



ASSOCIATION OF INDEPENDENT HOLINESS CHURCHES

AIHC

SCHOOL OF BIBLICAL STUDIES



**GENERAL COURSE CATALOG
2020-2021**

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AIHC SCHOOL OF BIBLICAL STUDIES

2020~2021

COURSE CATALOG

Freddie L Thomas, B.S., CLS
Chancellor

Granville Scruggs, B.A., Th.M., M.Div., D.Min.
President

Ingrid A. Thomas, B.A., M.Ed., Ed.D.
Dean

AIHC School of Biblical Studies takes pride in preparing our students to share the gospel of Jesus Christ all over the world. Galatians 3:26 states, “There is neither Greek nor Jew, bond nor free, male nor female, for ye all one in Christ Jesus.” All applicants are welcome to apply for admission at AIHC School of Biblical Studies regardless of race, color, national origin, religion, creed, disability, age or sex. All applicants are given the rights and privileges generally made available to students at AIHC School of Biblical Studies.

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A WORD FROM CHANCELLOR

I am pleased to welcome you to the AIHC School of Biblical Studies. You are now part of a talented group of individuals who share a passion for bible learning.

Here, at AIHC Bible School, we understand the importance of being prepared for ministry. Our motto, "Preparing to Serve", recognizes that our first duty in building God's kingdom is to prepare oneself to serve Him and our neighbors.

I commend you on your decision to make ministry an integral part of your life. I'm also proud that you have chosen this school to help you prepare for this endeavor. The faculty, governing board, and I extend to you our support and best wishes.

Again, welcome to AIHC School of Biblical Studies. I hope your year ahead is both challenging and successful.

Sincerely,

Freddie L. Thomas

Freddie L. Thomas, BS, CLS
Chancellor

A WORD FROM THE PRESIDENT

Dear Students,

It is with great pleasure that I take this time to congratulate you on your decision to make AIHC School of Biblical Studies the place to help further your ministerial endeavors. I, along with the other faculty members are committed to you and your educational pursuits.

As the President, one of my duties is to ensure that you receive the biblical knowledge that will help you achieve your goals.

The mission statement of this school embraces the core values of this Association: to prepare you for practical ministry, to nurture your commitment to a life of service, and to promote the spirit of excellence.

Sincerely,

Dr. Granville Scruggs

Dr. Granville Scruggs,
President

History

AIHC School of Biblical Studies was established in 2011 by a group of pastors led by Mr. Freddie L. Thomas, Sr. It serves as a major entity of the Association of Independent Holiness Churches, which was also started by Mr. Freddie L. Thomas, Sr. in 2009. Its purpose is to provide students with a holistic study in the bible and to help ensure that they are prepared to serve in their communities and/or at their local churches. The founder, along with the governing board, insist that the school promote a spirit of excellence in training and preparing leaders for church and society.

Currently, the school offers a Certificate of Completion in Biblical Studies and a Certificate of Ordination.

Facilities and Equipment

AIHC School of Biblical Studies uses the facility of Christ Communion Temple which is 4,900 square feet. Classes are held in the fellowship hall of Christ Communion Temple connected to the church's main building. The fellowship hall is 800 square feet and seats 50 people. The equipment used for classroom instruction and administrative purposes are the copier and computer.

School's Mission

The mission is to prepare students for a life of service in the ministry of our Lord with emphasis on biblical teachings and practical ministry.

School's Motto

Preparing to Serve

“And He said unto them, Go ye into all the world, and preach the gospel to every creature.”
(St. Mark 16:15)

STATEMENT OF THEOLOGY

- We believe that there exists one God who is expressed in the person of God the father, God the son, and God the Holy Spirit. That these three entities are one in purpose and existence.
- We believe that God is Omnipotent, Omniscient, and Omnipresent.
- We believe that God is the Creator and Sustainer of all that exist.
- We believe that there is no other God.
- We believe that God is love.

Institutional Purpose

AIHC School of Biblical Studies is a major entity of the Association of Independent Holiness Churches. It is designed to equip its congregants for a life of service through holistic bible study and practical training.

We believe that the bible provides the basis for Christian education and that the principles taught should be at the heart of Christian service.

