

# **Advancing the Kingdom**

**Bible Colleges and Ministry Training Centers**

An Extension of Faith Bible College  
Independence, Missouri

## **Academic Handbook**

**2006-2007**

**Editing Date: 8-21-07**

*“Do not fear, little flock, for it is your Father’s  
good pleasure to give you the kingdom.”*  
*Luke 12:38 (NKJ)*

### **I. Introduction**

Advancing the Kingdom Ministries, Inc.<sup>1</sup> (or ATK) was founded by Dr. Cliff and Julie Pash for the purpose of advancing God's kingdom on the earth as it is in heaven. ATK provides an academic program consisting of a bible college and ministry training centers to facilitate its purpose. The program is an extension of Faith Bible College ([www.faithcollege.org](http://www.faithcollege.org)) located in Independence, MO, USA. It is accredited by several academic organizations.<sup>2</sup> ATK's academic program is administered by Dr. Carl Burkhead, ATK's Academic Dean.

This academic handbook defines the requirements for the ATK Bible Colleges and Ministry Training Centers. ATK students should be thoroughly familiar with its contents so that they can achieve their academic goals. ATK's responsibilities to its students are to define the academic requirements for the various degrees offered and to provide the academic means for students to achieve their goals. ATK's provides supplemental information to the academic handbook at: [www.advancingthekingdom.org/biblecolleges](http://www.advancingthekingdom.org/biblecolleges).

## **II. Academic Programs and Degrees**

Currently, there are three ATK Bible Colleges and Ministry Training Centers. The ATK locations are Mwanza, Tanzania; Jinja, Uganda; and Kakira, Uganda. Additional schools are being form in other communities by ATK with others being formed in conjunction with Prepare the Way Ministries ([www.preparethewayministrities.com](http://www.preparethewayministrities.com)). .

The current ATK academic program is Pastoral Theology with plans for programs in Ministry/Divinity, Missions, Ministry of Deliverance and Ministry of Prophet. The degrees include Certificate, Associate, Bachelor, Master and Doctorate.

A student may pursue any program and degree at any location depending on their career goals, and with the advice and consent of ATK's Academic Advisors located at the school of choice.

<sup>1</sup> ATK is a not-for-profit corporation, which receives donations under the deductibility provisions of the US Internal Revenue Code sec. 501 (c) (3).

<sup>2</sup> ACSI (Association of Christian Schools International); Visions International University; SAVE Guidance Accreditation of America; American Society of Christian Therapists; ABHE (Association of Biblical Higher Education)

Each school consists of a local Administrator, faculty and academic advisors. They may be separate or the same persons depending on the availability of participating staff. The schools can limit or expand the programs and degrees offered depending on the availability of faculty and other ATK resources.

## **III. Participating Faculty**

ATK faculty consists of academic leaders who have been equipped to share the ATK curricula with ATK students. They are typically ordained pastors, trained lay people and visiting ministers selected by ATK to meet the program and degree needs of the local school.

## **IV. Curriculum Requirements and Course Offerings**

A program curriculum for a particular degree consists of selected and elective courses, and practicum requirements. The ATK Academic Dean in cooperation with the local ATK Administrator defines each requirement.

The ATK Academic Dean and the local ATK Academic Administrator and/or Advisors will determine acceptable deviations from a stated program curriculum. The program curricula for Pastoral Theology through the bachelor's level are shown in Part VI, Subpart A of the Appendices.

Cumulative course and ministry credit requirements for each degree are as follows. Course credits include required and elective credits. Ministry credits are credits awarded for previous ministry experiences.

- A. Certificate - 36 credits (12 courses)
- B. Associate - 72 credits (24 courses) *plus 24 ministry credits*
- C. Bachelor - 108 credits (36 courses) *plus 24 ministry credits*
- D. Master - 144 credits (48 courses) *plus 24 ministry credits*
- E. Doctorate - 180 credits (60 courses) *plus 24 ministry credits*

Each ATK location will announce their course offering(s) at least a month in advance of the start of the course(s). Each ATK location is free to develop the best method of course offerings.\_

## **V. Student Requirements**

Student must meet the admission requirements, which include applications, fees, courses and practicums, graduation and commencement, and reference requirements. All of the required forms for the various requirements are given in Part VI, Subpart B of the Appendices.

