



Hosea 4:6 *My people are destroyed for lack of knowledge...*

FACULTY PACKET

www.schoolofthescriture.com

Our Motto:

“Perfecting the *Saints* for the work of the *Ministry*”

FACULTY APPLICATION

*****The purpose of this application is to gather personal information and views to the effect of keeping our faculty operating in one mind, one body and one Spirit. Denomination is not a determining factor; just the fact that Jesus Christ is at the core of your belief system is what we value at the School of the Scripture. Thanks in advance for your honesty on this application.**

Name: _____

Address: _____

Mailing Address: _____

Home#: () _____ Office#: () _____ Other: () _____

Date of Birth: _____ SS# or DL#: _____ - _____ - _____

Single ____ Married ____ Engaged ____ Widowed ____ Divorced ____

Name of Church where you have membership/pastoral ship:

_____ Phone# () _____

Pastor's Name _____ Phone# () _____

Previous Education Starting with High School:

| Institution | Location | Years Attended | Credit Hours | Diploma Earned |
|-------------|----------|----------------|--------------|----------------|
|-------------|----------|----------------|--------------|----------------|

| | | | | |
|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Please give two personal references (not relatives)

Name: _____ Address: _____ Phone: () _____

Name: _____ Address: _____ Phone: () _____

(Continued)

Please answer the following questions:

1. Explain in your own words the meaning of ministry.

2. What is the most important doctrine to Christians and why?

3. What is the role of women in the church or the body of Christ?

4. In your own words, explain the five fold ministry and to which have you been called?

5. How would you handle a student that refuses to agree with your teachings and constantly tries to undermine your teachings?

Date: _____

Signature: _____

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P.O. Box 387
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FACULTY BENEFITS

- Faculty members receive extra credit for courses in which they instruct.
- The school provides the referenced book used in the course and the book is considered the property of the faculty member.
- Stipend - 15% of tuition fees collected is evenly distributed between all faculty members teaching classes. *This stipend is paid at the end of each quarter.

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FACULTY BIOS

We will need all new faculty members to write up a bios and wear attire to take photos for the website at their earliest convenience. The picture will not be a full body portrait. See example below for bios information desired. You may write on the back of this memo or type your bios. Thanks for your cooperation. Disregard this memo if you have already provided this information.



Jimmie Kirkwood - Instructor

Rev. Jimmie Kirkwood and his wife Mae, they have 5 children and six grandchildren. He is the Pastor of Marianna United Methodist Church. He is a graduate of the University of Texas, Austin and earned his MBA at SMU and his Masters of Divinity at SMU Perkins School of Theology. He is a retired U.S Army Reserve Colonel. He has been active in youth prison ministry with Kairos Torch retreats at Alexander/Bryant Youth Prison Unit. Before entering the ministry, he worked in corporate personnel/human resources, higher education, manufacturing, organization consulting, executive placement, and banking. He is currently working towards his Doctorate. We are fortunate to have him on our faculty.

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BIO QUESTIONS

1. What is your Name? _____
2. What do you reside (city & state)? _____
3. What is your educational background? _____

4. What is your marital status? Single Married Divorced Widowed
(If married what is your spouse's name?) _____
5. Do you have any children or grandchildren? If so, Names and ages

6. What kind of interests or hobbies do you have? _____

7. What church do you attend? _____
8. Are you a member and if so, how long? _____
9. Do you hold any positions at your church? _____

10. Please tell us about your previous and/or current ministry offices.

11. Please tell us about your previous and/or current job.

12. Please feel free to give any additional information you would like on your bios these questions didn't cover. (Feel free to use the back of this document)

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SYLLABUS PREPARATION

KEY POINTS:

1. Prepare a syllabus for both class course (On-site) and home study course (Distant Learning). (See example syllabuses)
2. If possible break reference book in half. For example, in Christian Doctrine I, I will try to use the first half of the book and use the other half for Christian Doctrine II. This will be cost effective to the school and the students. However, this will be left to the discretion of the instructor.
3. Instructors may use personal books for lecturing purposes, but reading and written assignments shall come from the specified reference book.
4. Instructors have the option to give students a pre-test to see where individuals are in your class for special attention, etc. However, this is strictly optional at this time.

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Homiletics I (Course Syllabus)

Book: Steps to the Sermon

Author: H.C. Brown Jr., H. Gordan Clinard, Jesse J. Northcutt, Al Fasol

ISBN: 0-8054-1238-7 = \$24.99

Instructor: Hal Johnson

Course Objective: The objective of Homiletics I is to teach the students how to prepare sermons.

