

Global Association of Theological Studies



Policy and Training
Manual
2021 Edition

Table of Content



	Page Number
1. From the GATS Coordinator	2
2. Introduction to GATS	4
3. How GATS Operates	7
4. Benefits of GATS	8
5. Administrative Structure	11
6. GATS Membership	16
7. GATS Curriculum	19
8. Levels of Study	20
9. GATS Electives	23
10. Bachelor Degree Program	24
11. GATS Curriculum Questions	31
12. GATS Credentials and Documents	34
13. Faculty Development	38
14. Global Educators	41
15. GATS Translations	42
16. Changes to GATS Policy	43
17. Curriculum Development Policy	44
18. Writing for GATS	45
19. Sample Course Outline	53
20. Appendix A: Membership Application	55
21. Appendix B: Faculty Information Form	58
22. Appendix C: Membership Re-evaluation	60
23. Appendix D: Bachelor Work Life Forms	68
24. Appendix E: Credential Request Form	70

“Excellence is not a gift or a talent,
Excellence is a mindset,
Excellence is an Attitude”

Anonymous

From the GATS Coordinator



Our journey began with a Global Education Network meeting at World Evangelism Center in October 2006. Two of our visionary Regional Directors, Rev. Robert K. Rodenbush and Rev. Jerry Richardson had presented a proposal for such a gathering. At the invitation of the Director of Education/AIM, Rev. L. Shirley, an educational representative from each region joined our Regional Directors for three days of meetings to discuss various aspects of improving the way we go about theological training globally. In that meeting the Global Education Committee, Global Association of Theological Studies, and the Global University of Theological Studies were envisioned. They were later approved by the General Director of Global Missions, Rev. Bruce Howell, Planning for Progress and finally the Global Missions Board in February 2007. That was the easy part. Undertaking the global educational advancement program is a gigantic task and has not been accomplished overnight. It is an ongoing process. It evolves!

Let me share a story about a lady I've worked with. Her name is Sister Else Lund. She symbolizes a host of dedicated Bible school teachers across the globe. Where would we be without them?

Arnold Cook once said, "Those that live in the past are blind in one eye. Those who never consult the past are blind in both eyes." As we look at the future let us pause to look at the past.

**"A student... who
is fully trained
will be like his
teacher."
(See Luke 6:40)**

**"The true test of
Bible school
relevance is like a
well.
Someone has
said, 'It's only
what is in the
well,
that will come up
in the bucket.'"**

**Bryan D. Abernathy
Director of Promotion**

The odds of success were against Sister Lund but could not stop her - childhood polio, a lady in a man's world; she walked on despite coups, church problems, and tropical diseases. She has climbed hills to mission stations and walked miles down jungle paths to preach and teach hungry souls. She spent over forty-two years teaching on foreign soil. She has sometimes been on the last plane out of a war-torn nation. What kept her? What were her weapons?

Armed with the assurance of a still small voice, she held two weapons in her hands—in one, a tattered Bible—and in the other, a set of notes—not the recent release of the newest resource—no, a set of notes, treasured for nearly a half a century.

She has stood in front of eager to learn students and whispered: "They can take anything from me, but please not my Bible."

"You need a study Bible of your own. Underline that Bible verse. It is very important. Have you underlined it?"

What caused her, and Bible school teachers everywhere to go on?

“Brother Richardson,” she once respectfully remarked, “I still have a lot of TEACH in me.”

Is not that the reason why Bible school teachers spend a lifetime in preparation for the classroom? That same burden grips the heart of every one of them. They all have one thing in common—their strong belief in the training of laborers for the worldwide harvest. They are pursuing ministerial excellence.

A Bible teacher’s greatest joy is to leave the trace of eternity on the hearts of men and women—the privilege of investing in the future. They take what they have been taught and pass it on to others. What is it that we see in this lady—Sister Else Lund? It is passion, a passion to teach. The same passion can be seen in every Bible school teacher. Their passion to train and love for students guarantees success in life’s classroom. There is some TEACH left in the soul of every teacher. But there is another side of passion and the willingness to teach.

We cannot teach unless someone is willing to be taught. God has placed within the human heart the natural desire to learn. It is also a spiritual thirst, a desire to know God. We see the passion to be taught in the eyes of countless people. It is seen in each of our students in our overseas Bible schools.

**“Teach them
to WIN
them.
Teach them
to SEND
them.”**

James Poitras
Missionary

That passion was manifested in village pastors—untrained—who walked fifty-five kilometers to attend a short-term training program. It was seen in a young man who begged for a copy of a Bible school textbook, and then clutched and treasured it close to his heart when he received it. Our passion to teach is only equaled by their passion to learn. They deserve our best—a quality training whether they are in a poor nation or a rich one, regardless of how developed or undeveloped the church in their nation may be. And that summarizes the quest of the Global Association of Theological Studies.

There is a lot of TEACH left in us. Let us just say, “We’ve been brought into the classroom for such a time as this!”

Enjoy the GATS Journey,



James G. Poitras, Coordinator
Global Association of Theological Studies

(The Global Association of Theological Studies was officially launched at School of Missions 2007)

Introduction to GATS



The Global Association of Theological Studies and its membership nations develop and equip men and women to reach their maximum potential in apostolic ministry.

Scriptural Mandate for GATS

“The Teacher searched to find just the right words, and what he wrote was upright and true” (Ecclesiastes 12:10, *NIV*).

“Go and make disciples of all nations” (Matthew 28:19, *NIV*).

Go...teach all nations...Teaching them to observe all things whatsoever I have commanded you” (Matthew 28:19-20, *KJV*).

“And the [instructions] which you have heard from me along with many witnesses, transmit and entrust [as a deposit] to reliable and faithful men who will be competent and qualified to teach others also” (2 Timothy 2:2, *AMP*).

Motto of GATS

“Pursuing Ministerial Excellence”

Comprehensive Objectives of GATS

Our comprehensive objectives (expected results) include:

Preserving the Message. Nurture a faith community and a center of life-long learning to preserve apostolic doctrine for generations to come (2 Timothy 2:2; Philippians 3:1; 2 John 1-2). Equip ministers to continue steadfastly in the apostle’s doctrine (Acts 2:42; Hebrews 2:1); and to defend it within their cultural context (Jude 3; 1 Peter 3:15).

Providing the Methods. Explore the needs of a diverse and ever-changing society, and develop innovative print and non-print training and learning resources that are relevant to our cross-cultural environment. At the same time such resources remain biblical; faithful to God’s Word.

Producing the Ministry. Prepare Spirit-filled, Spirit-empowered, and Spirit-directed students for excellence in apostolic ministry (Ephesians 4:11-12).

Propagating the Mission. Train and motivate students to possess a vision for, and participation in, global evangelism—preaching and teaching the whole Gospel to the whole world (Proverbs 29:18; Luke 24:47). Cultivate leadership development to facilitate, and sustain the harvest the Lord continues to give His Church.

The Motivation behind GATS



You may be wondering, “What is the motivation behind GATS?”

Let’s begin with a few things that the motivation behind GATS is not. It’s not about a quest for degrees, or an effort to be like any other church or organization. It’s not about moving toward secular or liberal arts education. It’s more about preserving and propagating apostolic truth.

**It’s all about
souls!
“Souls
rescued.
Souls
rooted.
Souls
readied.”**

**Bruce A Howell,
General Director of
Global Missions**

It’s not about drawing a circle, and keeping other approved training programs out of the picture. It’s about drawing a circle, and bringing in all who want to join this effort.

We want all of our schools to be part of the Global Association of Theological Studies and will do our best to assist in reaching their training goals.

GATS is about encouraging each other to press ever higher and closer to God. It’s about UNITY. It’s working together to develop training programs that meet our needs. For students, studying God’s Word with brothers and sisters around the world is exciting. Unity of purpose (one mind) increases learning possibilities. God blesses unity, especially for one of His own ideas – “Studying to show ourselves approved unto Him” (2 Timothy 2:15). The connection with others of like precious faith will bring joy and hope to everyone involved.

It’s about LOOKING BACK over the history of training programs globally and admitting, “It’s not what it ought to be. It’s not all that it can be. But, by the grace of God neither is it what it was. It’s come a long way, thanks to men like Ralph Reynolds, author of the *International Alpha Bible Course*; Rev. Robert K. Rodenbush responsible for the *Overseas Ministries Training Course*, and others too numerous to mention. They set the pace.

“Since it is not granted us to live long on this earth, it is logical to give our best and our most to something that will last eternally ... reaching sinners and training saints.”

Robert K. Rodenbush,

**“The Future of the church in a nation
depends on the health of the Bible School.**

Shane Hayes

What is GATS about?



We press on toward the goal they established. It's about LOOKING FORWARD. It's about VISION, and COMMITMENT to reaching the world with the apostolic message.

It's about MINISTRY – meeting the needs of an advancing global society and EQUIPPING laborers to be able to minister effectively in the 21st century.

It's about a CALLING – those who work with GATS believe that we have been called into the kingdom for such a time as this. This is the next step in what God would have us do with our training programs.

It's about SERVICE – serving God and others by using talents, skills, and expertise to help missionaries, national leaders, and students to reach their maximum potential, and effectiveness in the kingdom of God.

It's about SHARING – what we have learned, and what works best for us – and being willing to share it with fellow missionaries and nationals around the world.

It's about PREPARATION – for the future, and preparing leaders for the great harvest that the Lord has promised in these last days.

It's about RELEVANCE – developing a curriculum, a training program, a staff, and students designed for, and relevant to, our needs while remaining faithful to God's Word.

It's about IMPROVING – raising the standard of ministerial excellence throughout the world.

It's about ACCESS – providing a distance education program especially in areas where training is not available.

It's about QUALITY, and EQUALITY – that students around the globe would have equal opportunity to receive the same quality training regardless of how rich or poor the country may be, or how developed or undeveloped the United Pentecostal Church International may be in that country.

