

FOUNDER & PRESIDENT'S MESSAGE



Living Word School of Ministry prepares students to pursue their highest calling in Christ. While from a variety of backgrounds, our students have one thing in common; they hunger for more of God and to make a difference in this world through Jesus Christ. Living Word School of Ministry equips and empowers students to do just that. So whether you are an established minister or pastor, a business person, or just beginning to discover your purpose and call, Living Word School of Ministry has something to offer.

The school was founded in 1995 to offer believers practical, Spirit-led Bible instruction for victorious Christian living and ministry preparation. Each year the School instructs hundreds of people who are seeking greater understanding, and trains them on how to skillfully and confidently apply God's Word in their daily lives.

Our three-year curriculum is comprised of two programs (*see page 2*) which immerse students in the Word of God and draws them into close fellowship with the Holy Spirit. A major thrust of the school's curriculum is to impart vision and to help students receive revelation knowledge as they study the Word of God. Students leave with a better understanding of their purpose in life, and a strong biblical foundation that will lead to success in all areas of their lives.

In closing, God gave me one charge when I started this school, "Train them up and send them out." So, whether you are called to be in the ministry or simply desire to deepen your understanding of God's Word, I hope you prayerfully consider joining us for a life-changing learning opportunity that will strengthen your walk with the Lord and empower you to fulfill your God-given destiny!

A handwritten signature in black ink that reads "William S. Winston". The signature is written in a cursive, flowing style.

Dr. William S. Winston
Founder and President

MISSION STATEMENT

Our mission is to equip and empower men and women who are called to the five-fold ministry (i.e. apostle, prophet, evangelist, pastor and teacher) by offering practical, Spirit-led Bible instruction and missionary training. We train ministry leaders to change this world by spreading the gospel of the kingdom throughout the earth with evidence and demonstration of the power of Jesus Christ.

INSTITUTIONAL GOALS

- Send out trained five-fold ministers and missionaries into all the world to preach the gospel of the kingdom with signs and wonders following.
- Challenge students through a well-designed curriculum, to think beyond their own limitations and build supernatural ministries founded on the Word of God.
- Impart the faith and wisdom of God to students and train them to operate in the supernatural.



THE FACULTY

The team of instructors at Living Word School of Ministry is comprised of spirit-filled ministers, both men and women, with years of successful ministry experience. These powerful men and women of God are committed to imparting the knowledge and expertise they have gained in their own ministries, and in ministering to students as the Holy Spirit leads. They are accomplished pastors, missionaries, teachers, evangelists, apostles and prophets. They are grounded in

the Word of God and only offer sound biblical instruction in line with scripture. Faculty and staff are available to students outside of the classroom by appointment to ensure classroom concepts can be implemented.

SPIRIT-LED LEARNING

Living Word School of Ministry was founded on the authority of the Holy Spirit, and it is through the continued ministry of the Holy Spirit that our program is conducted. The Word of God is the primary study guide and the Holy Spirit is positioned as the lead teacher in every class. Each faculty and staff member is fully equipped and prepared to serve students in excellence, and endeavors to be led by the Holy Spirit in every activity. Therefore, every class is anointed and empowered to transform the lives of students as they submit to the Word of God. Our curriculum includes the two programs described below.

TWO-YEAR BIBLE TRAINING PROGRAM

Our two-year Bible training program builds a solid biblical foundation in students through in-depth Bible studies on topics such as faith, healing, prayer, righteousness and evangelism, and is a prerequisite for the ministerial program. The second year propels students into purpose, through a powerful combination of advanced biblical studies and hands-on service designed to help them discover their gifts and callings.

MINISTERIAL PROGRAM

Our nine-month ministerial school targets ministers who are already working in part-time or full-time ministry, about to start their own ministries, or are graduates of the two-year program. It provides ministers with the necessary tools to move their ministries forward in the fulfillment of their vision, and fortifies them for a lifetime of successful ministry.

PROGRAM BENEFITS

Through the completion of this program, graduates acquire the critical skills necessary to:

- Hear and discern the voice of God
- Confirm and describe their unique call and purpose in life
- Define their life mission statement and vision
- Launch, build or serve in ministry

Additionally, graduates will have the opportunity to exercise various ministerial and spiritual gifts through at least one of the following activities:

- Mission trips
- Street evangelism
- Prison ministry
- Telephone ministry and prayer
- Laying hands on the sick
- Ministering the baptism of the Holy Spirit
- Sermon preparation and delivery
- Altar ministry

Most importantly, students will accept the call of God to go into all the world and preach the Gospel to every creature. They will be prepared to share the Gospel everywhere they go with signs, wonders and miracles following, healing the sick, setting the oppressed free and being used by the Lord to transform the lives of many.

