outstanding Accounts

Tuition may be paid in four or five equal monthly payments. All other fees must be paid in full at the start of the semester or as otherwise incurred. Arrangements must be made at the beginning of each semester. ***Balances must be paid in full at the end of each semester.*** The college accepts payments by VISA and MasterCard. Unpaid account balances will hinder a student from continuing his studies. Please contact the Financial Aid Office if you need assistance in this area. Furthermore, transcripts will not be issued for students who are not making satisfactory and faithful progress in paying any outstanding account balance.

Financial Aid

With the help of the Financial Aid Director, students utilize the Virtual Financial Aid Office (VFAO) to complete the financial aid process. Each student seeking financial assistance must complete the *Free Application for Federal Student Aid (FAFSA)* and include the Family of Faith College federal school code (036763). This number ensures that our VFAO receives the *Institutional Student Information Record (ISIR)* so that potential sources for financial assistance can be identified. Students and prospective students are encouraged to complete their tax forms and *FAFSA* early in the calendar year because some monies are only awarded early in the calendar year. Additional documentation is usually required to process a student's financial aid package, be sure that you have your income tax records, W2's, and Social Security documents. To receive and retain financial aid, students must meet all federal standards regarding documentation and Satisfactory Academic Progress. Details of these standards will be provided to all students receiving financial aid.

You should register as a user with the VFAO and complete your Student Interview.

<http://familyoffaithcollege.edu/financial-info/financial-aid/>

You will then be directed to a link to complete the FAFSA.

**The Federal School Code
for Family of Faith College is 036763.**

Employer Tuition Reimbursement

The student must provide two things to the Financial Aid Office: (a) a copy of the employer's Tuition Reimbursement Plan/Policy, and (b) a letter from the employer stating when and how the tuition reimbursement payments will be made. If the employer's plan calls for payment at the end of each course or at the end of the semester, the plan must be approved by the Vice-President of Finance and Operations. The College will provide the cost of tuition along with a notification of the student's successful completion of modular courses or a semester according to the employer's requirements for reimbursement. If the tuition reimbursement plan covers less than 100% of the tuition, the student will be required to pay at the beginning of each semester the portion of tuition not covered by the employer tuition reimbursement. The student will be responsible for the payment of any portion of the tuition in the event the employer does not pay the agreed upon tuition reimbursement.

Refund Policy for On-Campus Courses

If a student decides to terminate his enrollment at Family of Faith College prior to the end of the semester, he must notify the registrar *in writing* specifically noting his termination date if he is seeking a refund of monies. Refunds due to the student will be paid within 30 days from the termination date. All other refunds will be paid within 60 days from the termination date. In all instances, the refunds shall be calculated from the last date of attendance.

Rejection: An applicant rejected by the school shall be entitled to a refund of all monies paid less the stated application fee.

Three-Day Cancellation: All monies paid by an applicant will be refunded if requested within three days of enrolling and making an initial payment.

Other Cancellations:

- Termination prior to the 1st day of class: applicant is entitled to a refund of all monies paid minus the application fee.
- Termination during the 1st week of the semester: the college retains 10% of the stated tuition, not to exceed \$350.
- Termination during the period from after the 1st week through the 8th week of the semester: the college retains not less than 10%, but pro-rates refunds on the number of days of class before withdrawal.
- Termination after the 8th week of the semester: the student is not entitled to a refund of tuition. Therefore, the college will retain 100% of the stated tuition.
- Monies paid for housing not used as a result of termination will be refunded on a pro-rata basis, using a 30-day month as a basis for calculating the daily charge.

Refund Policy for Online Courses

The most significant date for online courses is the Class Start/ First Login Day.

- If a student withdraws in writing before the first login day of online classes, the student is allowed a 100% refund of tuition.
- If a student withdraws in writing during the first week of online classes, the student will be entitled to a 90% refund of tuition.
- If a student withdraws in writing during the second week of online classes, the student is allowed a 40% refund of tuition.
- After the second week of online classes, no tuition refund will be given.
- *The Online Course Fee is NOT refundable.*

Financial Information

Refund Policy for *ADVANCE* Courses

If a student decides to terminate enrollment at Family of Faith College prior to the scheduled end of the semester and seeks a refund from Family of Faith College, he must notify the Registrar *in writing to officially withdraw*. A form for this purpose can be obtained from the Registrar's office upon request. This notification must contain the student's termination date. Refunds due to the student will be paid within 30 days from the official termination date. All refunds shall be calculated from the official withdrawal date. The student will not be entitled to a refund from Family of Faith College if official withdrawal procedures are not followed. Refer to Family of Faith College's Return to Title IV Funds policy for details concerning refunds, repayment obligations, and/or late disbursements of Federal Title IV Student Financial Aid (a copy of this policy can be requested from the Financial Aid Office). Tuition is calculated on a semestral basis. Since it is quite possible that a student may have to withdraw in the middle of an academic year (that is, between semesters), refunds can be calculated on a semestral basis.

Rejection: An applicant rejected by the school shall be entitled to a refund of all monies paid less the stated application fee.

Three-Day Cancellation: All monies paid by an applicant will be refunded if requested within three days of making an initial payment.

Other Cancellations:

- Termination prior to the first day of class: applicant is entitled to a refund of all monies paid minus the registration fee.
- Termination during the first week of the semester: the college retains 10% of the stated tuition, not to exceed \$350.
- Termination during the period from after the first week through the eighth week of the semester: the college retains not less than 10%, but prorates refunds on number of days of class.
- Termination after the eighth week of the semester: the student is not entitled to a refund of tuition. Therefore, the college will retain 100% of the stated tuition.

Repayment of Federal Aid

If the tuition, fees and housing costs were paid with financial aid monies, all or a portion of the student's refund must be returned to the student aid programs from which the money was awarded. A student who receives a cash disbursement to assist with living expenses and then withdraws, drops out, or is expelled, may be required to **repay** money to the aid programs from which the money was awarded.



Attendance

Students are required to attend scheduled classes. If a class is missed, it is the student's responsibility to make up any assigned work to the course instructor's satisfaction. A student missing ten percent of the semester class hours will be reported to the Vice-President of Academic Affairs by the course instructor. Any student absent for more than twenty percent of the scheduled class hours in the semester will receive a grade of "F" for the course regardless of the actual grade achieved. Exceptions to this policy may be granted only under very extraordinary circumstances by written petition to the College President or his designated representative.

Because **ADVANCE** courses meet only 5 sessions, a student may only miss 1 class per course. If more than 1 class is missed, the student will receive a withdrawal grade. When possible, the student should arrange an alternative assignment with the instructor of the modular course. The instructor, at his/her discretion, may be willing to give an alternative assignment that will take a minimum of four hours to complete. The grade for that assignment will then become the class participation grade for the class session that the student has not attended. By missing class, and not completing a makeup assignment, the student will lose the grade for class participation.

Class Standing

Freshman Less than 32 credit hours completed

Junior 64 to 95 credit hours completed

Sophomore 32 to 63 credit hours completed

Senior ... More than 95 credit hours completed

Examinations

All examinations must be taken on the designated date at the designated time set by the course instructor. If an examination is missed, the student is required to contact the appropriate course instructor who will decide if and how the examination is to be made up. Penalties incurred for such are at the discretion of the individual faculty member.

Grading System

A (100-90)	4.0 Grade Points	AU	Audit
B (89-80)	3.0 Grade Points	CR	Credit
C (79-70)	2.0 Grade Points	FX	Failure, Excess Absences
D (69-60)	1.0 Grade Points	I	Incomplete
F (59-0)	0.0 Grade Points	WP	Withdrawal in Good Standing
		WF	Withdrawal when Failing

Grade Policies

A student may repeat a course once in which a grade of "D" or "F" is received. All final grades earned will appear on the official transcript, but if a course is repeated, only the most recent grade will be used in calculating the student's GPA. If a student repeats a course at another institution, the grade received at this college is the only grade that will be used to determine the GPA. Students must obtain approval from the College Registrar to repeat a course and will pay normal tuition prices for courses repeated.

Incomplete Courses

If a student is unable to complete course requirements during a term, he can discuss with his instructor the possibility of obtaining an "Incomplete" for the course. If the instructor agrees, the student may receive extra time to complete course requirements. If a student does not discuss this option with the instructor and does not fulfill all coursework, the student will receive an "F" for the course.

Academic Integrity

Family of Faith College students must maintain a high level of academic integrity. It is important that a student completes his or her own work for all assignments. All students should be familiar with the following definitions and policies. When in doubt, a student should contact his instructor for clarification and direction on citing, summarizing, paraphrasing and quoting sources.

The word **plagiarism** comes from the Latin word for kidnapper and literary thief and is defined as using the ideas or words of another as one's own. Plagiarism is a serious offense that can be grounds for failure of a course or even expulsion from college. Plagiarism includes, but is not necessarily limited to: direct copying without citation; paraphrasing or summarizing the ideas of another without citation; and presenting as one's own research paper one that has been purchased or obtained in some way from another source. All information except "common knowledge" and the student's own thoughts must be documented. Common knowledge is information that most educated people know, although they might have to remind themselves of certain details by looking up information. If the student is uncertain whether it is knowledge held in common or knowledge learned from research, he should credit the source. A student's own thoughts include the student's own ideas, conclusions, and opinions drawn from the research he does.

If the instructor has determined that plagiarism has taken place, the instructor will report the incident and present the evidence to the Vice President of Academic Affairs who will use this information to determine if any other violations have occurred by the same student. The instructor will provide the student an opportunity to write a paper that would be of acceptable quality to the instructor. The paper would receive a grade of "0", but would be counted as having been submitted. If the student fails to submit a paper in the time as determined by the instructor, the student will have the paper appear as "incomplete" and the policy for incomplete work will be applied. The faculty will assign a member to counsel with the student for a period of one semester. Counseling will involve regular contact and a Bible study using standard topic guidelines. The student will submit a written apology to whomever the faculty deems appropriate. If the instructor feels the violation warrants more than the above and/or for repeated offenses by the same student, a quorum of core faculty members will be assembled to consider the incident. Upon a majority vote, the following actions may be taken by the faculty: For more than one incident that occurs in the same semester (same or different classes), the minimum penalty will usually apply. The faculty may determine that failure of one or all of the courses is warranted. For more than one incident that occurs in different semesters, the general penalty would be failure of the course in which the second violation occurs. If repeated violations occur after counseling and warning, the faculty may elect to suspend or expel the student. Single violations that the faculty determines warrants more than the minimum penalty could result in failure of the course, probation, suspension, or expulsion.

