
PHSOM MINISTERIAL TRAINING PROGRAMS STUDENT ACCEPTANCE GUIDELINES

MINISTERIAL LICENSE and ELDERSHIP ORDINATION – To attain either a License or Ordination from The Potter’s House, one must be a local member, desiring to be invested in the clergy ministry within The Potter’s House. The requirements and verification process for these courses are as follows.

VERIFICATION PROCESS:

The PHSOM Administration will conduct a verification process to ensure that each license or ordination student meets the requirements to officially enroll in the Ministerial License or Eldership Ordination Training Program.

As stated within the PHSOM Expectations and Guidelines, the following must be verified:

- ❑ **Verification** of at least 1 year of Potter’s House (Dallas or Fort Worth Campus) membership. Applicant must not be an E-Member; must be a local, in-person member.
- ❑ **Verification** of at least 1 year of volunteer service within The Potter’s House.
- ❑ **Verification** of primary, local address (supporting documentation needed – utility, phone, or other bill with local address included).
- ❑ **Verification** of the required Pastoral Recommendation from a TPH Pastor for Eldership Ordination.

Important Note: Students who cannot meet the above requirements for verification approval, may enroll as a PHSOM Certification Program student until the requirements can be met.

Additional Note: For Program Transfer Requirements see page 3.

**TPH reserves the right to remove a student from the Ministerial License or Eldership Ordination Program if TPH (Dallas or Fort Worth) membership is transferred to another ministry or removed. In this case, the student will not be eligible to continue within the Ministerial License or Eldership Ordination Training Program.*

CERTIFICATE of ACHIEVEMENT – To attain a Certificate of Achievement from The Potter’s House, one may be a non-local member, TPH E-Church member, member of another organization, or Partner, desiring to invest in the increase of biblical knowledge.

NEW STUDENT REGISTRATION:

For Ministerial License — Open in the Spring and Fall. **Please thoroughly read the above requirements and verification process details.**

Important Note: New ministerial license students (Entry Level) are required to submit a completed application form each semester, background check release, and digital photo (before graduation).

For Eldership Ordination — Open in the Fall semester only. Applicants must have a Potter's House Pastoral Recommendation to register for this course. **Please thoroughly read the above requirements and verification process details.**

For Certificate of Achievement — Open in the Spring and Fall.

TUITION FEE:

\$300 Per Semester

FALL AND SPRING SEMESTERS:

Two-Year Training Program – 4 Semesters. Fall (August – December) and Spring (January – May).

18 **Tuesday** and 18 **Saturday** Class Sessions; 72 lecture hours **PLUS** exploratory studies as assigned. Classes for Certificate of Achievement are offered online. Classes for Licensing or Ordination at The Potter's House are offered online and/or in person.

Tuesday classes begin promptly at 7 p.m. and end at 9 p.m. Saturday classes begin promptly at 10 a.m. and end at 12 p.m. The suggested time of arrival is 15 minutes before class begins. This will allow the student time to prepare for the class; late arrivals, 15 minutes after class begins, will be recorded as an unexcused absence and the student may not be admitted into the classroom session.

NOTE: ALL PHSOM sites/student domains are only available to CURRENT registered students. Your Student USERNAME and PASSWORD will be required for access to the Student Domain Link/Canvas and Zoom.

CLASSROOM CODE:

PHSOM students are to attend each class session in appropriate attire, presenting a full "live online" visual of themselves (online) and remain present (in person) for the duration of the class session.

STUDENT STUDY GUIDELINES:

- ❑ All PHSOM Studies/Sessions are accompanied by a Student Study Guide (SSG).
- ❑ Each SSG can be accessed at will (by registered students only).
- ❑ Students are expected to attend each Class Lecture **fully prepared to participate** in class discussion and, if required, to respond to an impromptu quiz.
- ❑ Both the Class Lecture and the Student Study Guide are used to formulate the semester's Final Exam.

ABSENCE/LATE ARRIVAL:

All absences and late arrivals must be excused. Students must obtain an excused status on all absences and/or late arrivals by reporting such with an explanation. **More than six unexcused absences will require the semester to be retaken in its entirety.** ALL EARLY DEPARTURES FROM CLASS SESSIONS WILL BE COUNTED AS AN ABSENCE.

GRADUATION:

Completed in two years (four semesters) for the Ministerial Licensing, Ordination, and Certificate of Achievement Programs.

PROGRAM TRANSFER REQUIREMENTS:

Effective December 5, 2023, the following requirements must be completed to transfer from the Certificate to License Program.

- Students must submit a formal request via email to tphpsom@tdjakes.org. The student must be local and a current physical (not E-church) member of The Potter's House (Dallas or Fort Worth campus) at the time of the request. The email must include the following:
 - ❑ A brief statement of the reason for the request.
 - ❑ The date of joining the Potter's House as an in-house member (not E-church).
 - ❑ The new local address including supporting documentation (E.G. Utility or Phone bill, etc.).
 - ❑ The new phone number (if applicable).
- In addition to the above requirements, students must also meet one of the following criteria:
 - ❑ Attend one full year as a License student.
 - Students must transfer at the end of the second semester (MP2) before the start of the third semester (MP3).
 - ❑ Attend the last semester as a License student (MP4) and serve 6 months as a local volunteer at TPH (Dallas or Fort Worth) campus.
 - ❑ If the student has already completed PHSOM as a Certificate student, they must serve one year locally as a volunteer at TPH (Dallas or Fort Worth) campus.

Once all requirements are met, the student may be eligible for examination and licensing. An interview must be conducted and final approval is required by the PHSOM Administration and PHAME.