

**CHRIST EMBASSY**  
**INTERNATIONAL SCHOOL OF MINISTRY**  
**STUDENTS' HANDBOOK**

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## 1. INTRODUCTION

**i. Message from the Director**

Greeting to you in Christ's precious Name, Amen.

Welcome to Christ Embassy International School of Ministry. This Students' Handbook is designed to acquaint you with the information you need to have a rewarding and impactful experience.

The session promises to be exciting as our aim is to fully empower you with God's Word and His Spirit for the next phase of your life and ministry. I encourage you to be prayerful and studious throughout the session, as the Spirit of God has so much in store for you.

Please, address your enquiries and complaints to the Students Affairs Office at [enquiries@christembassy-ism.org](mailto:enquiries@christembassy-ism.org) or call +27 799 675 852, +27 11 326 2467

Our officials are waiting to attend to you.

God bless you!

Pastor Deola Phillips

Director, International School of Ministry

**ii. The Student Handbook**

The purpose of the Students' Handbook is to acquaint you with vital information for your stay at the International School of Ministry.

### **iii. The ISM Vision**

The vision of the International School of Ministry is to train and equip man and women from different nations of the world to become effective ministers of the Gospel of Jesus Christ, building in them the realities of God's Word, and empowering them to take the message of eternal life in Christ Jesus to their world, with great demonstrations of the miraculous power of God.

### **iv. Our Statements of Faith**

These are the statements of Bible doctrine as believed and taught by Believers' Loveworld Incorporated a.k.a Christ Embassy. These statements of faith have their sources in the Bible and are in total agreement with the foundational principles of the doctrines of Christ. They are:

1. We believe that the Bible contains the inspired and infallible word of God. (2 Timothy 3:16, 2 Peter 1:20-21)
2. We believe that there is only one God eternally existent in three (3) persons; God the Father, God the Son and God the Holy Ghost. (Ephesians 4:5-6, 1 Corinthians 8:6, Genesis 1:26, Mathew 3:16-17)
3. We believe in the deity of Christ. (John 1:1-4, John 10:30, Hebrews 1:1-5)
  - a. He was born of a virgin. (Mathew 1:18-25, Luke 1:30-35)
  - b. He was conceived by the Holy Ghost. (Mathew 1:18-25, Luke 1:30-35)
  - c. He died on the cross. (John 19:30-35)
  - d. He rose again from the dead bodily. (John 20:25-29, Luke 24:36-40)
  - e. He ascended into heaven bodily. (1 Thessalonians 4:6-17, Mathew 24:29-30)
4. We believe in the rapture of the church and the second coming of Christ. (1 Thessalonians 4:16-17, Mathew 24:29-30)
5. We believe that the only means of being cleansed from sin is repentance and faith in the precious blood of Jesus. (Acts 3:19, Luke 24, 47, Ephesians 1:7)
6. We believe regeneration by the power of the Holy Ghost through the word of God is essential for personal salvation. (Titus 2:5, John 3:3-5, Ephesians 5:25-27)

7. We believe that the redemptive work of Christ on the cross provides healing for the body, salvation for the soul of everyone that believes. (1 Peter 2:24, Acts 3:16, Acts 9: 32-35)
8. We believe that when an individual receives the Holy Ghost, he receives divine enablement for Christian service and witness. (Acts 1:8, 2:4, 3:1-26, 4:5-12)
9. We believe in the sanctifying power of the Holy Ghost. (Romans 15:16, 1 Corinthians 6:11)
10. We believe in the final resurrection of both the saved and the lost; the former to eternal life and the latter to eternal judgment. (Revelations 20:11-15, 1 Corinthians 15:12-23)

**v. Ministers at the College**

Rev. (Dr) Chris Oyakhilome DSc. D.D. and other anointed ministers of God

**vi. Student Code of Conduct**

1. Each student must have fulfilled the online registration requirements to be able to attend lectures.
2. Lectures run from 9am – 5pm with several break periods in between. Certain special classes may extend to 9pm. Students are to be punctual for all lectures and seated before the lecturer comes in for a class.
3. Each student’s identification card must be scanned on entrance for lectures.
4. Students are to be seated throughout the duration of each lecture.
5. All lectures are compulsory and must be attended, to complete the program. In a situation where attendance of a lecture will be somewhat impossible, please notify the Students Affairs Officer
6. All assigned examinations, practical work, projects and missionary works are compulsory to successfully complete the program.
7. Students’ Identification Cards/Badges should be worn always on the school premises.
8. All enquires must be directed to the Students Affairs Officer or sent to [enquiries@christembassy-ism.org](mailto:enquiries@christembassy-ism.org) . You can also call: +27 799 675 852, +27 11 326 2467
9. Dressing should be formal always.
10. All student complaints should be addressed to the Student Affairs Officer or sent to [info@christembassy-ism.org](mailto:info@christembassy-ism.org) or call +27 799 675 852, +27 11 326 246