We believe individuals, who have made a commitment to the ministry of our Lord, should have an opportunity to prepare themselves to serve the needs of God's people. We are striving to help our students fulfill the Great Commission of our Lord Jesus Christ through practical ministry.

Institutional Objectives

AIHC School of Biblical Studies desires to educate our students in helping them achieve specific objectives. Graduates will be trained to:

1. Assist their pastors in building an effective ministry for the people of God.
2. Apply biblical principles and general knowledge received from the study of the bible and field experience sessions.
3. Assume leadership roles within the local churches such as teachers and worship leaders
4. Gain an awareness and appreciation in serving the needs of all individuals

Institutional Values

Founded in historical “South Memphis”, our identity has been shaped by a strong sense of purpose, a superb determination, and humble surroundings.

Men and women who are connected to the inner city now prepare themselves to meet the challenge of social demoralization through biblical education and faith.

These noble characteristics of the human spirit of necessity have forged in us the following values:

AIHC School of Biblical Studies will not compromise the principles of Christianity as it incorporates proven methodologies of learning.

AIHC School of Biblical Studies seeks to promote tolerance and understanding of any whose beliefs may differ from the fundamental of Christianity.

AIHC School of Biblical Studies is committed to providing the highest quality of education and training comparable with our student population.

AIHC School of Biblical Studies is committed to provide opportunities for learning in a hospitable environment that will enhance the ministry of Pastors.

AIHC School of Biblical Studies affirms that all people are created in the image and likeness of God that they should prepare themselves for His service and His reward.

AIHC School of Biblical Studies affirms the presence of the Holy Spirit as the principal agent of our Lord upon the earth, and that He guides us into all truths concerning Jesus.

AIHC School of Biblical Studies seeks to mold men and women, who have a zeal toward God, into credible, informed, bible based Christian Leaders.

Admissions

AIHC welcomes applications from all qualified students who have expressed faith in Jesus Christ and have submitted their lives to the will of God. They must express a willingness to support the school's mission and follow the school's policies. They must also be open to expanding their bible knowledge and receiving spiritual growth.

Basic qualifications

To be admitted to the Bible school, the applicant must have a high school diploma or GED.

Application process

Applicants must complete and submit the following:

1. Application form

An applicant can complete an [online application form](#) or download a [printable application](#) to be submitted to the Administration office.

2. \$50.00 Non-refundable application fee

An application fee is required for processing your application. *(Please note that your CPR fee is included in this fee.)*

3. Biography/personal statement

Please give us some information about yourself briefly describing your background and telling us why you have chosen AIHC. Also, include in your personal statement how this program will impact your ministry.

4. Student information card

5. Payment plan/promissory note

Payment plan/promissory note must be completed and signed by each student. Students can download this form from the financial information page on the website. Please submit the form to the Administration office to receive approval for your selected payment plan.

6. References

Each applicant must provide two references that speak to his or her character. One reference must be submitted by a pastor or church official at your current church. The other reference must be submitted by an employer.

Deadline to Apply

All applicants are encouraged to apply for any term throughout the school year. Registration for courses are only open to students who were successfully admitted to the program.

Terms of Attendance	Application Submission Date	Registration for Classes
1 st Term Jan. 14, 2021-May 27, 2021	Jan 4	Early Registration: Aug 6-Dec 17, 2020 Reg Registration: Jan 4-Jan 14 Late Registration: Jan 15-Jan 21
2 nd Term Jun. 3, 2021- July 29, 2021	May 20	Early Registration: Jan 14-May 20 Reg Registration: May 24-Jun 3 Late Registration: Jun 4- Jun 9
3 rd Term Aug. 5, 2021-Nov. 11, 2021	July 22	Early Registration: Jun 3-Jul 22 Reg Registration: Jul 26-Aug 5 Late Registration: Aug 5-Aug 11

Financial Information

Tuition and Fees

AIHC School of Biblical Studies offers an affordable tuition. Students are responsible for paying the full tuition during the first trimester. Students can opt to pay in installments. They must read, sign, and submit the Installment Payment Plan/Promissory Note form to the administration office and the Enrollment Agreement form.

Students who do not meet payment obligation will be notified by the administration office. No certificate will be granted or issued until all financial obligations have been paid.

