

Study Group MANUAL

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Berean School of the Bible

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Berean School of the Bible Study Group Manual

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WELCOME TO BEREAN STUDY GROUPS

Berean School of the Bible (BSB) provides a pathway for those seeking to meet the educational requirements for Assemblies of God ministerial credentialing, as well as those interested in enhancing their Bible knowledge. Courses are designed so that students may study independently and meet as a group to review, reinforce, and apply the principles learned.

Global University Contact Information

Mailing Address: 1211 South Glenstone Avenue
Springfield, Missouri 65804-0315 USA

Telephone: (417) 862-9533

Fax: (417) 862-0863

Email: studygroups@globaluniversity.edu

Website: www.globaluniversity.edu

Simple Steps to Get Started



Register with Global University

Register your study group with Global University (GU) by submitting a completed [Study Group Agreement form](#).

Study Group Agreement Form

Assemblies of God (AG) Churches

An AG church must complete the form. Once received by GU, they are automatically approved and can begin enrolling students and placing orders as soon as they have received their study group account information.

Non-Assemblies of God (AG) Churches

Non-AG churches may request approval by completing the form. Approval must be granted by the AG district in which the church is located. This may take up to 30 days for processing.

Send the completed form to Global University to receive approval as a Berean study group.

Email

studygroups@globaluniversity.edu

Mail

BSB Study Groups
Global University
1211 South Glenstone Avenue
Springfield, MO 65804-0315

Updating Study Group Information

Contact information, including authorized contacts, are updated by submitting a new study group agreement form with the corrected information.

BSB Programs

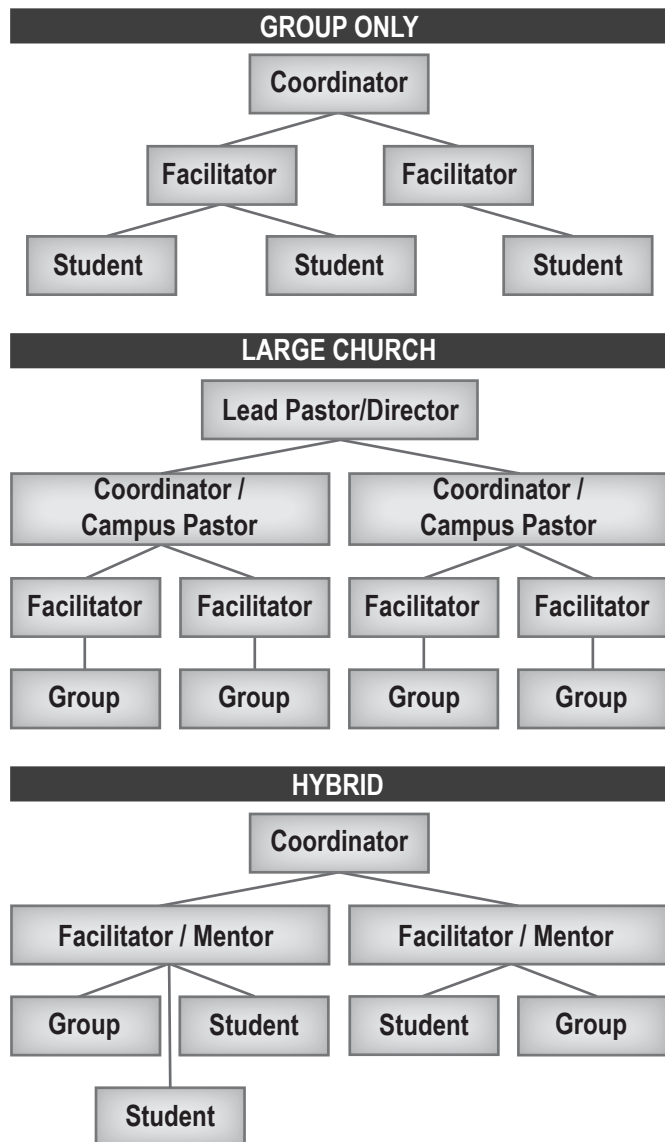
It is recommended that you become familiarized with the programs available from BSB. See program details and required courses in the current [Berean School of the Bible catalog](#).

OPERATING A STUDY GROUP

Structuring the Study Group

Berean School of the Bible provides a flexible format. You may structure your study group in any way that is most helpful to your students and ministry. Choose the study group model that works best for your group.

1. Determine the level of interest. How many students will you have?
2. Structure your study group.
 - a. Which model fits your needs? (See examples below)
 - Group only
 - Individual mentoring only
 - Hybrid
 - b. What class format and schedule works best for your study group?
 - 8 weeks
 - 12 weeks
 - 15 weeks / once per week



Recruiting Staff and Facilitators

Study Group Coordinator

Appoint a study group coordinator to handle the administrative tasks of the study group, such as submitting student applications, enrolling students, and ordering courses.