- A. Applications

The application requirements are listed below for the:

1. Non-degree student who does not plan on pursuing a degree.
2. Degree-seeking student who does not have any potential advanced standing considerations.

3. Degree-seeking student who is applying for advanced standing consideration (see the requirements listed below in Part 3.)
4. Auditing students - Each of the above official students may invite a visitor to one class, but not more than one. If the visitor attends more than once, the visitor will be considered an auditing student. A student who does not want to audit a course does not have to make applications. All visitors and auditing students may attend only at the discretion of the local ATK Administrator.

A listing of each requirement follows:

1. Certificate (1 year) or Associate Degree Student (2 year)
  - Application for Admission form
  - Coarse Selection form
  - Fee form
2. Bachelors, Masters or Doctorate Students
  - Application for Admission form
  - Original Letter of Recommendation(s)
  - Christian Service Resume form
  - Coarse Selection form
  - Fee form
3. Advanced Standing Degree Student – ATK will accept course credits from other academic institutions although not all course work from other institutions may be applicable to a particular curriculum and degree.
  - a. ATK/FBC Bible Colleges will also accept certain “life experience” credits based upon ministry experience.
    - Allowable hours granted are at the sole discretion of the local Administrator and/or Advisor.
    - Combined life experience or ministry credits (or equivalent courses) for the various degrees will fulfill only a portion of the requirements for each degree.
  - b. All ministry or life experience credits will be reviewed and accepted within the guidelines of ATK/FBC Bible Colleges.
  - c. **All coursework completed at any outside institution** of higher learning must be completed with a minimum grade of “C” (73 to 76 % or 2.0 GPA based on a 4.0 scale) or better. Any course grade below this standard will not be accepted or counted towards an ATK/FBC degreed program.

- d. **A minimum number of courses must be taken through ATK/FBC Bible Colleges** to earn any of the above mentioned degrees.

The absolute minimum credits that must be earned through coursework taken through ATK/FBC Bible Colleges are:

- Associate – 12 credits (four courses)
- Bachelor – 18 credits (six courses)
- Master – 24 credits (eight courses)
- Doctorate – 36 credits (12 courses)

- e. All ministerial and life-experience credits will be determined at the sole discretion of the local ATK Administrator and/or Academic Advisor, and reviewed by Faith Bible College personnel.

- f. A student will submit the following required information to be considered in the Advanced Standing Program as follows:

- Application for Admission form
- Original Letter of Recommendation(s)
- Original Transcript(s) and Completion Documents (e.g., diplomas, certificates and degrees)
- Copies of Special Awards
- Christian Service Resume form
- Life Experience Documents (Letters of Recommendation dealing with particular experiences)
- Coarse Selection form
- Fee form

- g. **It should be noted that other colleges and universities may or may not accept ATK/FBC course credits.** Students planning to transfer credits to other institutions of higher learning will need the approval of that institution. ATK/FBC makes no promises regarding acceptance of accredited course completion or degree completion by any other institution.

## B. Fees

1. ATK/FBC Bible Colleges were begun so that low cost quality biblical education could be brought to the church or community. The flexibility of the programs is designed to match the education with the life style of those in each community.
2. ATK/FBC Bible Colleges will assist the schools with the majority of the costs of providing this biblical education.

3. Each school is authorized to raise the funding necessary to continue this educational program.
4. **Therefore, the only academic fee requirement for all students is the cost of reproducing course materials.** Reproduction costs must be paid at the time the copies are given to the student. Reproduction costs vary from course to course on a per page basis.
5. An Unofficial Course Certificate of Completion will be provided at no cost after each semester is completed.
6. An Unofficial Student Transcript will be provided upon request. This Unofficial transcript cannot be used as an official document at any educational institution or for employment.
7. **Official Degree Completion Transcript and Degree Certificate.** To obtain your Official Degree Transcript, a \$5.00 (US) fee must be paid in advance. The Official Degree Transcript must be obtained from Faith Bible College through the ATK Bible College Extension Campus. This fee must be paid in advance.
8. **Official Transcript of Courses Taken for Credit (if you have not completed your Degreed Program).** An official Transcript of all courses taken for credit at the ATK Bible College Extension Campus can only be obtained from Faith Bible College. The cost for your Official Transcript will be \$5.00 (US). This fee must be paid in advance.