GUARANTEED TUITION AND FEE RATE

Upon enrollment at AIHC School of Biblical Studies each student signs an Enrollment Agreement form. This agreement outlines the total expected costs of the degree program in which the student is enrolling. The Enrollment Agreement guarantees a student that the tuition and fee rates stipulated will not increase if the student remains continuously enrolled as a student and meets or exceeds the graduation requirements.

CANCELLATION REFUND POLICY

Rejection: Applicant rejected by the school is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three business days, excluding weekends and holidays, of executing the enrollment agreement, but prior to the first day of class is entitled to all refund of all monies paid, excluding the \$50.00 non-refundable application fee.

Withdrawal Procedure:

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Director of the school. The notice must include the expected last date of attendance, signature, and date.
- B. A student will be determined to be withdrawn from the institution if the student misses three unexcused consecutive instructional days.
- C. All refund must be submitted within 30 days of the determination of the withdrawal date.

Tuition refunds will be determined as follows:

Withdraw during the 1 st week of classes	Full Refund
Withdraw after 2 nd class session <i>Regardless of attendance</i>	50% of program cost
Withdraw after 3 rd class session <i>Regardless of attendance</i>	No Refund

Student Life



The learning experience students gain at AIHC School of Biblical Studies is one that helps ensure that they are equipped and prepared for a life of service. The school recognizes that gaining bible knowledge is necessary for students to develop and grow spiritually in Christ. Thus, students must commit to a thorough study of God's word by attending classes, completing reading assignments, and making satisfactory performance.

Spiritual Life

A student who develops a relationship with Jesus Christ is the most important aspect in fulfilling God's purpose. It is the foundation that lead students to a "whole and complete" life in Him. AIHC School of Biblical Studies wants to encourage students' personal walk with Christ. Also, it wants to foster an environment where students can mature and grow by studying the scriptures and applying them to their daily lives.

Christian Experience and Service

Practical application of biblical principles is not only expressed in students' daily living but also by serving as effective leaders and workers in ministry. The field experience sessions and practicum have provided students with the opportunity to receive exposure and knowledge in how to carry out the gospel in various areas of ministry.

Code of Conduct

AIHC School of Biblical Studies strives to maintain a positive learning environment where everyone is responsible and held accountable for their own actions. Along with complying to the overall mission of the school, students must also follow the Academic Integrity and Student Behavior guidelines.

1. Academic Integrity

AIHC School of biblical Studies is a bible learning community that fosters the pursuit and spirit of excellence. It is important that the school preserves the quality of education offered to its students. All members of this community have a responsibility to create an atmosphere that will support the academic integrity. Violation of academic integrity such as cheating, plagiarism, and falsification will result in immediate action from the school officials.

2. Student Behavior

All students are always required to behave and act responsibly. The students of AIHC School of Biblical Studies commit themselves to acting accordingly with the Association's beliefs and principles. They must follow the values that include academic honesty, personal integrity and respect for their fellow peers, faculty, and staff.

Dismissal

If any student is in compliance with the rules and regulations of AIHC School of Biblical Studies that exhibit behaviors that disrupts and interrupts the institution's learning environment, the student will be disciplined accordingly which may lead to expulsion.

Please refer to the [Code of Student Rights and Responsibilities](#) for policy and procedures concerning student conduct.

Academic Information

Every effort is made to ensure that the information provided in this catalog is accurate. Information concerning course descriptions, program offerings, faculty, and degree requirements are subject to change without notice.

Information Sessions

These sessions provide information about our program, curriculum, and admission requirements. All prospective students who have expressed an interest in enrolling our school are welcome to attend. Please [register online](#) to attend a session.

Orientation

Orientation is an event for all new and returning students. This event is MANDATORY for all new students. Also, any potential students who have expressed an interest in enrolling our school are welcome to attend. The purpose of the orientation is to provide students with information and support necessary to begin a bible learning experience at AIHC School of Biblical Studies.

Registration

Students are responsible for registering on time and having all required documents submitted to the administration office by the date specified on the academic calendar. (The actual date for submission varies each year). Students may not continue the program if all required documents are not submitted by the deadline.

Faculty

AIHC School of Biblical Studies is focused on providing students with a good quality Christian education. The faculty is well-qualified spiritually and academically to teach students and promote the mission of the school.