PROGRAM OVERVIEW

The curriculum for the School of Ministry is comprised of two programs: The two-year Bible training program and the ministerial school. All classes are taught directly from the Word of God, and are designed to impart revelation knowledge as well as practical knowledge concerning each subject of study. In addition to the biblically based teaching, additional study aids and suggested reading materials are used.

The academic calendar for both programs starts annually in September and runs through the end of May. First- and second-year classes are open to all, and students are free to take classes in any order they desire, recognizing that first year courses are prerequisites to second year courses. Students must apply to the ministerial school (See “Admission Process” on page 21) and are required to have completed the two-year Bible training program unless they are already in part-time or full-time ministry or just about to start a ministry.



CURRICULUM -AT-A-GLANCE

YEAR	FALL TERM	WINTER TERM	SPRING TERM
	<ul style="list-style-type: none"> Principles of Faith (Video) The Power of Praise and Worship Effective Prayer How to Study the Bible 	<ul style="list-style-type: none"> Introduction to the Bible (Video) Holy Spirit Christ the Healer The Book of Galatians New Creation Realities 	<ul style="list-style-type: none"> Evangelism and Discipleship Authority of the Believer Old Testament Survey Effective Leadership
	<ul style="list-style-type: none"> Advanced Topics of Faith Signs and Wonders The Gospel of John Divine Prosperity 	<ul style="list-style-type: none"> New Testament Survey Angels, Demons & Deliverance and Angels Book of Proverbs 	<ul style="list-style-type: none"> Book of Revelation World Religions Church History Book of Romans
MINISTERIAL PROGRAM**	<p>Laying the Foundation</p> <ul style="list-style-type: none"> Old Testament New Testament Church History Church Government Dynamics of Prayer The Law of Faith New Creations Blood Covenant Praise & Worship Missions Sermon Preparation Student Presentations I 	<p>The Preparation of a Minister</p> <ul style="list-style-type: none"> Timothy Christ the Healer Leadership The Blessing of the Lord Defining Your Mission & Vision Signs & Wonders Your Family & Ministry I & II The Preparation of a Minister Demonology & Deliverance Sermon Preparation Student Presentations II 	<p>Launch Your Ministry</p> <ul style="list-style-type: none"> Church Planting Church Administrations & Operations Evangelism Marketing & Media How to Administer Funerals Children's Ministry Water Baptism Power of Helps Pastoral Care Financial Stewardship Student Presentations III

* First year courses are prerequisites to second year courses.

** The two-year Bible training program is a prerequisite to the ministerial program unless you are in part-time or full-time ministry or about to start a ministry.

Acceptance to the ministerial program is by application only.

TWO-YEAR BIBLE TRAINING COURSE DESCRIPTIONS

FIRST YEAR COURSE DESCRIPTIONS FALL TERM

PRINCIPLES OF FAITH (Video teaching)

This course teaches what real Bible Faith is and how to apply it to life. Many Christians are defeated because they tend to rely on their human senses rather than the word of God. This class reveals how “real” Bible Faith works and how to gain victory in every area of life regardless of the circumstances. **(BOOK TO BE PURCHASED)**

THE POWER OF PRAISE AND WORSHIP

The goal of this course is to give students a better understanding of scriptural praise and worship and how it can release the miracle-working power of God for healing and deliverance. Various other aspects of praise and worship are also examined.

EFFECTIVE PRAYER

This course teaches the basic principles of prayer and how to pray effectively. It covers various kinds of prayer with emphasis on scriptural ways to pray to reverse impossible circumstances in your life.

HOW TO STUDY THE BIBLE

This course is designed to teach the basic fundamentals of Bible study to aid Believers in obtaining the knowledge and wisdom needed to enrich their relationship with God. Biblical meditation and the power of meditating God’s word is also covered. Students will also be shown how to use the Bible’s concordance, dictionaries, software and other tools that aid in study.

WINTER TERM

INTRODUCTION TO THE BIBLE (Video)

This introductory study of the Bible is an anointed walk-through of the 66 books of the Bible. It provides foundational knowledge of major Bible events, people and places as well as insight into how Jesus Christ is revealed as the major theme of the Bible as a whole. **(BOOK TO BE PURCHASED)**

HOLY SPIRIT

This is a study of the person of the Holy Spirit. Areas of study will include the Holy Spirit’s present-day ministry, anointing and gifts; as well as how to fellowship and develop a personal relationship with Him.

CHRIST THE HEALER

In this comprehensive course on healing, students will be firmly established in the knowledge that it is God’s perfect will to heal. They will also be empowered to receive healing by faith and minister healing to others.