Cheating is generally considered to be the act of copying someone else's answers to a test or a quiz in a class for a grade. It can also involve any other form of misrepresentation in an attempt to improve the (grade) position of the student. This could include, but is not limited to such things as copying the answers of another student on a test or quiz, providing false statements regarding amount of material read during the semester, and possession of and/or use of "cheat sheet" during a test or quiz.

After the instructor determines that cheating has taken place, the instructor will contact the student(s) involved and explain what has been discovered. The instructor will provide the student a chance for defense. If the defense is unacceptable, the instructor will assign a grade of "F" for that assignment with no opportunity for retaking it. The student will be required to submit a written apology to the faculty and to the individual faculty member for the class in which the violation occurred. Additionally, the student will be required to participate in counseling. During this period of counseling, the student will prepare a paper from a Bible study using a standard topic guideline. Repeated violations will be dealt with by majority vote of a quorum of core faculty members. This can lead to such further actions as probation, suspension, or expulsion.

Academic Probation and Suspension

FFC has established minimum GPA levels that indicate satisfactory academic progress. If the cumulative GPA is below the minimum GPA listed below, the student is placed on academic probation:

- If a student has attempted 1-23 credit hours, he must have a minimum 1.50 GPA
- If a student has attempted 24-39 credit hours, he must have a minimum 1.75 GPA
- If a student has attempted 40-55 credit hours, he must have a minimum 1.90 GPA
- If a student has attempted 56 credit hours, he must have a minimum 2.00 GPA

Failure to reach the above minimum averages for two consecutive semesters will result in the suspension of the student from the college. Students under academic suspension may apply to the Vice-President of Academic Affairs for reinstatement. Reinstatement of the student is not automatic, but depends on the quality of evidence submitted to justify the belief that normal progress will be made toward satisfaction of program requirements. Reinstated students must pass all courses attempted for each succeeding semester. Students under academic probation and reinstated students may be required to limit their course loads to the minimum full-time requirement of 12 credit hours.

Behavioral Probation, Suspension, Expulsion

Students are expected to sign and abide by the College Covenant. Anyone observed or reported violating the Word of God in any ethical or moral way at any time will be brought before a Disciplinary Committee that may recommend corrective and restorative action. The Committee's actions may include, but not be limited to: probation, suspension, or expulsion. The student may defend himself before the Committee.

Probation: Students committing infractions not requiring suspension or expulsion may be placed on disciplinary probation by the Disciplinary Committee. The probationary period will last thirty (30) days, but may be extended by the Committee. During this period the student will complete whatever disciplinary instructions given by the Committee. Failure to complete the instructions will result in an extension of probation or other such action the Committee deems necessary. During the probationary period, all class attendance and exam privileges will be retained. The student's transcript will not denote disciplinary probation. Students placed on disciplinary probation may not appeal to the Appeals Board.

Suspension and Expulsion: Students may be placed on suspension by the Committee with the length of time being at the discretion of the Committee. The suspended student will not be allowed to attend class, turn in assignments, take exams, do make up work, or receive tapes of missed classes. The student will receive a grade of "0" for class work and exams during the period of suspension. When the Committee determines that the suspension should be terminated, the student will receive written permission to return to class. The student's transcript will note the dates of suspension. If the Committee determines that the student has not made sufficient progress during the suspension period, the student may be expelled.

The Committee may immediately expel a student for moral or disciplinary failure or after an unsuccessful period of suspension. The student's transcript will reflect the date of expulsion. Students disqualified from attending Family of Faith College for disciplinary reasons may apply for re-entry after one full academic year has elapsed. The student must satisfy inquiries of the Appeals Board concerning character and conduct changes to the Board's complete satisfaction. The student must submit at least three character reference letters with his application for readmission, one of which must be a detailed account from his pastor. The Appeals Board has final authority and must give its approval before the Admissions Committee can act on the application for re-admission.

Financial Suspension

Formal and legally binding arrangements for payment of tuition and fees will be made with the Financial Aid Office at the time of enrollment. All charges must be paid by the end of the semester to enroll the next semester. Students who have remaining balances at the end of a semester will be placed on financial suspension. These students will receive budget counseling with a strict plan to pay back the obligation.

Grievances and Appeals

Grievances: The student should first attempt to quickly resolve all grievances with instructors, staff, or administrators. If the issue cannot be resolved, the student should present a written and detailed account of grievances to the Vice-President of Academic Affairs or the Vice-President of Student Affairs. The matter will be presented to the Grievance Committee appointed by the President. If the student's grievance involves any member of the Grievance Committee, the President or his delegated authority will appoint an alternate member for this particular case. The Grievance Committee's decision is final, and the President will receive a full report of the findings.

Appeals: Any student who has been suspended or expelled by the Disciplinary Committee may appeal in writing to the Appeals Board within two working days of notification of the Committee's action. The Board must meet within seven working days of receipt of the appeal. The Board may investigate the situation and call witnesses. The decision of the Board is final.

Other Policies and Procedures

Family of Faith College has established policies on other issues in higher education. If not included in this catalog, the policies are included in syllabi or shared as needed. The *FFC Policies and Procedures Manual* is available in the college office. Any questions regarding the policies and procedures of the college should be directed to the Vice-President of Academic Affairs or the Vice-President of Student Affairs.

Alcohol and Drug-Free Campus Policy

Family of Faith College seeks to ensure the health and well-being of all students and employees. Therefore, it has been and shall continue to be the policy of this college to prohibit the illegal use, possession, sale, delivery, or manufacture of drugs, or the possession, use, or sale of alcohol by any college student or employee.

Family of Faith College employees and students are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use or being under the influence of illegal drugs or alcohol on the college campus, at off-campus facilities owned or controlled by the college or as part of college sponsored activities. All categories of employees and students are subject to this policy and to applicable federal, state and local laws.

Legal sanctions under local, state, and federal law:

Various federal, state and local statutes make it unlawful to manufacture, distribute, dispense, deliver or sell controlled substances. The college shall take all actions necessary and consistent with state law, federal law and applicable college policy to eliminate illegal drugs and alcohol from the college community. Family of Faith College will enforce all OK state laws dealing with purchase, possession, and consumption of alcohol by minors.

Alcohol and Drug - Free Campus Policy (cont.)

Health risks associated with use of illicit drugs and/or abuse of alcohol:

Every drug, including alcohol, is a potential poison which may cause disability and death if it is taken incorrectly into the body, consumed in wrong amounts, or mixed indiscriminately with other drugs. Drugs cause physical and emotional dependence. Drugs, and their harmful side effects, can remain in the body long after use has stopped. The extent to which a drug is retained in the body depends on the drug's chemical composition, that is, whether or not it is fat-soluble. Fat-soluble drugs such as marijuana, phencyclidine (PCP), and lysergic acid diethyl amide (LSD) seek out and settle in the fatty tissues. As a result, they build up in the fatty parts of the body such as the brain and reproductive system. Such accumulations of drugs and their slow release over time may cause delayed effects weeks, months, and even years after drug use has stopped. There are many health risks associated with the use of illicit drugs and the abuse of alcohol including: organic damage, impairment of psychological processes and mental functioning, and physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects, or fetal alcohol syndrome. Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS and other infections. If used excessively, the use of alcohol or drugs singly, or in certain combinations, may cause death.

Drug and Alcohol Counseling, Treatment, and Rehabilitation Programs:

Family of Faith College provides confidential counseling to students having drug and alcohol related problems. This service is furnished at no cost to the students. Referral services are also provided for professional counseling, treatment, and rehabilitation programs that are available. The cost of these professional services is normally the responsibility of the individual concerned or his insurance carrier.

Drug and Alcohol Abuse Education Programs:

Information on drug and alcohol abuse education programs can be found in the Vice President of Student Affairs Office. The Vice President of Student Affairs will refer them if necessary.

Penalties and Sanctions:

Appropriate action shall be taken in all cases in which students are determined to be in violation of the Drug-Free Schools and Communities Act Amendments of 1989 as implemented by this policy. Any alleged violation of the Act as implemented by this policy by a student of the college shall be reported to the Vice-President of Student Affairs or the Director of Spiritual Life. The circumstances surrounding the offense and the facts as determined by appropriate investigation will be fully reviewed prior to a decision on the action to be taken. Possible disciplinary sanctions for failure to comply with the provisions of this policy may include one or more of the following: Recommendation for professional counseling, warning/reprimand, probation, mandatory participation in, and satisfactory completion of, a drug and alcohol abuse program or a rehabilitation program, suspension, expulsion, referral for prosecution, or other appropriate disciplinary actions, or any related state mandatory consequences.

Policies on Sexual Harassment and Offenses

It is the policy of this college to provide students and employees with an environment for learning and working that is free of sexual harassment whether by members of the same sex or opposite sex. College administrators are responsible for assuring that effective measures are taken to implement this policy's procedures. It is a violation of this policy for any member of the college community to seek gain, advancement, or consideration in return for sexual favors, or to make any intentionally false accusations of sexual harassment. It is a violation of this policy for any member of the college to engage in verbal or physical sexual harassment. Any person who feels offended by the behavior of any other person in the FFC community is encouraged to resolve the problem informally prior to filing a complaint according to the enforcement procedures below. Any person who has been accused of sexual harassment pursuant to the

College Policies

terms of this policy, who retaliates against his or her accuser in any manner, shall be charged with violating this policy. Any member of this college community who is found in violation of this policy will be subject to appropriate sanctions, which may include discharge, expulsion, or probation.

