



*Potomac*  
**SCHOOL OF MINISTRY**

**2023-2024 Catalog & Student Handbook**

**Visit us at [www.potomacag.org/education](http://www.potomacag.org/education) to apply and register TODAY!  
If you have questions and would like to speak with a PSOM advisor, call us at 703-753-0300 or  
email Debbie Gillispie at [dgillispie@potomacag.org](mailto:dgillispie@potomacag.org).**

**Potomac School of Ministry is a religious institution exempt from state regulation and oversight in the  
Commonwealth of Virginia**



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call us at 703-753-0300, ext. 2017.**

## ENDORSEMENTS

The Potomac School of Ministry (PSOM) has been recognized and endorsed by the Executive Presbytery of the General Council of the Assemblies of God as a member of the Association of Assemblies of God District Schools of Ministry (ADSOM).

The school has also been endorsed by the Board of Directors of the Potomac District Council of the Assemblies of God as an official ministerial training program for those seeking credentials through the Potomac District Council of the Assemblies of God.

## DISCLAIMERS

Courses completed through the Potomac School of Ministry credentialing programs meet the educational requirements that are set by the Assemblies of God for credentials of the General Council for the respective level of credential.

**However, completion of courses does not guarantee that a ministry credential will be granted, nor that preferential treatment will be given to those completing the required ministerial training courses through the Potomac School of Ministry. The credentialing of ministers is a process separate from the completion of the educational requirements.**

PSOM is a non-accredited Bible training center. While endorsed by the Executive Presbytery of the General Council of the Assemblies of God for ministerial training, courses completed through the school may not qualify for college credit.

The Potomac School of Ministry is a religious institution exempt from state regulation and oversight in the Commonwealth of Virginia.

## A MESSAGE FROM THE OFFICE OF THE SUPERINTENDENT

“The Potomac School of Ministry has been created to assist those who either desire to grow in their personal biblical studies or to complete their coursework in the process of being credentialed with the Assemblies of God. Wherever you may be on your ministerial journey, The Potomac Ministry Network is committed to a process that will enable ministers to be better equipped to fulfill their callings. We look forward to partnering with you on this journey!”

Rev. Frank Potter  
Superintendent  
Potomac Ministry Network of the Assemblies of God

## **GENERAL INFORMATION**

Potomac School of Ministry (PSOM) is a vital support to the ministry endeavors of churches and pastors. Knowledge gleaned from the classroom experience becomes a valuable tool that the Holy Spirit can use to further the purposes of God. Potomac School of Ministry prepares clergy and laypersons to be more effective in their ministerial leadership roles.

PSOM integrates spiritual formation, relationship building, and academic achievement to provide a unique learning experience. Students not only acquire the knowledge necessary for obtaining ministerial credentials but also develop character and skills essential for effective ministry.

### **Statement of Purpose**

The Potomac School of Ministry exists to provide training for those sensing a call to ministry, whether as credentialed ministers of the Assemblies of God or as equipped laypersons within the local church. The school seeks to promote a unified purpose for ministry within the Fellowship, providing doctrinal and practical instruction based upon common core values and shared ministry goals.

The Potomac School of Ministry subscribes fully to the Statement of Fundamental Truths of the Assemblies of God and commits itself to proclaim and supporting the principles and polity of the Assemblies of God. Additionally, the school commits itself to providing training courses that meet district and General Council educational requirements for ministerial credentials.

### **Administration and Faculty**

PSOM is proud of its faculty and staff. Instructors are limited to ordained ministers and/or college professors. Faculty members become natural mentors as they build relationships and share experiences with their students. They represent many years of cumulative experience in education, ministry, and Christian service.

### **Structure**

Classes are conducted online once a month, nine times a year via a virtual classroom format (Zoom). Courses in each level of the program are offered on the second Saturday of each month. Students participate in 5-7 hours of virtual classroom instruction. A final exam is taken and scored during the final session.

Prior to attending the class, each student is required to read the course text and complete the overview assignment (study guide questions). A minimum of 15 hours of preparatory work is necessary. With the classroom time, students will have invested at least 20 hours per course.

The classroom format provides an overview of the material, practical applications, and opportunities for questions and discussion. Instructors use personal experience and a variety of teaching methods to make the classes interesting, engaging, and memorable.