THE BOOK OF GALATIANS

This course covers the importance of Christian conduct and how it flows naturally from the love that results from faith in Christ. The study will include the “law” versus “grace,” how to receive our inheritance as the seed of Abraham, the fruit of the recreated human spirit and how we are put in right standing with God by faith and faith alone.

NEW CREATION REALITIES

This course provides revealing insight into the miracle of the new birth. Students will learn who they are, and what they possess in Christ now that they have made Jesus “Lord of their life.”

SPRING TERM

EVANGELISM AND DISCIPLESHIP

Jesus gave the Church a mandate just before his ascension into heaven. It is called the Great Commission. Within this mandate there are some specific instructions regarding evangelism and discipleship. In this course of study, the Believer will discover God’s pattern of church growth through the principle of “reaping and keeping.”

AUTHORITY OF THE BELIEVER

The objective of this course is to equip students with the knowledge of our God-given authority and to empower them to live the life of an overcomer.

OLD TESTAMENT SURVEY

In this course, each student will gain a general knowledge of the theme and content of each Old Testament Book. The student will trace the great theme of redemption throughout the Old Testament, noting the central figure is the Lord Jesus Christ.

EFFECTIVE LEADERSHIP

This course deals with the role of the Christian as a leader in his job, church, school, home, community and nation. In this course, students will learn what it takes to be a good leader. Topics will include: submission and authority, wisdom, organization and time management. The goal of this course is to provide students with the tools necessary to become the leader the Lord has called them to be.

TWO-YEAR BIBLE TRAINING COURSE DESCRIPTIONS

(CONT'D)

SECOND YEAR COURSE DESCRIPTIONS FALL TERM

ADVANCED TOPICS OF FAITH

This course is a continuation of Principles of Faith. It covers how to use your faith as a tool and get results in areas such as prayer, healing, deliverance, jobs, relationships, finances, etc.

Note: Principles of Faith is the prerequisite for Advanced Topics of Faith

SIGNS AND WONDERS

This is a study of signs, wonders and miracles in the Bible and how they should manifest in the life of the Believer. This course will cover miracles in the Old and New Testament as well as miracles of our present day. It will include a look at "God's Generals" along with a focus on the life of Charles and Frances Hunter.

THE GOSPEL OF JOHN

In this course you will learn of the many miracles performed by Jesus, His close fellowship with His disciples, His teachings on love, as well as His crucifixion, resurrection, and the charge to His disciples after His resurrection.

DIVINE PROSPERITY

This course is an in-depth study of the principle of "sowing and reaping." Learn how to sow your seed and how to reap your harvest. Discover the truth about biblical prosperity and the "benefit package" God has designed for His people.

WINTER TERM

NEW TESTAMENT SURVEY

This course is an overview of the 27 books of the New Testament. It covers the background, theme, major divisions and primary messages of each book.

ANGELS, DEMONS AND DELIVERANCE

In this course, the student will learn how to recognize demons and exercise authority over them. Additionally, the ministry of angels in both biblical and modern times will be reviewed.

THE BOOK OF PROVERBS

This class studies the Book of Proverbs and its teachings on how to be successful and prosperous in our everyday lives, as well as in our relationship with God. In this course, students will discover the importance of learning to live wisely.

SPRING TERM

THE BOOK OF REVELATION

In this course, the student will learn the revelation of Jesus Christ as it relates to future events. Each student will gain a working knowledge of topics such as letters written to the seven Churches, the seven Dispensations, the Rapture, the second coming of Christ, the Millennial Kingdom, the Resurrection, Final Judgment and the New Jerusalem.

WORLD RELIGIONS

This course discusses the differences between biblical Christianity and other faiths. The basic tenets of Protestantism, Roman Catholicism, Eastern Orthodoxy, Judaism, Islam, Hinduism, Buddhism, Jehovah's Witnesses, Christian Science, New Age, Mormonism and other religions and belief systems of the world will be studied in light of biblical truth.

CHURCH HISTORY

This study covers the origin, history, reformation, and purpose of the church. The missionary movements of Martin Luther and his contributions will be discussed, as well as how the book of Acts and Philippians are biblical models for the church.

THE BOOK OF ROMANS

This study of the Book of Romans will give students a greater revelation of their righteousness in Christ. Students will learn how a fruitful relationship with God comes by having a foundation of who we are in Him.

GENERAL INFORMATION

(Two-Year Program)

Admissions - An individual must be at least 18 years of age and possess a high school diploma or GED certificate. If you need GED certification, contact the Adult Education department of Living Word Christian Center to obtain information on GED classes.