## **2. COURSE DESCRIPTIONS AND CALENDAR**

The following courses are available in 2 sets at various periods. (Kindly refer to the calendar below for the dates):

### **i. Ministers' Refresher Course(MRC):**

This intensive 7-day program is designed strictly for senior and executive pastors to help them achieve greater insights into the divine ministry, ministry development, the priority of ministry, ministering to the oppressed and ministering the Spirit- so they can have an effective, functional, fulfilled and successful pastoral ministry.

### **ii. Training the Trainer(TTT):**

This course is designed to train and equip ministers of the Gospel with in-depth knowledge of soul winning and evangelism; to provide uncommon insight on how to effectively to reach communities with the message of our Lord Jesus Christ and win and retain people for the Gospel.

### **iii. Advanced Pastoral Ministry (APM):**

The Advanced Pastoral Ministry is specifically designed for senior executive Pastors who have completed the Christian Leadership Programs and attended the ISM senior programs severally.

Participants will gain deeper insights and revelations into how to function more effectively in the office of a Pastor and produce results beyond their immediate congregations and communities. They will also learn how to build and strengthen internal church administrative structures for effective church growth and expansion; and use modern social media & technology tools to strategically advance the cause of the Gospel.

### **iv. Christian Leadership Program (CLP):**

This is a 2-week program designed for all ordained Senior and Executive Pastors and ministry leaders. The program is designed to provide insight and understanding to the office of the Pastor and the authority backing this office; grooming the congregation by creating workable structures that will foster and facilitate church growth and expansion.

### **v. Intermediate Ministerial Program (IMP):**

This program is designed for **Associate Pastors, Ministers-in-Training, Deaconry, Fellowship Coordinators, Church Workers, Activity Departments Leaders and Senior Management Staff** for more in-depth and specialized training for pastoral ministry.

**vi. Discipleship and Ministry Program (CIDM):**

This program is designed for **Church Workers, Activity Departments Leaders and Staff Members** for specialized training in ministerial service.

• **2018 ISM SESSION PROGRAM CALENDER**

<b>Course Descriptions and Duration</b>	<b>Ministers' Refreshers Course (MRC)</b>	<b>Training the Trainer (TTT)</b>	<b>Advanced Pastoral Ministry (APM)</b>	<b>Intermediate Ministerial Program (IMP)</b>	<b>Christian Leadership Program (CLP)</b>	<b>Discipleship and Ministry Program (CIDM)</b>
<b>First Set</b>	1 Week	3 Weeks	2 Weeks	2 Weeks	2 Weeks	2 Weeks
<b>Date</b>	9th-19 <sup>th</sup> April	16 <sup>th</sup> April - 3 <sup>rd</sup> May	9th-19 <sup>th</sup> April	9th-19 <sup>th</sup> April	9th-19 <sup>th</sup> April	9th-19 <sup>th</sup> April
<b>Second Set</b>	2 Weeks	N/A	2 Weeks	2 Weeks	2 Weeks	2 Weeks
<b>Date</b>	23 <sup>rd</sup> April – 3 <sup>rd</sup> May		23 <sup>rd</sup> April – 3 <sup>rd</sup> May	23 <sup>rd</sup> April – 3 <sup>rd</sup> May	23 <sup>rd</sup> April – 3 <sup>rd</sup> May	23 <sup>rd</sup> April – 3 <sup>rd</sup> May

### **3. ISM PROGRAM**

**i. Acceptance at the School**



Anyone who wishes to attend the International School of Ministry must fill the online application form at <http://www.christembassy-ism.org>. Official processing of all admissions will include an official response from the school. Please note that you may be accepted for a different course of study, from that which you already applied, based on ISM's criteria for admissions and your specific ministry training needs.

**ii. Class Attendance**

All lectures are compulsory for students to successfully complete the International School of Ministry program, for graduation. Student I.D cards are scanned on arrival in class each day.

**iii. Study Groups**

Students will be divided into groups for study. Certain days outside the lecture days will be set aside for group study and discussions.

**iv. Study Materials**

Recommended books, audio and video messages by Pastor Chris Oyakhilome necessary for the School's curriculum will be available at the school mobile bookshop for sale. Students should budget the sum of a minimum of \$500 to make such purchases. Other materials by Pastors Chris will be available at the ISM bookshop for your personal spiritual development.