Penalties and Sanctions:

Any member of the college community who believes that he or she has experienced sexual harassment as defined in this policy should immediately notify his or her immediate supervisor, the College President, Vice President of Student Affairs, Vice President of Academic Affairs, or the Director of Spiritual Life. Any complaints of sexual harassment must be filed within 60 days from the date of the alleged harassment. The complainant shall explain, in writing, the nature of the harassment and indicate what remedy he or she seeks. The College President, working with the Administrative Cabinet, shall promptly and confidentially investigate the complaint. In determining whether the alleged conduct constitutes sexual harassment, the supervisor/administrator will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual conduct, the context in which the conduct occurred, and the history of the relationship between the parties. During the investigation, the individual accused of sexual harassment must be given an opportunity to respond, either orally or in writing, to the complaint. After the investigation of the complaint, the supervisor may propose mediation in order to secure a written agreement that satisfies all parties to the complaint. A resolution by agreement of the parties may include the imposition of a sanction upon the accused individual, which the accused individual agrees to accept as a sanction. If such an agreement is reached, a copy of the agreement shall be provided to each of the parties involved. If no agreement is reached between the two involved parties, the matter will go before the Board of Trustees with whom the final decision and action rests.

If you are a Victim of a Sexual Assault:

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Victims should retain all clothing worn during the attack and should not shower or use the restroom, and should not disturb the scene of the attack if at all possible. The college administration strongly advocates that a victim of sexual assault report the incident in a timely manner, as time is a critical factor for evidence collection and preservation. An assault should be reported directly to an administrator or a faculty member.

Confidential Reporting:

Students should remember that reports can be made confidentially. The college will insure that a college representative accompanies the student through the reporting process, if desired. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will (1) ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim; (2) provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam), and (3) assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and college's disciplinary committee, or only the latter. A college representative will guide the victim through the available options and support the victim in his or her decision. Both the accuser and the accused are entitled to have others present during the disciplinary meeting. Both parties will also be informed of the committee's decision which may include expulsion (this statement does not constitute a violation of the Family Educational Rights and Privacy Act, or FERPA). The victim will be informed of the various counseling options available from the college, through Family of Faith Church, and through Project Safe. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.



Program Objectives for the Bachelor of Arts in Church Ministry

In addition to the Comprehensive Objectives, students completing the Bachelor of Arts in Church Ministry will be able to do the following:

1. Interpret and exegete the Word of God as they minister the Word through preaching and teaching.
2. Articulate and model a biblical philosophy of leadership, vital church ministries, and ethical issues.
3. Demonstrate leadership ability in various ministries of the church.

BIBLICAL / THEOLOGICAL STUDIES 42 Hours

BIB 103	Christian Character Development
BIB 113	Biblical Principles of Intercession
BIB 123	New Testament Survey
BIB 133	Old Testament Survey
BIB 213	Old Testament Prophets
BIB 223	Basic Theology 1
BIB 233	Basic Theology 2
BIB 303	Biblical Basis of Church Leadership
BIB 313	Biblical Foundations of Worship
BIB 323	Synoptic Gospels
BIB 333	Pauline Epistles 1
BIB 343	Pauline Epistles 2
6 hours	Biblical / Theological Studies Electives

GENERAL STUDIES 39 hours

ENG 113	English Composition 1
ENG 123	English Composition 2
GEN 113	Fundamentals of Speech
GEN 213	Sociology
HIS 113	U.S. History
HIS 123	U.S. Government
HIS 133	World History
HIS 143	Contemporary History
HIS 313	Global Society
MAT 223	College Algebra
SCI 223	Earth Science
SCI 263	General Biology
3 hours	General Studies Electives

PROFESSIONAL STUDIES 49 hours

MIN 203	Homiletics & Preaching Lab
MIN 213	Evangelism
MIN 231	Biblical / Theological Research Meth.
MIN 253	Church History 1
MIN 263	Church History 2
MIN 303	Introduction to Modern Missions
MIN 313	Church Planting
MIN 343	Principles of Biblical Counseling
MIN 413	Comparative Religions
MIN 423	Pastoral Ministry
MIN 433	Christian Ethics
MIN 443	Church Administration
MIN 453	Senior Paper
MIN 473	Senior Practicum
PED 203	Introduction to Christian Education
6 hours	Professional Studies Elective

CHRISTIAN SERVICE

6 hours of the following

CSP 111	Christian Service
CSP 121	Christian Service
CSP 131	Christian Service
CSP 141	Christian Service
CSP 151	Christian Service
CSP 161	Christian Service
CSP 171	Christian Service

Academic Programs



Program Objectives for Bachelor of Arts in Church Ministry—Business Emphasis

In addition to the Comprehensive Objectives, students completing the Bachelor of Arts in Church Ministry (Business Emphasis) will be able to do the following:

1. Interpret and exegete the Word of God as he ministers the Word through preaching and teaching.
2. Articulate a biblical philosophy of leadership, vital church ministries, ethical issues, and evangelism.
3. Demonstrate leadership ability in various ministries and in management and business operations.
4. Prepare and analyze financial statements.
5. Use biblical, statistical, economic, and legal principles in order to make sound business decisions.

BIBLICAL/THEOLOGICAL STUDIES 42 hours

BIB 103	Christian Character Development
BIB 113	Biblical Principles of Intercession
BIB 123	New Testament Survey
BIB 133	Old Testament Survey
BIB 213	Old Testament Prophets
BIB 223	Basic Theology 1
BIB 233	Basic Theology 2
BIB 303	Biblical Basis of Church Leadership
BIB 313	Biblical Foundations of Worship
BIB 323	Synoptic Gospels
BIB 333	Pauline Epistles 1
BIB 343	Pauline Epistles 2
6 hours	Biblical / Theological Studies Electives

GENERAL STUDIES 39 hours

ENG 113	English Composition 1
ENG 123	English Composition 2
GEN 113	Fundamentals of Speech
GEN 213	Sociology
HIS 113	U.S. History
HIS 123	U.S. Government
HIS 133	World History
HIS 143	Contemporary History
HIS 313	Global Society
MAT 223	College Algebra
MAT 353	Probability and Statistics
SCI 223	Earth Science
SCI 263	General Biology

PROFESSIONAL STUDIES 48 hours

BUS 503	Management Principles
BUS 523	Microeconomics
BUS 533	Accounting Concepts for Managers
BUS 603	Organizational Behavior
BUS 633	Entrepreneurship & Small Business
BUS 643	Financial Management
MIN 203	Homiletics & Preaching Lab
MIN 213	Evangelism
MIN 303	Introduction to Modern Missions
MIN 313	Church Planting
MIN 343	Principles of Biblical Counseling
MIN 413	Comparative Religions
MIN 433	Christian Ethics
MIN 443	Church Administration
MIN 473	Senior Practicum
PED 203	Introduction to Christian Education

CHRISTIAN SERVICE 6 hours

6 hours of the following	
CSP 111	Christian Service
CSP 121	Christian Service
CSP 131	Christian Service
CSP 141	Christian Service
CSP 151	Christian Service
CSP 161	Christian Service
CSP 171	Christian Service
CSP 181	Christian Service



Program Objectives for Bachelor of Arts in Church Ministry—Christian Healing Emphasis

In addition to the Comprehensive Objectives, students completing the Bachelor of Arts in Church Ministry (Christian Healing Emphasis) will be able to do the following:

1. Articulate a practical, effective, and transferrable model of Christian based prayer for deliverance, physical healing, inner healing, evangelism, and pastoral ministry.
2. Display a discipleship lifestyle of providing healing prayer ministry in their local churches and community.
3. Demonstrate leadership ability in various ministries of the church.
4. Interpret and exegete the Word of God as they minister.

BIBLICAL/THEOLOGICAL STUDIES 42 hours

BIB 103	Christian Character Development
BIB 113	Biblical Principles of Intercession
BIB 123	New Testament Survey
BIB 133	Old Testament Survey
BIB 213	Old Testament Prophets
BIB 223	Basic Theology 1
BIB 233	Basic Theology 2
BIB 303	Biblical Basis of Church Leadership
BIB 313	Biblical Foundations of Worship
BIB 323	Synoptic Gospels
BIB 333	Pauline Epistles 1
BIB 343	Pauline Epistles 2
6 hours	Biblical / Theological Studies Electives

GENERAL STUDIES 39 hours

ENG 113	English Composition 1
ENG 123	English Composition 2
GEN 113	Fundamentals of Speech
GEN 213	Sociology
HIS 113	U.S. History
HIS 123	U.S. Government
HIS 133	World History
HIS 143	Contemporary History
HIS 313	Global Society
MAT 223	College Algebra
SCI 223	Earth Science
SCI 263	General Biology
3 hours	General Studies Electives

PROFESSIONAL STUDIES 48 hours

CHD 203	Physical Healing 1
CHD 213	Physical Healing 2
CHD 223	Inner Healing 1
CHD 233	Inner Healing 2
CHD 243	Deliverance 1
CHD 253	Deliverance 2
MIN 213	Evangelism
MIN 253	Church History
MIN 303	Introduction to Modern Missions
MIN 353	Awakenings and Revivals
MIN 413	Comparative Religions
MIN 473	Senior Practicum
PED 203	Introduction to Christian Education
9 elective credits chosen from other MIN or WOR courses:	

CHRISTIAN SERVICE 6 hours

6 hours of the following

CSP 111	Christian Service
CSP 121	Christian Service
CSP 131	Christian Service
CSP 141	Christian Service
CSP 151	Christian Service
CSP 161	Christian Service
CSP 171	Christian Service
CSP 181	Christian Service



Program Objectives for Bachelor of Arts in Church Ministry—Prayer & Intercession Emphasis

In addition to the Comprehensive Objectives, students completing the Bachelor of Arts in Church Ministry (Prayer and Intercession Emphasis) will be able to do the following:

1. Articulate a practical, effective, and transferrable model of Christian based prayer for deliverance, physical healing, inner healing, evangelism, and pastoral ministry.
2. Demonstrate leadership ability in various ministries of the church.
3. Interpret and exegete the Word of God through preaching, teaching, and intercession.