Course Requirements:

1. Weekly reading assignments on the above book.
2. Class Participation (Discussion on reading assignments)
3. Each student will prepare two sermons during the course of this study. The first sermon will be due the 4th week, and the second sermon will be due the 8th week, one sermon will be oral.
4. Sermon structure:
 - A. Text
 - B. Subject
 - C. Objective is one or two sentences
 - D. Introduction
 - E. Outline with three main points**
 - F. Three subtopics under each main point/explanation of each subtopic
 - G. Conclusion

First sermon: Philippians 3:12-14 – due week 4 (4-5 pages)

Second sermon: Luke 13:6-9 – due week 8 (4-5 pages)

Lectures will be given each week to prepare you for these assignments.

Note: *All written assignments for all courses shall be Times New Romans Font-12 – 14 pt, and typed double-spaced.**

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Homiletics I

(Distant Learning Course Syllabus)

Book: Steps to the Sermon

Author: H.C. Brown Jr., H. Gordan Clinard, Jesse J. Northcutt, Al Fasol

ISBN: 0-8054-1238-7 = \$24.99

Instructor: Hal Johnson

Course Objective: The objective of Homiletics I is to teach the students how to prepare sermons.

Course Requirements:

1. Weekly reading of the above book.
2. Each student will prepare three sermons during the course of this study. The first sermon will be due the 3rd week, the second sermon will be due the 6th week, and the third sermon will be due the 9th week. Sermon structure: (See example)
 - A. Text
 - B. Subject
 - C. Objective is one or two sentences
 - D. Introduction
 - E. Outline with three main points
 - F. Three subtopics under each main point/explanation of each subtopic

G. Conclusion

5. Write a 5 page minimum paper on your enlightenment from the book and this course, due week 10.

First sermon: Philippians 3:12-14 – due week 3 (4-5 pages)

Second sermon: Luke 13:6-9 – due week 6 (4-5 pages)

Third sermon: Psalms 23 – due week 9 (4-5 pages)

Paper: Book enlightenment – due week 10 (5 pages)

Note: *All written assignments for all courses shall be Times New Romans Font-12 – 14 pt, and typed double-spaced.**

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CONSTITUTION

Whereas we, the steering committee of the School of the Scripture, wish to glorify God through our teaching ministry hereby set forth the following Constitution...

Article I: Name

The name of this organization shall be School of the Scripture. We shall be a non-profit, religious organization under the laws of the State of Arkansas. This organization is to be located within the Marianna community, in the county of Lee, and the State of Arkansas.

Article II: Our Mission

Our mission is to educate the saints of God both clergy and lay persons to the effect that they are competent researchers, effective communicators, and spiritually equipped disciples to work in an ever changing spiritual world, while seeking to develop an understanding of high morals and Christian ethics.

Article III: Relationships and Government of the Organization

This organization shall be independent, self-governed.

The officers and the board shall govern this organization. These leaders have the delegated authority to make and implement decisions within their areas of responsibility. The board will meet yearly to review the progress of the organization; affirm/reject prospective decisions related to finances, property, or leadership changes requiring their direction In accordance with the bylaws.

Officers: They shall specifically oversee and advise on legal, financial, and property matters of the organization as stated in the bylaws.

Article IV: Property Rights

This organization shall have the power to own, buy, sell, mortgage or receive by gift, real and personal property as is deemed necessary for the business of the organization and as is authorized by the laws of the State of Arkansas. All such property shall be in the name of the organization.

In the event of division, those board members adhering to these bylaws shall maintain all rights to the name, real and personal property of School of the Scripture.

In the event of dissolution, the property shall be distributed to non-profit organizations of like purpose. Dissolution shall be understood as occurring when the board has not held a meeting in three years.

The private property of the individual members of this organization shall be exempt from corporate debt.

Article V: Amendments

We humbly acknowledge that this document was drafted by faithful, but fallible people. Should the need to revise this document in any way; any member to the board may present suggested amendments in writing.

- B. Amendments shall be ratified by majority vote of the members present.
- C. A defeated amendment shall not be presented again within a period of six months.

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BY-LAWS

Article I: Organization

The officers and board shall govern the organization. These leaders have the delegated authority to make and implement decisions within their areas of responsibility. The board will meet yearly to review the progress of the organization; affirm/reject prospective decisions related to finances, property, or leadership changes requiring their direction in accordance with the bylaws.

Article II: The Officers

The Officers shall specifically oversee and advise on legal, financial, and property matters of the organization including preparation of an annual budget and monthly reporting of financial and budget data to the board. Financial reports shall also be prepared for quarterly meetings. The budget shall be prepared with input from all board members.

The Officers shall include a Chancellor, President, Academic Dean, Registrar, and such other officers as the board may appoint. One person, other than the President, may hold more than one of these offices. Officers other than the President need not necessarily be members of the board.

President

In the absence or disability of the Chancellor, the President shall perform temporarily all the duties of the Chancellor and in so acting shall have all the powers of the Chancellor until the board takes action on the vacancy. The President shall have such other powers and perform such other duties as may be prescribed from time to time by the board.

Academic Dean

The Academic Dean shall work to keep school curriculum up to the standards deemed necessary by the accrediting commission, shall approve all syllabuses and curriculum submitted for review, shall supervise the record keepings of the registrar and keep school curricula academically sound.