Schedule - First- and second-year classes are offered on a quarterly basis.

Completion of Study - The length of time to complete the first- and second-year program of work is determined by each individual student.

Credit Hours - Each completed course provides one credit hour. Students will receive a Certificate of Completion after accruing twelve (12) credit hours from first year courses. A Diploma will be issued to students who have completed twenty four (24) credit hours from first year and second year courses.

Registration - Quarterly registration begins 30 days before each term. Registration form can be obtained from the Bible Training center or on-line and must be submitted along with payment at the time of registration. Registration closes after the second week of classes. No refunds will be given after the second week of class.

Class Materials - Textbooks and class CDS are not included in the registration fee.

Dress Code - Modesty and good taste are considered the standard for all students while on the premises. Casual dress for men and women,

which is clean and neat, will be appropriate for classes.

Conduct - We expect every student to conduct themselves to the best of their ability, in agreement with the teachings of Jesus, both on and off classroom premises. Conduct by a student deemed immoral or unseemly by the President will be considered grounds for immediate dismissal from the school.

Food - No food will be allowed in class.

Smoking - No smoking or loud music playing will be permitted on the premises.

Childcare - No childcare is provided and children are not allowed in classrooms during class.

Guest - No guests are allowed to visit any classes with students.

Refunds - There is a \$15 non-refundable fee. No refunds will be issued after the conclusion of the second class.

Registration Fee - Class sessions are \$75. Class CD's are available for purchase. Registration cost for CD's is \$70 for the full set. Individual cost for CD's is \$10 per class. Please note: **Prices are subject to change.**

Bible Training reserves the right to replace live instructions with videos if class enrollment is low.

Required textbooks and optional audio recordings of independent studies courses are also available for purchase.

GRADING SYSTEM

The following is the Grading System for the two-year program.

A	100 - 90	Outstanding
B	89 - 80	Above Average
C	79 - 70	Average
D	69 - 60	Below Average
I	Below 60	Incomplete*

**(Class will need to be retaken)*

Classes with an incomplete grade of “I” must be retaken before credit will be granted. An overall average of 70 is mandatory for a certificate. This constitutes a “C” average.

- **First Year Certificate** - Students will receive a Certificate after completion of 12-credit hours of the First Year Courses.
- **Second Year Diploma** - A diploma will be received by students who have completed the first- and second-year course curriculum, which is a total of 24-credit hours.

Note: Classes are subject to change.



“The School of Ministry separated you and gave you the information to show you what areas you were strong in and what you needed to be developed in. They are there for you. To help you and encourage you. I really was very blessed by it and I’m watching the fruit of it continuously grow in my ministry. The School of Ministry has given me so many tools to be successful, it helped me with my 501c3, it helped us in being stewards. They teach you to run your ministry and that there has to be order.”

Apostle Valencia Carter, Class of 2011
1 Faith Ministries

MINISTERIAL PROGRAM COURSE DESCRIPTIONS

The academic calendar for the ministerial program consists of three terms of eight to twelve weeks each. Each student must complete all three terms in order to graduate and achieve the maximum benefit of the program. At the end of each term, students are required to give a sermon or teaching presentation. These presentations enable students to exercise and develop their teaching and preaching skills while gaining confidence in front of an audience.

BLOOD COVENANT

Understand the background, history, and relevance of God's covenant and discover that the covenant includes not only salvation but all the necessary elements of a fulfilling life. Taught in two sessions.

CHILDREN/TEEN MINISTRY

This class will uncover the biblical mandate for ministering to children and show you how to develop an effective children's ministry that will change lives.

CHRIST THE HEALER

Is healing for everyone? What about Paul's thorn in the flesh? Understand once and for all the will of God concerning healing and God's healing promises in the Word of God.

CHURCH ADMINISTRATION AND OPERATIONS

This class covers the challenges of church administration, operations, and the importance of finding qualified leadership. Students will gain a clear understanding of what is involved in the coordination of the daily affairs of a ministry and the importance of submitting wholly under authority.

CHURCH GOVERNMENT

What is an apostle? What is the proper structure for a church? This class discusses biblical church structure and government as well as what it means to be "decent and in order."

CHURCH HISTORY

In this course you will learn the history of the Christian faith and the many obstacles the church has had to overcome. You will gain a better understanding of how God has successfully worked out His plan for the church throughout the history of mankind.

CHURCH PLANTING

Understand the steps and disciplines involved in starting a church and review the role of the Pastor as a leader and visionary in this two-part class. Taught in two sessions.

DEFINING MY MISSION AND MY VISION

Uncover the purpose for which you were born and the keys involved in fulfilling your destiny. Learn how to define your vision, mission, and how to orchestrate and manage your life on purpose.