C. Courses and Practicum's

Course and practicum requirements include grades, incompletes, withdrawals, homework and/or other submittals (term paper, class project, thesis and dissertation), ownership, examinations and cancelled classes.

1. **Grading** – The ATK Website defines the grading criteria for all courses, practicums and ministry or life-experience credits.
2. **Incompletes** – Course or practicum requirements that are not met will be considered incomplete. Students will have at least one year from the date of the start of the course or practicum to complete their requirements.
3. **Withdrawals** – A student can withdraw passing or failing depending on their class performance as determined by the faculty in consultation with the local Academic Administrator.

4. **Homework** – All homework is due at the time specified by the faculty. Late homework will not be accepted without an appropriate excuse.
5. **Other Submittals** – Course and practicum requirements may include the submission of reports, term papers, theses or dissertations along with the completion of projects. These requirements will be specified in advance by the faculty in the course syllabus for a particular course or practicum and by ATK for a particular program and degree curriculum.

Footnotes, endnotes and a bibliography are required for all submittal documents. Guidelines for these and book reports are given in Subpart C of the Appendices, Part VI.

6. **Ownership** – All homework and submittals are the property of the student and will be returned after the faculty has assigned grades.
7. **Examinations** – All courses will have a mid-term and final examination as a minimum. Also, a final oral examination will be required for all master and doctoral students. The examinations will include the student's course work and/or thesis or dissertation.
8. **Cancelled Classes** – The local ATK Administrator or faculty will announce when classes are cancelled. They will use posted announcements at the class site, radio announcements or other effective means to notify the students as soon as it is known that the class will not meet.

#### D. Graduation and Commencement

Students who have completed their defined program and degree requirements will receive their particular Degree Completion Certificate after they have made application for the appropriate Transcript and pay the required fee.

A commencement will be held at a minimum annually to recognize and celebrate those students who have graduated during the previous school year. The local ATK School Administrator will notify all eligible graduates of the graduation date, time and place.

#### E. References

Each student should have access to the references listed in Subpart D of the Appendices, Part VI. These are considered useful for the academic needs of the ATK student. Availability will vary from location to location.

## **4. Advising and Counseling**

Each student will be assigned an Academic Advisor to assist them in their pursuit of their academic program and degree. Typically, this will be the individual faculty for the courses the student is taking and/or the local ATK School Administrator who will oversee the student's program and degree pursuit. If their goal should change during their academic pursuit, then another advisor may be appropriate.

Counseling deals with all non-academic issues such as absences, probation, dismissal, appeals and finances (see next section). Typically, the Academic Advisor will also be the student's counselor. However, individual faculty or other persons apart from the ATK may offer counsel depending on the need of the student.

## **5. Absences, Probation, Dismissal and Appeal Requirements**

### **a. Absences**

Students are expected to attend all classes. Any student with more than three unexcused absences or seven excused absences will be required to be counseled. The counselor with the approval of the local ATK Administrator will determine whether the student will be allowed to continue under agreed conditions (probation) or dismissed from the school.

### **b. Probation**

The local ATK Administrator will determine the length of the probation period. Any student having one unexcused absence during the probation period will be dismissed from the school.

### **c. Dismissals**

Students dismissed from the school will be allowed to enroll in a future session on a probationary status only.

### **d. Appeals**

Information not available to the local ATK Administrator, prior to making a decision for probation or dismissal, may be submitted by the student to the Administrator as an appeal for reinstatement as a non-probation student or as a dismissed student on probation.