Academic Counselor

The Academic Counselor shall work with Academic Dean to keep school curriculum up to the standards deemed necessary by the accrediting commission, shall approve all syllabuses and curriculum submitted for review, shall supervise the record keepings of the registrar and keep school curricula academically sound. Counselor shall also keep students on most proficient track toward their respective degrees and to keep faculty informed of such needs of the students as they arise.

Registrar

The Secretary shall keep a full and complete record of all the proceedings of the Officers, shall make services of such notices as may be necessary or proper, shall supervise the keeping of the records of the school, and shall discharge such other duties of the office as prescribed by the board.

Vacancies

A vacancy in any office because of death, resignations, removal, disqualification, or otherwise, shall be filled by the Board.

Satellite Campuses

The Academic Dean whom serves in a president's capacity to oversee all aspects of the business as well as academic affairs shall govern satellite campuses. The Academic Dean shall be a board member and reports to the board at yearly meetings. This office has the authority to appoint such offices as deemed necessary for the operation of the satellite campus.

Discipline

Ongoing sin (behavior not in harmony with Scriptural principles) in a Christian's life is detrimental to his/her relationship with God, harms the unity of the organization, and ultimately discredits the ministry (II Corinthians 6:3). Therefore the Scripture encourages Christians to practice loving confrontation where there is evidence of sin (Matthew 18:15-17 and Galatians 6:1).

If a faculty member has knowledge of ongoing sin in a fellow faculty member, he should lovingly confront that person one-on-one for the purpose of restoration (Matthew 18:15).

If the person is unrepentant, 2 or 3 faculty witnesses should be brought along to once again lovingly confront for the purpose of restoration (Matthew 18:16).

If there is still no repentance, the matter should be brought before the board. For purpose of order, the matter will be brought before the Board as representatives of the School of the Scripture (Matthew 18:17).

If there is still no repentance before the Faculty, the Board under unanimous agreement will bring the matter before the whole organization (Matthew 18:17). In the case of discipline of a board member, the remainder of the Board shall reach unanimous agreement. The founding Chancellor cannot be dismissed; however the founding Chancellor can be called to questions.

If there is still no repentance, Scripture teaches that the person is to be removed from the staff and fellowship should be broken with him until evidence of genuine repentance exists (II Thessalonians 3:4-15, I Corinthians 5:9-13, Titus 3:10-11).

The objective of such discipline is restoration, not punishment, for the person undergoing discipline. Scripture teaches that believers ought to confront with an attitude of humility, concern, and love, motivated by desire to see repentance leading to restoration fellowship. A believer who genuinely repents ought to be quickly forgiven by his fellow believers (Galatians 6:1, Matthew 18:21, Matthew 6:14-15, Ephesians 4:32, Luke 17:3).

Absence

It is expected that every faculty member be present for all prescribed duties, both class sessions and meetings deemed necessary and scheduled by the board. Attendance issues will be dealt with on an individual basis.

CERTIFICATION

I, the undersigned, do hereby certify:

1. That I am the duly elected and acting Registrar of School of the Scripture, and
2. That the foregoing Bylaws constitute the original Bylaws of said organization, as duly adopted by the board this _____ day of _____ year _____.

IN WITNESS WHEREOF, I have hereunto subscribed my name.

Signed: _____
Phylistia Stanley -Registrar

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AGREEMENT TO KEEP INFORMATION CONFIDENTIAL

This Agreement is made as of _____, 20____ by and between (Individual) _____, and School of the Scripture. (Please Print Name)

Introduction

School of the Scripture wishes to disclose pertinent information to individual for evaluation and wants the individual to keep all present and future disclosed information confidential.

Agreement

The Individual and the School of the Scripture agree as follows:

1. School of the Scripture will disclose information to Individual.
2. All knowledge and information regarding the School of the Scripture shall be considered confidential, and shall not be used for or distributed to a third party with intent to use adversely without written permission from the School of the Scripture.
3. The following information will not be considered confidential:
 - A. Information which at the time of disclosure is in the public domain through publication or advertisement, or
 - B. Information, which after disclosure becomes part of the public domain by publication or advertisement (but confidentiality ceases only after it becomes part of the public domain by publication or advertisement)
4. The Individual does not acquire any rights to the knowledge and information by this Agreement. The Individual is free to use information that is not confidential.
5. The Individual agrees that the School of the Scripture will suffer serious harm if the Individual does not honor the terms of this Agreement.
6. The School of the Scripture has full authority to enter into this Agreement.
7. This Agreement will be governed by Arkansas law and all disputes under this Agreement will be settled by the parties themselves or with the assistance of a mediator within one month of notice of the dispute (except for the issuance of an injunction) will be settled by arbitration on an accelerated basis in accordance with the rules of the American Arbitration Association.

Signed: _____

Date: _____

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