DEMONOLOGY AND DELIVERANCE

This class will impart revelation knowledge regarding the believer's authority to cast out demons, and will provide understanding on the origin of Satan, his fall, his defeat by Jesus at the cross, and his ultimate destiny and destruction.

DYNAMICS OF PRAYER

Learn to pray effective and powerful prayers based on God's Word to bring God's will, power, and provision to pass in every circumstance and situation. Taught in three sessions.

EVANGELISM

Learn how to share the Gospel effectively with signs and wonders following in this powerful class on evangelism.

FINANCIAL STEWARDSHIP

This two-part course will provide students with a basic understanding of how to operate using Godly stewardship and sound financial wisdom. It will also teach the importance of being good stewards over ministry finances and the fundamentals of church financial management.

HOW TO ADMINISTER FUNERALS

This course will expose students to different methods of officiating funerals. The class will enhance each student's awareness of their role as a mouthpiece for God at a moment when people are thinking about their purpose, life and death.

LEADERSHIP

This course will investigate the principles and practices of leadership while preparing students to lead, inspire, and motivate others. This anointed class will release God's Spirit of Leadership upon every student and empower them to become effective leaders. Taught in three sessions.

MARKETING AND MEDIA

Marketing and media are important tools for church growth. This class explores the fundamental building blocks for effectively using marketing to fuel a ministry's impact and size.

MISSIONS

Going into all the world to preach the Gospel and make disciples is Jesus' mandate to the church. In this class on missions, students will explore the importance and impact of mission work.

NEW CREATION REALITIES

This class imparts life-changing revelation on the complete substitutionary work of Jesus and the power of the new birth.

NEW TESTAMENT SURVEY

This course will provide an introductory survey of the New Testament, focusing on the life of Jesus and the development of the early church in its various historical and cultural settings.

OLD TESTAMENT SURVEY

This two-part class walks students through the Old Testament and provides an insightful overview of each book's history, relevance, and themes to enable students to establish a framework for continued study and ministry.

PASTORAL CARE

This two-part class covers the important topics of how to effectively minister to people by offering sound biblically based counsel and spiritual guidance.

POWER OF HELPS MINISTRY

This course will discuss how to establish and operate an effective volunteer or Helps ministry. Topics for discussion include the purpose of Helps, the anointing of Helps, and how to start and administer a successful Helps ministry organization.

PRAISE AND WORSHIP

In this exciting class, students will experience the power of praise and worship and learn the importance of practicing the presence of God in times of personal and corporate worship.

SERMON PREPARATION

Learn to share the Gospel effectively and acquire the skills and tools needed to prepare and deliver Holy Spirit-directed sermons.

SIGNS AND WONDERS

In this dynamic two-part teaching, learn how to build a ministry filled with the miraculous like those found in the New Testament.

THE BLESSING OF THE LORD

The Blessing of the Lord is God's original plan for you. Contrary to popular belief, He doesn't want you sick, broke and lonely. He wants to make you rich in every area of life - your health, finances, relationships and more.

THE LAW OF FAITH

This course explores the differences between real Bible faith and sense knowledge faith and teaches students how to activate their faith in the Word of God to gain victory over any circumstance or situation.