Study Group Facilitator

Appoint a study group facilitator to handle the academic tasks for the study group, such as guiding group review sessions.

- The principal role of the facilitator is to encourage and guide interaction among the adult learners and to assist in clarifying any issues which arise.
- The facilitator does not need to “teach” the materials since learning is based in the course itself, but should help reinforce and review the course materials. This will include reviewing course content, leading discussions, guiding course progress, utilizing class presentation tools, and other group activities that promote student learning and growth.
- Exams are based on the course objectives in the independent-study textbook (IST).

Record Keeper

Appoint a record keeper or other administrative staff as needed for effective organization and management.

Students

Students should be prepared to commit to the designated in-class time, as well as individual study time outside of class.

Tools

• Study groups resource site

The site contains downloadable resources and promotional material, ideas from other study groups, and a link to our Global gear store, so you can purchase merchandise for your study group.

• Facilitator’s copy of the IST

• Instructional Facilitator’s Manual (IFM)

(Not all courses are currently supplied with an IFM. Available IFMs are listed on the [Course Information Chart](#).) IFMs do not include student materials; they must be purchased separately. The IFM includes all components necessary for facilitating classroom review of the course content:

- » Customizable lesson plans to accommodate class schedules and other logistical factors.
- » PowerPoint slides that can be projected, used as overhead masters, or distributed as handouts.
- » Group discussion questions.
- » Worksheets and class handouts.
- » Logos Digital Library research links.

- » Interactive PDF to digitally prepare lecture notes and customize presentation planning.

Promoting

Once you are an approved GU study group, you will be provided with a one-time promotional tool packet that includes:

- Brochures
- Posters
- Advertising e-files with graphics that can be personalized with your church name and other relevant information. More items are also available on the study groups resource site.

While you have flexibility in naming and promoting your study group, you may not claim accreditation for your group, nor may you refer to the group as an extension of Global University or Berean School of the Bible. These are issues relating to our accrediting associations and are strictly forbidden.

Administration

Student Enrollment

- Each student must fill out a one-time [Berean School of the Bible \(USA\) Application for Non-Degree Studies](#). Under the restrictions of federal law (FERPA), without the student's signature, Global University is unable to release student information to study group leadership.
- Applicants under 18 years of age should complete the Permission to Release Records portion of the application, and submit written and signed parental permission. Special exceptions may be made for students under 16 who have written parental permission and the approval of the BSB dean.
- Enrolled students have access to their course online, as well as downloadable course versions (English and Spanish).

Study Group Portal

As an authorized study group, you have access to the online study group portal. This portal gives you the ability to:

- View all current and past students who have taken a course with your group.
- View student ID numbers.
- View student enrollment history.
- View student grades.
- Print unofficial student subject lists.
- Place orders for enrolled students (after new students have been enrolled and assigned to your study group, you can place orders for them through the portal).

Study Group Portal Users

Only users that have a personal email address will have access to the study group portal. If you would like to add a user, you must submit a fully completed new [Study Group Agreement form](#) with the new user's information. All existing users who are maintaining account authorization should

also be included on the new form (select "Update Authorized Contacts" in Section 1 of the form).

- User Example
Name: User's name
User ID: User's email (sample@gmail.com)
New Password: Userspassword123
- Lead Pastor
Name: _____
User ID: _____
New Password: _____
- Coordinator
Name: _____
User ID: _____
New Password: _____
- Record Keeper
Name: _____
User ID: _____
New Password: _____
- Facilitator
Name: _____
User ID: _____
New Password: _____

Once you access the new study group portal, record the user information above (be aware that your user ID and password for the old study group portal will not work on the new study group portal).

- You will be prompted to change your password. Write it down in the space provided above to keep for your records.
- Take a look at all your students and information.
- If you need to change anything, please contact us at studygroups@globaluniversity.edu and we will send you the instructions to make the necessary changes.

Record Keeping

Accurate records are essential for a successful learning experience. The following records should be maintained as the minimum of quality administration:

- Individual student personal information.
- Copies of each student's application, with the Permission to Release Records portion completed.
- Enrollment information, including student names, ID numbers (issued by Global University), course names and numbers, enrollment dates, and withdrawal dates (if applicable).
- Student attendance tracking.
- Student course completion information, including final exam completion date.
- All correspondence with Global University such as order details, payment transmittals, final exam submissions, etc.
- Up-to-date and detailed account of student payments.
- Fees: See [Study Group Course Cost and Fees Schedule](#).

