“Processing the Call, Equipping the Called”

- Welcome to T-SOM
- General information You’ll want to know
- Student Steps & Tips
- Lodging Information
- Ministerial Internship Information
READ THIS BOOKLET
To Understand The TSOM Process!

School Location Main Campus:

Hyatt Place Hotel
330 E. Main St. Hendersonville, TN
615-826-4301

Directions:
- Exit off I-65 N. toward Louisville, KY. Onto Vietnam Veterans Parkway.
- Exit #7 off Vietnam Veterans Pky. Onto Indian Lake Rd.
- Left onto Maple Drive (light #4)
- Left at entrance to the Hotel.

School Location W. TN Campus:

First Assembly of God Church
Hwy. 51, Covington, TN

TSOM President - Dist. Supt. Terry Bailey
TSOM Director - Glenn Forsee
TSOM Extension Campus Director Gary Forsee
TSOM Assistant to the Director - Linda Forsee
TSOM Asst. to Ext. Campus Dir. - Lori Forsee
TSOM District Office Assistant - Ashten Winfree
TSOM Academic Dean - Rose McCullough
TSOM Dean of Students - Don McCullough
TSOM Staff - Tammy Padilla
Welcome!

Welcome to the Tennessee School of Ministry, TSOM. We are honored to have you as a student in this growing ministry of our District.

God has placed a call upon your life to serve Him in ministry. TSOM is here to help you process the call of God on your life.

Your calling maybe as a full-time minister and pastor or as an equipped layman. We are here as a District and as a school to help you process the call of God on your life and prepare you to fulfill that call. TSOM exists to help you develop skills, talents and gain knowledge that is needed for effective ministry. Your own spiritual, physical, social and emotional disciplines will determine your future.

The information in this handbook is key in your studies and educational process. It is important that you READ and FOLLOW all the information in this Student Handbook. Being fully prepared for each class is essential for receiving the maximum impact upon your life. In many ways the process of TSOM will help you develop the disciplines you will need in ministry.

TSOM instructors will invest into your life out of their experiences and knowledge. Classes are designed to be interactive in order to engage and stimulate your retention. A growing relationship with God and others awaits you in TSOM. Thanks for joining the journey

TSOM / 1402 Stop Thirty Road
Hendersonville, TN. 37075

615-431-0871 tsom@tnaog.org

Rev. Glenn Forsee, Director
General Information

Class Schedule

1. SIGN IN: Main Campus—Friday 6:30 p.m. & Saturday 8:30 a.m.
2. SIGN IN: W. TN Campus—Saturday only at 8:30 am.
3. Turn in your Text Overview to be graded as you sign in.
4. Pick up your Name Badge as you sign in.
   (There will be a designated table for each Level where this is done.)

Schedule: Main Campus

- **Friday:**
  - Orientation: 6:30—7:00 p.m.
  - Session #1 7:00—8:20 p.m.
  - BREAK 8:20—8:40 p.m.
  - Session #2 8:40—10:00 p.m.

*Turn in your Name Badge as you leave Friday night. Pick it up as you sign in again on Saturday morning.

- **Saturday:**
  - Session #3 8:30—9:50 a.m.
  - BREAK 9:50—10:00 a.m.
  - Session #4 10:10—11:15 a.m.
  - Final Exam: 11:15—CLOSED BOOK TEST

Schedule: W. TN Campus

- **Class Session** 8:30—11:30 a.m.
- **Lunch Break** 11:30 a.m.—12:30 p.m.
- **Class Session** 12:30—3:30 p.m.
- **Final Exam:**

*Turn in your Name Badge as you leave.

*You may purchase Text Books and register for the next months classes before Orientation & during breaks.*
# TSOM Class Calendar 2015-2016