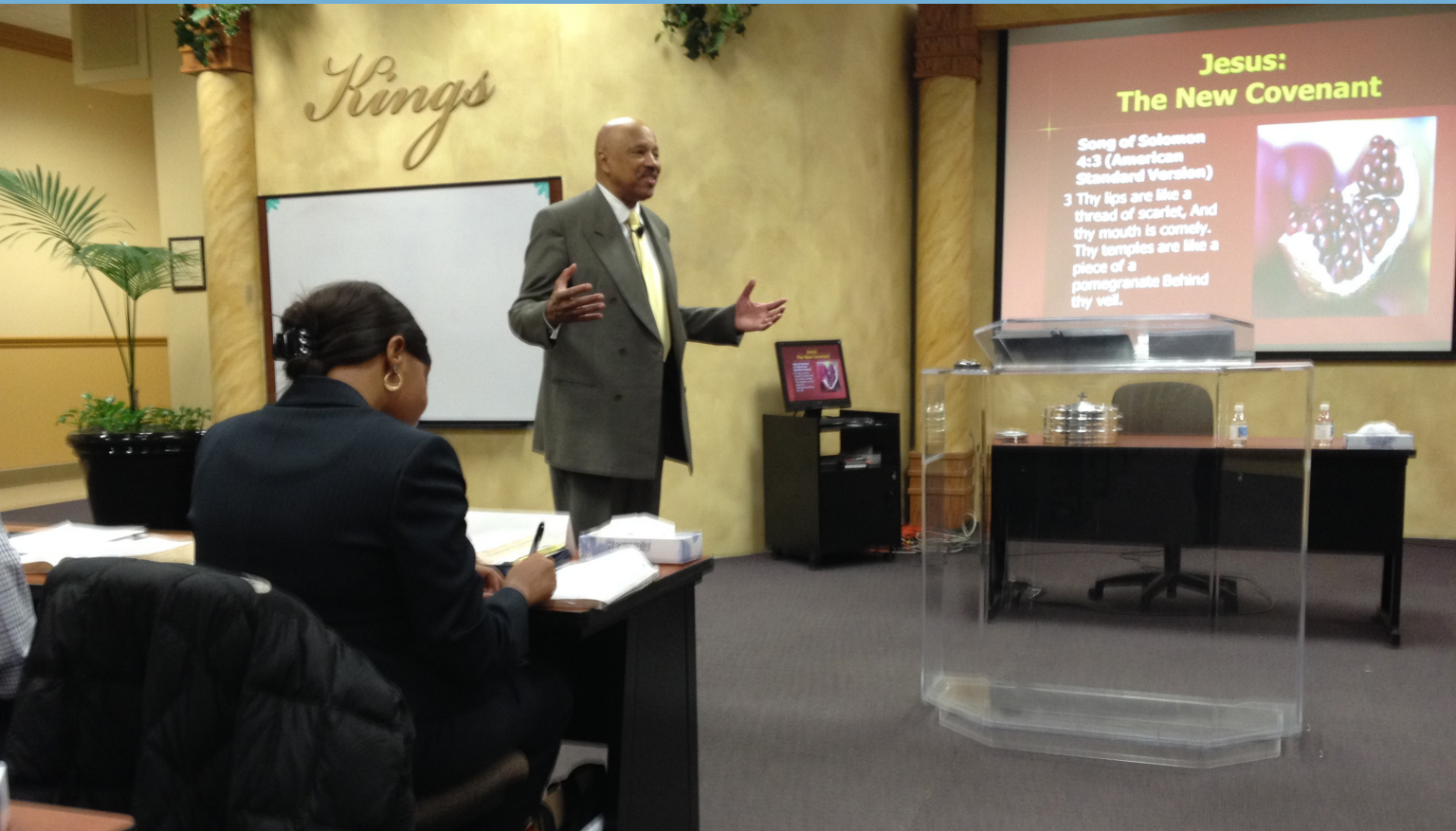
THE PREPARATION OF A MINISTER

This course examines the seasons of preparation that the Lord takes ministers through as He trains them to become church leaders.

TIMOTHY – This two-part course is a survey of both books commonly referred to as the Pastoral Letters of Paul. The class will study Paul's instructions to Timothy to contend for the faith, refute false teachings, to keep sound doctrine and more.

YOUR FAMILY AND YOUR MINISTRY

This two-part class explores the biblical principles for producing a healthy, fulfilling, and prosperous marriage. It also reviews the role of ministry in marriage and the importance of placing family first.



SERVICE OUTREACH

Putting the knowledge learned in the classroom into practice is a key part of the learning process at Living Word School of Ministry's Ministerial Program. Real-life ministry experience is emphasized in addition to regular classroom attendance. This is accomplished through school-sponsored service and outreach activities, mission trips and volunteer work. Students are required to earn service credits by participating in service and outreach activities.

Some of the outreach opportunities for students include:

- Mission trips to countries such as India, South America, Central America, and Africa
- Prison ministry
- Street witnessing
- Inner city women and children's ministry
- Feeding the homeless
- Nursing home ministry
- Hospital visitation
- Altar and prayer ministry
- Preaching and teaching

TECHNOLOGY PROGRAM

Another important part of the mission of Living Word School of Ministry's Ministerial Program is to arm our graduates with the skills and tools necessary to effectively minister the Gospel. Therefore, we incorporate technology tools and training directly into our students' learning experience to help them use technology in more innovative and effective ways.

In support of this mission, students are required to have access to a computer and the Internet while enrolled in the program. The following services are offered to students in support of this requirement:

- Students will be provided access to a computer resource center in the event they do not have computer access at home.
- Assistance with basic computer skills such as email, word processing and presentation software is available to students while enrolled in the program through the Joseph Center® Training Programs.
- Computers will be utilized extensively for homework assignments and for interaction with peers, instructors and administrators.
- Computer support resources will be assigned to students to assist them through technical problems that may arise during the school term.