**In addition to the required classes, each credential level requires a mentorship that has reading, coursework, mentoring, and practicum assignments.**

**Mentorship Rubric:** Final Exam 80%, Mentor Review 20%

**Grading Scale:** A = 90-100% B = 80-89% C = 70-79% F = 69>%

## ADMISSIONS

### STUDENT POLICIES

- Students must apply to enroll in the Potomac School of Ministry prior to registering for a class.
- Students should register for the course they wish to take no less than two weeks prior to the class meeting date. **Early registration is encouraged.**
- Students are required to complete a minimum of 15 hours of preparatory self-study before the class session.
- Students are required to read the course textbook(s) and to complete the course text overview (study guide) before coming to class.
- Students are to complete all required assignments before the class session and submit them at the beginning of the class. Students must attend class sessions, complete the required assignments, and successfully pass the course exam to receive credit for the course. (**Grade** = Attendance, 10%; Text Overview, 30%; Exam, 60%)
- Registration and enrollment fees are **non-refundable**.

*PSOM reserves the right to grant exceptions to the above policies based on medical and emergency situations.*

### Student Code of Ethics, Conduct, and Honor

Students are always expected to conduct themselves in a Christ-like and biblical manner, in both their personal conduct and pursuit of their studies, striving to maintain the highest of ethical standards, including honesty and integrity. Failure to adhere to such standards may result in the student's dismissal from PSOM, subject to the decision of the school's administration.

In the classroom, students should be respectful of their peers and instructors. Behavior that is disruptive to the learning process and disrespectful to others will not be tolerated and will be addressed, first by the class instructor and, if necessary, by the administration. Students refusing to be cooperative may be dismissed from the school.

Students are expected to complete the required course assignments of their own effort. While it is reasonable and beneficial for two or more students from the same family, church, or community to study together, *each student's work must be his/her own*. No students should combine their study results to make a common line of thought that appears identical on multiple pre-class session text overviews. Situations of this nature will be brought to the attention of the school's administration and will be investigated to determine if discipline is warranted.

**POTOMAC SCHOOL OF MINISTRY  
2023-2024 ACADEMIC YEAR  
PROGRAMS OFFERED**

Three educational programs (Tracks 1-3) that meet the General Council of the Assemblies of God academic requirements of certified, licensed, or ordained minister credentials.

DATE	LEVEL 1--CERTIFIED	LEVEL 2--LICENSED	LEVEL 3--ORDAINED
Scheduled by student & mentor	MIN 191: BEGINNING MINISTERIAL MENTORSHIP	MIN 291: INTERMEDIATE MINISTERIAL MENTORSHIP	MIN 391: ADVANCED MINISTERIAL MENTORSHIP
Sep 9, 2023	BIB 214: OLD TESTAMENT SURVEY	BIB 115: ACTS	BIB 313: CORINTHIAN CORRESPONDENCE
Oct 14, 2023	THE 114: INTRO PENTECOSTAL DOCTRINE	MIN 223: INTRODUCTION TO HOMILETICS	BIB 318: THE PENTATEUCH
Nov 11, 2023	BIB 212: NEW TESTAMENT SURVEY	MIN 123: LOCAL CHURCH EVANGELISM	MIN 325: PREACHING IN THE CONTEMPORARY WORLD
Dec 9, 2023	MIN 181: RELATIONSHIPS & ETHICS IN MINISTRY	THE 245: ESCHATOLOGY	BIB 322: POETIC BOOKS
Jan 13, 2024	BIB 114: CHRIST IN THE SYNOPTIC GOSPELS	MIN 261: INTRODUCTION TO AG MISSIONS	MIN 381: PASTORAL MINISTRY
Feb 10, 2024	BIB 121: INTRODUCTION TO HERMENEUTICS	BIB 117: PRISON EPISTLES (EPHESIANS)	MIN 327: CHURCH ADMINISTRATION, FINANCE & LAW
Mar 9, 2024	MIN 171: SPIRIT EMPOWERED CHURCH	MIN 281: CONFLICT MANAGEMENT	THE 311: THEOLOGY OF PRAYER & WORSHIP
Apr 13, 2024	THE 142: AG HISTORY, MISSIONS & GOV	BIB 215: ROMANS	
May 11, 2024	THE 211: INTRODUCTION TO THEOLOGY	MIN 251: EFFECTIVE LEADERSHIP	
Optional Summer Session	To be announced	To be announced	

***EDUCATIONAL REQUIREMENTS FOR AG CREDENTIALING***

***Personal enrichment for non-credentialed ministers***

- **WHO:** Those credentialing with the Assemblies of God at the certified, licensed, or ordained level
- **WHY:** Learning to meet Assemblies of God requirements for credentialing  
Learning to increase the effectiveness in your area of ministry  
Learning for personal growth

***FORMAT FOR ALL THREE TRACKS:***

- **WHAT:** Take courses for credentialing  
Take nine courses for certified, or licensed  
Take seven courses for ordained  
Take a credential-level mentorship course in conjunction with classes
- **HOW:** **Apply:** \$25 enrollment application fee  
**Register:** \$110 per course  
**Purchase** textbook  
**Mentorship:** Secure a PSOM-approved mentor and begin with your first course to complete the mentorship exam upon program-level completion

**LOCATIONS:** All classes are virtual classrooms via Zoom

Limited in-person cohort options include:  
West End Assembly of God, Richmond, VA

## **ENROLLING AND REGISTERING FOR CLASS**

### **STEP 1— Apply for the Program (Enroll one time)**

Students will apply (online or by mail) for enrollment into PSOM before registering for the appropriate level classes.