Paul confessed, “Not that I have already obtained all this, or have already been made perfect...I do not consider myself yet to have taken hold of it. But one thing I do...I press on toward the goal...” (Philippians 3:12-14, *NIV*)

This attitude permeates the Christian life and is an important premise with the Global Association of Theological Studies. We strive for excellence — for quality — and we accomplish this through continuous improvement. We want to do better — to be better. Our purpose is to prepare (and be) quality leaders. Let us push toward our goal!

“The depth of
Bible teaching
determines the
width of people
reaching.”

Roger Buckland
Missionary

How GATS Operates



- 1) GATS is Administrated through the Global Education Committee.
- 2) GATS Membership Nations agree to use the GATS curriculum and comply with GATS policy as stated in the GATS Manual.
- 3) GATS offers a core curriculum in four levels.
- 4) Annual Faculty Development seminars help train and equip Bible School faculty.
- 5) Regional and Sub-Regional GATS Representatives promote GATS and give assistance to GATS nations in their region.
- 6) GATS oversees textbook/curriculum development for courses where we do not have an adequate resource available. This is coordinated through the GATS Curriculum Development Committee.
- 7) GATS develops and maintains websites in major world languages that include individual subject course objectives, course outlines, recommended textbooks, course packs and other important documents and information.
- 8) Translation is a major component of GATS. We are working to make our courses available in major world languages. Our immediate priorities are English, Spanish, French, Portuguese and Russian.
- 9) The bachelor degree program is currently being launched in several nations.
- 10) Course Packet Resources providing supplementary material for all of our courses are currently being compiled and translated.

**“Bible education is all about Learning & Doing,
Knowing & Going, Understanding & Growing
always closer to HIM.”**

Linda Poitras
Missionary

Benefits of GATS



Everyone benefits with GATS. Here's how:

Benefits to the Students

- 1) Being involved in a global training program, rather than merely a local, national, or regional program.
- 2) Being connected globally to other students in the GATS program.
- 3) Having equal opportunity to receive the same quality training regardless of how rich or poor the country may be, or how developed or undeveloped the United Pentecostal Church International may be in that country.

"An educator is an archer who holds the bow of knowledge and propels students to a designated target."

Lloyd Shirley
Director of Education/AIM

4) The GATS student's Certificate/Diploma/Degree is recognized (and understood) in other nations.

5) In some nations, this Certificate/Diploma/Degree qualifies GATS students to teach religion in public schools in that particular nation.

6) For most students, the GATS program is the most economical avenue for receiving a Certificate /Diploma/Degree in Theological Studies.

7) Through the GATS distance education program students can have access to training when a Bible school is not available in their country, or where distance or responsibilities prevent them from attending a centralized, residential, or full-time school. This program is still in the development stage.

Benefits to the Missionary

- 1) GATS provides the missionary with a high quality, doctrinally accurate, for use in training.
- 2) Participating in the GATS program saves the missionary valuable time compiling curriculum for use in his/her training program. GATS is available to assist them in organizing and administrating a Bible school program.
- 3) The missionary is globally connected with missionaries and students around the world involved in the GATS program.

curriculum
**Pursuing His
Purpose...
Go...
Reach...
Teach.**

- 4) Any Bible School approved by GATS is not required to submit a curriculum and staff listing with the annual budget and curriculum form since this will already be on file at Global Missions.
- 5) The vision of distance education is that where applicable, appropriate, and advantageous, GATS saves travel and boarding funds as students study through this program. Distance education students are bonded with missionaries as they serve as program facilitators and educational mentors in their respective nations.

Benefits to the Nation

- 1) The GATS membership nations are connected globally as all nations involved receive the same quality of education.

**“Training tomorrow’s leaders
is not an option, it is a
command, it is the heart of
God, and it is the future of
the church.”**

Joseph Bir
Missionary

- 2) A nation receiving a regional missionary (or a minister from another country) that has completed the GATS program, whichever level (Certificate/Diploma/Degree), will know precisely the minimum standard of his/her education.

- 3) For nations having multiple Bible schools, those enrolled with GATS will have standardized curriculum and hours.

- 4) GATS membership nations are greatly benefited by the faculty development program which impacts each teacher, and in turn elevates the level of education for that nation.
- 5) Strong, effectively trained local pastors, in strong local churches, produce a strong national church.
- 6) A bi-annual ‘Global Education Insights’ newsletter will be sent to every nation. This will keep the nations connected with reports, valuable information, announcements and resources.
- 7) GATS Websites in English, French and Spanish make Textbooks, Course Packs, Training materials and other GATS resources readily available to every GATS membership nation.
- 8) A GATS Administration Team and Global Educators are available to assist the national Bible School programs upon request.

Benefits to the Regional Directors and Global Missions

- 1) GATS influences Bible schools and nationalized churches when there is no resident missionary.
- 2) GATS provides a system of measurement for nations and regions to understand how they compare

their training with other nations.

3) GATS establishes a standard to ascertain the level of training being done in each nation, and charts a course for improvement or development.

4) GATS is determined to lift the standard of ministerial preparation globally. The dividend is that ministers in each region are better equipped to facilitate revival and the harvest of souls the Lord is giving us.

5) Through the distance education program GATS is instrumental in training potential ministers in unreached areas throughout the region or where we do not have Bible schools.

6) GATS provides a highly developed bachelor degree program for training top level leaders for national administration and teaching in our Bible schools.

7) GATS is instrumental in training regional missionaries.

8) In the midst of diversity and wide variations in people and philosophy GATS brings uniformity to the basic Bible curriculum being taught in our Bible schools throughout the world.

9) GATS allows us to network with education specialists around the globe producing synergy. Like the old proverb says, "Many hands make a light work!"

**"Train pastors and
national leaders
NOW
for the revival and
growth of
TOMORROW."**

*Carl Varnell,
Former Secretary of Foreign
Missions*

GATS Websites:

GATS currently has websites in English, Spanish and French

English: www.gatsonline.org

Spanish: www.agetenlinea.org

French: www.agetenligne.org

Each membership nation will be provided with a password for the protected areas of the website

Global Education Insights Newsletter:

GATS provides a bi-annual 'Global Education Insights' newsletter with updates, reports, announcements and resources. This is made available in English, French and Spanish and will be sent via email to membership nations.

Administrative Structure



The Global Education Committee is the governing body of GATS and it consists of:

- 1) General Director of Global Missions – Ex Officio
- 2) Director of Education/Coordinator of GATS (Chairman)
- 3) Assistant Coordinator of Global Association of Theological Studies (Co-Chairman)
- 4) Global Missions Regional Directors
- 5) Regional GATS Representatives
- 6) Global Educator Representative (Rotating Consultant – 2 year term)

Appointments to GATS

The Director of Education and Short Term Missions by virtue of appointment, serves as the “Coordinator of the Global Association of Theological Studies.” This office is currently filled by Rev. Jim Poitras. The Global Missions Board, at their discretion, may appoint an “Assistant Coordinator of Global Association of Theological Studies”. In 2017, Rev. Brad Thompson was appointed to this position.

The Global Educator Representative is included as a consultant with a voice, but no vote.

Regional Representatives (as of 2020)

Region	Regional Representative
Africa	Rev. Gerald McLean
Asia	Rev. Prince Mathiasz
Central America/Caribbean	Rev. Brad Thompson
Europe/Middle East	Rev. Mark Shutes
Pacific	Rev. Troy Wickett
South America	Rev. Aaron Anderson

Communication with GATS Administration

GATS membership nations are asked to communicate all questions and concerns with their sub-regional or regional GATS Representative.

The International GATS office email is: GATS@upci.org

Assistant Coordinator of the Global Association of Theological Studies:

1. Works in cooperation with and under the direction of the Director of Education/Short Term Missions.
2. Maintains his current Global Missions appointment, but his job description will be modified to accommodate these added responsibilities.
3. He will reside in the nation of his appointment and coordinate any travel from there. Travel commitments will be approved by the Director of Education/AIM and his Regional Director will be informed.
4. Serves as the Vice-Chairman of the Global Education Committee and co-chairs meetings with the Director of Education/Short Term Missions.
5. Facilitates the goals of the Global Association of Theological Studies to each region, via the Regional Director and the Regional Representative of the Global Education Committee:
 - a. By working with the Representative of each region to ensure the quality of education.
 - b. By promoting annual faculty development opportunities.
 - c. By coordinating the implementation of the core curriculum for each level of recognition by the Global Association of Theological Studies.
 - d. By maintaining the level of education expected by the GATS
 - e. By giving endorsement to each student when signing, along with the Director of Education/Short Term Missions, any certificate/diploma/degree to be issued.
 - f. By coordinating the expansion of curriculum development.
 - g. By coordinating the translation of all GATS materials.
 - h. By fulfilling additional responsibilities as deemed by the Director of Education/Short Term Missions.
6. Maintain the GATS Master File of all GATS curriculum, documentation, applications, transcripts and any other files related to the GATS program.
7. He will serve as the coordinator of translation of training materials.
 - a. He will work in harmony with the Director of Education and AIM and maintain close communication with the translators working with Global Missions. He will keep the Director of Education and AIM informed of the progress of all translations and submit to him each completed translation and request for payments.
 - b. He will ensure that the GATS websites are maintained to date with current materials available and documents needed for the implementation and administration of GATS in the Bible Schools.
 - c. He will form a team of translators for each of the major world languages approved by the GEC (namely Spanish, French, Portuguese, and Russian).
8. He will serve as the Coordinator of the Global Educators, which combines AGE and GATS Faculty Education a. He will maintain records of the Faculty Education Programs around the world
9. He will serve as Vice Chairman of the GATS Curriculum Committee.
 - a. He will coordinate the expansion of GATS curriculum and faculty education development.
10. He will travel as necessary to the different regions as coordinated by the respective Regional Director and Regional Representative for the betterment of the schools in that Region. He will also travel to UPCI World headquarters when deemed necessary by the Director of Education/Short Term Missions.