“When we were at the School of Ministry we recognized that they were integrating all the different sessions. Whether it was Finances, whether it was Working Miracles, whether it was the classes on healing, whether it was classes on management. Because we've been to the School of Ministry we had a greater confidence that the things that were in our heart were going to take place.”

Missionary Sheryl Sieh , Class of 2010
Acts Ministries of West Africa

GRADING

The traditional numeric/alpha grading system will be used as an assessment of each student's performance. There are six possible grade scores:

A	100 - 90	Outstanding
B	89 - 80	Above Average
C	79 - 70	Average
D	69 - 60	Below Average
I	Below 60	Incomplete

Classes with an incomplete grade of "I" must be retaken before credit will be granted. An overall average of 70 is mandatory for a certificate. This constitutes a "C" average.

FINANCIAL INFORMATION

Fee	Total
Non-Refundable Application Fee	\$25
Tuition	\$2,300
Graduation Fee	\$100
Total*	\$2,425*

** Includes all class materials. Does not include mission trips. Mission trips are not mandatory but strongly encouraged. Prices for past mission trips have ranged from \$1,200 to \$2,500.*

Living Word School of Ministry Financial/Tuition Information

Non-Refundable Application Fee:	\$25.00	Due with application submission
Tuition (excludes Mission Trip):	\$2,250.00	Due upon enrollment or enroll in payment
Graduation Fee:	\$100.00	plan Due by March 31, 2018

Dear Student,

The Living Word School of Ministry has partnered with FACTS Management Company to manage our tuition payment program. FACTS is used by many schools locally and nationally. We are excited to be working with them and are confident this program will provide efficiency and convenience for the ministry and the student.

If you are not paying the full tuition of \$2,250.00 now, you must register online with FACTS for the monthly tuition payment program.

1. Your first tuition payment of \$500.00 is due by September 25, 2017 which will be collected on the first day of class.
2. You must register online with FACTS before the first day of class at . A one-time FACTS administrative fee of \$45 will be assessed upon your initial client set-up with the tuition payment program. Thereafter, eight monthly payments of \$218.75 beginning the month of October 2017 and ending the month of May 2018 is due on the payment date you choose (10th or 20th).
3. Payment Dates: You may choose either the 10th or the 20th of each month as your payment date. Automatic payments can be made from a checking or savings account. If you choose to use a debit or credit card, you will incur a 2.75% fee per transaction.
4. For any return payment, a \$30 fee will be charged. If the same payment is returned a 2nd time, a \$25 fee will be charged.

Register now at <https://online.factsmgt.com/signin/4KRQK>. Follow the “new account” setup instructions.

Please be assured that the payment program is secure and convenient. Your payments will be processed securely through a bank to bank transaction. You may check your FACTS account at any time and conveniently make payments online.

If you have questions regarding your tuition account you may contact Kim Handy in our LWCC Accounting Department at 708-697-5026 or FACTS Management Company directly.

Sincerely,

Shalita Williams
Controller
Accounting Department
Living Word Christian Center

PAYMENT TERMS

- Tuition is payable in full before the first day of class or according to the terms outlined in the Installment Payment Plan.
- If you elect to participate in the Installment Payment Plan, a signed Installment Payment Agreement must be submitted.
- Your account will be considered delinquent if payments are not received by the dates indicated in the Installment Payment Agreement. Admission to the classroom will not be allowed if your account is delinquent. When you are able to bring your account current, you may return to normal class attendance. CD's from any missed classes will be available for purchase.
- A \$25.00 processing fee will be assessed on all returned checks. All payments can be made in person or mailed to:

Living Word School of Ministry
7600 W. Roosevelt Road
Forest Park, IL 60130

Please note on any payments that you are a Living Word School of Ministry student.

OUT-OF-STATE STUDENTS

Currently all costs, housing, employment and travel must be the responsibility of the student.

FINANCIAL AID OR SCHOLARSHIPS

Living Word is not approved for Veterans Administration or Social Security benefits and does not offer financial aid or scholarships.

CLASS SCHEDULE

The nine-month school year consists of three terms: Fall, Winter, and Spring. Classes are held on Saturday as follows:

SATURDAYS

Chapel: 8:30 AM - 9:00 AM (*mandatory*)

Class: 9:00 AM - 11:45 AM

Lunch: 12:00 PM - 1:00 PM

Class: 1:00 PM - 3:45 PM

Students are expected to attend all classes and chapel services. Attendance is tracked and calculated as part of a student's overall grade point average. A maximum of five classes and chapel absences are permitted during the school year. CD's for missed classes are available for purchase and it is the student's responsibility to make up any missed assignments.