BIBLICAL/THEOLOGICAL STUDIES 42 hours

BIB 103	Christian Character Development
BIB 113	Biblical Principles of Intercession
BIB 123	New Testament Survey
BIB 133	Old Testament Survey
BIB 213	Old Testament Prophets
BIB 223	Basic Theology 1
BIB 233	Basic Theology 2
BIB 303	Biblical Basis of Church Leadership
BIB 313	Biblical Foundations of Worship
BIB 323	Synoptic Gospels
BIB 333	Pauline Epistles 1
BIB 343	Pauline Epistles 2
6 hours	Biblical / Theological Studies Electives

GENERAL STUDIES 39 hours

ENG 113	English Composition 1
ENG 123	English Composition 2
GEN 113	Fundamentals of Speech
GEN 213	Sociology
HIS 113	U.S. History
HIS 123	U.S. Government
HIS 133	World History
HIS 143	Contemporary History
HIS 313	Global Society
MAT 223	College Algebra
MAT 353	Probability and Statistics
SCI 223	Earth Science
SCI 263	General Biology

PROFESSIONAL STUDIES 49 hours

CHD 203	Physical Healing 1
CHD 223	Inner Healing 1
CHD 243	Deliverance 1
INT 101	Intro to Prayer and Intercession
INT 213	Spiritual Warfare
INT 223	Intercession for the Nations
INT 453	Prayer Ministry Practicum
MIN 213	Evangelism
MIN 253	Church History
MIN 303	Introduction to Modern Missions
MIN 353	Awakenings and Revivals
MIN 413	Comparative Religions
MIN 423	Pastoral Ministry
PED 203	Introduction to Christian Education
WOR 333	Spirit Led Worship
And 6 elective credits chosen from other MIN or CHD courses	

CHRISTIAN SERVICE 6 hours

6 hours of the following

CSP 111	Christian Service
CSP 121	Christian Service
CSP 131	Christian Service
CSP 141	Christian Service
CSP 151	Christian Service
CSP 161	Christian Service
CSP 171	Christian Service
CSP 181	Christian Service



Program Objectives for Bachelor of Arts in Church Ministry—Worship Emphasis

In addition to the Comprehensive Objectives, students completing the Bachelor of Arts in Church Ministry (Worship Emphasis) will be able to do the following:

1. Articulate a biblical philosophy of worship and integrate practical and biblical knowledge of using music in worship.
2. Accurately read, write, and perform music demonstrating ability through performance and composition as it applies to a church setting.
3. Describe the history of music in worship that shows a knowledge of the Word of God, of music and worship history.
4. Express a biblical, prophetic and intercessory theology and history of worship.
5. Effectively utilize the necessary character, leadership skills, and musical proficiency required of a worshiper

BIBLICAL/THEOLOGICAL STUDIES 42 hours

BIB 103	Christian Character Development
BIB 113	Biblical Principles of Intercession
BIB 123	New Testament Survey
BIB 133	Old Testament Survey
BIB 213	Old Testament Prophets
BIB 223	Basic Theology 1
BIB 233	Basic Theology 2
BIB 303	Biblical Basis of Church Leadership
BIB 313	Biblical Foundations of Worship
BIB 323	Synoptic Gospels
BIB 333	Pauline Epistles 1
BIB 343	Pauline Epistles 2
6 hours	Biblical / Theological Studies Electives

GENERAL STUDIES 39 hours

ENG 113	English Composition 1
ENG 123	English Composition 2
GEN 113	Fundamentals of Speech
GEN 213	Sociology
HIS 113	U.S. History
HIS 123	U.S. Government
HIS 133	World History
HIS 143	Contemporary History
HIS 313	Global Society
MAT 223	College Algebra
SCI 223	Earth Science
SCI 263	General Biology
3 hours	General Studies Electives

PROFESSIONAL STUDIES 49 hours

WOR 201	Worship Practicum
WOR 213	Musical Theory for Worship 1
WOR 223	Musical Theory for Worship 2
WOR 233	Introduction to Worship Ministry
WOR 243	History of Music and Worship
WOR 313	Song Writing
WOR 323	Worship Team Leadership
WOR 333	Spirit Led Worship
WOR 453	Worship Internship
PED 203	Introduction to Christian Education
And 24 credits chosen from approved CHD and MIN courses.	

CHRISTIAN SERVICE 6 hours of CSP

CSP 111 through CSP 181 Christian Service

OTHER REQUIREMENTS

- Prior to graduation, students must demonstrate proficiency in guitar or piano as well as in singing. This may require the student to take private lessons at his expense.
- If a student does not demonstrate the basic aptitude in Music Theory, he must complete an assigned curriculum before enrolling in Worship courses.



Program Objectives for Certificate in Church Ministry

Students completing the Certificate in Church Ministry will be able to do the following:

1. Interpret and exegete the Word of God as he ministers the Word through preaching and teaching.
2. Articulate and model a biblical philosophy of leadership, vital church ministries, and ethical issues.
3. Identify the principles of Christian character development.
4. Know the contents of the books of the Bible and their backgrounds.
5. Identify and comprehend the fundamentals of Christian doctrine.
6. Identify and exhibit the principles of intercession.

BIBLICAL / THEOLOGICAL STUDIES 36 hours

BIB 103	Christian Character Development
BIB 113	Biblical Principles of Intercession
BIB 123	New Testament Survey
BIB 133	Old Testament Survey
BIB 213	Old Testament Prophets
BIB 223	Basic Theology 1
BIB 233	Basic Theology 2
BIB 303	Biblical Basis of Church Leadership
BIB 313	Biblical Foundations of Worship
BIB 323	Synoptic Gospels
BIB 333/343	Pauline Epistles 1 or 2
3 hours	Biblical / Theological Studies Elective

CHRISTIAN SERVICE 4 hours

4 hours of the following

CSP 111	Christian Service
CSP 121	Christian Service
CSP 131	Christian Service
CSP 141	Christian Service
CSP 151	Christian Service
CSP 161	Christian Service
CSP 171	Christian Service
CSP 181	Christian Service

PROFESSIONAL STUDIES 24 hours

MIN 203	Homiletics
MIN 213	Evangelism
MIN 303	Introduction to Modern Missions
MIN 313	Church Planting
MIN 413	Comparative Religions
MIN 423	Pastoral Ministry
MIN 433	Christian Ethics
3 hours	Professional Studies Elective



Program Objectives for Certificate in Church Ministry—Worship Emphasis

Students completing the Certificate in Worship Ministry will be able to do the following:

1. Identify the principles of Christian character development.
2. Know the contents of the books of the Bible and their backgrounds.
3. Identify and comprehend the fundamentals of Christian doctrine.
4. Identify and exhibit the principles of intercession.
5. Articulate a biblical philosophy of worship and integrate practical and biblical knowledge of using music in worship.
6. Accurately read, write, and perform music demonstrating ability through performance and composition as it applies to a church setting.
7. Describe the history of music in worship that shows a knowledge of the Word of God, of music and worship history.
8. Express a biblical, prophetic and intercessory theology and history of worship.
9. Effectively utilize the necessary character, leadership skills, and musical proficiency required of a worshiper and a worship leader.

BIBLICAL / THEOLOGICAL STUDIES 30 hours

BIB 103	Christian Character Development
BIB 113	Biblical Principles of Intercession
BIB 123	New Testament Survey
BIB 133	Old Testament Survey
BIB 213	Old Testament Prophets
BIB 223	Basic Theology 1
BIB 233	Basic Theology 2
BIB 303	Biblical Basis of Church Leadership
BIB 313	Biblical Foundations of Worship
3 hours	Biblical / Theological Studies Elective

PROFESSIONAL STUDIES 31 hours

MIN 303	Introduction to Modern Missions
WOR 201	Worship Practicum
WOR 213	Musical Theory for Worship 1
WOR 223	Musical Theory for Worship 2
WOR 233	Introduction to Worship Ministry
WOR 243	History of Music and Worship
WOR 313	Song Writing
WOR 323	Worship Team Leadership
WOR 333	Spirit Led Worship
WOR 453	Worship Internship
3 hours	Professional Electives (MIN)

CHRISTIAN SERVICE 4 hours

4 hours of the following	
CSP 111	Christian Service
CSP 121	Christian Service
CSP 131	Christian Service
CSP 141	Christian Service
CSP 151	Christian Service
CSP 161	Christian Service
CSP 171	Christian Service
CSP 181	Christian Service

Other Requirements

- Prior to graduation, students must demonstrate proficiency in guitar or piano as well as in singing. This may require the student to take private lessons at his expense.
- If a student does not demonstrate the basic aptitude in Music Theory, he must complete an assigned curriculum before enrolling in Worship courses.