Payment Information

- The first order must be paid in advance.
- An account may be billed for subsequent orders.
- All invoices must be paid within 30 days of the invoice date.
- Accounts not paid within 30 days will no longer qualify for a study group discount. Subsequent orders will require advance payment. Discount and billing privileges may be restored after six months by filling out a credit application.

Ordering Courses

- Place orders at least two weeks before a class is to begin.
- Orders may only be placed by the individuals listed on your [Study Group Agreement form](#).
- To authorize additional people to place orders, you must submit a new Study Group Agreement form with the new user's information included (select "Update Authorized Contacts" in Section 1 of the form).
- Normal fulfillment time is two to three days; there are seasons during the year when more time is required.
- Place orders using any of the following five methods, listed in order of preference:
 - » Internet: Order through the study group portal.
 - » Fax: Ask for confirmation of all faxed orders on the cover page or call to confirm that the fax was received.
 - » Email: Send order to studygroups@globaluniversity.edu.
 - » Phone: Call 800-443-1083, option 4
 - » Standard mail: Send orders to the attention of Student Services.

Information Required to Order

- Account name
- Account number
- Billing address
- Shipping address
- Materials being ordered
- Students to enroll—names and student identification numbers
- Student application with Permission to Release Records section completed (for new students)

Transferring a Course from One Student to Another

- A course that is still in progress may be transferred to another study group student within the six-month enrollment period.
- Submit a written request with the course name and the names of the student from whom and the student to whom the course is to be transferred.
- The student receiving the course will have six months to complete it.
- Courses that have expired cannot be transferred.
- A course transfer fee is charged for each transferred course.

Withdrawal or Return of Materials

- See [Study Group Cancellation and Refund Policy](#).
- Fill out the online withdrawal form for each student.
- Return materials in a secure box to avoid any damage to the return shipment. No credit is given for damaged materials.
- Send the material by mail to GU, to the attention of Returns.

Protecting Curriculum

Study groups found to have copied BSB materials (study guides, independent-study texts or exams), will have their status as a study group reviewed and may lose discount privileges. All BSB materials are copyrighted, and it is illegal to copy them for any use.

Academic Integrity

Registration at GU requires adherence to the university's standards of academic integrity. Please review the relevant sections in the current [Berean School of the Bible catalog](#).

Instruction and Study

Group Learning

The purpose of reviewing the course content in a class session is to:

- Reinforce
- Rehearse
- Amplify
- Promote application of the material in the course

There is no prescribed approach to conducting group learning related to BSB courses. Accountability for progress and completion is a unique benefit of group study and should be emphasized through classroom dynamics.

Examinations and Required Materials

Included in this section are guidelines for preparing study group participants for final exams. See [Preparing Students for Final Exams](#).

Online Exams

Berean School of the Bible exams are available to be taken online utilizing the GU student portal. It is recommended that students take advantage of this system. It provides immediate feedback, giving the student his or her exam score and a list of the objectives related to missed questions.

Printed Exams

Be sure students fill out the answer marking sheet completely when they take printed exams. Include the student's name, student number, course number, and exam form in the appropriate location.

Print exams for the entire study group should be scanned and emailed or returned in one envelope to Berean School of the Bible. Exams should be grouped according to course. You can request print exams by calling Student Services.

Required Materials for Course Completion

The following items must be returned when the course is complete. A grade for the course will not be assigned until the student has satisfactorily completed these materials and they have been returned to GU.

1. Closed-book exam validation certificate (exam cover sheet).
2. Answer marking sheet—This may be completed digitally, or may be printed. If printed, the student must mark their answers on the sheet with a pencil or pen, and then the sheet should be scanned. The file should be saved and emailed to bsbgradingservices@globaluniversity.edu.
3. The Service Learning Requirement (SLR) Report. This is an opportunity for the student to practice in ministry the concepts being learned. Most BSB courses require an SLR (the Ministerial Internship courses and older courses which require a textbook do NOT have SLR assignments). This assignment is found in the Essential Course Materials (ECM) section in the back of the course IST. The SLR report can be submitted online either through the online course or the [SLR form](#) on the GU website.

Exam Results

Final grade reports (FGR) are sent to the study group email address. The study group will be notified when a student's FGR is available.

Retake Exams

If a student fails an examination, they are allowed one retake exam and will be charged a retake fee. An alternate exam will be administered for the retake. If the student fails the retake, they must re-enroll in the course by paying the current tuition fee and then pass the final examination to receive credit for the course.