<table>
<thead>
<tr>
<th><strong>Main Campus</strong></th>
<th><strong>West TN Ext. Campus</strong></th>
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<tbody>
<tr>
<td><strong>Hendersonville</strong></td>
<td><strong>Covington</strong></td>
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<tr>
<td><strong>Sept. 11–12, 2015</strong></td>
<td><strong>Sept. 12, 2015</strong></td>
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<tr>
<td>#1: A/G Hist., Miss., Gov.</td>
<td>#1: A/G Hist., Miss., Gov.</td>
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<td>#2: O.T. Survey</td>
<td>#2: O.T. Survey</td>
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<tr>
<td>#3: Pentateuch</td>
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<td>#1: Intro. To Hermeneutics</td>
<td>#1: Intro. To Hermeneutics</td>
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<td>#2: Intro. To Theology</td>
<td>#2: Intro. To Theology</td>
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<tr>
<td>#3: Prayer &amp; Worship</td>
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<td><strong>Nov. 6–7, 2015</strong></td>
<td><strong>Nov. 7, 2015</strong></td>
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<tr>
<td>#1: Prison Epistles</td>
<td>#1: Prison Epistles</td>
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<td>#2: Romans</td>
<td>#2: Romans</td>
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<td>#3: Ch. Admin, Law, Fin.</td>
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<td><strong>Dec. 4–5, 2015</strong></td>
<td><strong>Dec. 5, 2015</strong></td>
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<td>#2: N.T. Survey</td>
<td>#2: N.T. Survey</td>
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<tr>
<td>#3: Pastoral Ministry</td>
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<tr>
<td><strong>Jan. 8–9, 2016</strong></td>
<td><strong>Feb. 6, 2016</strong></td>
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<tr>
<td>#2: Theology of Missions</td>
<td>#1: Relationship &amp; Ethics</td>
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<td>#2: Intro. To Homiletics</td>
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<tr>
<td><strong>Feb. 5–6, 2016</strong></td>
<td><strong>March 5, 2016</strong></td>
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<tr>
<td>#1: Relationship &amp; Ethics</td>
<td>#1: Acts</td>
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<td>#2: Intro. To Homiletics</td>
<td>#2: Eschatology</td>
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<td>#3: Preaching in Context</td>
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<td><strong>March 4–5, 2016</strong></td>
<td><strong>April 2, 2016</strong></td>
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<td>#1: Acts</td>
<td>#1: Evangelism</td>
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<tr>
<td>#2: Eschatology</td>
<td>#2: Leadership Skills</td>
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<tr>
<td>#3: Apologetics</td>
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<td><strong>April 1–2, 2016</strong></td>
<td><strong>May 7, 2016</strong></td>
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<tr>
<td>#1: Evangelism</td>
<td>#1: Gospels</td>
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<tr>
<td>#2: Leadership Skills</td>
<td>#2: Conflict Resolution</td>
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<tr>
<td>#3: Corinthians</td>
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<tr>
<td><strong>May 6–7, 2016</strong></td>
<td><strong>Jan. 8 – 9, 2016</strong></td>
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<tr>
<td>#1: Gospels</td>
<td>#2: Theology of Missions</td>
</tr>
<tr>
<td>#2: Conflict Resolution</td>
<td><em>Main Campus</em></td>
</tr>
<tr>
<td>#3: Poetic Books</td>
<td><strong>Green</strong> = Level I (Certified) Classes, <strong>Blue</strong> = Level II (Licensed) Classes, <strong>Red</strong> = Level III (Ordination) Classes.</td>
</tr>
</tbody>
</table>
To Enroll in the Tennessee School of Ministry (TSOM):

1. **Enroll & pay** online at [www.t-som.org](http://www.t-som.org) or complete an enrollment form and mail form and payment to TSOM at the TN A/G Ministry Network Office.

2. **Payment:** A one-time fee of $25.00 (per level) and a fee of $50.00 per course tuition. (i.e., if you are enrolling for the first time in Level I (Certified) you would pay a total of $75.00. If you are enrolling for a second course in Level I (Certified) you would pay a total of $50.00.)

Tuition for each course is $50.00
There is a one-time charge of $25.00 as you enroll into a new level.
- Level I (Certified) - $25.00
- Level II (Licensed) - $25.00
- Level III (Ordained) - $25.00

*You may enroll in more than one level at a time. This is helpful to those who have already taken one or more courses through Berean or other accepted Educational institutions.

*Funds are not refundable.* Credit may be received and applied within 1 school year toward another course. Cancellation notice should be received as soon as possible prior to class. **TSOM must be notified by email/written request for transfer of funds from one class to another. That is the students responsibility.**

**After Class:**
- Grades will be E-mailed to you.
- Registrations are accepted on-site for the following month’s classes. However, this should be done before class on Friday or during breaks not after classes on Saturday.
Student Steps

- All **new students** may register online at www.t-som.org a minimum of **3 weeks** in advance of chosen course date.

- **You may also** download the registration form, fill it out completely and send by **US mail** along with your check or money order to: TN Assemblies of God Ministry Network (TSOM) 383 E. Main St. Suite 110, Hendersonville, TN 37075

- **New enrollments are accepted anytime during the school year.**

- All **returning students** (after filling out an initial registration form for the school year following above directions) may register for each returning desired class on-line or by on-site registration each previous month.

- No one will be placed on the class roster until full payment is received for the desired class. (**Therefore it is necessary to receive full payment no later than 10 days prior to scheduled class.)** **Payment after 10 days prior to scheduled class will result in a $10.00 late fee.**

- **You may register for more than 1 class at a time.**

- **Order your textbooks.** (See enclosed list)

- **Read your textbook** & read the corresponding book of the Bible for the Bible Classes.