## **6. Financial Requirements**

Each student is responsible for fee payments as specified in Part V. B. Fees. Failure to pay the fees at the times specified will result in the forfeiture of the purpose for the fee.

Students with unusual financial situations should notify the local ATK School Administrator prior their intent to apply for admission to the school.

All final decisions regarding fees are the responsibility of the local ATK School Administrator.

## VI. Appendices

### A. Pastoral Theology Curricula for Associate and Bachelor Degrees

#### Year One – Semester One

FBC Number <sup>1</sup>	FBC Course Title <sup>1</sup>
102	Total Life Management God's Way
104	Old Testament Survey I
110	Prayer I
111	English I
Dr. Cliff <sup>2</sup>	Plans and Purposes of God
Dr. Cliff	Life and Faith of David

#### Year One – Semester Two

FBC Number	FBC Course Title
101	Faith I
106	Ethics I
202	Total Life Management God's Way II
402	Pentateuch (Torah)
427	Prayer and Types of Prayer
Dr. Cliff	Kingdom of God I (Kingdom Parables)

#### Year Two – Semester One

FBC Number	FBC Course Title
103	New Testament Survey I
210	English II
212	Praise and Worship
311	Acts I
419	Ethics and Morality
Dr. Cliff	Kingdom of God II (Kingdom of God and Ruth)

#### Year Two – Semester Two

FBC Number	FBC Course Title
105	Integrity I
107	Obedience
203	New Testament Survey and the Gospels
207	Finding Your Character and Your Destiny
325	Praise Life
Dr. Cliff	Luke 15, 16 and 17 Parables

Year Three – Semester One

FBC Number	FBC Course Title
305	Israel's History I
334	Romans I
411	Pauline Epistles I
438	Preparation for the Ministry II
444	Major Prophets (Ezekiel)
450	Old Testament Men and Women of Faith

Year Three – Semester Two

FBC Number	FBC Course Title
211	New Testament Church History
302	Between the Testaments
335	Romans II
429	Deliverance the Forgotten Ministry I
445	Pauline Epistles II
Dr. Cliff	Major Prophets II

Year Four – Semester One

FBC Number	FBC Course Title
404	Bible Prophecy I
406	Christ Our Healer I
407	Understanding the Ministry Gifts I
412	Ecclesiology
449	The Jewishness of Jesus
513	Hebrews

Year Four – Semester Two

FBC Number	FBC Course Title
------------	------------------

413	Spiritual Warfare I
439	Preparation for Ministry III
446	Eschatology
448	Soteriology
504	Bible Prophecy II
Dr. Cliff	Minor Prophets

<sup>1</sup> FBC Course Number and Course Titles are as listed in the FBC 2006 Catalog.

<sup>2</sup> Dr. Cliff listed under FBC Number refer to courses taught or to be taught by Dr. Cliff Pash, which do not have FBC numbers.

## **B. Forms**

### 1. Student Application

**Advancing The Kingdom Bible Colleges**  
 (An extension of Faith Bible College)  
**Student Application Form**

1. Name (Given and Family): \_\_\_\_\_ Age: \_\_\_\_\_  
 M or F: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Phone: (Work) \_\_\_\_\_ (home) \_\_\_\_\_
4. Date of Birth (d/m/y): \_\_\_ / \_\_\_ / \_\_\_\_\_ Marital Status: M or S
5. Spouse: \_\_\_\_\_ Number of Children: \_\_\_\_\_
6. Present Occupation: \_\_\_\_\_
7. Place of Employment: \_\_\_\_\_
8. High School Graduate: Y or N
9. School attended: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_
10. College: Y or N
11. School attended: \_\_\_\_\_
12. Degree and field of study: \_\_\_\_\_

13. What type of ministry are you presently involved in: \_\_\_\_\_

\_\_\_\_\_

—

14. What are your ministry goals: \_\_\_\_\_

\_\_\_\_\_

—

\_\_\_\_\_

15. How long have you been a Christian: \_\_\_\_\_

16. What church do you attend: \_\_\_\_\_

17. Pastor's Name: \_\_\_\_\_

18. Degree you are desiring:

\_\_\_\_\_ Diploma

\_\_\_\_\_ Associate

\_\_\_\_\_ Bachelors

\_\_\_\_\_ Masters

\_\_\_\_\_ Doctorate

19. Field of Study:

\_\_\_\_\_ Ministry/Divinity

\_\_\_\_\_ Pastoral Theology (see Part A. above)