Attendance Policy

Students are expected to attend all lectures, field experience sessions, and complete practicum hours. It is understood that unexpected circumstances can occur that may result in an absence. It is the student's responsibility to get all required materials and assignments from any missed class. Also, any student who miss three excused consecutive classes must report to the school officials detailing orally and in writing reasons for non-attendance. For further information regarding the attendance policy, please refer to the student handbook.

Withdrawal

Students who wish to discontinue the program must submit a letter to the administration office detailing their reasons for withdrawing from the school.

Grading Scale

The college follows the 4.0 grade point system and requires a 2.0 (C) average for graduation. The grades, grade points, and their interpretation are as follows:

A	4.0-3.5	Excellent
B	3.4-2.8	Good
C	2.7-2.0	Average
D	1.9-1.0	Passing
F	0.9-0.0	Failure
I	Not figured in GPA.	Incomplete
W	Not figured in GPA.	Course Withdrawal
S	Not figured in GPA.	Satisfactory
U	Not figured in GPA.	Unsatisfactory
AU	Not figured in GPA.	Audit
P	Not figured in GPA.	Pass

Graduation Requirements

In order to qualify for graduation, students must:

1. Express a belief and commitment to the School's theology statement;
2. Fulfill all financial obligations to the school;
3. Pass all required courses and complete practicum hours;
4. Demonstrate eagerness and enthusiasm toward Christian service.

Academic Programs

CERTIFICATE OF COMPLETION IN BIBLICAL STUDIES

The Certificate of Completion in Biblical Studies is a program that provides students with an opportunity to serve more effectively in their local churches and communities. The combined courses and practical experiences will instruct them on the basic principles of the bible and expose them to different areas of ministry. Students who complete this program will

- a. *develop a comprehensive knowledge of the bible.*
- b. *develop a basic understanding of how to minister to the needs of individuals in different settings*
- c. *strengthen their knowledge in the principles of Christian living*
- d. *strengthen their ability to defend their faith*

Requirements

- a. *Applicants must be at least 18 years old.*
- b. *The prerequisite for this certificate is a high school diploma or GED equivalent.*
- c. *A total of 30 credit hours is required for the completion of this certificate.*

Core Requirements

AIHC-BS111 Bible Survey Old Testament	3 hours
AIHC-BS112 Bible Survey New Testament	3 hours
AIHC-BS201 Church History	3 hours
AIHC-BS379 Book of Romans	3 hours
AIHC-BS412 Ethics in Ministry	3 hours
AIHC-PM510 Practical Counseling Methods	3 hours
AIHC-BS219 Apologetics	3 hours
	21 hours

Other Requirements

AIHC-BS100 Overview and Introduction to AIHC	1 hour
AIHC-GS101 Writing & Public Speaking Seminar	2 hour
AIHC-GS211 Cardiopulmonary Resuscitation (CPR)	1 hour
AIHC-GS220 Mental Health Training	1 hour
AIHC-PM 307 Field Study & AIHC-PM477 Practicum	4 hours
	9 hours

Total credit hours	30
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Those candidates who would like to receive a Certificate of Ordination will need to follow the summary requirements on page 19.

CERTIFICATE OF ORDINATION/CREDENTIALS

SUMMARY OF REQUIREMENTS

- I. Certificate of Completion from AIHC School of Biblical Studies
- II. Copy of Minister's and/or Elder's License
- III. Attend a seminar session on the Holy Ordinances, Religious Ceremonies and/or Altar Workers' Workshop
- IV. Recommendation for ordination from your pastor who must be a member of AIHC.
 - a. Must be recommended by your pastor. Pastor must submit the official recommendation form. Pastor must have known the candidate for no less than twelve months.
- V. Must be no less than eighteen years of age.
- VI. Must preach no less than three sermons. One of the sermons must be preached before the credentials committee.
- VII. Must complete and submit a ministry portfolio to the credential's board for review.
- VIII. Must remain under of the leadership of the recommending pastor for a period of twelve months.
- IX. Must acquire ceremonial vestments (*You are not properly ordained unto you have your vestments*)
- X. Must be approved by a majority of the members of the Examining Board present and voting.
- XI. Must complete a background check and sexual harassment training

Please note: Applicant is not fully vested as an ordained minister/evangelist through AIHC unless and until he/she receives the Certificate of Ordination signed by the President of the Association.