- **Complete the text overview for the course.** (Your answers must be **typed.** Copy & paste into a new doc., the appropriate text overview from the CD/zip file sent to you and work with it in your computer.)

- **Bring 2 copies of your text overview to class.**
  - One copy will be turned in for grading.
  - One copy will be for classroom review.

- **Bring extra paper for class notes.**

- **The course final exam is taken from the text overview.**

- **Be prompt to orientation & Class.**

- Be respectful to instructors & fellow students.

- **NO** personal web-surfing, FB, emailing etc. during class.

**Minors:** TSOM accepts students age 16 & above. **ALL minors** must have a parental release form. Contact TSOM for further details.
The Hyatt Place in Hendersonville is our anchor hotel.

- They have given us a rate of $95.00 + tax per room for the first 25 rooms reserved in our block.
- After 25 Rooms have been reserved the rate will be at the regular hotel rate + tax per room.

Please note that a limited number of rooms are available at the group discount. Once those rooms are reserved, the group rate is no longer guaranteed. Block Rooms are held until 2 weeks prior to the event or until they are all reserved, whichever comes first.

- Rooms are either a King bed with a hide-a-bed sofa or two Queen beds and a hide-a-bed sofa & includes breakfast.
- Address: 330 E. Main St. just off Hwy. #31 E/Gallatin Pike.

Lodging Codes:

Please call the hotel directly at 615-826-4301 and request a room in the block of your choice using the corresponding codes below:

<table>
<thead>
<tr>
<th>Class Dates</th>
<th>Group Code</th>
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<tbody>
<tr>
<td>Sept 11-12, 2015</td>
<td>G-TN01</td>
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<tr>
<td>Oct 2-3, 2015</td>
<td>G-TN02</td>
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<tr>
<td>Nov 6-7, 2015</td>
<td>G-TN03</td>
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<tr>
<td>Dec 4-5, 2015</td>
<td>G-TN04</td>
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<td>Jan 8-9, 2016</td>
<td>G-TN05</td>
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<td>Feb 5-6, 2016</td>
<td>G-TN06</td>
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<td>Mar 4-5, 2016</td>
<td>G-TN07</td>
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<td>Apr 1-2, 2016</td>
<td>G-TN08</td>
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<td>May 6-7, 2016</td>
<td>G-TN09</td>
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</table>

You may also book online at nashvillenortheast.place.hyatt.com by

1. Entering your Arrival/Departure Dates
2. Clicking the “OFFERS & GIFT CERTIFICATES” button and entering the group code for your corresponding class date

The Hyatt Place in Hendersonville has been very friendly and accommodating with TSOM students. Many students reserve rooms for the following month or the whole school year while staying at the Hyatt Place during a TSOM Session. As with TSOM registration, preparing & planning ahead relieves the stress & burden of “last minute” floundering!
These ladies are here to help you. Contact Toni at the TN Assemblies of God Ministry Network Office with the information below. Contact Toni at tgraves@tnaog.org Contact Linda at: lindaforsee@gmail.com

TSOM Staff pictured left-right: Tammy Padilla, Rose McCullough, Linda Forsee.

Direct all TSOM correspondence to:
Tennessee School of Ministry
1402 Stop Thirty Road
Hendersonville, TN 37075
Phone: 615-431-0871    Fax: 615-265-8527
Email: tsom@tnaog.org
Study Guide Tips

Tips for T-SOM Success
By Academic Dean: Rose McCullough

Text Overview Preparation

- Locate the text overview for your class on the course CD. They are listed in alphabetical order on the CD. Select the one for your class name.

- Copy and save the text overview to a new document file. This will be your copy which you can use to insert the answers to your questions.

- Format your typed answers in a font which is simple and easy to read. Consider the style and size of the font (Ex: Times New Roman or Calibri, font size minimum should be 12). You may choose to apply a color to your answer to make it easier to read (for both the student and the grader).

- Read the overview question before looking for the answer.

- Reread the question focusing on the key words to discover the correct answer in the text.

- The first sentence in most paragraphs is the topic sentence. It gives a clue to you and most likely the basic answer to the question.

- Read the last sentence in a section and/or the summary in the text to focus on the most concise answer to some questions.

- When the question asks for a specific number of parts to the answer, has terms in bold type or italics, or uses some other method to narrow down your search (ex. according to the author…), use these to find information in the text.

- Answers are usually specific. There is no need to write an entire paragraph for an answer.
Text Overview Preparation Cont.