**v. Practical Work**

Students will be engaged in field and practical assignments during the session. They include:

- Group/field missionary work – students will be split into groups for their fieldwork to evangelize certain areas in the city.
- Church visitation – students will undergo internship service at some Christ Embassy Churches.
- Prayer drills – students will be engaged in prayer sessions during the program.

**vi. Student ID Cards**

Students will receive their ID Cards on arrival at the School. The ID Cards are required for access into the lecture halls and all areas within the School facility.

**vii. Study and Homework**

Students are required to attend the school with their laptops or digital devices to facilitate schoolwork and on-line examinations. Students will be given homework occasionally. All assignments must be typed, completed and submitted on-line, to successfully complete the ISM program. Some of these assignments will be assessment based. Students are advised to cultivate a study habit, going over their lecture notes, and studying the word of God during lecture free days.

#### **viii. Class Coordinators**

We have class coordinators who will attend to you in the classrooms. Their functions include ensuring classes are ready for lectures and assisting students in the scanning of **their** I.D cards on arrival in class. They will also assist lecturers in collection of assignments, test papers, announcements and other tasks required to help you during the period you are in class.

#### **ix. Church Attendance**

During the session, all students will be required to attend Church services on Wednesdays (6pm) and Sundays (8am) at Christ Embassy.

#### **x. Health Care**

Students with health problems should endeavour to indicate this on their application form. The nature of the problem should be stated, and the form of medical attention required. The ISM has the prerogative to accept or reject this preferred student.

Note that a student with health problems will however be advised to register to attend the Healing School. More information will be communicated, once indication is given to attend the Healing School.

#### **xi. Conferences**

Pastor Chris may hold several conferences or special programs during the session. These programs where designated, are compulsory for all categories of students.

#### **xii. The Healing School of Christ Embassy**

The Healing School session runs concurrently with the ISM program in South Africa, Canada and Nigeria. Students will have the opportunity to attend the Healing Service and witness first-hand the Bible come alive at the Healing School and demonstration of the miraculous power of God.

## **4. STUDENT LIFE**

### **i. Students Affairs**

All enquiries and complaints should be directed to the Students Affairs Office. Officials will be waiting during school hours to attend to students.

### **ii. Movement within the Premises/Restricted Areas**

Students can move around the premises. However, certain areas are restricted. These areas include:

- Areas Marked Offices
- All class rooms and halls
- Other areas marked restricted.

### **iii. Safety, Security and Hygiene**

Students are assured of a safe school environment throughout the session. We have up to date security equipment and security personnel in the premises. The school will not be responsible for the safety of students outside school hour. Students should ensure that they keep the school environment neat and clean always. There are waste disposal bins around the premises for this purpose.

### **iv. Prayer and Devotion**

Students are expected to participate in the prayer chapel. The prayer chapel holds on Saturday morning by 9 am. You are advised to be prayerful and studious throughout the session.

## **5. ISM ALUMNI**

ISM graduate students will be inducted into the ISM Alumni Association and the ISM Ministers Network where applicable. They will have the opportunity to attend alumni meetings, ISMMN Forums and International School of Ministry events.

## **6. FEES**

### **i. Tuition**

Tuition is free.

### **ii. Accommodation**

Below is the link to several hotels and lodges available in Randburg that you can take advantage of during your program at the ISM. <http://www.christembassy-ism.org/autumn2018/accom.html>

### **iii. Cost of Living**

We advise that you budget the sum of R3500 -R6000 (\$500-\$1000) as living expenses per session depending on your spending preferences.

### **iv. Transportation**

The International School of Ministry can assist students in transportation at a cost.

## **7. VISA AID**

Students requiring invitation letters for visa processing may send a mail to [enquiries@christembassy-ism.org](mailto:enquiries@christembassy-ism.org).

The invitation letter, along with your letter of acceptance to the International School of Ministry should be presented at the Embassy. Evidence of the financial ability to sustain oneself during the program should also be produced at the Embassy.

## **8. FACILITIES**

### **i. Bookshop**

There is a mobile bookshop available where students can purchase recommended course materials required under their curriculum.

### **ii. Refectory**

A refectory providing afternoon meals at a cost is also available.

### **iii. Resource Centre**

A resource centre providing materials such as notebooks, pens, phone cards etc, is available at the school. Other available facilities at the resource centre are phone and Internet services.

### **iv. Health Care Facility**

There is a health care facility in the premises providing immediate health care service for students. However, major health problems will be referred to health centres in the city.

### **v. Shopping Malls**

There are several shopping malls in the area where you can make your purchases. You can get more information on this at the Students Affairs Office.