\_\_\_\_\_ Missions

\_\_\_\_\_ Ministry of Deliverance

\_\_\_\_\_ Ministry of Prophet

20. How did you hear about Advancing the Kingdom:

Newspaper \_\_\_\_\_ Radio \_\_\_\_\_ Word of Mouth \_\_\_\_\_ Other \_\_\_\_\_



I further agree to the terms and conditions to the below listed fees and charges, as it pertains to my payment plan for the Fall/Spring/Summer (Circle One) semester. I further understand that if I am unable to abide by this agreement or if the need arises to renegotiate my initial payment plan, the Chancellor of Faith Bible College reserves the right to refer my account to a Faith Bible College Counselor. I consent to allow that counselor to contact me via phone or request my appearance by scheduled appoint at the Main Campus to assist me in bringing my account up to date and or assist me in restructuring my payment plan.

Additionally, I understand that a late charge of \$10.00 will be applied to my total bill starting (5) five days after the due date. On the sixth day, if my account is still delinquent, an additional charge of \$1.00 per day will be charged to my account until said account is paid in full. I agree to make payments in the amount of \$ \_\_\_\_\_ on a weekly/bi-weekly/monthly/quarterly (Circle One)

Costs:

A. Registration Fee.....	\$ _____.
B. Tuition Fee.....	\$ _____.
C. Book Fee.....	\$ _____.
D. Transfer of Credits.....	\$ _____.
E. Life Experience Credits.....	\$ _____.
Total Cost Calculation:.....	\$ _____.
Amount Paid.....	-\$ _____.
Balance Due.....	\$ _____.

\_\_\_\_\_  
 (Student Signature) (Date)

\_\_\_\_\_  
 (Annex Representative) (Date)

-----  
 -  
 For Annex Representative/Faith Bible College Chancellor use only:  
 As of \_\_\_\_\_ (Date), the above named student's account is delinquent, and is thereby being referred to the Faith Bible College Main Campus for resolution. It is requested the above student's account be referred to a Faith Bible College Counselor.  
 For the Fall/Spring/Summer Semester (Circle One), the above account is delinquent and has accrued late charges in the amount of \$ \_\_\_\_\_.

\_\_\_\_\_  
 (Annex Rep. Signature) (Date)

#### 4. Sample Christian Resume

##### CHRISTIAN RESUME FOR PAT JONES

###### PERSONAL INFORMATION

Address: 112 W. 9th St.

K. C. Mo. 64030  
Phone 816-221-1111

#### TEACHING MINISTRY

1973: Spring Semester, Kings College. Pentateuch Course. 1 hour for 16 weeks

#### PREACHING MINISTRY

1974-1985: Pulpit preaching (3 services per week)

#### ADMINISTRATION MINISTRY

1983-1984: Part-time office manager Faith Christian Church  
(10 hours per week for 6 months)

#### PASTORAL MINISTRY

1983-1984: Senior Pastor of Arkansas Fellowship Christian Church

#### SERVED ON BOARDS

1982-1984: Faith Christian Fellowship Network (Radio & TV Ministry) (2 hours per month for 3 years)

#### TEACHER'S CERTIFICATES! ORDINATION

1969: State Teaching Certificate from State of Missouri - Elementary Education,

#### SEMINARS/RETREATS

1976: Basic Youth Conflict (Bill Gothard) (42 hrs)

#### BIBLE STUDY

Courses taken correspondingly or though a college (send us a transcript or certificate to validate).

1982: Lutheran Bible institute Prayer (8 lessons)

1976: Philippians (14 lessons) submit a copy of certificate of completion and/or a grade card.

NOTE: Credits may be established only if hours and weeks per year are stated (i.e., 2 hours per week for 15 weeks).