- Most questions are **keyed to the order of chapters** in the text. In some cases, do not overlook the appendix and end of text resources for answers.

- **Plan** to complete your text overview one week before the scheduled class. Waiting to the last night before sessions meet is a sure method for making the task more difficult.

### Preparing for the Test

- Study information which has been emphasized or over emphasized by the instructor.

- Test questions come from information in the text overview.

- Test questions may be in the form of multiple choice, matching, true/false, fill in the blank, and some short answer.

### Test Taking 101

- Take a deep breath if confused or uncertain. This often helps in focusing on what is being asked.

- Read test questions more than once.

- Read the entire question.

- Focus on the key words in the question.

- Beware of the words **always and never** in true/false questions.
# TSOM Text Book List 2015-2016

## Certified (Level I) Textbooks

<table>
<thead>
<tr>
<th>Subject</th>
<th>Text</th>
<th>Author(s)</th>
<th>ISBN</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/G History, Missions &amp; Governance</td>
<td><em>(Revised) People of the Spirit</em></td>
<td>Gary B. McGee</td>
<td>9781607313755</td>
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<tr>
<td>Introduction to Hermeneutics</td>
<td>Living By the Book</td>
<td>Howard &amp; Wm. Hendricks</td>
<td>9780802408235</td>
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<tr>
<td>Prison Epistles</td>
<td>Be Rich {N.T. Commentary on Ephesians}</td>
<td>Warren W. Wiersbe</td>
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<tr>
<td>Introduction to Pentecostal Doctrine</td>
<td>The Holy Spirit</td>
<td>Anthony Palma</td>
<td>9780882437866</td>
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<tr>
<td>Relationships &amp; Ethics in Ministry</td>
<td>Ministerial Ethics 2nd Edition</td>
<td>Joel Trull/James Carter</td>
<td>9780801027550</td>
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<tr>
<td>Acts</td>
<td>Acts: Logion Commentary</td>
<td>Stanley Horton</td>
<td>9781607311393</td>
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<tr>
<td>Evangelism</td>
<td>Becoming a Contagious Christian</td>
<td>Bill Hybels &amp; Mark Mittleberg</td>
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## Licensed (Level II) Textbooks

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<tr>
<th>Subject</th>
<th>Text</th>
<th>Author(s)</th>
<th>ISBN</th>
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<tbody>
<tr>
<td>Old Testament Survey</td>
<td>Encountering the Old Testament</td>
<td>Bill T. Arnold/Bryan E. Beyer</td>
<td>9780801031700</td>
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<tr>
<td>Introduction to Theology</td>
<td>Bible Doctrines</td>
<td>Wm. Menzies &amp; Stanley Horton</td>
<td>0882433180</td>
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<tr>
<td>Romans</td>
<td>Encountering the Book of Romans</td>
<td>Douglas Moo</td>
<td>9780801025464</td>
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<td>Theology of Missions</td>
<td>Missions in the Age of the Spirit</td>
<td>John York</td>
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<tr>
<td>Introduction to Homiletics</td>
<td>Anointed Expository Preaching</td>
<td>Stephen &amp; David Olford</td>
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<td>Eschatology</td>
<td>Our Destiny</td>
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<tr>
<td>Leadership Skills</td>
<td>The Empowered Leader</td>
<td>Calvin Miller</td>
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<tr>
<td>Conflict Resolution</td>
<td>Making Peace</td>
<td>Jim Van Yperen</td>
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Text Book Ordering Information

You are responsible for purchasing your own text books. You may use any local book store or online. If you borrow a former student’s text book, be sure that it is the correct edition. Check the ISBN# to make sure. We’ve had to replace several books/overviews due to revisions.

May we recommend?

Tim Davis
As a resource for your text books.
Tim is a TSOM Alumni & co-owner of
Salt & Pepper Christian Stores
In Murfreesboro, TN.
He will continue to set up a book-store at the monthly TSOM sessions for the student’s convenience of buying their books onsite for the following month’s classes. Or you may call them to have a text book shipped to you.
615-896-7777 or 615-896-7770
Email:
Oasismarketing@mindspring.com

Ordained (Level III) Textbooks

Pentateuch
Text: Encountering the Old Testament
Bill T. Arnold/Bryan E. Beyer
ISBN # 9780801031700

Prayer & Worship
Text: The Reward of Worship
Jack Hayford
ISBN # 9780800794187

Church Administration, Law & Finance
Text: Leadership Handbook on Management and Administration
ISBN # 9780801068140

Pastoral Ministry
Text: Shepherding the Church
Joseph M. Stowell
ISBN # 0-8024-7821-2

Preaching in Context
Text: *(New) Preaching to a Post Everything World
Zack Eswine (2008 Ed.)
ISBN # 9780801091940

Apologetics
Text: A Ready Defense
Josh McDowell
ISBN# 9780840744197

Corinthians
Text: 1 & 2 Corinthians: Logion Commentary
Stanley Horton
ISBN # 0882437313

Poetic Books
Text: Encountering the Old Testament
Bill T. Arnold/Bryan E. Beyer
ISBN # 9780801031700
Ministerial Internship Program

The TSOM Ministerial Internship Program is offered to students desiring to apply for Ministerial Credentials with The Assemblies of God.

