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THE MINISTERS FINANCES
SELF-PACED COURSE GUIDE
Syllabus



“Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth.” 2 Timothy 2:15

Welcome to this course! The completion of this course will prove to be a significant blessing to you both academically and spiritually. We recommend that you thoroughly read the entire study guide before you actually begin working on the Course Projects. If you are uncertain or unclear on any matter, contact IFCA Bible College for clarification (1-216-261-7709) or ifcaeducationdepartment@gmail.com. Above all other things, we encourage you to pray for God's guidance before you begin this course, and each time you work on it.

Following the instructions given later in this study guide related to course formatting and submission. **IMPORTANT:** The instructions on the study guide always supersede any other instructions. If there seems to be a conflict between this study guide and other instructions, always follow the instruction of the study guide.

We strongly recommend that you use reliable word processing software and make frequent use of the spell checker and grammar suggestion aspects. Be sure to save your work frequently, and backup copies of course work you have submitted.

If you need to contact the professor for this course (or the academic office), we recommend that you do so first by email. If the professor's email address is not listed on this study guide you may request it by email: ifcaeducationdepartment@gmail.com

GENERAL INFORMATION

Course Requirements

The course syllabus will contain assignments that are related to the required textbook(s), instructional materials, lectures, online or off-line research, as well as optional books along with other course materials. The combination of these assignments is called a Project or an Assignment. You will complete Projects and/or Assignments for this course then be instructed as to how to submit these for grading.

After you have completed the requirements for this course (if so required), you will be ready to take your final proctored summative exam (not all course require a final written exam. Follow the instructions. If there are no such instructions, then this course is not one that requires a final proctored exam.

Instructional Methods

All of the distance education courses at IFCA Discipleship Institute are taught using a variety of instructional methods including reading, lectures, research (both online and off-line in some

cases), self-directed study, demonstration of comprehension through project creation and assessment, and in most cases, a final proctored summative examination.

General Instructions

After each session the student will be required to take time to answer the questions and/or discuss the application points given by the Professor. The time after each session is very important for the student to discuss and digest what the Professor has communicated. In most cases the question and application time will prepare the student for the final test.

Purchase of Textbooks

Unless otherwise specified, students should purchase textbooks and other instructional materials from IFCA Bible College's online bookstore: www.ifcaBibleCollege.com .

In some cases, new or out of print books may not be available in IFCA Bible College's bookstore, in which case it is recommended that the student search online for appropriate sources.

GENERAL COURSE EVALUATION CRITERIA USED BY IFCA DISCIPLESHIP INSTITUTE

IMPORTANT: Students must achieve not less than 70/C grade level. Student's failing to attain the minimum passing grade, will be asked to resubmit either the entire course, or the portion of the course needing remedy.

- KNOWLEDGE:** recalls details of learned material, including relevant facts and theories.

20 PTS.
MAX
- COMPREHENSION:** Answers are relevant to questions and projects. Student grasps the meaning of the learned material. Correctly explains, interprets, and summarizes as appropriate.

20 PTS.
MAX
- APPLICATION:** Applies rules, methods, concepts, and principles as required by questions and projects.

20 PTS.
MAX
- ACADEMIC LEVEL:** Answers are insightful, original and developed with adequate detail and depth.

10 PTS.
MAX
- ACADEMIC LEVEL:** Student follows accepted norms of written submission including spelling, grammar and syntax.

10 PTS.
MAX
- PROPER CITATION OF REFERENCES:** References are appropriate.

10 PTS.
MAX
- SUBMISSION REQUIREMENTS:** The course has been submitted neatly and in accordance with course submission guidelines.

10 PTS.
MAX

	100-90 = A	69-60 = D
	89-80 = B	
	79-70 = C	

ADDITIONAL GRADE CRITERIA

- | | | |
|--|---|--|
| <input type="checkbox"/> Exemplary development | <input type="checkbox"/> Excellent recall of material | <input type="checkbox"/> Submission requirements |
| <input type="checkbox"/> Strong in application | <input type="checkbox"/> References relevant | <input type="checkbox"/> Grammatical errors |
| <input type="checkbox"/> Unique expression | <input type="checkbox"/> Aware of importance | <input type="checkbox"/> Lack of flow |
| <input type="checkbox"/> Theological | <input type="checkbox"/> Above grade work | <input type="checkbox"/> Below grade level |

IFCA DISCIPLESHIP INSTITUTE ACADEMIC INTEGRITY POLICY

The following statements express the policy of IFCA Discipleship Institute pertaining to academic dishonesty:

Cheating/Plagiarism

A student who submits written material as his/her own work which has been copied in whole or in part from another person's writing without proper acknowledgment is guilty of plagiarism.

Material (whether published or unpublished), copied from another writer must be identified by the use of quotation marks and documentation with specific citation of the source. Paraphrased material must likewise be attributed to the original author. Copying another student's paper, with or without his/her permission, or using his/her ideas with only minimal reworking is plagiarism just as is copying material from printed books and magazines without giving credit to the original source. Having another person do his/her work and submitting it as his/her own is considered cheating.

Reporting Procedures

First Offense:

The grading faculty member will confront the student and the student will be given an opportunity to respond. Taking the student's response into account, the professor will indicate the student what action will be taken according to the IFCA policy and what procedures will be carried out for reporting the matter to the Dean of Academic Affairs.

The professor may require that the student sign an academic misconduct incident report and give the student a copy of the report. If this is a first incident of plagiarism, the student will receive an "incomplete" for the assignment and the instructor will require the paper to be rewritten in correct form.

Second Offense:

The student will receive a "O" for that assignment and will need to re-submit the assignment with a full letter grade reduction as penalty. A notice of the academic offence will be submitted to the Dean of Academic Affairs with a copy of the incident report from and the plagiarized paper or relevant material put in the student's file.

Third Offense:

The Professor will send a copy of the incident report to the Dean of Academic Affairs. The student will meet by telephone conference or in person with the Dean of Academic Affairs for consultation regarding academic integrity. The student will fail the course. The student is placed on disciplinary probation. The offending course must be completely repeated if the student is to remain in the program.

The Ministers Finances

Course Syllabus

Instructors:

Dr. Alan James Schrader

Phone: 216-261-4214

Email: IFCAeducationdepartment@gmail.com

Office Hours: Tuesday - Friday, 9am to 5pm.

Purpose

This core course will give the student a greater understanding of his or her responsibility of being a good steward. The student will learn the value of a life surrendered to God.

Objectives

1. To understand God's will in finances.
2. To understand money and the tithe.
3. To understand how important it is to get out of debt and stay out of debt.
4. To understand how important God considers giving.
5. To understand the importance of budgeting.

Texts

Suggested Reading: Kirk Nowery, *"360-Degree Stewardship"*, Spire Resources, Inc., Camarillo, CA 2007.

Assignments

Each student will be required to complete the following:

- Read all six lessons in the notebook provided.
- Homework assignments: Record yourself teaching the material in the notebook.
- One written final paper on why a plan for stewardship is important for the minister's finances. The paper will be a minimum of 200 words.

*Return work to:

IFCA Discipleship Department

25595 Chardon Road

Richmond Heights, OH 44143

Or electronically to: IFCAeducationdepartment@gmail.com