Regional Representative of the Global Association of Theological Studies:

1. Will be selected by the Regional Director in ways deemed best for the region. They will be appointed for a two-year term by the GMAC. The appointment can be renewed as many times as desired.
2. Will serve as a member of the Global Education Committee.
3. Will facilitate the goals of the Global Association of Theological Studies to the Bible Schools in his respective region:
 - a. By working with the Bible Schools in his region to ensure the quality of education.
 - b. By promoting and coordinating faculty development within his region.
 - c. By implementing the core curriculum of each level of recognition as approved by the Global Association of Theological Studies.
 - d. By maintaining the level of education expected by the Global Association of Theological Studies.
 - e. By ensuring that membership nations receive their membership certificate and that membership re-evaluation is completed every three years.
 - f. By receiving, verifying and approving student transcripts and certificate/diploma/degree request forms and sending them to the Assistant GATS Coordinator in a timely manner.
 - g. By fulfilling other responsibilities as requested by the Global Education Committee / GATS Coordinator.

Sub-Regional Representative of the Global Association of Theological Studies:

The following is a guideline for the Sub Regional GATS Representative. The spirit of this position is to assist the Regional GATS Coordinator in effectively promoting GATS in the entire region, assisting GATS nations in a more personal and 'hands on' fashion and enabling the establishment of effective training programs in nations where that is lacking.

The Sub-regional GATS Representative will keep the Regional GATS Representative informed of all things related to GATS in the sub region. They will work together with the Regional GATS Representative in the planning of all GATS events in the corresponding sub-region.

The function of the Sub Regional GATS Representative is as follows:

1. The Regional Director and Area Coordinator will select qualified individuals to fill this role.
2. Will serve as a member of the Regional GATS Committee, which will consist of the Regional GATS Representative and the Sub-regional Representatives. It is understood that the Regional Director is included on this committee and can chair the meetings should he desire.
3. The Sub Regional GATS Representative will work in complete harmony with the Regional GATS Representative to promote GATS, Faculty Development Seminars and effective training programs in the nations of the sub-region.
4. Attend and teach in Sub Regional GATS Faculty Development Seminars as needed/when possible.
5. Promote GATS in non-GATS nations within the sub region, keeping in mind that in many cases

planning a Faculty Development Seminar in these nations can be a very effective first step in bringing them on board with GATS.

6. Maintain communication with national leadership, and in particular with the Bible School Directors of the nations in the sub region keeping before them what GATS has to offer and endeavoring to maintain the level of education expected by the Global Association of Theological Studies.
7. Promote GATS in sub regional events. The Sub Regional Representative needs to be the 'face' of GATS in their sub region.
8. Assess the needs in the Bible Schools and training programs of the nations in the sub region, including the needs of materials and Faculty Development lessons, communicating these needs to the Regional Director and Regional GATS Representative.
9. Assist GATS nations with transcripts of their graduates.
10. Represent GATS at Bible School graduations in the sub region when possible and when a proper invitation has been extended.
11. Establish goals each year for GATS in your sub region, communicating those with the Regional GATS Representative.
12. If the sub-regional representative is not a missionary, then funding will need to be given as assistance for travel and work in the different areas of the sub-region.
13. The national leadership of each sub-region (in the presence of the regional director and regional GATS representative) should meet together and decide how to support the sub-regional representative. This could possibly be done at the sub-regional conference.

Introducing New Regional GATS Representatives:

~Introduction Letter

An official communication from the GATS office and the regional director should be sent to the region. This will serve as an introduction of the new GATS representative. Once this has taken place, the newly appointed GATS representative should follow-up with his own communication to the region.

~Transition

Ideally, a transition should take place between the outgoing GATS representative and the incoming GATS representative. This transition time may vary but should be between three to six months.

It is suggested that all GATS representatives participate in a faculty education program to observe and learn the process before having to lead one independently.

~Orientation

The outgoing GATS representative should sit down with the incoming GATS representative to make sure that the following points are covered.

1. Work through the GATS policy and training manual with expanded insight being given from the outgoing GATS representative.

2. Take time to highlight the job description from the policy and training manual.
3. The incoming GATS representative should accompany the outgoing GATS representative for the firsts Global Education Committee Meeting if at all possible. This will give opportunity to explain what is required of a GATS representative during GEC meetings and offer hands-on explanations and insights.
4. A complete transfer of all electronic GATS regional files is very important. This should include but is not limited to the following:
 - a) Record of faculty education programs, including locations, dates, lessons and facilitators who taught.
 - b) Membership nation information, including local Bible school representatives.

In the event that an orientation and transitional period between the outgoing GATS representative and the incoming GATS representative is not possible, the orientation and transitional period should be delegated to the assistant GATS coordinator.

Academic Review Committee:

The Academic Review Committee is made up of:

1. The Director of Education/Short Term Missions/Coordinator of GATS
2. The Assistant GATS Coordinator
3. The appropriate Regional Director
4. The appropriate Regional GATS Representative

This committee will serve to make decisions concerning curriculum or academic discrepancies that may arise. It will make final decisions concerning giving credits to students transferring to a GATS school from another educational institution or Bible School.

Schools transitioning to GATS Curriculum will need a transitional plan to bring their current students into compliance with GATS policies and to assess the ability of past graduates to be brought into the GATS program. Since each situation is unique, the Academic Review Committee will consider each case individually.

All inquiries should be submitted to the Coordinator of GATS at jpoitras@upci.org.

**“The person responsible for training is in control of the culture.
The culture is created by the training.”**

Tony Golobic
Founder and CEO of Great America

Membership Nations



~Why do you use the term membership nation rather than membership school?

There is only one application to GATS per nation. This application covers all training programs within the said country, rather than submitting an application for each school and/or training program.

We also want to make sure that the school or training program has the permission of its national board before processing an application. A local church could be authorized/approved while other schools in a nation are not involved. However, we would still need an approval from the national or general board in the nation.

~What are the requirements for becoming a membership nation of GATS?

“Training is the most effective way to reach any country”

Brad Thompson
Missionary

Any nation can apply, but the application usually would come from and through the national board.

Application is made through completing the provided application forms. Application forms are available on the GATS website under the “Resources” tab or in Appendix ‘A’ of this manual.

Each membership nation pledges to adopt the GATS curriculum. For GATS purposes “curriculum” is defined as all required subjects, suggested electives, total classroom hours, and course objectives/concepts.

Membership nations need to comply with the teacher qualifications stipulated by GATS. All required reports and fees must be provided to maintain membership.

~What are the teacher qualifications required by GATS?

Teachers must have a godly character and adhere to the International Articles of Faith of the UPCI.

They should demonstrate competence in one’s discipline (area of instruction).

Teachers should demonstrate evidence of ability to communicate effectively, aptitude for progress, and maintain a genuine spiritual life.

They should have academic and/or work life experience credentials.

Although, it is recommended that each teacher is a Bible school graduate, this is not always possible or practical.

“The progressive church is committed to training men and women around the world to take their gospel to their own people.”

James Poitras

A personal growth plan for each teacher, including present credentials, and future academic plans, is required with the application to GATS. (See Appendix B)

GATS Faculty Development Seminars should be provided in each region, sub-region, cluster-nations, or within individual countries to elevate teachers throughout the region.

~What is the procedure for obtaining membership status?

Intent Status ~

To initiate the application process, a potential membership nation or school should send a “letter of intent” to the Director of Education/Short Term Missions at GATS@upci.org. The nation could also begin this process by sending the application form and other pertinent documents.

Applicant Status ~

Upon receipt of application in GATS, the forms will be screened by the coordinator. If any adjustments are needed, the coordinator will make appropriate comments and return the application or explanation letter to the applying nation.

If the application seems complete, a letter will be sent to the applying nation stating that the application has been received, is on file, and will be reviewed by the Global Education Committee for approval into membership status. Applications received throughout the year, when the Global Education Committee is not in session, are approved by the Application Review Committee. This is made up of the Director of Education/Short Term Missions, Assistant Coordinator of the Global Association of Theological Studies, appropriate Regional GATS representative and Regional Director.

Once the application has been received, and until it is approved, the applying nation is viewed as having applicant status with GATS.

Membership Status ~

When approval is given, a certificate verifying membership will be sent to the applying nation.

Status is subject to reevaluation every three years for continued compliance with GATS requirements. Under the ‘Resources’ tab on the GATS website, and in Appendix C of this manual, there is a ‘Membership Re-evaluation’ form which should be filled out by the national Bible School administrator. It must be signed by the Bible School administrator and the superintendent/president of the UPC in said country. This communication should be sent to the GATS representative of the region, who will verify that everything is in order and then send it to the Director of Education and Short-Term Missions at Global Missions.

If problems become evident at any time, the membership nation and its training programs will be given advice and opportunity to correct the problems as per the recommendations of the GATS administration. The membership nation will be given three months to comp

Failure to maintain the standards of GATS may result in removal of membership status.

Inactive Status ~

1. A training program that becomes inactive or non-compliant will be termed “inactive.”
2. Should the period of inactivity exceed two years a new application must be presented for approval.
3. If the inactivity covers less than two years the membership nation would need to confirm compliance with GATS, provide a scope and sequence, and a list of faculty with their qualifications.

Annual Report ~

An annual report is required to verify compliance with GATS standards. This report allows membership nations to reaffirm they are operating according to GATS guidelines. The Annual Field Report can serve this purpose if it indicates that you are using GATS Curriculum on the form. Any changes in curriculum, faculty, and/or faculty qualifications should be sent to gats@upci.org.

~What provision is there for applying nations that may need a period of time to transition to GATS?

Membership status will not be withheld as long as the applying nation indicates a transitional process, and is working diligently toward it.

~How can we receive a copy of the GATS membership application?

E-mail GATS@upci.org or visit <http://gatsonline.org> to receive an electronic copy. The current application fee is \$100.00 USD and payment or instructions for payment should accompany the application.

~Where do we send the application?

Rev. James Poitras, Coordinator
Global Association of Theological Studies
36 Research Park Ct
Weldon Spring, MO
USA 63304

Or: JPoitras@upci.