Program Objectives for Bachelor of Arts in Education

In addition to the Comprehensive Objectives, students completing the Bachelor of Arts in Education will be able to do the following:

1. Verbalize a biblically sound philosophy of Christian education and discourse the philosophical, social, and historical foundations of education.
2. Describe the relationship between human development, behavior adjustment, the learning process, and individual differences.
3. Demonstrate the use of a variety of instructional methods and evaluation and assessment procedures.
4. Be skilled in the use of classroom management principles.
5. Identify and apply the Oklahoma's General Competencies for Licensure and Certification and incorporate into lesson plans the Oklahoma Core Curriculum of the Oklahoma State Department of Education and the national teaching standards.
6. Exhibit mastery and teaching ability in the subjects of math, reading, language arts, science, history,

BIBLICAL / THEOLOGICAL STUDIES 30 hours

BIB 103	Christian Character Development
BIB 113	Biblical Principles of Intercession
BIB 123	New Testament Survey
BIB 133	Old Testament Survey
BIB 213	Old Testament Prophets
BIB 223	Basic Theology 1
BIB 233	Basic Theology 2
BIB 303	Biblical Basis of Church Leadership
PED 203	Introduction to Christian Education
3 hours	Biblical / Theological Studies Elective

GENERAL STUDIES 39 hours

ENG 113	English Composition 1
ENG 123	English Composition 2
GEN 113	Fundamentals of Speech
GEN 213	Sociology
HIS 113	U.S. History
HIS 123	U.S. Government
HIS 133	World History
HIS 143	Contemporary History
HIS 313	Global Society
MAT 223	College Algebra
SCI 223	Earth Science
SCI 263	General Biology

Missions Focus 3 hours (choose one)

MIN 213	Evangelism <i>OR</i>
MIN 303	Introduction to Modern Missions <i>OR</i>
MIN 313	Church Planting

PROFESSIONAL STUDIES 61 hours

PED 211	Education Practicum
PED 213	Child & Adolescent Development
PED 223	Teaching Exceptional Learners
PED 233	Meth./Mat. of Teaching Math
PED 253	Educational Technology
PED 262	Classroom Management
PED 292	Portfolio Creation
PED 313	Meth./Mat. of Teaching Language Arts
PED 323	Meth./Mat. of Teaching Science
PED 333	Meth./Mat. of Teaching History
PED 343	Meth./Mat. of Teaching Art & Music
PED 353	Meth./Mat. of Teaching Health and PE
PED 363	Meth./Mat. of Teaching Bible
PED 373	Storytelling & Children's Literature
PED 410	Teaching Internship (10 hours)
PED 413	Tests & Measurements
PED 441	Portfolio Completion
PED 463	Diagnostic Reading Instruction
PED 473	Meth./Mat. of Teaching Reading
3 hours	Professional Studies Elective

CHRISTIAN SERVICE 6 hours of CSP

CSP 111 through CSP 181 Christian Service

***ADVANCE* Degree Completion Program Leadership and Ministry**

Program Objectives

Students completing the Bachelor of Arts in Church Ministry through the *ADVANCE* degree-completion program will be able to do the following:

1. Interpret and exegete the Word of God as they minister the Word through preaching and teaching.
2. Articulate and model a biblical philosophy of leadership, vital church ministries, and ethical issues.
3. Demonstrate leadership ability in various ministries of the church.

GENERAL STUDIES 36 hours

English Composition ---- 6 hours
Speech----- 3 hours
Social Science ----- 3 hours
U.S. History----- 3 hours
U.S. Government----- 3 hours
History and Humanities - 9 hours
Science ----- 6 hours
Mathematics----- 3 hours

ELECTIVE CREDIT 40 hours

CHRISTIAN SERVICE 4 hours

CSP 111 Christian Service
CSP 121 Christian Service
CSP 131 Christian Service
CSP 141 Christian Service

LEADERSHIP & MINISTRY COURSES 54 hours

BIB 503 Understanding and Applying the Bible
BIB 513 Biblical Worldview
BIB 523 New Testament Survey
BIB 543 Leadership in the Bible
BIB 553 Acts and Evangelism
BIB 563 Old Testament Survey
BIB 573 Paul's New Testament Letters
BUS 503 Management Principles
GEN 503 Goals, Priorities and Attitudes
MIN 313 Church Planting
MIN 413 Comparative Religions
MIN 473 Senior Practicum
MIN 623 Foundations of Teaching & Preaching
MIN 633 Ethics in the Bible
MIN 653 Case Studies in Leadership
MIN 673 Discipleship and Small Groups
THE 503 Theology of Missions
THE 513 Basic Theology



Academic Programs

***ADVANCE* Degree Completion Program Management and Ethics**

Program Objectives

Students completing the Management and Ethics program through the *ADVANCE* degree-completion program will receive a BA Church Ministry—Business Emphasis and will be able to do the following:

1. Interpret and exegete the Word of God as he ministers the Word through preaching and teaching.
2. Articulate a biblical philosophy of leadership, vital church ministries, ethical issues, and evangelism.
3. Demonstrate leadership ability in various ministries and in management and business operations.
4. Prepare and analyze financial statements.
5. Use biblical, statistical, economic, and legal principles in order to make sound business decisions.

GENERAL STUDIES 36 hours

English Composition ----6 hours
Speech -----3 hours
Social Science -----3 hours
U.S. History -----3 hours
U.S. Government -----3 hours
History and Humanities -9 hours
Science-----6 hours
Mathematics -----3 hours

ELECTIVE CREDIT 40 hours

CHRISTIAN SERVICE 4 hours

CSP 111 Christian Service
CSP 121 Christian Service
CSP 131 Christian Service
CSP 141 Christian Service

MANAGEMENT & ETHICS COURSES 54 hours

BIB 503 Understanding and Applying the Bible
BIB 513 Biblical Worldview
BIB 523 New Testament Survey
BIB 563 Old Testament Survey
BUS 503 Management Principles
BUS 513 Communication Concepts
BUS 523 Microeconomics
BUS 533 Accounting Concepts for Managers
BUS 603 Organizational Behavior
BUS 613 Organizational Marketing and Sales
BUS 623 Macroeconomics
BUS 633 Entrepreneurship and Small Business
BUS 643 Financial Management
BUS 653 Legal Implications for Business
BUS 663 Ethical Decisions in the Workplace
GEN 503 Goals, Priorities and Attitudes
THE 503 Theology of Missions
THE 513 Basic Theology

BIB 103 Christian Character Development

A study of the basic Christian character: humility, selflessness, forgiveness, moral purity, clear conscience, seeking God, sensitivity to God, and living for God.

BIB 113 Biblical Principles of Intercession

An in-depth Biblical study of the principles of intercession based on the book *Rees Howells, Intercessor*. Emphasizes principles of faith, obedience, and possession by the Holy Spirit.

BIB 123 New Testament Survey

A study of the New Testament books with respect to title, author, date, background, key words, key verses, purpose, message, outline, summary, and application.

BIB 133 Old Testament Survey

A study of the Old Testament books with respect to title, author, date, key words and verses, purpose, message, outline, summary, and the way each book points to Jesus Christ.

BIB 213 Old Testament Prophets

An examination of how the prophetic tradition of Israel developed and how it continues to operate in the New Testament church. This course includes a study of the Major Prophets: Isaiah, Jeremiah, Ezekiel, and Daniel.

BIB 223 Basic Theology 1

General survey of doctrines of the Bible, Christ, the goodness & greatness of God, Holy Spirit, man, & sin.

BIB 233 Basic Theology 2

A continuation of Basic Theology I with an emphasis on the doctrines of salvation, end-times, demons and angels, and the church.

BIB 243 Prayers in the Bible

As students examine many of the prayers included in the Bible, they will discover many new ways that God desires His people to release faith, declare His will, and be changed by His Word.

BIB 303 Biblical Basis of Church Leadership

An intense study and practical expression of the working of the five-fold ministry within the church today.

BIB 313 Biblical Foundations of Worship

The course includes an examination of worship as explained in the Old and New Testaments. Emphasis is placed on the study of the Tabernacles of Moses and David, the Temple, the Psalms, and other patterns of worship seen in the Bible.

BIB 323 Synoptic Gospels

A collective study of the synoptic gospels including an examination of how they structurally relate to the New Testament as a whole and their interrelation to each other. *Pre-requisite: BIB 133.*

BIB 333 Pauline Epistles 1

A review of Paul's life, travel, and teachings, and a study of his earlier epistles: 1 & 2 Thessalonians, 1 & 2 Corinthians, Galatians, and Romans. *Pre-requisite: BIB 133.*

BIB 343 Pauline Epistles 2

A study of the prison and pastoral epistles of Paul. *Pre-requisite: BIB 133.*

BIB 353 Christology

A study of the person of Jesus Christ with an emphasis on incarnational aspects and various Christian and non-Christian responses to the orthodox position developed by the Caledonian Council concerning the deity and humanity of Jesus. The student will develop his answer to the questions "Who do men say that Jesus is?" and "Who do **you** say that Jesus is?" *Pre-requisite: BIB 223.*

BIB 363 Creation Theology

A study and contrast of the foundation for creationism and theology with respect to scripture, science, and society. Current issues that are related to these beliefs are explored. The student will develop a foundation for his belief in this area.

Course Descriptions

BIB 383 Psalms

A study of the book of Psalms with an emphasis on its historical backgrounds & relation to present day worship.

BIB 40X Special Studies - Bible

Specialized program of research and development of knowledge and skills in the area of biblical studies.

BIB 413 Intercession: The Power of His Name

A study of the theology and usage of the revealed names of God, Jesus, and the Holy Spirit including practical instructions in the usage of the Names as declarations and weapons in Spiritual Warfare and Kingdom Establishment.

BIB 433 General Epistles

A detailed study of the Jewish background to Hebrews accompanied by an analysis of the writings of James, Peter, and John as seen in light of their original historical setting and their relevance for today.

BIB 503 Understanding and Applying the Bible

A study of the process that led to the creation of the English Bible and its authority, a survey of the principles and practice of independent Bible study, including an emphasis on the grammatical historical approach to biblical interpretation. The student will study methods of application leading to the development of theme, proposition and finally the lesson itself.

BIB 513 Biblical Worldview

The course will explore ways in which the student can develop a positive relationship with God as the student explores the role of general revelation (the creation), special revelation (the Scriptures), and experiences God at work in the modern world.

BIB 523 New Testament Survey

A survey of the New Testament including events in the life of Christ & development of the early church, & the work of the followers of Christ & their influence on organizations & people of the time.

BIB 543 Leadership in the Bible

An intense study & practical expression of the working of the five-fold ministry within the church today.

BIB 553 Acts and Evangelism

A study of the book of Acts with special attention to the nature, purpose and process of biblical evangelism and its application to various ministries.

BIB 563 Old Testament Survey

This overview of the books of the Old Testament gives a basic understanding of the history of the People of God, the geography of the Near East & the basic theme of the theology of the covenants.

BIB 573 Paul's New Testament Letters

An overview of Paul's writings to the first-century churches. This study highlights major issues and considers application to individual believers and churches of today. Appropriate hermeneutical principles and procedures are also demonstrated.

BUS 503 Management Principles

A study of the five parts of managing organizations—planning, organizing, staffing, leading, controlling & evaluating—with the study of principles for application to both not-for-profit & for-profit organizations & applications in organizations with references to Scripture.

