

MINISTERIAL TRAINING:

To ATTAIN **MINISTERIAL LICENSE** FROM THE POTTER'S HOUSE

(MUST BE A LOCAL MEMBER, DESIRING TO BE INVESTED IN THE CLERGY MINISTRY WITHIN THE POTTER'S HOUSE)

To ATTAIN **MINISTERIAL CERTIFICATE OF ACHIEVEMENT** FROM THE POTTER'S HOUSE

(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)

DEACON TRAINING:

To ATTAIN **DEACON ORDINATION** FROM THE POTTER'S HOUSE

(MUST BE A LOCAL MEMBER, DESIRING TO BE INVESTED IN THE CLERGY MINISTRY WITHIN THE POTTER'S HOUSE)

To ATTAIN **DEACON (OR YOKEFELLOW) CERTIFICATE OF ACHIEVEMENT** FROM THE POTTER'S HOUSE

(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)

PASTORAL COLLABORATION PROGRAM OFFERED (INCLUDING GROUP DISCOUNT) – SEE LAST PAGE ATTACHED

NEW STUDENT REGISTRATION:

FOR MINISTERIAL LICENSE OR DEACON ORDINATION — OPEN IN SPRING AND FALL.

FOR ELDERSHIP ORDINATION — OPEN IN FALL SEMESTER ONLY. (MUST HAVE A POTTER'S HOUSE PASTORAL RECOMMENDATION TO REGISTER.)

IMPORTANT NOTE: Thoroughly review the verification process and details on the next page.

FOR MINISTERIAL OR DEACON CERTIFICATE OF ACHIEVEMENT — OPEN IN SPRING AND FALL.

Tuition Fee \$300 - per semester

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

New **LICENSE OR ORDINATION** Students (Entry Level) required to submit a completed application form each semester, background check release, and digital photo (before graduation). The background check isn't required for non-TPH members (**CERTIFICATE STUDENTS**) who are only receiving ministerial training, not the TPH license at the end of their courses.

FALL OR SPRING SEMESTER:

18 **Tuesday** Class Sessions; 36 lecture hours **PLUS** exploratory studies as assigned.

Classes for TPH Members - Ministerial Licensing or Eldership Ordination Training 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.

CLASSROOM CODE:

PHSOM students 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 are to obtain excused status on all absences and/or late arrivals by reporting all such absences (with 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.

NOTE: 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*

GRADUATION:

COMPLETED IN TWO YEARS (FOUR SEMESTERS)

MINISTERIAL LICENSING, DEACON ORDINATION OR CERTIFICATE OF ACHIEVEMENT

Verification Process – Ministerial License and Eldership Ordination Training

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/Courses.

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

- **Verification** of Potter's House (E-Member, Dallas, or Fort Worth Campus) membership (at least 1 year)
- **Verification** of volunteer service within The Potter's House (at least 1 year)
- **Pastoral Recommendation** from a TPH Pastor required for Eldership Ordination (only)
- **Verification** of primary, local address (supporting documentation needed – utility, phone, or other bill with local address included)
- **Important Note:** Students who cannot meet the above requirements for verification approval may enroll in the PHSOM Certification Program until the requirements can be met.

**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.*

**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.*

PHSOM Pastoral Collaboration Program and Registration:

- PHSOM Group Collaboration Program – Offered to outside ministries, organizations, or nonprofits.
- PHSOM is offering our 2-year Ministerial and Deacon Training to outside organizations. PHSOM is also continuing its partnership with GPS Top Tier Partners, who choose to register and receive their license or certificate (additional details may be provided).
- Group Registration: Only for pastors to register members of their ministry (five or more). This incentive is not designed for individuals to form random groups. For individual incentives, we offer a payment plan and the PBMJ Scholarship.
- Individual Registration: Ministries with fewer than five members may register their members, but the group discount will not be applicable.
- PHSOM courses are now specifically offered to Pastors to assist with building or retraining leaders within their Ministries.
- PHSOM is seeking to collaborate with Pastors/Leaders to “do the hard work” by offering Ministerial Training. PHSOM has the system, online platform, infrastructure, and support to receive and biblically train leaders for Ministry and Marketplace.
- Within the PHSOM/Pastoral Collaboration, PHSOM is only responsible for training and will not provide credentials for ordination or licensing after completion.
- A PHSOM Certificate of Achievement will be provided after completion. It is at the Pastor’s discretion to ordain or license their members or staff (graduates) within their organization after completing PHSOM.
- PHSOM has the tools and resources to provide Monthly Progress Reports to the Pastors for members/students who are enrolled in the PHSOM 2-Year Program.
- PHSOM courses are conveniently offered online via Canvas, and virtual classes are hosted via Zoom.