The Quest for Excellence

Our staff at GATS takes developing cutting-edge curriculum seriously. Jim Poitras in *Achieving Excellence in Bible School Administration* stated, “There is tremendous value in a well-conceived curriculum. It forces us to focus on the needs, objectives and reasons for the school’s very existence. Jesus said, “Suppose one of you wants to build a tower. Will he not first sit down and estimate the cost...” (Luke 14:28, *NIV*). Someone has said. “If you fail to plan, you plan to fail.” Excellence is never an accident. A carefully planned curriculum ascertains what the school is trying to accomplish; and determines:

(a) why? (b) when? (c) where? (d) who? and (e) how?

It ensures that there is a balance between curriculum content and experience; between learning and doing. Truth transforms (John 17:17). D. L. Moody said, “The Bible was not given to increase our knowledge but to change our lives.” A good curriculum and comprehensive objectives require careful planning, implementation, evaluation, and continuous improvement. Curriculum comes from a Latin word that means “race course” and shares the same root word as “current” –the flow of water moving in the same direction. A well planned curriculum will enable students to run the race, move in the right direction, reach their goals, and say with Paul, “...I have finished my course...” (2 Timothy 4:7).

At GATS we are also involved with the pursuit of quality curriculum. In that race there is no finish line. It is a daily quest for continuous improvement. A school armed with a vision, solid objectives, excellent curriculum, a quality academic dean or principal, dedicated faculty, and diligent students that explore academic excellence can one day say, “I have fought a good fight, I have finished my course, I have kept the faith” (2 Timothy 4:6-7, *KJV*). They will hear the Master Teacher respond, “Well done!” (Matthew 25:21).

Policy for Changes to Core Curriculum

~Areas of Possible Changes

- 1) Title
- 2) Hours
- 3) Textbooks
- 4) Course Outline
- 5) Change the level
- 6) Addition or deletion of courses

~ The Process

- 1) A proposal for change would be submitted to the Curriculum Development Committee for consideration and review.
- 2) The Curriculum Development Committee would then submit their proposal to the Global Education Committee for discussion.
- 3) The Global Education Committee would approve any changes to the core curriculum proposal.

~Implementation

- 1) Communicate all changes to FMAC and nations/schools.
- 2) Update all GATS documents to reflect the changes.

Levels of Study

GATS offers four levels of education with a core curriculum based on required classroom hours, clearly stated course objectives, and recommended textbooks.

Certificate of Theology in Foundational Biblical Studies	Basic Bible Knowledge	150 Classroom Hours
Diploma of Ministerial Development	Ministerial Development 1	600 Classroom Hours
Associate of Theology Degree	Ministerial Development 2	750 Classroom Hours
Bachelor of Theology Degree	Future Educators/Leaders	510 Classroom Hours

A total of 1,500 classroom hours would merit an Associate Degree; a total of 2,010 classrooms hours would earn a Bachelor degree. This is in keeping with the standard requirements of colleges.

The bachelor degree program includes credit for various options of work life experience; (the GATS Associate Degree or its equivalent and thesis). The bachelor degree level is currently being launched in several nations.

"GATS brings uniformity while allowing you to be unique."

Nick Sisco
Missionary

Curriculum Structure

Below, find the courses that make up each level of education.

First Level Certificate of Theology In Foundational Biblical Studies

Course	Description	Classroom Hours
Acts		24
Bible Introduction	General overview of Bible	24
Christian Living	Christian living as it pertains to the mind, heart, and actions. Incorporates aspects of prayer, fasting, and giving	24
Pentecostal Doctrine	Oneness, repentance, baptism in Jesus name.	30
Life of Christ		24
Evangelism		24
Total Hours		150

This would be the minimum required standard for the Certificate Level issued and signed by Global Missions. A membership nation or school can offer these courses with more classroom hours (it would just be considered elective hours).

Second Level Diploma of Ministerial Development

Course	Description	Classroom Hours
Bible Survey	Old Testament	30
Bible Survey	New Testament	30
World Missions		24
Spiritual Leadership I		24
Life of Christ II		24
Tabernacle		24
Ministerial Ethics		24
Ministerial Development		24
Evangelism II		24
Bible Doctrine I		36
Bible Study Methods		24
Church Planting		24
Christian Education		24
Family Life		24
Homiletics		24
Prayer and Fasting		24
Practical Holiness		24
Spiritual Gifts		24
Stewardship		24
Core Curriculum Hours		480
Elective Hours		120
Total Hours		600

Intermediate Diploma Level

For those who are unable to attain the number of classroom hours for the full Diploma Level, we do offer the option of an Intermediate Diploma. Upon completion of 300 classroom hours of Diploma Level study, of the Diploma level courses of your choice, (which may include up to 60 elective hours), an Intermediate Diploma can be requested.

Third Level
Associate Degree Level

Course	Description	Classroom Hours
Old Testament History	Old Testament Historical Books	30
Spiritual Leadership II		24
Romans		30
Biblical View of Missions		24
Major Prophets		24
Minor Prophets		24
Hebrews		24
Pastoral Duties		24
Pentateuch I (Genesis)		24
Pentateuch II		24
Daniel and Revelation		24
Bible Doctrine II	Oneness of God	24
Church Growth		24
Pastoral Epistles		24
Pauline and General Epistles		24
Pentecostal History		24
Church Organization and Administration		36
Church History		24
Comparative Religions		24
Hermeneutics		24
Pastoral Counseling		24
Revival Principles		24
Wisdom Literature		24
Writing Techniques		24
Core Curriculum Hours		600
Elective Hours		150
Total Hours		750

Electives



The Following is a list of possible/suggested Electives:

Diploma Level – 120 Hours

- 1) Practical Ministries – 24 hours – Including but not exclusively Gang Ministry, Prison Ministry, Elderly, Campus Ministry, World Network of Prayer, Youth, etc.
- 2) Accounting – 24
- 3) Biblical Archaeology – 24
- 4) Computer 24
- 5) Indigenous Church Music – 24
- 6) Home Bible Studies – 24
- 7) Five-Fold Ministry/Altar Work – 24

Associate Level – 150 Hours

- 1) Studies for Assistant Pastors – 24
- 2) Home Cell Ministry – 24
- 3) Construction – carpentry, electrical, plumbing – 24
- 4) Public Speaking – 24
- 5) Foreign Language – 24
- 6) Inter-Testament Studies – 24
- 7) Teaching Techniques - 24
- 8) Strategic Planning – 36
- 9) Indigenous Church Music – 24
- 10) Apologetics – 12
- 11) Effective Christianity – Managing Life's Projects

Other possible Electives:

Information Technology (IT)	Advanced Writing Skills
Metal Science	Church History (Local or regional)
Business Law	Personal Spiritual Disciplines
Church Government and By-Laws.	Eschatology
Instrumental Music	Graphic Design
Vocal Music	Communication Skills
Multi-Media	
Grammar	

Chapel and Practicum hours can be included as electives if the school has a system of student evaluation for them. Keep in mind that each course must have two forms of evaluation.
(GEC 2010 pgs. 21-22)

Bachelor Degree Program

Fourth Level



Mission Statement for the Bachelor Degree Program:

Preparing leaders and training educators to achieve maximum potential in apostolic ministry.

Goals of the Bachelor Degree Program:

- 1.) Prepare for apostolic service
- 2.) Provide effective ministry tools
- 3.) Identify and develop roles in present and future church leadership
- 4.) Cultivate primary calling through concentrated study

Requirements for Entering the Bachelor Degree Program

- 1.) GATS Associate of Arts degree or approved equivalent.
- 2.) Recommendation from National Board and/or Superintendent/President.
- 3.) Recommendation from Bible College where the student attended and graduated.
- 4.) Two years of active ministry in the United Pentecostal Church International (or approved sister organization)
- 5.) Successfully passing (above 70%) of a comprehensive examination (provided by GATS Administration) covering the Associate Degree Curriculum.

Bachelor Degree Classroom Hours/ Credits Overview

Fifteen (15) Classroom Hours	One (1) credit
Total classroom hours	510 Hours (34 Credits)
Total Core Curriculum Hours	240 hours (16 credits)
Bachelor Level Concentration Hours	150 hours (10 credits)
Elective Hours	120 hours (8 credits)
<i>* Work/ Life Experience is included under electives</i>	
Total Bachelor Degree Hours/Credits	510 Hours/34 Credits

Bachelor Degree Curriculum Overview

The Bachelor Degree Program is made up of 510 classroom hours or its equivalent of 34 credit hours. They will consist of the following:

1. A Core Curriculum consisting of:

- a. Thesis (90) (6 credits)
- b. Thesis Research and Development (30) (2 credits)
- c. Advanced Ministerial Development (30) (2 credits)
- d. Professional Christian Ethics (Integrity) (30) (2 credits)
- e. Acts Applied (30) (2 credits)
- f. Oneness of God in the Gospel of John (30) (2 credits)

2. Bachelor Level Concentrations:

Organizational Leadership
 Education
 Missiology
 General Studies

Organizational Leadership	Education	Missiology	General Studies
Teaching Strategies (30) (2 credits)	Introduction to Biblical Languages (30) (2 credits) Interchangeable with: Educational Psychology (30) (2 credits)	Strategies of Cross-Cultural Communication, Church Planting, and Church Growth (30) (2 credits)	
Principles of Leadership (30) (2 credits)	Teaching Strategies I (30) (2 credits)	Indigenous Church and Leadership Development (30) (2 credits)	
The Corinthians (Doctrinal) (30) (2 credits)	Teaching Strategies 2 (30) (2 credits)	Intercultural Studies (30) (2 credits)	
Organizational Administration (30) (2 credits)	Teaching Strategies 3 (30) (2 credits)	Trends and Current Issues in Global Missions (30) (2 credits)	
Leadership and Team Dynamics in a Global Setting (30) (2 credits)	Educational Administration (30) (2 credits)	Leadership and Team Dynamics in a Global Setting (30) (2 credits)	

Theology is not mentioned in this level of study because the whole Associate Degree Level is theological. These concentrations are for the specialties in the last year after you have the foundation completed.

GATS uses the term “concentration” as it works well with translation and educational circles.