Course Descriptions

Biblical and Theological Studies

- AIHC-BS111 Bible Survey** **3 hours**
A complete overview of the whole bible which cover lessons in both Old and New Testaments.
- AIHC-BS201 Church History** **3 hours**
This course is intended to introduce students to the doctrine of Christianity which includes the basic principles and practices of Christian truth.
- AIHC-BS379 Book of Romans** **3 hours**
A general study that introduces students to the content, structure, and background of the book. The course also includes a discussion of the epistle's messages and major themes.
- AIHC-BS412 Ethics in Ministry** **3 hours**
This course is design to teach students acceptable behavior from a moral, social, and biblical ethical standpoint.
- AIHC-BS219 Apologetics** **3 hours**
A study of the Christian faith and strategies and techniques on how to defend their faith.

Practical Ministry

- AIHC-PM 307 Field Experience** **2 hours**
This course provides students with an opportunity to gain exposure and receive information about different area of ministries (e.g., hospital visitation). The various sessions include information concerning best practices, Christian ethics, and do's/don'ts.
- AIHC-PM477 Practicum** **2 hours**
This course is designed to give students an opportunity to gain practical experience in a supervised area of ministry/ministries. It also allows them to apply the biblical knowledge and principles received from coursework to various local and/or outreach ministries in their church or community.
- AIHC-PM510 Practical Counseling Methods** **3 hours**
The course is designed to present the basic counseling skills.

General Studies

- AIHC-GS100 Overview and Introduction to AIHC** **1 hour**
This course is intended to provide students with a general overview of the Association of Independent Holiness Churches (AIHC). It also includes a discussion of the history and organization of the school.
- AIHC-GS101 Writing & Public Speaking Seminar** **2 hours**
This seminar is designed to provide students with general tips on how to write and speak with clarity and precision. It will also include information about the do's and don'ts of formal writing and speaking.
- AIHC-GS211 Cardio Pulmonary Resuscitation (CPR)** **1 hour**
This session will train students on how to resuscitate/revive human lives and provide first-aid assistance to individuals in emergency situations. This training will also include practical steps one must take in providing CPR and first-aid.
- AIHC-GS220 Mental Health Training** **1 hour**
The session is an 8-hour training course that teaches individuals how to help someone who is developing a mental health problem or experiencing a mental health crisis.

Administration

Freddie L. Thomas

B.S., C.L.S., University of Tennessee Health Science Center in Memphis

Chancellor

Dr. Granville Scruggs

B.A., LeMoyne-Owen College; Th.M., Princeton Theological Seminary; M.Div., Memphis Theological Seminary; D.Min., Memphis Theological Seminary

President

Dr. Ingrid A. Thomas

B.A., University of Memphis; M.Ed., Freed-Hardeman University; Ed.D., University of Memphis

Academic Dean

Faculty

Dr. Granville Scruggs

B.A., LeMoyne-Owen College; Th.M., Princeton Theological Seminary; M.Div., Memphis Theological Seminary; D.Min., Memphis Theological Seminary

Professor of Biblical Studies

Support Staff

Shervelle Thomas

A.S., State Technical Institute; B.S., Southern Illinois University Carbondale; M.B.A., University of Cincinnati

Curriculum Development Consultant

Trustee Board

The trustee board has been assigned the duty of administering and overseeing the business, legal and educational affairs of this institution. It ensures that the policies that govern this organization are properly implemented and executed in a consistent manner. The board helps to maintain the educational equity and the academic program of the school. Also, it engages regularly with the major constituencies of this institution to promote a spirit of unity and brotherly love.

Chairman

Mr. Greg Thomas

Members:

Freddie L. Thomas, Jr.
Shervelle Thomas
Lynn Edwards

Doris Lacy
Dr. Jarita Mitchell

Dr. Ingrid A. Thomas
Jacinta Hall, Esq.