GRADUATION REQUIREMENTS

Students must adhere to the following requirements in order to graduate:

- Successful completion of the nine-month program (70 or higher grade point average)
- All financial requirements fulfilled
- Faithful attendance to class (no more than five unexcused absences)

A certificate will be awarded upon satisfactory completion of the required nine-month program.

CAMPUS

Classes are held at 7600 West Roosevelt Road in the Forest Park Plaza Mall in Forest Park, IL. The Bible Training Center, which is located in the center of the mall, is the main classroom facility. The administrative offices are located in the Bible Training Center, behind the classroom.

CHURCH

All ministerial students are required to attend some of Living Word Christian Center's services (whether on Sundays or Wednesdays) during their year of instruction since the entire operations of Living Word Christian Center are considered students' training ground. Membership is not required, but exposure to the ministry is important.

DISMISSAL

- Behavior and lifestyle unbecoming to a minister of the Gospel will result in an automatic dismissal from the School of Ministry.
- Failure to pay tuition after two months will result in an automatic dismissal. This can be averted by communicating any unexpected hardships with the Administrative Office.

DRESS CODE

Modesty and good taste are considered the principle standards for all students while on the premises. Business casual is appropriate for the classroom and business suits are required for student presentations. No shorts, halter-tops, jeans, sweat suits or tennis shoes are allowed.

CONDUCT

Spiritual maturity is expected from every student. Students are expected to conduct themselves in agreement with the teachings of the Bible, both on and off school premises. Conduct by a student deemed immoral or unethical will be considered grounds for immediate dismissal from the school. Honesty, integrity, and respect for others and the property are of utmost importance. Every area of the student's life should be structured around actively pursuing the Lord. Scripture reading, devotions and prayer should be a daily discipline and faithful church attendance is considered mandatory.

WITHDRAWAL PROCEDURE

A student desiring to withdraw from the program must notify the Administrative Office in writing of their intention to withdraw with the effective date of their withdrawal. An official withdrawal form must be properly completed, signed by the student, and filed with the Administrative Office. A phone call or verbal agreement with an instructor does not constitute an official withdrawal. Failure to adhere to the School's withdrawal procedures may result in forfeiture of the student's right to a refund.

REFUND POLICY

Application fees are non-refundable. Refund of tuition is as follows:

Before the First Day of Class	100%
After the First Day of Class	90%
After the Second Day of Class	80%
(Beyond the second day of class, no refund issued)	

MISCELLANEOUS

- No smoking, loud music, or disturbing noises will be permitted on the premises.
- All cell phones and paging devices must be turned off upon entering the classroom.
- Children are not allowed to attend or visit class.
- Students are not allowed visitors in the classrooms without approval from the Director of the School of Ministry.

ADMISSIONS INFORMATION

Applicants must meet the following requirements for admission:

- Be born-again (received Jesus Christ as their personal Lord and Savior)
- Be Spirit-filled or willing to be baptized in the Holy Spirit with the evidence of speaking in tongues
- Be called to be a missionary or to one of the five-fold ministry offices described in Ephesians 4:11-12 (apostle, prophet, evangelist, pastor or teacher)
- Be currently involved in part-time or full-time ministry or ready to launch their own ministry with documented evidence.
- Be a committed member in good standing at a local church
- Maintain a lifestyle which is consistent with scripture and demonstrates the pursuit of godliness
- Display spiritual maturity through the Fruit of the Spirit described in Galatians 5:22-23
- Be 18 years of age or older with a high school diploma or equivalent
- Submit a complete admission package before August 1st

ADMISSIONS PROCESS

To apply to the ministerial program, please request and complete an Application for Admission no later than August 1. A \$25 non-refundable application fee must accompany your application. Checks or money orders should be made payable to *Living Word School of Ministry*.

All application materials should be submitted in person or by mail to:

Living Word School of Ministry
7600 West Roosevelt Road
Forest Park, IL 60130
(708) 697-5301
Office hours: Monday - Friday: 9 AM - 5 PM

After submitting your Application for Admission, you will be contacted by a School of Ministry Representative for a brief telephone screening and to schedule an entrance exam and interview by request of administrative offices only.

Early admission period is April 1st - June 30th. Application fees will be waived during this period. The entrance exam will take approximately one hour and cover biblical knowledge and understanding. Please note that the entrance exam is a “closed-book” exam. You may not refer to your Bible, notes, or other information while completing the exam.

Acceptance notifications will be provided by phone or letter.

“I would definitely recommend the School of Ministry to anyone who is interested in becoming a minister, anyone who is interested in starting their own ministry or someone who has a ministry and is looking for an opportunity to learn and to grow. It is a great opportunity to build relationship with other people of the same passion and same desire.”

Kaneesha Thomas “Class of 2012”
Live Him Ministries

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