3. Electives (120 classroom hours)

The following are some suggested elective options:

- Christian Psychology (30) (2 credits)
- Religions, Cults, and the Occult (30) (2 credits)
- Spiritual Warfare (30) (2 credits)
- Bible Geography (30) (2 credits)
- Biblical Culture (30) (2 credits)
- Expository Preaching/Advanced Homiletics (30) (2 credits)
- Accounting (30) (2 credits)
- God's Pattern of Worship (30) (2 credits)
- Effective Christianity: Managing Life's Projects (30) (2 Credits)
- Apologetics (15) (1 credit)
- Additional elective courses approved by the GATS academic review committee

Electives may be chosen from any other concentration or the elective list.

4. Work/Life Experience

Up to 90 classroom hours for the initial program are allotted to work/life experience. This will be up for discussion as the program advances. At this time the Bachelor degree program is specifically designed for the initial target group of Bible School instructors and national leaders, after which it drops in half to a maximum of 45 classroom hours.

Up to 90 classroom hours of electives may be used with work/life experience, but it must be properly documented using the layout and forms provided. This provision is specifically designed for the original target group of Bible School Instructors and National Church leaders who completed the Associate Degree and have been waiting for a Bachelor Degree for some time. After this group has completed their work, the amount of time allowed using work/life experience will drop to 45 classroom hours and 3 credits.

GATS provides forms for tracking and reporting work/life experience. They are available on the GATS website, in Appendix D at the back of this manual, or by contacting gats@upci.org.

Work/Life Experience

The following chart explains the various categories of work/life experience.

Work Life Experience can include:

Preaching	100 sermon titles, and scriptures, 10 sermon outlines, with results of preaching.
Teaching	100 lesson titles, with scriptural basis, 10 sample outlines, and results.
Evangelism	Includes street preaching, where did you preach, when, what kind of message did you preach? Includes revival and evangelism meetings outside your local church.
Church Planting	Document 100 hours of activities involved in actually planting a church, explain your plan, and how you arrived at it.
Church Growth	Document what you have done to promote the growth of your church. Do you have a prospect list? We would like to see a graph charting the growth of your church.
Literature Development	Writing of tracts, Sunday School lessons, lessons, booklets, etc.
Leadership Service	Document 100 hours of work as a presbyter, national department leader, etc.
Pastoral Duties	Document 100 hours of counseling, visitation, weddings, funerals, baptisms, and dedications. Include information on when you did it, for whom, where, etc.
Personal Growth Plan	Document your personal growth plan for the next ten years.
Church Construction	We would like to see your plans, cost analysis, budget, etc.
Mentoring	Document information on how you have developed leaders under your ministry.
Literature Translation	Document the work that has been done, and submit one of the documents.
Distance Education	This could be done online, or through correspondence classes.
Advanced Credits from other Institutions	This should be at the post-secondary level.
Organize and Implement Christian Education programs	These could be in the local church, nation, or region. Document what you have done.
Equipment Operation	Do you operate equipment used in the church? Do you type? Do you have a computer? Show us some of the resources that you have printed.

Thesis

A thesis is the crowning achievement of the Bible school's Bachelor Program that will propel students into their future. It will require them to focus on not only what they have accomplished, but what they envision for their future in ministry. This will serve as a strategic plan to guide the student forward in effective ministry.

1. Historical Review of the UPCI church in their home town/section/district/nation (2,000 – 2,500 words)
2. A personal assessment of how their Bible school education has equipped them mentally and spiritually for ministry (2,000 – 2,500 words)
3. A personal vision (the next five years) of how they believe God will use their ministry in the future of the growing church in their nation (2,000 – 2,500 words)

This computes into a paper consisting of:

- 6,000 words minimum to 7,500 words maximum
- 24-30 pages (double spaced) maximum with a font size of 12 (Times New Roman)
- Those working on a thesis must submit reports periodically to their supervisor. The time of meeting with the supervisor will be determined by the administration.
- Work on the thesis should commence at the start of the final year of Bachelor Degree study.
- The thesis must be completed at least 2 months before the graduation date. This gives time for evaluation of the thesis work.
- In the progress report and final assessment, the supervisor should provide the student with one of the following comments: Excellent, Meets Requirements, Needs Improvement, or Failed.
- The final evaluation will be pass/fail.
- Thesis would cover 90 classroom hours.

Guidelines for Thesis Preparation

Bio Sketch (1 week) ~

Begin with a personal testimony of the student including the following points:

- 1) What is your family background?
- 2) Where did you hear about this church?
- 3) Who encouraged you?
- 4) What helped you learn of this truth?
- 5) What was your conversion experience?
- 6) What have been your ministry opportunities to date?
- 7) What is your calling?
- 8) What is your ministerial vision?

Survey of Resources (1 month) ~

This is where will you find information about your local church, section, nation?

- 1) Who is founder?
- 2) Who are the church elders?
- 3) Are there any church records?
- 4) What are the strengths of the church?
- 5) How long has the church been active?

(3 months to do actual interviews and research.)

Formulate Title ~

The title will develop from information gathered.

- 1) Title needs to reflect content
- 2) Title needs to reflect information received

Thesis Statement ~

This is a statement of what you hope to achieve with the writing of this thesis. The following is an example of a possible Thesis statement:

This thesis will show how the historical information I discovered influences my ministry. It will describe what has been gleaned from my program concentration of study based on my calling, vision and ministry. It will also define the achievable goals I propose to accomplish through my ministry in the next five years.

Scriptural Foundations for 21st Century Church/Ministry (1 month)

- 1) Support your writing with scripture.
- 2) Relate these scriptures to you, your church and your ministry today

Outline (1 month) ~

This is the actual writing using research notes that relate to objectives

Introduction ~

Include the Thesis statement in your Introduction, plus one paragraph relating to materials and methods used for writing of thesis.

Body (12 months) ~

(There is a need for periodic check-ins to advisor to monitor progress and rewrites)

- 1) How has the historical information you discovered influenced your ministry?
- 2) What have you gleaned from your program concentration of study based on your vision, mission, program and action?

- 3) What achievable goals do you propose to accomplish through your ministry?
- 4) Where were you/where are you/where are you going as the desired outcome of your writing?
- 5) Scriptural references should be woven into this section with comparisons applied to this church today

Conclusion ~

This will consist of a commitment statement to carry out the findings of my thesis and accomplish the mission according to what I know and am capable of now.

Publish (8 weeks) ~

- 1) Sufficient time to get the thesis ready for print and suitable for sharing
- 2) Printed in church paper/newsletters
- 3) Printed out for classmates/administration/church leaders

The School Administrator needs a checklist form filled out by faculty advisor with signature of completion at every segment of thesis work. This should be formatted with the above information and stipulations.

Our Delivery System

The curriculum for the Global Association of Theological Studies will
be:

Biblically-rooted,
Cross-cultural,
Values-driven,
Objectives-based,
Criteria-
referenced,
Transformation-oriented.

Globally connected
Academically stretched
Truthfully based
Strategically developed

Becky Buckland
Missionary

~Where can one find the detailed program of study for the various levels?

The program of study for the various levels is in the portion of this manual marked “Curriculum Structure for GATS.” It is also found on the GATS websites.

~Where can one find the course outlines for each course, along with copies of recommended textbooks?

These are posted on the password protected portion of www.gatsonline.org. There are links to the Spanish and French website on the main page of our English website. Requests for Portuguese and Russian materials can be made to gats@upci.org

~How does a membership nation receive copies of recommended textbooks?

Recommended textbooks are available to download from the GATS websites. These materials are password protected on the website and are only for use outside of North America. If there is no book available on the website please contact gats@upci.org to see what materials we have to offer or recommend.

GATS has an agreement with Africa Aflame and Global Missions to print any of their books without royalty being paid.

The Pentecostal Publishing House has an agreement with nominal fees for printing some of their books. Terms of this agreement include:

1. The published products can only be distributed overseas.
2. Each product must carry the appropriate logos, copyright notices, credit lines and the location where these items were printed.
3. Each item can be translated and the artwork can be altered to make the material relevant to each culture, but the doctrinal message cannot be altered in any way.
4. Five copies of each finished work must be sent to the Pentecostal Publishing House for the files of those departments involved.
5. One electronic copy of the translated work shall be sent to the Pentecostal Publishing House for possible use in the future.

Most of our recommended textbooks are uploaded to our English GATS web site and the applicable replica web sites in major world languages. If you are unable to locate a textbook or resource please contact GATS@upci.org.

GATS will also provide an overview showing each textbook, its cost, and where it is available from. Contact our office for updated information on all books. We also serve as a resource center for your training needs. Contact us with any questions you have about textbook materials, supplementary resources, or Course Packet Resources for any of our courses. We are here to help you.

~Does a Bible School have to use the recommended textbook for every course?

A Bible School may have a preference of a textbook not recommended by GATS. There is not problem with that, as long as the course objectives and required classroom hours are met.

~What is the passing grade for the GATS programs?

The passing grade is 70%. To qualify for certificates and or degrees students would need to successfully (pass) complete the required number of classroom hours of instruction.

All core curriculum courses would need to be passed or repeated until passed. When a student fails (or appears to be failing) a core curriculum course a provision can be made for remedial exercises or testing. The highest grade a student could achieve on a remedial exercise, test, exam or course would be 70%.

~What is the attendance policy of GATS?

Students are not permitted to miss more than 10% of the classroom hours. Beyond that a doctor's excuse is required. This should be brought to the administration of the school. School administration would certify/verify the condition of the student and how much time will be required for him/her to be away. Any variation to this policy would have to be presented to the Regional GATS Representative and approved by the GATS Academic Review Committee.

Attendance records should be kept for each subject. Students missing more than the permissible number of classroom hours will receive "incomplete" on their transcript for the applicable course.

~What are the minimum requirements for evaluation for each course?

Instructors should implement various methods of evaluation including (but not restricted to) exams, tests, quizzes, essays, papers, assignments, homework and practical exercises. One test or procedure is not adequate to determine that a student has learned the material. There must be at least two forms of evaluation implemented for every course.

