

PHSOM MINISTERIAL TRAINING PROGRAMS STUDENT ACCEPTANCE GUIDELINES

MINISTERIAL TRAINING – The Ministerial Training is available to all who are local and abroad. The Potter’s House Dallas and Fort Worth members who desire to be invested in the clergy ministry within The Potter’s House must be local, in-person members (not E-members). See the enrollment requirements in the Verification Process below.

ELDERSHIP TRAINING – To attain Eldership Training from The Potter’s House, one must be a local, in-person member (not an E-member), have completed the 2-year Ministerial Training Program, and have received a Pastoral recommendation for Eldership. See the enrollment requirements in the Verification Process below.

VERIFICATION PROCESS (TPH MEMBERS ONLY):

The PHSOM Administration Team will conduct this verification process once the student is enrolled to ensure each student meets the requirements for the Ministerial and/or Eldership Training Program. **Before completing an application please ensure you meet the listed requirements.**

The following verifications must be met:

- ❑ **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 (Dallas or Fort Worth Campus). The one year of volunteer service must be completed before the student’s graduation date.
- ❑ **Verification** of completion of the Ministerial Training Program and Pastoral Recommendation from a TPH Pastor for Eldership Training.
- ❑ **Verification** of primary, local address (supporting documentation required – e.g. utility, phone, or another bill with local address included).

**TPH reserves the right to remove a student from the Ministerial or Eldership Training 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 or Eldership Training Program.*

**TPH reserves the right to not accept or deny an application. The enforcement of this right is at the sole and absolute discretion of the PHSOM Administration Team.*

NEW STUDENT REGISTRATION:

Ministerial Training — Open in the Spring and Fall semesters. **Please thoroughly read the above verification process.**

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

Eldership Training — Open in the Fall semester only. **Please thoroughly read the above verification process.**

TUITION FEE:

\$300 Per Semester

FALL AND SPRING SEMESTERS:

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

18 **Tuesday** Class Sessions; 36 lecture hours **PLUS** exploratory studies as assigned. Abroad student classes are offered online. Classes for The Potter's House students are offered online and/or in person.

Tuesday classes begin promptly at 7 P.M. and end at 9 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 (e.g. business casual), presenting a full "live online" visual of themselves, and are to remain visually present 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 discussions 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:

The Ministerial and Eldership Training programs are each completed in two years (four semesters).