Preparing Students for Final Exams

Berean School of the Bible courses are designed to be used for individual study; however, learning is enhanced when students study in groups with a facilitator. Since final exams are designed to measure students' success in mastering the course content, facilitators are responsible to prepare students to do well on these exams.

Final exams are designed to measure students' mastery of the full breadth of each course's content. The exam score represents approximately how much of the course content a student learned. For example, a final exam score of 43 correct answers out of a possible 50 questions indicates

that the student mastered approximately 86 percent of the course content.

*The final exam grade will only have this accuracy if the student has no prior knowledge of what specific questions or information will appear in the exam. **Facilitators preparing students to take their exam should avoid indicating what information will be included on the exam.***

It is critical to an educational program administered nationwide that final course grades reflect a standard meaning. The integrity of BSB transcript grades can be compromised if some students are tested over the entire course content and others tested only over specified lists of information. If this occurred, BSB grades would not retain a standard, accurate meaning regarding student achievement.

The IFMs are designed to fully prepare students for the exams. Facilitators who include all of the prechecked components in their sessions will have covered all material that students will be tested on, and students will be adequately prepared even though they have not been told which specific information will appear on the exam or the form in which questions will be presented. Facilitators may inform students that all the material covered by exam questions will be addressed during the group sessions. Berean School of the Bible faculty and administration appreciate all efforts to protect the integrity of the exam process. This mutual cooperation maintains the dependable standard represented by BSB academic transcripts and helps to ensure the quality education BSB students deserve.

Certificates, Diplomas, and Further Study Opportunities

Students who desire a Global University certificate or diploma are required to submit a graduation request and pay a program completion fee.

If a student's goal is to receive ministerial credentials with the Assemblies of God, he or she is eligible to apply to the local district upon completion of each level of study. **Credentials are not granted by Global University or Berean School of the Bible**; however, Global University will send a transcript upon request to verify to the district that the student has met the necessary educational requirements for credentialing.

Students are strongly encouraged to pursue a lifetime of learning. Berean School of the Bible courses are eligible for transfer, under certain restrictions, into a bachelor of arts degree program. Call Global University for details.

COURSES AND COSTS

Study Group Course Cost and Fees Schedule

| | |
|---|----------|
| New Student Application Fee | \$30.00 |
| <i>(Must be paid with or before first course enrollment or course transfer evaluation)</i> | |
| BSB Course Fee | \$90.00* |
| <i>(Per course—includes materials)</i> | |
| BSB Audit Course Fee | \$27.50 |
| <i>(Per course—does not include cost of materials)</i> | |
| BSB Audit Upgrade Fee | \$27.50 |
| <i>(Per course)</i> | |
| Independent-Study Textbook (IST) | \$35.00* |
| Exam Retake Fee | \$25.00 |
| <i>(Failed first attempt)</i> | |
| Course Re-Enrollment Fee | \$55.00* |
| <i>(Option to re-enroll when an exam has been failed twice or course enrollment period exceeds 12 months)</i> | |
| Course Transfer Fee | \$10.00 |
| <i>(Transfer an enrollment from one student to another student)</i> | |
| Course Extension Fee | \$20.00 |
| <i>(Per course for enrollments older than six months and less than one year)</i> | |
| Transcript Fee | \$ 5.00 |
| Expedited Processing Fee <i>(in addition to shipping)</i> | |
| FedEx 2nd Day | \$35.00 |
| <i>(\$50 for Alaska, Hawaii, Guam and Puerto Rico)</i> | |
| FedEx Next Day | \$50.00 |
| <i>(This shipping method not available for Alaska, Hawaii, Guam, and Puerto Rico)</i> | |
| Certificate/Diploma Fee <i>(per program)</i> | |
| Individual Certificate Level | \$30.00 |
| Complete Diploma | \$30.00 |

*price does not include study group discount

Study Group Discounts

A 20 percent discount is given to authorized Berean study groups on course fee and course materials. Authorized study groups will pay shipping and handling charges of approximately seven percent per order.

Expedited Processing

You should receive most orders within five to nine (5–9) days. Orders requiring rush shipping will be charged at the rates above. Study groups will be charged \$25.00 for each student who requires their course assignments, final grades, transcript requests, etc., to be expedited.