- The Ministerial Internship is offered in the Spring Semester of TSOM (Feb.) in order to accommodate students registering during the fall semester and a summer internship program (May) for students registering during the spring semester.

- Students may enroll in the Ministerial Internship at the December, 2015 TSOM session. Those who do so must have finished and turned in all internship paperwork/forms by the May, 2016 TSOM session.

- Students entering TSOM later than the September, 2015 session may begin their internship in Feb. during the spring semester, or May for the Summer internship program, but must have finished and turned in all internship paperwork/forms by the September, 2016 TSOM session.

- You must have finished 4 (four) classes in the specified level of credentialing that you will be seeking before enrolling in the internship program. The 4 classes may have been completed through TSOM, another DSOM, Berean/Global, another accepted Educational Institution or any combination thereof.

- The TSOM Ministerial Internship Program has a tuition of $50.00, the same as any other class offered through TSOM, and is noted on the TSOM Enrollment Form. However, each student participating in the internship program should give a suggested $100.00 to their Pastor/Mentor for his/her professional time/services out of ministerial courtesy. Whether the pastor/mentor accepts this payment or not is between the intern & the pastor/mentor.

- The TSOM Ministerial Internship Program is a minimum of 3 months and consists of 7-9 standards to be covered by the intern along with his/her pastor/mentor. A 3 (three) month prayer journal, required by The General Council of the Assemblies of God, is also included. A Pastor/Mentor Summary/evaluation & Student Summary form is included in the Program’s forms in order to keep the paperwork concise.

- The whole TSOM Ministerial Internship Program and materials are included on your TSOM Student CD/zip file. When you enroll in the internship program, your pastor/mentor will be sent a “Pastor/Mentor CD containing all TSOM Ministerial Internship Program and Materials. It is suggested that you use the Materials on the CD/zip file to create yourself & your Pastor/Mentor an Internship Notebook with hard copies of all materials for your level, in order to keep focused on the internship.
Included in the “All Levels forms section” of the CD/zip file are:

- **TSOM Pastor/Mentor Internship Information Request Form** (must be turned in 1 (one) month prior to registration in the internship program, i.e. Nov. before enrolling in Dec.). Pastor/Mentor must be approved by TSOM Director, your presbyter & the District Superintendent.

- **Internship Pastor/Mentor Covenant** (must be filled out and signed by the Pastor/Mentor immediately after enrollment and sent in to The TN A/G Ministry Network Office.

- **TSOM Internship Prayer Journal Report**. This is a summary of your prayer journaling to be turned in. We do not need your entire prayer journal. You may copy this form for all 3 months.

- **Sermon Critique**. To be used by your Pastor/Mentor and/or chosen others whom you wish to critique your sermon presentation.

- **Pastor/Mentor Summary/Evaluation**. Located in each level’s Standards, Objectives, & Requirements. To be filled out by the Pastor/Mentor. This is to be accompanied also by a “letter of recommendation” /cover letter from the Pastor/Mentor.

- **Student Summary**. Located in each level’s Standards, Objectives, & Requirements. To be filled out by the intern.

- **All of the forms** (except the first two listed which should have already been turned in) must be submitted no later than the deadline date of May TSOM 2016 or Sept. TSOM 2016. (see previous page). These dates will make it possible to have the required paperwork submitted before the deadline date for credentialing materials to be turned into The TN A/G Ministry Network for processing.

- Your Internship Start Date begins upon your enrollment with payment received at The TN Assemblies of God Ministry Network and ends with timely receipt of completed materials/forms. You and your Pastor/Mentor must work out an agreeable schedule to complete the internship in a timely manner by the due date. This is your responsibility.

- An internship with each level of Ministerial credentialing is required by The General Council of the Assemblies of God.

- TSOM offers classes as required by The General Council of the Assemblies of God for each level of credentials: Certified, Licensed & Ordination.
“Lack of timely registration on the student’s part does not constitute an emergency on TSOM’s part.”

Timely registrations are a part of the TSOM process of learning disciplines you will need in ministry.