**Online:** [potomacag.org/education](http://potomacag.org/education). Payment of the \$25 application fee will be made through Potomac Ministry Center.

**by Mail:** Print the application form ([potomacag.org/education](http://potomacag.org/education)) or request the form from the PSOM office at 703-753-0300 ext. 2017. Mail the application form and payment (check or credit card) to PSOM, PO BOX 690, Gainesville, VA 20156-0690.

### **STEP 2— Register for Class (Each course requires registration)**

**Online:** Students may register at [potomacag.org/education](http://potomacag.org/education). The course fee will be paid online as well. Register no less than two weeks prior to the desired course session.

- **OR** -

#### **by Mail**

Students may print a registration form ([potomacag.org/education](http://potomacag.org/education)) or request the registration form from the PSOM office at 703-753-0300 ext. 2017.

Mail the registration form and payment (check or credit card) to PSOM, PO BOX 690, Gainesville, VA 20156-0690.

Return the registration form and payment of fees no less than two weeks prior to the desired course session.

***Registration is required on a class-by-class basis. Students may register for one or multiple classes at a time. Course materials will not be sent until all fees are paid in full.***

### **STEP 3—Prepare for Class**

Students will order their textbooks from any source they choose. A listing of textbooks can be found at [potomacag.org/education](http://potomacag.org/education)



Read the textbook(s) and complete the text overview (study guide) as soon as you receive them. *A minimum of 15 hours of preparatory study is required prior to the class session.* Basic knowledge of the information covered in the textbook is expected when students arrive in class.

**STEP 4—Attend Class**

Arrive for the class, prepared and ready to learn. Bring all pre-class assignments, completed and ready for submission. Credential candidates submit coursework and exam to the PSOM Administrator.

**PSOM Programs of Study**

**Credentialing** with the Assemblies of God includes education requirements, for which PSOM is an approved District School of Ministry. Satisfactory completion of the Credentialing Program *does not* initiate an application with the General Council of the Assemblies of God. The credential application steps can be found at [www.potomaca.org/credentialing](http://www.potomaca.org/credentialing).

CERTIFICATION (Level 1)	LICENSED (Level 2)	ORDINATION (Level 3)
<b>MIN 191: Beginning Ministerial Mentorship</b>	<b>MIN 291: Intermediate Ministerial Mentorship</b>	<b>MIN 391: Advanced Ministerial Mentorship</b>
BIB214: Old Testament	BIB115: Acts	BIB318: Pentateuch
THE114: Intro Pentecostal Doctrine	MIN223: Intro to Homiletics	BIB313: Corinthian Correspondence
BIB212: New Testament	MIN123: Local Church in Evangelism	BIB322: Poetic Books
MIN181: Relationships & Ethics in Ministry	THE245: Eschatology	THE311: Theology of Prayer & Worship
BIB114: Christ in the Synoptic Gospels	MIN261: Intro to AG Missions	MIN325: Preaching in the Contemporary World
BIB121: Intro to Hermeneutics	BIB117: Prison Epistles (Ephesians)	MIN327: Church Administration, Finance, and Law
MIN171: Spirit-Empowered Church	MIN281: Conflict Management	MIN381: Pastoral Ministry
THE142: AG History, Missions, and Governance	BIB215: Romans	
THE211: Intro Theology	MIN251: Effective Leadership	

## COURSE DESCRIPTION

### Certification Level 1

#### **BIB 114: Christ in the Synoptic Gospels**

A study of the life and teachings of Jesus as recorded in the gospels and in light of the historical, cultural, and geographical settings of the first century. The course emphasizes the ministry of John the Baptist, the proclamation of the kingdom of God, the miracles and parables of Jesus, the passion, the resurrection, and messianic titles.

**Required Text:** *Jesus the Messiah*, Robert H. Stein (ISBN-10: 830818847)

#### **BIB 121: Introduction to Hermeneutics**

An introduction to various methods of Bible study, with special attention given to basic principles of scriptural interpretation. Emphasis is placed on devotional aspects of study for personal edification.