BUS 513 Communication Concepts

An introduction to the concepts of effective oral & written communication to include functioning in teams & other organizational and interpersonal settings.

BUS 523 Microeconomics

Introduction to the microeconomics theories of supply and demand, price determination, resource allocation, various degrees of competition and international trade and finance, as well as exploration of applications such as income inequality, rural and urban economics, social control of industry, and labor unions.

BUS 533 Accounting Concepts for Managers

This course provides an overview of accounting from the perspective of a non-accounting manager. It helps to develop the tools to understand the essentials of how finance functions within an organization. This includes internal controls, the function of accounting, historical accounting data and financial planning.

BUS 603 Organizational Behavior

Organizational goals, priorities and strategies interfacing with the behavior of individuals and groups inside the organization and in other affecting organizations. Attention given to the effect of organizational culture, government laws and regulations and the economy upon organizational behavior.

BUS 613 Organizational Marketing and Sales

Developing a marketing approach to reach potential constituencies with image, product & service that will cause those constituencies to utilize the organization to meet their perceived needs in a manner that is profitable to the organization and is true to its mission.

BUS 623 Macroeconomics

The organization's effort to find, motivate and retain effective people who will have a commitment to being part of a team to accomplish organizational mission.

BUS 633 Entrepreneurship & Small Business

Creativity, opportunity, leadership, excellence and profit combined into an entrepreneurial approach to achieve the mission in small businesses.

BUS 643 Financial Management

The financial principles & accepted practices which need to be mastered by all managers including banking, money, credit, financial instruments, investments, financial planning, internal & external auditing, profit, stocks, bonds & other financial forms will be examined.

BUS 653 Legal Implications for Business

An explanation of the law—its sources, levels, development and terminology—as well as a discussion of specific legal doctrines and principles which affect business. The course will focus on the law as it applies to the business world with an introduction to regulation, business competition and employees. Business organizations such as corporations and partnerships are described.

BUS 663 Ethical Decisions in the Workplace

The development, discussion and resolution of ethical issues in organizations and how outcomes are impacted by ethical standards and Christian faith.

CHD 203 Physical Healing 1

Explore a strong, Biblical foundation for healing as seen in the Old Testament, the ministry of Jesus, and his disciples; exclusive content of modern day healers; compare and contrast Christian and non-Christian healing modalities; practical instruction with the 5 step prayer model and words of knowledge.

CHD 213 Physical Healing 2

Advanced training in Biblical healing ministry, investigate relationship of faith and medicine, and receive individual coaching and experience in training others through seminars, training manuals, and more.

CHD 223 Inner Healing 1

Begins with the basics of God's intention in creation and then moves to the drastic impact of fallen nature that impacted the whole of humanity with sin, sickness, guilt and shame, showing the possibility for an inner transformation and a daily life of confession, repentance, healing prayers, and renewing the mind.

Course Descriptions

CHD 233 Inner Healing 2

A continuation into advanced skills of confrontation and renewing the mind and family care. Students will understand the causes of inner wounds and know how to bring biblical relief to those issues and can train others to carry this good news to the people they know.

CHD 243 Deliverance 1

A study of our authority in Christ, the necessity of deliverance, vital steps of deliverance, and how to help seekers keep their healing. Students will also explore the significance of spiritual health related to physical wellness and build a theological foundation for ministering deliverance.

CHD 253 Deliverance 2

This course examines true identity, strategic warfare prayer, healing of the land, transformational revival, and developing a deliverance team in the church.

ENG 113 English Composition 1

A review and practice of the academic writing process including grammar rules.

ENG 123 English Composition 2

An expanded study & practice of clear, correct, & effective academic writing with some grammar review.

GEN 113 Fundamentals of Speech

An introduction to the basic principles & techniques of public speaking & practice in presenting various forms of public speaking using those elements.

GEN 213 Sociology

A general study of social interactions & the products of social interactions, such as cultures, socializing, and the major institutions of society with respect to societies throughout the world. Includes practical application of sociological situations in development of critical thinking skills.

GEN 503 Goals, Priorities & Attitudes

The setting of goals & priorities with an emphasis upon how they relate to life realities & aspirations, attitudes & personalities, & how this can lead to effective Christian personal management.

HIS 113 U.S. History

A survey of American culture, politics & government.

HIS 123 U.S. Government

An introduction to the development of the government of the United States with a focus on its structure, function, power, and philosophy.

HIS 133 World History

The development of civilization from the writings of the ancients to 1500 AD. From a Christian perspective, this course encompasses political, cultural, literary, and religious influences on that development.

HIS 143 Contemporary History

Covers the period from 1500 AD to the present, surveying events that shaped the development of modern nations, including those of Africa and Asia.

HIS 313 Global Society

This course will introduce the student to the major worldviews of contemporary western society. As they examine the historical backgrounds, they will also compare each worldview against a Biblical worldview.

INT 101 Intro to Prayer and Intercession

This course will enable the student to gain a Biblical foundation of prayer and intercession in his or her life.

INT 213 Spiritual Warfare

This course focuses on understanding the reality of spiritual warfare and what the Word of God teaches about it and then applying those principles in prayer and intercession as directed by the Holy Spirit.

INT 223 Intercession for the Nations

This course will equip the student to intercede for nations, states, cities, and/or geographical realms.

INT 453 Prayer Ministry Practicum

As a capstone course for the Prayer and Intercession emphasis program, this practicum will immerse the student in Spirit-directed intercession. The practicum also involves journaling, reflection, and further study. *Pre-requisite: final year status.*

MAT 223 College Algebra

Equations, inequalities, polynomial functions, rational functions, graphs, determinants, series, sequences and probability.

MAT 353 Probability and Statistics

A study of the theory of probability using the language & notations of sets including Cartesian product sets, the basis of calculus of probability for experiments with finite sample space, permutation, combination & the binomial theorem. *Pre-requisite: MAT 223.*

MIN 203 Homiletics and Preaching Lab

A study and practicum of preaching with an emphasis on personal preparation, structure of the message, text selection, and delivery of the message.

MIN 213 Evangelism

A study of the biblical basis of local church evangelism and personal evangelism.

MIN 231 Biblical & Theological Research Methods

Basic techniques in the use of resources to develop a thesis and carry out biblical research. Prepares the ministry student for doing the senior paper.

MIN 243 Youth Ministry

A consideration of the principles and methods in youth work that develop effective Christian leadership in this ministry of the church. Vision, balanced programs, and the cultural and spiritual needs of youth today will be examined.

MIN 253 Church History I

Studies the state religions of Europe, political events that led to the Reformation, & the key people involved.

MIN 303 Introduction to Modern Missions

A study of the theology and strategy of missions, as well as the spiritual and practical preparation of the missionary for cross-cultural work as part of a world ministry team. An understanding of world history from 70 AD to the present provides a helpful background to this course.

MIN 313 Church Planting

This course will introduce the student to the literature, skills and philosophy that will enable him/her to lead in the planting of a new congregation. The student will be led through the church-planting process and see the decisions this church made to grow into a vibrant congregation.

MIN 343 Principles of Biblical Counseling

A study designed to show how God's Word can be effectively used in crisis and vocational counseling.

MIN 353 Awakenings and Revivals

A historical approach to the spiritual awakenings and revivals that have occurred around the world.

MIN 40X Special Studies - Church Ministry

Specialized program of research and development of knowledge and skills in the area of church ministry.

MIN 413 Comparative Religions

A comprehensive study of Christianity and a comparative analysis of various world religions and cults.

MIN 423 Pastoral Ministry

A study of the life & service associated with the pastoral office gift, leadership principles & pastoral duties.

MIN 433 Christian Ethics

A study of biblical ethics with special emphasis on the ethics of Jesus and Paul. Modern ethical issues will be addressed from this biblical perspective.

Course Descriptions

MIN 443 Church Administration

Provides a foundation for all aspects of administration of a church. Topics include time management, communications, personnel management, and project management. The unique aspects of administration in foreign countries will be addressed.

MIN 453 Senior Paper

Designed research and writing project for seniors studying under the personal guidance of an instructor with specialized research in biblical literature or church ministry. An oral defense of the paper will follow its submission. *Pre-requisite: MIN 231.*

MIN 463 Apologetics

A study of theology devoted to the defense of the divine origin & authority of Christianity. *Pre-requisite: BIB 223.*

MIN 473 Senior Practicum

This course focuses on practical application and further development of ministry concepts as part of an internship in a ministry setting under the direct guidance of a ministry supervisor. This educational experience allows students to learn by being involved in the observation, contemplation and practice of ministry.

MIN 603 Comparative Religions

A comprehensive study of Christianity and a comparative analysis of various world religions and cults.

MIN 623 Foundations of Teaching & Preaching

Introduces the principles and skills necessary to effectively communicate Scripture through teaching and preaching delivery. Emphasis will be placed on methods and the students will demonstrate the results of their preparation and practice.

MIN 633 Ethics in the Bible

A study of theoretical and practical problems of moral conduct and proposed solutions with an emphasis upon the nature of ethics, values, rights, obligations and opportunities.

MIN 653 Case Studies in Leadership

Case studies will be selected for in-depth study of the application of leadership concepts with particular reference to those concepts found in Scripture. Students will develop a written analysis of their style of leadership. Related issues are introduced through readings.

MIN 673 Discipleship and Small Groups

A study of New Testament discipleship principles and their application, with a special emphasis upon building discipling relationships through various small group ministries through the church.

PED 203 Introduction to Christian Education

An overview of the philosophies of education & the foundations, patterns, varieties, & crucial roles that create the distinctiveness of true Christian teaching resulting in life-change. Students develop a personal philosophy of Christian education. (A Bible course for education majors because of its Biblical nature.)

PED 211 Education Practicum

Forty-five hours of working in a Christian school, assuming responsibilities in teaching and projects.

PED 213 Child & Adolescent Development

A study of the physical, emotional, social, mental, and spiritual development of a child through adolescence. Character development is stressed.