## **C. Guidelines**

### THESIS PREPARATION

- Thesis topic and length is subject to approval and/or adjustment by the Director of Academics.
- Typed, double-spaced, with standard top, bottom and side margins.
- Cover sheet should contain college name and address, student's name, date, thesis subject and the degree for which credit is requested.

- Properly designated footnotes at the bottom of each page or at the end of each section/chapter.
- The strength of the thesis will be determined by the content, research evidence, development of thesis and mechanics (i.e., spelling, grammar, paragraphing, footnoting, transitions, punctuation, etc.)
- Deliberate, uncorrected plagiarism (i.e., a quote from or use of someone’s materials or ideas without giving credit) will result in the lowering of the grade by one or two points.)
- Titles of books and articles should be underlined.
- A properly constructed bibliography of references used should follow the conclusion of the thesis on separate page(s).
- Submit your thesis in a “slip” or “spiral” binding.
- Make two (2) copies: one to keep and one to submit to the College. The college reserves the right to retain this thesis in the Faith Bible College Library.

Doctorate Degree Certification:

Upon completion of all Doctorate Degree Courses you will be given the opportunity to receive the highest certification in your field. To receive this you will go before the Academic Certification Board of Faith Bible College. This will consist of five to seven members who are experts in the field of study you have completed. Upon favorable completion of this oral exam Faith Bible College will certify you with the highest endorsement in your field of study. The cost for this certification is **\$199.00**.

**Please note:** Those of you who complete your Bachelor, Master or Doctorate by Correspondence must go before the Academic Certification Board.

## **D. References**

Assuming you have a limited budget, these are the books that are recommended you purchase, listed in order of priority.

### 1. THE BIBLE

- \* An accurate translation for formal use
- \* A free translation (paraphrase) for private reading
- \* Various translations for comparison

### 2. CONCORDANCES

- a. In English: concordances are available for the various translations; but be sure you purchase a complete concordance.

(After you have purchased key items from the remaining categories below, then you could add the following Greek and Hebrew reference works to your library.)

b. In Greek (The New Englishman's Greek Concordance)

c. In Hebrew (The Englishman's Hebrew & Chaldee Concordance)

For adequate Greek and Hebrew study, you will also need lexicons that explain the meanings and roots of each word.

\* Vine's Expository Dictionary is an excellent tool for beginners in Greek.

### 3. BIBLE DICTIONARY OR ENCYCLOPEDIA

a. Single volume such as The New Bible Dictionary, and many others.

b. Multi volume such as the Zondervan Pictorial Encyclopedia.

### 4. TOPICAL CONCORDANCE

\* The Thompson Bible and others like it are useful, but adequate; it is better to buy a comprehensive concordance (e.g. Zondervan, Strong's or Young's)

\* Another very useful volume is a concordance of parallel passages keyed to the biblical text (e.g. The Treasury of Scripture Knowledge)

\* Also The Complete Bible Library, Springfield, MO is excellent.

### 5. COMMENTARIES

a. There is an almost endless choice. Please note that there are several kinds of Bible commentaries:

\* Critical: determine and clarify the actual text.

\* Exegetical: interpret the original meaning; and expand the theology of the text expository

\* Homiletical/devotional: apply the text to life

b. Many commentaries contain elements of all categories while others belong exclusively in one domain or the other.

c. Begin with a general one volume commentary that is primarily exegetical and expository

\* Add to that a volume devotional commentary,

then advance to multi-volume commentaries in all categories.

## 6. FURTHER BOOKS

Serious students, teachers, preachers will include the following in their library:

- \* Systematic theologies (note the plural)
- \* Studies on ethics
- \* Groups of books reflecting diverse viewpoints on various topics (e.g. eschatology, the church, history, church history, healing, salvation, faith, God, etc.)

## 7. VOCABULARY

Anyone who intends to use words professionally in speaking or writing will need:

- \* A good English dictionary, a thesaurus, books on English usage, one or more books of popular quotations, and the like.
- \* Set yourself a reading program in good literature.