**Required Text:** *Living by the Book*, Howard & William Hend (ISBN-10: 802408230)

#### **BIB 212: New Testament Survey**

An overview of the books of the New Testament, emphasizing the key facts and teachings of each book. Applications to contemporary life and ministry are included.

**Required Text:** *New Testament Survey*, Merrill Tenney (ISBN-10: 802836119)

#### **BIB 214: Old Testament Survey**

A study of the books of the Old Testament, acquainting the student with key facts in each book. The development of God's plan of redemption throughout the Old Testament canon is highlighted.

**Required Text:** *Old Testament Speaks*, Samuel Schultz (ISBN-10: 62516744)

#### **MIN 191: Beginning Ministerial Mentorship**

A practical ministry experience that fulfills the Assemblies of God internship requirements for credentialing at the certified level.

**Required Text:** *Beginning Ministerial Internship Student Manual*, Berean School of the Bible (Provided by PSOM with course registration)

#### **MIN 181: Relationships and Ethics in Ministry**

An examination of the moral principles governing human conduct in light of the teachings of Scripture. Special attention is given to the minister's personal marital and family life, professional code of ethics, and contemporary personal and social issues.

**Required Text:** *The DNA of Relationships*, Dr. Gary Smalley (ISBN-10: 842355324)

#### **MIN 171: Spirit-Empowered Church**

A study of dynamic church growth as portrayed in the Acts 2 church model: creating Spirit-empowered disciples who are involved in purposeful activities to change individuals, families, and communities with the love and power of God's mighty Spirit.

**Required Text:** *A Spirit-Empowered Church*, Alton Garrison (ISBN-10: 168540010)

#### **THE 114: Introduction to Pentecostal Doctrine**

An introduction to the meaning and purpose of theology and historic Christian doctrines. Emphasis will be placed upon the *Statement of Fundamental Truths* of the Assemblies of God as the framework for this study.

**Required Text:** *Bible Doctrines: A Pentecostal Perspective*, Menzies & Horton (ISBN-10: 882433180)

**THE 142: AG History, Missions, and Governance**

A study of the historical development and governing policies of the Assemblies of God. The Fellowship's history in America and its worldwide missionary program is told through stories of the personalities involved. Includes a study of the ecclesiastical structure of the Assemblies of God, with particular attention to the General Council Constitution and Bylaws in relation to credentialed ministers, local churches, district councils, the General Council, and doctrines and practices that are approved and disapproved.

**Required Texts:** *People of the Spirit*, Gary McGee (ISBN-13: 978-0-88243-099-7),  
A copy of the most recent General Councils of the Assemblies of God Constitution and Bylaws (Available at [www.ag.org](http://www.ag.org))

**THE 211: Introduction to Theology**

An introduction to theology and a detailed study of the following theological areas: Bibliology, Theology Proper, Christology, Anthropology, Soteriology, Pneumatology, and Ecclesiology.

**Required Text:** *Systematic Theology*, Stanley Horton (ISBN-10: 882438557; ISBN-13: 978-0882438559)

## **License Level 2**

**BIB 115: Acts**

A detailed study of the origin and development of the apostolic church. The course emphasizes the Church's mission in its proclamation of the death and resurrection of Jesus. Included is an overview of Paul's missionary travels.

**Required Text:** *Acts Logion Press Commentary*, Stanley Horton (ISBN-10: 1607311399)

**BIB 117: Prison Epistles (Ephesians)**

An exegetical study of the book of Ephesians with emphasis placed upon its doctrinal and moral teachings. Also highlighted is the book's theme of the glory of God in Christ and the believer's high calling to life in Christ.

**Required Text:** *Ephesians*, Francis Foulkes (ISBN-10: 830842403)

**BIB 215: Romans**

A practical study of Paul's letter to the Romans. The course deals with the book's background and its relation to the rest of Paul's writings. The book's relevance to everyday Christian living is a featured theme.

**Required Text:** *Romans*, F. F. Bruce (ISBN-10: 830842365)

**MIN 123: Local Church in Evangelism**

A study of the contemporary history and practice of evangelism in the church, with an emphasis on the techniques and methods used in personal witnessing. The course also trains students in the art of lifestyle evangelism.

**Required Text:** *Becoming a Contagious Christian*, Mark Mittleburg (ISBN-10: 310279194)

**MIN 223: Introduction to Homiletics**

A study dealing with sermon delivery that provides a hands-on approach to developing sermon preparation skills. The course content addresses audience analysis, the speaker's physical appearance, gestures, credibility, voice usage, and personality.

