



# ABORIGINAL BIBLE ACADEMY

... A Leadership Training Centre

Equipping... Educating... Establishing...

Tyendingaga Mohawk Territory

## General Procedures & Guidelines

### MINISTRY MANDATE

#### A. Missions Statement

"To serve all Indigenous people with the purpose of preparing the believer for Christian ministry."

#### B. Academy Objectives

1. To provide assistance in advancing the kingdom of God through in-service training of church members. The benefits of training enhance their current ministry activity which, in turn, deepens their grasp of how to apply it effectively.
2. To provide an educational experience that will enhance the abilities and encourage indigenous leadership in their communities and in their church congregations.
3. To connect students with mentors experienced in local ministry, who will disciple them for practical, effective ministry while both are currently active in local ministry.
4. To offer adult continuing education courses in basic biblical studies by (a) applying them to practical ministry, and (b) meeting study requirements for ministerial credentials for individuals who have Aboriginal status with the Government of Canada.

#### Qualified Facilitators:

Because the success of a Training Centre depends largely upon the ability of its facilitator, the facilitator needs to be in agreement with the mission and objectives of Aboriginal Bible Academy (ABA) and be a committed Christian. Knowledge of the subject to be taught, skill in teaching, and a positive attitude toward other people are also important factors.

**\* Please note: A qualified facilitator is only required for those eligible students wishing to pursue credentials within the PAOC**

#### Student Admission Guidelines:

\* ANYONE can apply to enrol in the courses that we offer provided they meet the standards below. **Applicants under the age of 18 must provide written parental consent along with the application process.**

\* The Ministerial Studies Diploma has been approved to fulfill the essential educational requirements for Licensed Minister credentials for any Canadian Aboriginal person or identifiable cultural language group who graduates from the program (provided of course, that all other P.A.O.C. ministerial qualifications are met).

A new student must:

- Complete the "BSB Student Application" and submit it to our office or their facilitator, who will then forward it to our office

A returning student:

- Only names and student numbers are mandatory for returning students to be enrolled in a course

The student should:

- Have a genuine conversion experience six months or longer prior to enrolling
- Be a serious student of the Bible
- Have a desire to help people meet and follow Jesus

#### Curriculum Enrolment Period:

\* Enrolment period to complete each course is 6 months

- \* One 6-month extension available for a small fee
- \* Re-enrolment required if course still not completed after the 6-month extension
- \* See Academic Fee document for further details

### **Cancellation and Refund Policy:**

An enrolment may be cancelled by an applicant student within five (5) business days. From five (5) business days after enrolment and until six (6) months from the enrolment date or until the time that the final exam has been received, the Academy will retain 50 percent of Course Enrolment fee. The 50 percent refund of Course Enrolment will be given only if any course materials that were received by the student are returned in resalable condition.

No refund will be made after five (5) business days for the Student Application fee.

### **Protecting Curriculum:**

The number of students to be enrolled must match the number of materials requested, except for facilitator's materials. The proliferation of the course materials without proper control devalues them. Any Training Centre discovered to have copied curriculum materials, whether ISTs, Student Packets or exams, without consent, will have their status as an ABA Training Centre reviewed and may lose curriculum privileges.

You may have students, husband and wife or otherwise, who wish to share materials. However, each student must purchase his or her own IST and pay tuition in order to receive credit for the course.

### **Student Transfer Procedure:**

There may be cases when a currently enrolled student may discontinue their studies and it is the desire of the facilitator for the discontinued student's course curriculum to be given to another individual. Provided that the enrolment period is still viable (active), you can transfer an enrolment from one student to another. **In this event, our office needs to receive written notification** (email or fax is fine) **immediately of the intent** (include the names of the students) **and a student transfer fee** (see Academic Fees document) **will be charged per course**. Payment will need to be received before the transfer is complete. Failure to transfer will result in the individual not being enrolled in the course and therefore will fail to receive credit. If the individual is a new applicant there will need to be included along with payment a completed "New Student's Registration Form" (as per "new student" procedure).

### **Exams:**

- Exams are stapled shut and shipped along with course material
- The exam is not to be opened until the course is completed
- The exam is to be considered a "closed book" testing and must be completed in one sitting
- Mail all completed exams to our office (see below for address)
- Don't forget to include the "Service Learning Requirement" (SLR) assignment (self-contained in the course book material). It is required for each course (except Ministerial Internship courses) and students will not receive a grade for the course until the SLR assignment has been satisfactorily completed and the form has been returned to our office.
- For any Ministerial Internship course, a "Mentor Information Form / Final Evaluation Form" (found in Mentor's Manual) must be completed by the facilitator and returned to our office before a final grade is released and a credit for the course can be issued

### **Online Courses:**

The current Ministerial Studies Program courses are available online in a fully interactive format (including submission of exams & Service Learning Requirements).

To take courses online:

- Once registered and enrolled, the student would navigate to [www.globaluniversity.edu/online](http://www.globaluniversity.edu/online)
- Enter student ID number and password (on file at our ABA office)

#### Online Exams:

All ABA courses associated with Global University's Berean School of the Bible Ministerial Studies final examinations are offered online. The online examinations allow students to receive their final grades and know the objectives they missed within seconds of completing the exams.

- Online exams are available for all students who are actively enrolled in current courses
- The student will need to go to [www.globaluniversity.edu/online](http://www.globaluniversity.edu/online) and follow the same procedure for logging into their course (see above)
- On the left-hand side under "Berean School of the Bible Course Requirements", is a link for online exams
- Clicking the exam link will take the student to the exam site where they can then follow the prompts