**"GATS
purposefully
promotes the
pursuit of
excellence by
raising the
academic
standard in this
world-class,
innovative
program."**

**Roger Buckland
Missionary**

~Are examination weeks considered as classroom hours?

The examination hours can be counted as part of the required hours for the course.

~What does GATS consider to be a Classroom hour?

Classroom hours are considered to be 50 to 55 minutes in length.

~Who issues Credentials, Certificates, Diplomas and Degrees?

The GATS office will extend Credentials, Certificates, Diplomas and Degrees when requested by individual nations. They will be printed at World Headquarters and mailed to the address provided.

In some cases, it may be easier for the local Bible School to print the document on site. In that case the GATS office would send a PDF of the individual documents. GATS can only provide this service for the Certificate and Diploma Level of GATS. It is important to remember that the same process must be followed for PDF documents as for hard copies.

A Bible School may opt to not extend documents provided by GATS to their graduates. If they would like to include the GATS logo on their local document, they can download it from the 'Resources' tab on the GATS website. If they would like a GATS seal to place on their local graduation documents please contact gats@upci.org.

In order to receive documents, certificates, diplomas and degrees the following is very important.

1. On the GATS website under the 'Resources' tab, there are certificate, diploma and degree request forms. The corresponding form must be completely filled out with no spaces left blank. These request forms are also located in Appendix E of this manual.
2. The request form and corresponding student transcripts should be emailed to your regional or sub-regional GATS Representative.
3. It is very important that the name of the school, nation and date be written clearly in the language and format that the school wants to issue the documents in. Also, please make sure that the student names are written exactly as you want them to appear on the documents.
4. It is very important that the request forms and transcripts are sent with a minimum of 6 weeks anticipation before the documents are needed in your nation.
5. GATS prefers to send the documents using Fed Ex. If this is possible, please include a physical address on the request form.
6. On the transcripts, the courses need to be clearly marked using terms easily understood. We need to verify that all core curriculum subjects have been covered using the required classroom hours.
7. Transcripts should verify that each required subject has been passed with a minimum of 70%.
8. Your GATS representative will verify that all of the information is correct and will proceed to send the documents to the GATS office for printing approval.

~Is a fee for certificates and degrees required?

There will be a nominal fee for the cost of certificates or degrees, folders, and shipping.

Shipping will be charged to the nations field account, supervising missionary or to the local Bible School.

~How often should we send student transcripts to GATS?

It is required that completed student transcripts be sent to the GATS office six weeks prior to when the certificates or degrees are needed for graduation. Provision is made by policy for transcripts to be released in the final semester of an academic program with the understanding that the academic credential will be withheld by the local school if the student fails to meet the requirements. The local administration should write “pending” in place of a course that is being undertaken in the final semester and not available at the time of sending the transcript.

Care should be taken to indicate the course names, classroom hours attempted, classroom hours achieved, and the final grade for each course indicated on the transcript.

It is also required that the completed transcript be sent to GATS administration quickly after the completion of the final semester.

We need to know the name of each student as it should appear on the academic credential/certificate/diploma/degree; the name of the school; the country; and the graduation date in the language that the school desires to have the document printed in.

The request forms may be found on the GATS website under the resource tab. Please be advised that the GATS office will copy and paste names and all information exactly as sent.

~Is it required to use the student transcript form provided by GATS?

Schools may opt to design their own student transcript forms and send those to us.

When using a local school’s transcript it is important to indicate course names as used by GATS or some comment of interpretation. Otherwise, the release of transcripts could be delayed in back and forth correspondence trying to verify how the school’s selection of course names match the content of the GATS curriculum structure.

~Are you obligated to use electives provided in the listing by GATS?

A listing of possible elective courses is provided for you. You may easily receive approval to add electives to this list to use in your training programs. Send requests for approval to GATS@upci.org or consult with your Regional or Sub-Regional GATS Representative.

~ What happens when a nation does not have a fulltime training program but would like to be part of GATS?

That is the beauty of GATS. It is based on classroom hours and not on credit hours, number of years to complete the program, and so forth.

Even small nations or those where the UPCI is just getting started can be involved in GATS. In such cases one or more courses could be taken at a time, and record of grades kept. Classes can be held in traditional Bible School settings or as weekend or evening classes.

~ What is the policy for students transferring to GATS from other Bible School programs? *(GEC 2010 pg. 42-43)*

1. All cases would be referred to the Academic Review Committee.
2. Provision is made for students enrolled and/or completing programs in an UPCI Bible college and who would like to receive a certificate, diploma, or degree from the Global Association of Theological Studies.
3. A GATS priority is for teachers, prospective teachers, and leadership within a nation to be brought up to the highest level of training/education offered within the nation.
4. Courses not covered in previous education programs, but required by GATS, would need to be covered.
5. Exemption may be considered for courses objectively covered but where classroom hours, grades, or number of evaluation methods utilized by the course instructor, may be below our standards.
6. A proposal needs to be presented from the director of the school. This needs to be sent to the GATS Coordinator and will be entertained by the Academic Review Committee.

Planting People; Growing Giants

I'm often asked, "What business are you in?" I sometimes ponder what reaction I'd get if I said, "I'm in the people-growing business." Ministers are grown. Students don't arrive in our Bible school classrooms as spiritual giants. They come with willing hearts and pass through a spiritual formation and maturation process. Effective Bible school programs enable students to reach their maximum potential. We're equipping others for works of service in God's kingdom (Ephesians 4:12) and in apostolic ministry. Like Robert Dale once said, we're "sowing seeds of ministry and growing believers toward leadership." That is the sole purpose behind the Global Association of Theological Studies. Like a sign I saw, "We build Pentecostal leaders to grow Pentecostal churches." Spiritual growth is one of our four core values. We value helping people grow!

GATS is made up of five academic programs, in multiple languages, with a growing edge: certificate, intermediate diploma, diploma, associate degree, bachelor degree; distance education and faculty development are also being undertaken. I guess you could really say we have seven academic programs and endorse one or two others. It's a gigantic project encompassing nearly one hundred subjects that are being revised, written, and translated into major world languages. I used to think of it as a mountain to chip away at; an obstacle. Now, I'm changing my attitude. It's an opportunity, a mighty tree that we are growing. Its encircling shade provides a global education covering. GATS causes us to stretch heavenward to our supplying God; outward to a waiting, wanting world. It calls us to continuously improve.

In classes and among staff we must create a "culture of growth." It's the way we do things around here. Involvement with *Faculty Development* provides over fifty opportunities to grow. New faculty development courses are being written on a continual basis. Instructors only truly help others reach maximum potential when they have attempted to reach it themselves.

I sometimes lament when I see other churches with more developed educational programs than ours. We can make a difference. John Maxwell in *Go for Gold* mentions a nursery in Canada that displays a sign on its wall: "The best time to plant a tree is twenty-five years ago...The second best time is today." We hope you will avidly support GATS and its programs. Come, grow with us!

Our work will affect long after we're gone. A Greek proverb says, "A society grows great when old men plant trees whose shade they know they shall never sit in." Be deliberate at leaving a mark on this planet, to do something that imparts seeds of truth to the next generation, and impacts eternity for our world. Someone once said, "If your vision is for a year, plant wheat; if your vision is for a decade, plant trees; but if your vision is for a lifetime, plant men." Because of your help with GATS, when a friend asks, "What have you done today?" thankfully respond, "I saw someone grow today and I helped. I've been planting people; growing giants!"

Jim Poitras, editor and author of many of the Faculty Development Lessons

Faculty Development Lessons

Faculty development is crucial to an excellent Bible school program. GATS professionals have developed a wide range of lessons that will assist Bible school teachers everywhere. This includes the lessons listed below:

The Teacher and The Big Picture (The school's vision, over-all purpose – introduction to GATS)

Effective Teacher Assessment

Teacher and a Fresh Look at the Great Commission

Teacher and Authority, Responsibility and Delegation

Teacher and Biblical Educational Principles

Teacher and Biblical Theology of Christian Formation in Culture

Teacher and Biblical View of Conflict Resolution

Teacher and Building a Positive Learning Culture

Teacher and Core Values

Teacher and Course Planning

Teacher and Creating an Island of Excellence

Teacher and Creative Impact

Teacher and Critical Thinking

Teacher and Critical Thinking in Spiritual Development

Teacher and Educational Psychology I

Teacher and Educational Psychology II

Teacher and Effective Student Assessment

Teacher and His Family

Teacher and the Bible School Going Local

Teacher and Helping Students Discover the Will of God

Teacher and His Calling

Teacher and His Lecture

Teacher and His Responsibility

Teacher and Increasing Student Learning

Teacher and Leadership Training Commitment

Teacher and Lesson Preparation

Teacher and Breaking Content into Chunks and Time Processing

Teacher and Mentoring
Teacher and Motivation
Teacher and Overcoming Temptation
Teacher and Personal Development and Evaluation
Teacher and Personal Growth Plan for Life Long Learning
Teacher and Priorities
Teacher and Christian Education Begins at Home
Teacher and Remaining True to Apostolic Doctrine
Teacher and Teaching Methods of the Master
Teacher and His Values of Education
Teacher and Breaking Content into Chunks and Time Management
Teacher and the Role of the Holy Spirit in the Classroom
Teacher and Assisting the Unique Learner
Teacher and the Well Driven Nail
Teacher and Thinking, Teaching and Learning Styles
Teacher and Loving Bible Doctrine
Teaching with Principle and Passion
Teamwork in Education I
Teamwork in Education II
Bible School Administration I
Bible School Administration II
Teacher and the Anointing
Teacher and His Health
Teacher and Patience
Teacher and Oral Culture
Teacher and His Spiritual Life
Teacher as a Disciple Maker
Teacher and their Role and Responsibility in Teaching
Teacher and Responsibility and Rewards

These ninety-minute lessons are developed in print and digital format, some have power-points available as well. Each lesson contains clearly outlined lesson objectives, the lesson text, as well as an evaluation. At the end of each eighteen lessons, we will provide a certificate for successfully completing that level of the course. The lessons are all available on the GATS website under the Faculty Development tab.