**Required Text:** *Anointed Expository Preaching*, Stephen Olford (ISBN-10: 805431292)

**MIN 251: Effective Leadership**

A study of the principles of leadership, applicable to all phases of life and ministry. Practical applications are offered to help students use these principles in the local church situation.

**Required Text:** *21 Irrefutable Laws of Leadership 10<sup>th</sup> Edition*, John Maxwell (ISBN-10: 785288376)

**MIN 261: Introduction to AG Missions**

An introductory course in the science of missions. It is a survey of the theology, history, and methods of Christian missions in general and within the Assemblies of God.

**Required Text:** *Missions in the Age of the Spirit*, John V. York (ISBN-10: 882434640; ISBN-13: 978-0-88243-464-3)

**MIN 281: Conflict Management**

A study devoted to the resolution of conflict in the local church. The reasons that churches become unhealthy and how God wants to heal them are examined. The Lordship of Jesus Christ and His methodology in resolving conflict form the basis of this study.

**Required Text:** *Making Peace: A Guide to Overcoming Church Conflict*, Jim Van Yperen (ISBN-10: 802431852)

**MIN 291: Intermediate Ministerial Mentorship**

A practical ministry experience that fulfills the Assemblies of God internship requirements for credentialing at the licensed level, including the pastor's call, preaching, teaching, church leadership, family life, and more.

**Required Text:** *Intermediate Ministerial Internship Student Manual*, Berean School of the Bible (Provided by PSOM with course registration)

**THE 245: Eschatology**

An advanced study of the doctrine of last things, including topics such as death, Resurrection, and Rapture, views of the Tribulation, millennial views, judgment, and the final state of the righteous and the wicked.

**Required Text:** *Our Destiny: Bible Teaching on the Last Things*, Stanley Horton (ISBN-10: 088243246X; ISBN-13: 978-088243-2465)

## **Ordination Level 3**

**THE 311: Theology of Prayer and Worship**

A study of biblical prayer stressing the importance and impact of prayer in contemporary life and ministry, including an exploration of the scriptural and theological foundations for individual and corporate praise and worship. Various styles and formats of worship are discussed relative to both historical and contemporary settings.

**Required Text:** *The Reward of Worship*, Jack Hayford (ISBN-10: 800794184)

**BIB 313: Corinthian Correspondence**

An expository study of First and Second Corinthians. Paul's responses to the problems afflicting the Corinthian church, the appropriate operation of the gifts of the Spirit within the congregation, and Paul's views of Christian character and ministry are highlighted.

**Required Text:** *I & II Corinthians*, Stanley Horton (ISBN-10: 882437313; ISBN-13: 978-0882438535)

**BIB 318 : The Pentateuch**

An in-depth study of the first five books of the Old Testament. Highlighting God's personal relationship with His creation and the loving covenants made with His people, the study examines the Pentateuch's revelation of God's character and the requirements for a relationship with Him.

**Required Text:** *Introduction to Old Testament Pentateuch*, Herbert Wolf (ISBN-10: 0802441297, blue cover; ISBN-13: 0802441564, Moses cover)

**BIB 322: The Poetic Books**

A study of the Psalms as the Hebrew-Christian prayer book and hymnal. The course includes a study of selected Psalms, noting the authorship, historical setting, structure, meaning, and spiritual application of each. Also studied are the classification of the Psalms, the Messianic applications and citations of Psalms in the New Testament, and their function in the Early Church.

**Required Text:** *How to Read the Psalms*, T. Longman, III (ISBN-10: 877849412)

**MIN 325: Preaching in the Contemporary World**

The principles, process, and problems of communicating from one culture to another. Special attention is given to the development of attitudes and methods enabling effective communication of the gospel to people in other cultures.

**Required Text:** *Preaching to a Shifting Culture*, Scott Gibson (ISBN-13: 978-0801091629)

**MIN 327: Church Administration, Finance, and Law**

A study of American ecclesiastical law, addressing contemporary legal issues affecting churches and ministers.

**Required Text:** *Ministry and the American Legal System*, Richard Couser (ISBN-10: 800626036)

**MIN 381: Pastoral Ministry**

A study of the practical aspects of pastoral ministry, including the pastor's call, preaching, teaching, church leadership, family life, and more.

**Required Text:** *Jesus the Messiah*, Robert H. Stein (ISBN-10: 830818847)

**MIN 391: Advanced Ministerial Mentorship**

A practical ministry experience that fulfills the Assemblies of God internship requirements for credentialing at the ordained level.

**Required Text:** *Advanced Ministerial Internship Student Manual*, Berean School of the Bible (Provided by PSOM with course registration)

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