PED 223 Teaching Exceptional Learners

An overview of the learning characteristics, needs, and problems of the exceptional learner in school; implications of the learning, environmental, and cultural characteristics; strategies for accommodating the exceptional learner in the classroom.

PED 233 Methods & Materials for Teaching Math

Explains methods & materials needed to teach math.

PED 253 Educational Technology

Examines the technological transformation of the classroom and presents techniques for teaching, available software and hardware, and classroom use through hands-on training.

PED 262 Classroom Management

Deals with behavioral strategies, time management, organization of materials, and parent and community relations.

PED 292 Portfolio Creation

This course introduces educational objectives and competencies, and details portfolio specifications that will be used as each student builds the framework of a portfolio indicating mastery of educational competencies and objectives. *Pre-requisite: Sophomore status.*

PED 313 Methods & Materials . . . Language Arts

Presents skills needed to teach spelling, penmanship, & grammar skills and also emphasizes teaching the parts of speech, capitalization, punctuation, word usage, dictionary skills, reports, & letter writing.

PED 323 Methods & Materials for Teaching Science

Presentation of objectives and materials for teaching science.

PED 333 Methods & Materials for Teaching History

Explains methods and materials needed to teach history and social studies.

PED 343 Methods & Materials . . . Art & Music

Theories, procedures, and basic materials needed to teach art and music.

PED 353 Methods & Materials . . . Health & P.E.

Stresses the value of physical activity, fitness, health, safety, and nutrition.

PED 363 Methods & Materials for Teaching Bible

Presents ways of teaching Bible stories & use of teaching aids with emphasis lesson planning, creative methods, and practical experience.

PED 373 Storytelling and Children's Literature

A study of appropriate literature, techniques, and activities for presentation.

PED 40X Special Studies - Education

Specialized program of research and development of knowledge and skills in the area of education.

PED 410 Teaching Internship

Directed experience in teaching in a classroom. Ten hours credit.

PED 413 Tests & Measurements

Acquaints students with the administration and interpretation of assessment techniques.

PED 423 Bulletin Boards

A study of the importance and use of bulletin boards. Construction required.

PED 433 Tutoring Children

Gives twenty-five hours of experience tutoring in math or reading.

PED 441 Portfolio Completion

The completion of a student's educational portfolio and its review by a faculty committee.

PED 463 Diagnostic Reading Instruction

Establishes the theoretical & practical steps of assessment & synthesis required to achieve effective reading instruction for classes & individual students.

PED 473 Methods & Materials for Teaching Reading

Presents skills needed to teach foundational phonics and reading skills.

Course Descriptions

SCI 223 Earth Science

A general introduction to geology, oceanography, & meteorology, including lab & field work.

SCI 263 General Biology

A study of scientific method, levels of organization, the cell, photosynthesis, respiration and genetics. Concentration is on vascular and non-vascular plants, as well as algae, bacteria, and viruses.

THE 503 Theology of Missions

A study of the Word of God as set forth through God's promise to Abraham to bless the nations through Jesus Christ and the Church; an application of the Word of God as it relates to the purposes, nature, scope and current challenges of cross-cultural missions.

THE 513 Basic Theology

Focusing on the classical passages of the Old and New Testaments, the student will study the basic theological concepts related to Scripture, God, Jesus Christ and His work, man and his salvation, the Holy Spirit, and the church. Our text will allow us to explore the historical development of these doctrines as well as the biblical basis for them.

WOR 201 Worship Practicum

This course guides the student through a semester long practicum during which he/she observes and then participates on a worship team.

WOR 213 Musical Theory for Worship 1

Comprehensive study of theoretical elements of music, including pitch, chords, rhythm, musical analysis, and modulations. Exercises in sight singing and ear training reinforce these studies. Knowledge of the basics of music theory are highly recommended as a foundation for this course.

WOR 223 Musical Theory for Worship 2

A continuation of WOR 213 with additional focus on melodic and harmonic dictation, harmony, non-chord tones, and other chords. Exercises in sight singing and ear training reinforce these studies.

Pre-requisite: WOR 213.

WOR 233 Introduction to Worship Ministry

A course specifically designed to address the spiritual and practical issues of a worship leader, including relationships, communication, technology, copyright laws, sound, and other elements of a worship ministry.

WOR 243 History of Music and Worship

A study of the history of music and worship, including the chronology of worship from Lucifer to the present, with a specific emphasis on revivals and worship.

WOR 313 Song Writing

Learning to write and arrange music by using traditional and contemporary methods and styles.

Pre-requisite: Musical Theory for Worship 1 and 2.

WOR 323 Worship Team Leadership

Focuses on important spiritual and personal issues of leadership including character, communication, prayer, and more.

WOR 333 Spirit Led Worship

A study of the different types of Spirit led worship: devotional or priestly worship, prophetic worship, and kingly or apostolic worship, as well as the relationship between worship and prayer and intercession.

WOR 453 Worship Internship

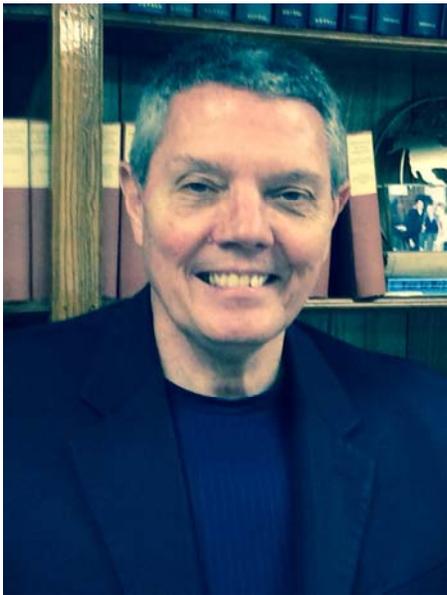
The senior student will design and participate in an application of worship principles in order to gain experience with the practical and spiritual responsibility of a worship leader.

Board of Trustees & College President

Family of Faith College Board of Trustees

Joshua Prasad, Chairman	Coral Springs, FL
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Sam Matthews College President



While in France in 1989, Dr. Matthews had a vision of some property and heard the direction of the Lord to, "Go and buy this property and start a university." He returned to Shawnee, purchased the property, and started recruiting individuals to begin Family of Faith College. He has never looked back, but only looks forward to training more laborers. Sam and his wife, Kathy, have been pastors of Family of Faith Church since 1983, but Dr. Matthews began preaching the gospel at the age of 17. He earned his BA in Bible from Oklahoma Baptist University in Shawnee, Oklahoma, and then went on to complete both his M.Div. and his D. Min from Southwestern Baptist Theological Seminary, in Fort Worth, Texas. Space does not allow us to share the incredible journey completed by Sam and Kathy as God prepared them and called them into continuous in-

tercession to "orchestrate a world-wide penetration of the gospel." Through Family of Faith church, Family of Faith Christian School, Family of Faith College, and through International Christian Leadership Connections (ICLC), they are seeing laborers trained, teams sent, and nations changed! Dr. Matthews is also a member of the ICLC Apostolic Company and of ICLC regional and national teams. He regularly travels around the world to visit and encourage ICLC churches and leaders. When he is home, you will find him surrounded by (or talking about) his sons, his daughter-in-law, and his four grandchildren.

Administrative Cabinet

Dara Gilliam

Vice-President of Student Affairs

Dara graduated from FFC in 2011 with her BA in Church Ministry, and she is currently working on her Master of Ministry degree through Oklahoma Christian University. She has been a youth leader for several years & has a passion for young people to walk in the fullness of their callings & destinies in Christ—a mission she is looking to fulfill through her position at FFC. She has been on mission trips to Mexico & Lebanon, & she anticipates many more. Dara is always ready for adventure, fun, & worship with her friends, her family, & especially with her husband, Michael, and her son.

"My prayer is that every student that attends FFC feels welcomed & involved. I want to see them develop deeper relationships with God that transform their lifestyle and direct them on the path God has for them."



Daniel Matthews

Director of Spiritual Life

Vice-President of Operations & Finance (acting)

In addition to leading morning prayer & the Christian Service program, Daniel is involved in administrative matters, counseling, & student life. He also serves as Worship Pastor of Family of Faith Ministries & provides oversight to the worship team & to outreach ministries. He very much believes in bringing Jesus into all that one does in life. An avid sports fan himself, Daniel is always ready to discuss the OKC Thunder, the PGA tour, & the Texas Rangers. He & his wife, Yasha, have four children.

"There is nothing more important than seeing young people prepared to become effective in their Christian walk & advance of the Gospel of Jesus Christ around the world. There is no higher calling than training people to minister to people."

Elaine Phillips

Vice-President of Academic Affairs

While living in Aberdeen, Scotland, God called Elaine & her husband, John, to Oklahoma to fulfill their longing to train people to go to the nations. Elaine's heart is to use her ministry gifts of teaching & administration in order to equip people to minister to others. Elaine earned her BA in Christian Education from Southwestern University, in Georgetown, TX, & her MA in Christian Education from Oral Roberts University in Tulsa, OK. You will find her leading faculty meetings, counseling students, working on accreditation, & teaching ministry courses such as Youth Ministry, Methods of Bible, Counseling, Missions, & Goals, Priorities, & Attitudes. Outside of the office, Elaine enjoys reading, baking & spending time with her husband & three daughters.

"Our alumni have no bigger fan. I am so blessed to train students who go out and change the world!"



Chris Belyeu

After graduating from Family of Faith Christian School & then from Family of Faith College, God set Chris in the position of administrating the Christian school from which he graduated. He then decided to work on his MA Education at Oral Roberts University. His passion for training laborers guides all that he does: whether teaching children, teaching college students, leading camp, or consulting with Christian schools across the US & in Mexico. Since 2000, Chris has taught Introduction to Christian Education because he is committed to raising up teachers with a Christian philosophy of education. He also supervises the Teaching Internship program & the Education Practicum courses, assuring our students of the practical experience & evaluation that they need in order to be equipped as teachers in Christian schools. Chris & his wife, Chrissie, love & adore their 2 children.