Faculty Development

Jim Poitras, in *Achieving Excellence in Bible School Administration*, wrote: “Ongoing faculty development is a priority. Each staff member needs to be involved in life-long learning, and have a personal growth plan. A faculty member should strive for excellence in his area of concentration. Specialization is essential in current educational trends. Continuing education produces faculty that are experts, content specialists, who are both effective and on the cutting edge of theological education within the culture. New technology, improved teaching methods, and understanding the learning styles of adult learners, all serve to better train the trainer. In faculty development, we ask: (a) What are we doing? (b) How well are we doing? (c) How can we improve what we are doing? (Rita J Wolotkiewicz, 1980, 210) Approaches to faculty development may include: (a) distance education options; (b) faculty retreats; (c) seminars; (d) professional development days; (e) sub-regional faculty development programs; (d) mini-courses; (e) visits to other schools (to learn what they are doing); (f) educational sabbaticals; (g) taking courses at local institutions of higher learning; (h) discussions/and brain-storming; and (i) articles, audio resources, or books—anything that promotes continuous improvement.”

~What are some of the subjects that could be studied in a Faculty Development program?

Such subjects may include: Christian education for adults, communication skills and methods, curriculum/instructional design, Bible school administration, educational measurement and evaluation, education psychology, teamwork, Bible study methods, ethics (professional conduct), cultural anthropology and cross-cultural communication, life-long learning, and so forth.

Any course that would assist in faculty training and equipping could be considered for a faculty development program.

“Developing leaders with a purpose and for a purpose.”

Nick Sisco
Missionary

~Can credits earned in faculty development result in any certificate or degree?

Credits achieved in faculty development seminars may be used for teachers that are pursuing the GATS Bachelor degree program. In order to do this the student must be present in the teaching and two forms of evaluation must be used.

They may also be used to satisfy the education option under work life experience (to a maximum of 100 classroom hours). It is very important that the local Bible School maintains records of these events and the grades obtained.

An advanced certificate may be awarded for a given number of classroom hours and subjects completed.

Global Educators

~How may we find instructors for a faculty development seminar?

**“The people perish for a
lack of knowledge.
Teachers are the
antidote.”**

E.J. McDougall

There is a team of over 50 Global Educators available to assist you. Contact your regional director, your regional GATS representative the Assistant Coordinator of GATS or the Director of Education and Short Term Missions for the list of qualified Global Educators who are ready to serve in this capacity.

GATS Administrative Team email: gats@upci.org

~How is a faculty education program organized?

1. Contact your sub-regional or regional GATS representative to set a date for a Faculty Development Seminar and to begin the planning stage.

Seminars can be held in a variety of formats:

- a) Seminars can be planned from a one-day seminar to a week-long seminar. They can be held during the day, in the evenings or on weekends. GATS will adapt to the seminar culture of your nation or region.
 - b) Cluster nations (nations in close proximity) or sub-regions may come together for such programs.
 - c) Individual nations bringing their teachers to a central location.
 - d) Individual nations are strongly encouraged to bring their teachers together on a regular basis for professional development.
2. Together with your GATS Regional or Sub-regional Representative the location, schedule and details of the seminar will be decided.
 3. There are over 50 Global Educators who can be invited as guest instructors
 4. The nations involved in the seminar will need to come up with a plan for financing the event. A fee for attendance could be charged, it could be part of the Bible School or national work's yearly budget.
 5. The GATS Representatives and Global Educators will take care of their own expenses in travel, lodging and food. They will not have additional funds to pay for the seminar expenses or helping out with the costs of the local missionaries or leaders.

GATS feels very strongly that each membership nation should participate in an annual Faculty Development Seminar.

GATS textbooks, course packs, and faculty development lessons will be translated into major world languages as approved by the Global Education Committee. If a nation desires to translate GATS material into other languages please contact the GATS office at gats@upci.org for more information.

When deciding on adding a new language for official GATS translation purposes, the GEC must take into consideration the total number of possible candidates for training in said language, not the total number of world speakers.

The process for translation is as follows:

1. It is highly recommended that the translators used be translating into their mother tongue.
2. The translation must be faithful to the original manuscript.
3. The translation should avoid colloquialisms/clichés.
4. The original format must be maintained through the translation.
5. Once the translation is complete, it must be carefully edited. It must be proofed on its own merit (without comparison to the original manuscript) by a second party, to ensure proper grammar, continuity and clarity.
6. Final Review: After the completion of steps one through five, a final review will be done by someone who is qualified to check the translation for content accuracy with the original manuscript.
7. If discrepancies are found in the document, it will be returned to the original translator for corrections and then steps five and six will be repeated.

Translation Textbooks needs to be copyrighted by GATS. Once completed they will be returned to GATS for this procedure to be done.

All translations are in the GATS master file and may be available on request to GATS@upci.org

Changes to GATS Policy

1. All requests for a change of GEC policy will be sent to the Director of Education at jpoitras@upci.org.
 - a. The Director of Education would filter the policy changes before sending them on to the committee.
2. The Director of Education would create a standing committee for change of policy, consisting of five members:
 - a. Director of Education
 - b. Assistant GATS Coordinator
 - c. One Regional Director
 - d. One Regional GATS Representative
 - e. One other member from the GEC appointed by the Coordinator
3. The Committee would study the policy change proposals and submit a decision to the Director of Education.
4. The Director of Education would request the Committee to present their report during the GEC meeting as the GEC is the approving body for changes to the GEC Policy.
5. The committee would be encouraged to use electronic methods to reduce the committee's operational expenses. The committee could be requested, by the Director of Education, to meet one day prior to the GEC meeting. Additionally, a meeting could be held one day after the GEC meeting if the Director of Education feels it is necessary.

Mission Statement

To create, assess, and re-evaluate all written materials needed for Global Bible Schools.

Objectives of the Curriculum Committee

1. To identify the needed materials for primary and secondary textbooks for each of the courses. To research and locate any possible existing materials that could be used for that course.
2. To set course objectives and textbook components.
3. To assign the writing of textbooks giving a deadline date and tracking the progress of each writer within that specified time frame.
4. Evaluate the written manuscript and see that the editing is completed. This would include taking it through the Editorial Division of the UPCI.
5. To determine the needed materials of the course packs for each course depending on each course and its objectives.
6. Coordinate translation of all materials into the major world languages as decided by the GEC.
7. To receive and evaluate quality materials in languages other than English, to determine if they would meet the objectives and could be used by GATS Bible Schools for a specific course. Determine if said material should be translated into English and into other approved languages.

The Curriculum Committee shall consist of:

Permanent members.

1. The chair of the committee will be the Director of Education and AIM
2. The Co-Chair will be the Assistant Coordinator of GATS
3. Bro. Dorsey Burk – Textbook editor
4. The Translation Committee Coordinator
5. Sis. Darline Royer, Consultant
6. Sis. Linda Poitras, Consultant

Rotating Members:

1. One Regional Director as appointed by GEC Committee
2. One of the Regional GATS Representatives (This person will also personify the voice of the missionary)
3. One North American Bible College/Seminary Representative
4. Up to two Professional Educators selected by the Chairman (taking into consideration GE representatives)

The five rotating members be appointed for a two- year term, but not to exclude the possibility of being reappointed for another two-year term. These members shall be appointed in alternating years.

The Chairman has the right to invite others whom he desires to carry forth the needs of this committee, as he deems necessary.

The chairman shall bring a neutral person into the meeting to act as recording secretary, and not use one of the members themselves for the purpose of taking minutes of the meeting. This person would be there for the sole purpose of taking the minutes, which would leave all committee members free to be able to enter into the decisions being made, and discussion taking place.

Writing Curriculum

Writing for the Curriculum Development



Welcome to the challenge of writing a textbook or lesson material for GATS. Your involvement will have a far-reaching impact as God's Word is spread around the globe. You are truly taking the things you have learned and passing them along to faithful men and women who will be able to teach others (2 Timothy 2:2).

The writing guidelines contained in this document were proposed by the GATS Curriculum Development Committee and then approved by the Global Education Committee.

Some Things to Keep in Mind:

- The pronoun "I" should be avoided in writing lessons. Many different instructors may teach your material in different parts of the world. This will allow the Instructor to teach it easily.
- Words like "Africa" or "Russia" should be minimized to give a broader perspective for your material. Making constant references needlessly, may limit the use of your material. It would be difficult to use a lesson constantly making reference to Ghana in another country, for example, Serbia.
- Illustrations should be chosen carefully in order to be relevant cross-culturally.
- Maximize the use of Bible Scriptures, themes, and stories.
- The level of writing should be geared to being simple. Write at the Grade Six to Grade Eight level or below for the Certificate and Diploma programs. The high school level will work best for Associate, Bachelor, and Faculty education programs.

The Apostle Paul was an educated man. He sat at the feet of great instructors. He was intelligent. However, he was still able to get down to the level of understanding of the people he ministered to. I think that is a true test of intelligence; the ability to get on the level of the people you are instructing.

Paul confessed, "...that in simplicity and godly sincerity, not with fleshly wisdom, but by the grace of God, we have had our conversation in the world, and more abundantly to you-ward. For we write none other things unto you... (2 Corinthians 1: 12-13, Emphasis mine)

"Seeing then that we have such hope, we use great plainness of speech" (2 Corinthians 3: 12)

"And my speech and my preaching was not with enticing words of man's wisdom, but in demonstration of the Spirit and of power" (1 Corinthians 2:4, Emphasis mine)

There is a world that is waiting to hear from you. “Write...and make it plain” (Habakkuk 2:2).

1. Avoid clichés and “play on words” phrases.
2. All quotations or other sources must be properly documented.
3. You will want to use the same fonts throughout your resource to make it look professional. You might want to work on a style guide in the beginning. A template option is available in Microsoft Word. This would help you keep material layout uniform and consistent.
4. Microsoft Word is equipped with a “readability statistics” option. The Flesch-Kincaid Grade level score is determined by rating the average number of syllables per word and words per sentence. It rates the text on a U. S. grade-school level. This is part of the spelling and grammar check. Using this option will enable you to check the grade level of your material. Lower the grade level by going back and shortening a few sentences.
5. The King James Version is normally used. It is appropriate to use another translation also, but (where appropriate) maintain both versions within the document.
6. Times New Roman is used and easily identified globally. Times New Roman 12 should be used for the body of the lessons. A complementing font can be chosen for headings, call-outs, and title.