Study Group Cancellation and Refund Policy

We strive to develop instructional materials and programs that will be completely satisfactory to the students who enroll with us. However, if it is necessary for you to withdraw from a course, the following refund policy will apply:

1. No refund of the application fee will be made after five (5) business days.
2. You may withdraw from a course if the course status is “In Progress.”
 - a. You may cancel a course enrollment within five (5) business days after the date on which your order was placed. If you cancel a course enrollment during this time, you will be given a complete refund of all tuition paid, less shipping and handling fees. Communication of cancellation may be made via the GU website (go to the Students drop down menu and select Forms & Documents, then click on [Withdrawal Form / Survey](#)).
 - b. You may request to withdraw from a course from five (5) business days and up to six (6) months from the date the order was placed and be refunded 50 percent of the tuition paid.
 - c. No refunds are given for course withdrawals requested after six (6) months from the date the order was processed.
3. Printed ISTs/ study guides or textbooks must be returned within 90 days of original purchase date and must be current editions in resalable condition, less a 20 percent restocking fee. No refund on “digital” materials.

Please report any discrepancies with the order within thirty (30) days of the invoice date.

Course Audits

This option is only available to students in authorized study groups. If a student audits a course, he or she must pay the audit course fee in order to receive the instructional materials. If the student decides to take the exam and receive credit for the course, he or she must pay the BSB audit upgrade fee and take the exam anytime within the six-month enrollment.

Course Information Chart

These courses are divided into units, then chapters, then lessons. The lessons are designed for a student to complete in one sitting at home. You may want to cover a chapter each week in your study group rather than just one or two lessons.

Level 1: Certified

| Course # | Course Title | CEUs | Units | Chapters | Lessons | IFM |
|----------|--|------|-------|----------|---------|-----|
| BIB 114 | Christ in the Synoptic Gospels | 5 | 3 | 13 | 43 | ✓ |
| BIB 121 | Introduction to Hermeneutics: How to Interpret the Bible | 5 | 4 | 15 | 41 | ✓ |
| BIB 212 | New Testament Survey | 5 | 3 | 13 | 38 | ✓ |
| BIB 214 | Old Testament Survey | 5 | 5 | 15 | 47 | ✓ |
| MIN 171 | A Spirit-Empowered Church | 5 | 3 | 17 | 43 | |
| MIN 181 | Relationships and Ethics in Ministry | 5 | 4 | 15 | 46 | ✓ |
| MIN 191 | Beginning Ministerial Internship | 6 | 4 | N/A | 12 | ✓ |
| THE 114 | Introduction to Pentecostal Doctrine | 5 | 5 | 13 | 35 | ✓ |
| THE 142 | Assemblies of God History, Missions, and Governance | 5 | 3 | 14 | 35 | ✓ |
| THE 211 | Introduction to Theology: A Pentecostal Perspective | 5 | 3 | 13 | 36 | ✓ |

Level 2: Licensed

| Course # | Course Title | CEUs | Units | Chapters | Lessons | IFM |
|----------|---|------|-------|----------|---------|-----|
| BIB 115 | Acts: The Holy Spirit at Work in Believers | 5 | 4 | 13 | 38 | ✓ |
| BIB 117 | Prison Epistles: Colossians, Philemon, Ephesians, and Philippians | 5 | 3 | 13 | 40 | ✓ |
| BIB 215 | Romans: Justification by Faith | 5 | 3 | 8 | 26 | ✓ |
| MIN 123 | The Local Church in Evangelism | 5 | 4 | 15 | 42 | ✓ |
| MIN 223 | Introduction to Homiletics | 5 | 4 | 14 | 43 | ✓ |
| MIN 251 | Effective Leadership | 5 | 3 | 12 | 35 | ✓ |
| MIN 261 | Introduction to Assemblies of God Missions | 5 | 4 | 11 | 29 | ✓ |
| MIN 281 | Conflict Management for Church Leaders | 5 | 3 | 7 | 25 | |
| MIN 291 | Intermediate Ministerial Internship | 6 | 4 | N/A | 12 | ✓ |
| THE 245 | Eschatology: A Study of Things to Come | 5 | 4 | 13 | 37 | ✓ |

Level 3: Ordained

| Course # | Course Title | CEUs | Units | Chapters | Lessons | IFM |
|----------|---|------|-------|----------|---------|-----|
| BIB 313 | Corinthian Correspondence | 5 | 4 | 11 | 29 | ✓ |
| BIB 318 | Pentateuch | 5 | 5 | 13 | 36 | ✓ |
| BIB 322 | Poetic Books | 5 | 3 | 8 | 27 | ✓ |
| MIN 325 | Preaching in the Contemporary World | 5 | 4 | 12 | 27 | ✓ |
| MIN 327 | Church Administration, Finance, and Law | 6 | 4 | 13 | 33 | |
| MIN 381 | Pastoral Ministry | 5 | 4 | 15 | 46 | ✓ |
| MIN 391 | Advanced Ministerial Internship | 6 | 4 | N/A | 12 | ✓ |
| THE 311 | Prayer and Worship | 5 | 3 | 12 | 37 | ✓ |