Dave Helseth



By the leading of the Holy Spirit, Dave and his family moved from Kenya, East Africa, to Shawnee to be part of Family of Faith ministries. With a BS in Microbiology from Colorado State University & after 20 years as a US Army medical laboratory officer, Dave became the science teacher at Family of Faith Christian School. Two years later, he became part of the team that began FFC, where he taught theology, missions, & science courses & served as the first VP of Academic Affairs. Dave's global experience has impregnated him with the urgency of the call to train laborers & send them to the nations as vessels that God can use to spiritually & practically bless the nations. Dave went on to earn an MA in Biblical Studies from American Christian College & Seminary in OK & an MS in Curriculum & Instruction (Secondary Science Education) from Oklahoma State University. He has also completed all course work, except dissertation, toward his EdD in Post Secondary Educational Leadership from Oral Roberts

University. Dave continues to teach several FFC courses, including Earth Science, Basic Theology 1 and 2, Christology, Creation Theology, Missions, and Teaching Exceptional Learners. Dave & his wife, Lucie, enjoy being part of the lives of their 2 children & 6 grandchildren.

Yasha Matthews

Yasha is uniquely equipped to enable FFC business students to navigate the realities of ministry in business. After graduating from FFC, God opened doors for her to work in insurance and then in the banking industry. This led her to complete her MBA at Oklahoma Christian University. She currently works as a bank manager as she lives out the meaning of the phrase "marketplace ministry." Yasha began teaching ADVANCE courses in 2007.

Yasha also carries a great anointing as a worship leader. She is married to Daniel, and they have 4 children.



Deborah Mohabir Hewitt



Debbie, born in Guyana, South America, has been a missionary since childhood. Growing up in London, she travelled with her family to Sweden, Finland, Germany, Romania, & Jamaica. She earned her BSc (Hon.) in Biomedical Sciences from the University of Wolverhampton & her MSc in Biomedical Sciences from Manchester Metropolitan University. She continued in her mission work and intercessions, & through ICLC church relationships, she came to FFC to teach Biology. Since then she completed her MEd at East Central State University, in Ada, OK, & more recently started work on her EdD in Educational Leadership at Oral Roberts University. She is currently the Administrator of Destiny Christian Academy in Wagoner, OK, where she lives with her husband, John. Debbie loves to bring glory to God through her singing as well as through her teaching ministry.

Faculty Members

Caleb Parker

As part of praise and worship teams since the mid-90's, Caleb has also been on ministry teams in several countries and across the United States. He has been very blessed to minister in literally hundreds of churches and organizations. Caleb's calling is to operate in the realm of prophetic release, writing, composing, and teaching others how to flow in worship and in the prophetic song. He is also an intercessor, touching nations, people, and strategic places in the spirit realm. His desire is to prepare the Body of Christ for an outpouring of the Holy Spirit. After graduating from Family of Faith College, he completed his Master in Worship Studies from the Robert E. Webber Institute for Worship Studies.



John Phillips



After completing his BA and MA in Biblical Studies at Oral Roberts University in Tulsa, John finished his M.Phil. in New Testament Studies at the University of Aberdeen, in Scotland. After a year as an intern pastor, God opened the doors for him to bring his family to FFC. That was in 1995, and ever since, John & Elaine have been part of Family of Faith College. John teaches a wide variety of courses from freshman & upper-level Bible courses, Ethics, Biblical Worldview. He also completed further graduate work at Oklahoma State University so he could teach courses like US History, US Government, World History, & Contemporary History. His passion is to see laborers fully grounded in a Christian worldview & skilled in understanding & using the Word of God. John is a sports enthusiast who loves to play golf & tennis & enjoys watching football & basketball. His #1 team is his family, consisting of his wife and his 3 fellow sports-loving daughters.

Becky Prasad

Becky brings a wealth of intercession, experience, and anointing into the FFC faculty. She & her husband, Joshua, pioneered International Christian Fellowship (ICF) in Coral Springs, FL. ICF started in 2004 as a multi-cultural church with a heart for the nations. Becky oversees Ministry Apprentice Path, a church-based theological training center in its formative stages that functions to equip laborers for Jesus' Great Commission. Her intercessions for the nations have opened doors for travel into different parts of India, Guyana, France, Canada, Honduras, & the Bahamas. She received her BS from the University of Toronto & then obeyed the Lord's bidding for further preparation. Becky received her M.Div. at Asbury Theological Seminary & is now working on her Doctorate of Ministry degree at Trinity International University. Becky & Joshua also serve on the national leadership team of ICLC-USA & work closely with several churches in South Florida. Becky is the tallest, most competitive athlete....at heart. She enjoys travelling, learning about different cultures, & people watching.



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&



Lauren Sadberry

Lauren's entire life has revolved around the vision! She grew up in Family of Faith church & Family of Faith Christian School. Then, God directed her to attend FFC for her degree in Education. Her intercessions for the nations led her INTO the nations—specifically to Suriname, Japan, Guyana, & Mexico. However, God led her to work at FOFCS and train up more laborers for the Kingdom of God. At FOFCS she has taught Kindergarten, as well as other elementary & secondary grades. After receiving her MA in Education at Southern Nazarene University, Lauren joined the FFC faculty so she can impart principles & help students discover great methods to use in the classroom. In 2013, Lauren moved to Iguala, Mexico, to work with Instituto Tierra Nueva. She still facilitates online education courses for FFC.

Amy Shaw

Amy brings to her students a rich experience that includes banking, human resources, & administration. However, her heart is to teach. Amy graduated from FFC with her BA Education, & then completed her MS in Management at Southern Nazarene University. She teaches several online courses including Communication Concepts, Accounting, Case Studies in Leadership, Economics, Marketing, & Human Resource Management. Amy teaches high school English & upper-level mathematics at Lakewood Christian School in McAlester, Oklahoma, where she resides with her husband..



Andrea Stasyszen

After graduating from Family of Faith College with her BA Education, Andrea moved with her husband, Jason, to Juneau, Alaska, where they were pastors of Break-through Church. She completed her MA Teaching at the University of Alaska Southeast and received her Alaska Teacher Certification for secondary mathematics. They were called back to Oklahoma where Jason serves as Worship Pastor of Family of Faith Church. Andrea brings her experience of teaching mathematics and technology education, as well as her administrative and entrepreneurial gifting to the FFC faculty and serves as Librarian. She and Jason have 4 children.

Amy Winter

A licensed psychotherapist (counselor) with a private practice in Shawnee, Amy was a graduate of the 2nd graduating class of FFC. She subsequently completed her MA in Counseling from Southern Nazarene University. Her courses, Principles of Biblical Counseling & Child & Adolescent Development, allow students to gain a true picture of helping people heal by focusing on Christ as their guide & Lord. Amy & her husband have 3 children who love boating, fishing, baseball, softball, & photography.



Jennifer Winter

God directed Jennifer to come to Family of Faith after completing her Master's Degree in Christian Education. Her desire is to train laborers at Family of Faith Christian School to see the Gospel advance throughout the earth. She received her BA Music Therapy from Colorado State University. After teaching a few years, she completed her MA in Christian education at American Bible College & Seminary. After joining the FOFCS staff as a junior high & high school teacher, she began teaching courses at FFC as an extension of the training of laborers. She currently teaches Speech & Tests & Measurements in the college. As she instructs those who are called to teach & train laborers, she is equipping the laborers who will carry on their calling in education. When not teaching, she is busy spending time with her husband and 3 daughters.

Christy Woodward

Christy graduated from FFC in 1997 with a BA in Education in which she majored in science and minored in history. Afterward, Christy married her husband, Terry, and went on to receive her MA in Education at Oral Roberts University. They moved to Japan a few years later and worked in Osaka and then helped start Sano International School. She was there for 7 years before returning to Oklahoma. Along with teaching methods courses to education majors in the college, Christy also serves as the Assistant Administrator in Family of Faith Christian School. Outside the office, she enjoys Starbucks coffee, gardening, and spending time with Terry and their 3 children.



Instructors

Robby Dragman

In 1978, Robby began his ministry as a missionary into the jungles of Suriname. He has served as youth leader, evangelist, church planter, and pastor of churches both in the jungle and in Paramaribo, the capital of Suriname. Through these opportunities, Robby ministered to animists, Hindus, as well as Muslims. After studying at Hebron Missionary School, Robby came to FFC to complete his BA in Church Ministry. He went on to work on his MA Ministry at Southwestern Christian University. Whether teaching Basic Theology, Comparative Religions, Missions, or Bible courses, or teaching in the church, Robby brings great practical experience and impartation to his students. Robby is also a carpenter, and he and his wife, Ingrid, have 2 children and 2 grandchildren.



Atoya McDonald

Teaching is definitely more than a profession to Atoya McDonald. She insists that students bring together the anointing of their teaching gift, the presence and creativity of the Holy Spirit, and the intercessions for the students and for the nations. Atoya has taught 1st and 2nd grade at FOFCS for 25 years. She brings to the college classroom her rich experience of teaching readers combined with her commitment to the vision of training laborers and her desire to stay updated on the newest and best ways to teach readers. Her courses include Diagnostic Reading Instruction and Methods and Materials for Teaching Reading. She is also a popular choice as a supervising teacher for the Teaching Internship program. Atoya and her husband have 3 children, and they enjoy ranching, hunting, and other outdoor activities.

Jason Stasyszen

Jason has a passion for releasing the Kingdom of God through music. Worship has been foundational to his life in Christ. Through worship, he found a freedom that has changed him forever—and which he wants to help others find. Jason returned to Oklahoma after pastoring several years in Juneau, Alaska. He has recorded five albums and travels extensively to teach, preach, and lead worship. He and his wife, Andrea, have 4 children.



Kathryn Wright

After graduating from FFC, Katie immediately began putting her inspiration and creative teaching methods to good use as a teacher in Family of Faith Christian School. FFC welcomes her in 2014 as she imparts to education students through educational methods courses. Katie is married to Brian and enjoys crafts, Starbucks, her dogs, and anything with people.

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