Credentials Committee

The credentials committee has been assigned the duty of recommending those potential candidates for specialized licenses in ministry to the school's officials through an evaluation process. This process includes interviewing and carefully examining the applicants' profile to ensure that the candidates' qualifications are in accordance with the procedures and guidelines of this Association. It is important that the applicants' beliefs and principles are closely aligned with AIHC's beliefs and principles.

Chairman

Mr. Brad Benham III

Members:

Greg Thomas
Willie Hampton

Dobby Williams
Freddie L. Thomas, Jr.

Ed Cox
Antonio Fields

Academic Calendar for 2020

(Dates are subject to change)

Initial Application Form and Fee	Thursday, January 2
New Student Orientation	Thursday, January 9
Ordination Meeting/In-Service <i>(required meeting for candidates for ordination/credentials)</i>	Thursday, January 9 (8:00 p.m.-8:30 p.m.)
Registration period <i>(which include late registration)</i>	January 6-January 16

First Term (January 16- May 28)

First Day of Class	Thursday, January 16
All application forms submitted	Thursday, January 30
Annual Open House	Thursday, April 2
Last Day to pay tuition fees	Thursday, May 28
Official Last day of Class	Thursday, May 28
Ordination Recommendation forms submitted	Thursday, May 28
Final Exam	May 21- May 28

Second Term (June 4-July 30)

Field Experience Sessions and Seminars	June 4-July 30
Practicum	June 4-August 6
Summer Break	July 2 and 9

Third Term (August 6-November 5)

First Day of Class	Thursday, August 6
Practicum hours completed/forms due	Thursday, August 6
Practicum Presentations	Thursday, August 6 (8:00 p.m.-8:45 p.m.)
Ordination Meeting (Follow-Up) <i>(Only for students receiving credentials)</i>	Thursday, October 15 (8:00 p.m.-8:30 p.m.)
Field Study Final Exam	Thursday, October 22
Sermon Presentations <i>(Only for students receiving credentials)</i>	Tuesday, October 20
Portfolio Presentations/Interview Inquiry <i>(Only for students receiving credentials)</i>	Tuesday, October 26 @ 7:00 p.m.
Graduation/Ordination Rehearsal	Monday, November 2 @ 7:00 p.m.
Official Last Day of Class	Thursday, November 5
Graduation	Friday, November 13 @ 7:00 p.m.
Ordination Service	Sunday, November 15 @ 3:00 p.m.

Academic Calendar for 2021

(Dates are subject to change)

Early Registration	August 6-December 17, 2020
All application forms submitted for 1 st term	Thursday, January 4
New Student Orientation	Thursday, January 7 @ 6:30 p.m.
Regular Registration	January 4- January 14
Late Registration	January 15-January 21

First Term (January 14- May 27)

First Day of Class	Thursday, January 14
Annual Open House	Thursday, April 1
Last Day to pay tuition fees	Thursday, May 13
Official Last day of Class	Thursday, May 27
Ordination Recommendation forms submitted	Thursday, May 27
Final Exam	May 20 - May 27

Early Registration	January 14 – May 20
All application forms submitted for 2 nd term	Thursday, May 20
New Student Orientation	Thursday, May 27 @ 5:00 p.m.
Regular Registration	May 24 – June 3
Late Registration	June 4 - June 9

Second Term (June 3-July 29)

Field Experience Sessions and Seminars	June 3-July 29
Practicum	June 3-August 5
Summer Break	July 1 and 8

Early Registration	June 3 – July 22
All application forms submitted for 3 rd term	Thursday, July 22
New Student Orientation	Thursday, July 29 @ 5:00 p.m.
Regular Registration	July 29 – August 5
Late Registration	August 5- August 11

Third Term (August 5-November 4)

First Day of Class	Thursday, August 5
Practicum hours completed/forms due	Thursday, August 5
Practicum Presentations	Thursday, August 5 (8:00 p.m.-8:45 p.m.)
Ordination Meeting (Follow-Up)	Thursday, October 7 (8:00 p.m.-8:30 p.m.)
<i>(Only for students receiving credentials)</i>	
Official Last Day of Class	Thursday, November 4
Graduation/Ordination Rehearsal	Monday, November 8 @ 7:00 p.m.
Graduation	Friday, November 12 @ 7:00 p.m.
Ordination Service	Sunday, November 14 @ 3:00 p.m.