Checklist for Simplifying Material:

- Eliminate ‘hard words’ (words three syllables or more in length.)
- For technical words that you feel readers will not understand, explain their meanings in a sentence or a phrase.
- Shorten sentences that appear too long. Trim the fat from your writing. Don’t use three words when one word would do. Big minds use little words; little minds use big words.
- The most familiar words are ten short ones: the, of, to, a, in, that, it, is, I. They make up twenty-five percent of all that is written and spoken in English.
- Put action in your verbs.
- Write to express, not impress
- Make use of variety.
- Look at your writing from the point of view of the reader.
- Write unto others as you would be written to.

- Simplicity is hard to achieve. It is often the result of several drafts.
- Use short sentences, and everyday words. Fifteen words per sentence would be a good goal. Some suggest 8-10 words per sentence.
- Repeat your main points to enhance comprehension.
- Avoid statistical data, graphs, and complex charts. Readers may find them difficult to understand.
- It is much harder to simplify than complicate.
- Very basic readers need some white space, but more advanced readers can handle the densely packed text.
- Left justification is considered easier to read than full justification.
- Use upper case and lower case normally. Typing text in all upper case letters is difficult to read.
- Edit and re-edit. Leave a couple of days between when you first write something and when you edit.
- Limit the amount of information that you present. Delete all information that is just nice to know. Too much information will turn the reader off. This does not mean that you should provide “skeleton” material without any meat. Skeleton is too slim. Some meat is just right. Too much meat tends toward too much fat. Inform but don’t over-inform.
- Get others to proofread your material. The “tracking” option in Microsoft Word will allow others to proofread and make suggested changes to your document. When the document is returned, you will be able to accept or reject each change.

Avoiding Plagiarism:

So, you are ready to write. You have diligently searched for information, read books on your subject, and are trusting God for inspiration. Your file folder is bulging with the goodies you have collected. Now it is time to start writing. Which quotes will you use? Will it be a direct quotation? A paraphrase? Something translated into your own words? When do you provide credit? Use quotation marks?

In writing we take ideas and words from other people. Proper credit should be given for all borrowed material. A large percentage of research material comes from information gathered from other sources and collected in the form of quotes. The remaining information comes from personal experience and knowledge. The writer’s task is to weave the research as he crafts it into a lesson, story, or book that will become interesting, active, informative and a blessing to the reader.

Since most research involves the ideas of other people it is important to know how to properly quote, paraphrase, or credit the information we use from other sources. Proper credit should be given for information taken from both spoken and written sources, whether the information is considered copyrighted or not.

When quoting beyond what would be considered as fair use the author must obtain written permission from the owner of the copyright, usually the publisher. The individual author is responsible for requesting permission to quote from a copyrighted source.

There are no specific numbers of words that can be quoted without permission. The interpretation of “fair use” is subjective. However, writers and editors have established guidelines. Quoting 100- 250 words from a book without permission seems to be a common practice. (*Writer’s Encyclopedia*, edited by Kirk Polking).

Guidelines for Quotations:

A quotation is using someone’s words. When an author quotes and cites his source(s) he adds strength to his writing. Place the words within quotation marks and document the source.

- It is common practice among most publishers and writers to quote a maximum of fifty consecutive words from a copyrighted source without obtaining permission. (“Word Aflame House Rules”) This can be done several times in your manuscript as long as you do not quote more than two hundred total words.
- David K. Bernard in an e-mail dated November 8, 2001 states the following concerning “fair use”: “In general it means using a relatively small portion of a total work, giving proper credit, and representing the work properly (i.e., not misrepresenting what it says). For a book, one could probably use several pages, but for a poem or song under copyright perhaps only one line or so.” Word Aflame Press (United Pentecostal Church International) specifically asks that permission be secured for “quotation(s) totaling more than 200 words from any work in copyright. This means the total number of words quoted from any one source, no matter how small any individual quotation.”
- GATS endeavors to follow established guidelines (from Word Aflame Press and Word Aflame Publications) concerning quotations, plagiarism, and generally all “Word Aflame House Rules.”
- Some variation may result in guidelines needed to reach readers in developing nations of the world.
- When quoting from a song or poetry, only two lines should be used without obtaining permission.
- The *Word Aflame Writer’s Booklet* says it best: “We strongly encourage you to use extreme discretion in your use of other’s works. In editing we have no way of eliminating material that has been unethically copied from other sources unless by coincidence we happened to be familiar with the source and would accidentally recognize it.”

Give Credit to Who Credit is Due:

Plagiarism is a big word that refers to a big problem. It is using someone’s work or writing, pretending it is one’s own, and not giving proper credit to the source. It is wrong to take and use writing that does not belong to us without giving the owner credit. Where the information comes from should be clearly acknowledged.

An Internet resource entitled “Avoiding Plagiarism, Mastering the Art of Scholarship” (<http://sja.ucdavis.edu/avoid.htm>, accessed 10/27/01) explains how to avoid plagiarism:

1. If the exact words are used you must use quotations marks and cite the source. This refers to both the spoken and written word.
2. Paraphrase is restating the author’s information in your own words. Credit should be given to the original author but quotation marks are not needed. Paraphrase: using someone’s ideas but putting them in your own words. Read over your research carefully. Cover the text with your hand, or close your research completely. Write out the idea in your own words without peeking. Use your own words and still allow the reader to know the source of your information.
3. Making minor changes (changing or rearranging a few words) in the original material keeps the work essentially the same as the original and credit must be given.
4. A good practice would be to cite and give credit to words, information, and ideas you use that are new to you regardless of where you find them. This includes speeches, messages, Internet, book, etc. “When in doubt, cite.”
5. You do not have to document material that is considered to be common or general knowledge. This refers to information that is generally known.

One common method of giving credit to a source is identifying the information within the text. Example of giving credit within the document: James Poitras in *Acts God’s Training Manual for Today’s Church* says, “We can write tracts and gospel messages in various languages for the people to understand. Even though God may not have called all of us to be pastors, evangelists, or missionaries; each of us can distribute the paper preachers.”

A bibliography should be attached to all textbooks or lessons. Our Editors will decide if the bibliography needs to be included in the publication (or maintained in our files). We follow a style listed in the *Chicago Manual of Style*, with the following information and order:

- Name of author (last name first)
- Title of book (in italics)
- City of publication
- Publishing Company
- Date of publication (year)
- Page number of quotation

Example:

Poitras, James. *Acts: God's Training Manual for Today's Church*. (Andalusia, AL; Writehand Publishing, 2001) p.24.

GATS Course Development Basics:

The GATS Curriculum Development Committee (2010) envisioned the following for each of our courses being written:

- Courses should be user-friendly for students and should possess a strong instructional design.
- There should be a logical progression from point to point.
- Major points and sub-points should be easy to locate and to follow.
- Short lessons are preferred over long ones.
- There should be questions at the end of each lesson.
- Clip art, graphics, and diagrams can be used. Be careful of copyright requirements or restrictions for such use.
- Remember that the curriculum will be used cross-culturally.
- Suggested homework assignments or cooperative learning exercises should not merely be busy work but bridge the gap between learning and doing.
- Avoid mere personal opinion. Keep writing biblically rooted.
- We will use 8 ½ by 11 as the page format or size.
- Measurements should have the metric conversions beside them.
- Writers should let us know if resource materials need to be purchased to assist in writing courses.

Components for Each Lesson:

The lesson structure for our courses is as follows:

- Lesson Number.
- Title/Topic.
- Key Scripture (as appropriate).
- Lesson objectives. It is preferred that this be kept within three objectives per lesson. Objectives serve as advance organizers and allow the student to know what is covered within the lesson.

- Citations should be within the text, with a bibliography at the end of the lesson or the book.
- Lesson length should be three to five pages of material not including the study questions. This is a general guideline for lesson length. Some lessons may be a little longer if needed.
- Lengthy scriptural passages should be a reference only.
- There should be a strong introduction and conclusion. This allows the student to know where we are going, and once going there, it allows the student to know where he has been.
- Study questions should be provided at the end of each lesson. Avoid fill-in-the-blank type of questions. This causes difficulty when the material is translated into other languages.
- Answer keys should be provided by the author for all lessons written.
- Double-spaced is preferred for editing purposes.
- An agreement will be made with writers that their work is under our copyright.
- An agreement could also be made for a writer to receive an honorarium.
- If previously written work by a writer is used, there should be an agreement on file.

Cover Design:

- There will be a common cover for each level. The colors used and/or the graphic used could change based on the level or the book.
- The following should be identified on the cover: GATS, level, and course name.
- The design of the cover and the textbook will be handled by a designer so isn't the major concern of the individual author.

It is the goal of GATS to follow the Word Aflame Rules as much as possible.

The Book of Acts

Classroom Hours:

24 (minimum)

Description/Overview:

This course reveals the continuing ministry of the Lord Jesus Christ in the world through the Holy Spirit, and God-called men and women. It assists the student in understanding the historical and doctrinal value of the Book of Acts. The Church marches forward despite persecution, personal setbacks, trials, and difficulties. The unchanging truths and principles gleaned from Acts will be taught to better equip the students for the task of world evangelism. Acts is God's training manual for today's church and will motivate believers to evangelize, receive understanding of the apostles' doctrine, and to share it with others in supernatural power. Students will start out studying the Book of Acts, and will hopefully end up living it.

Objectives:

At the end of this course of study, students will be able to:

1. Explain Luke's intent in writing Luke-Acts; identify and be familiar with the major event(s) of each chapter of the Book of Acts.
2. Prove, using Scriptures from Acts, that speaking in other tongues, as the Spirit gives the utterance is the initial, physical evidence of receiving the baptism of the Holy Spirit. Understand this is normative (expected, will happen) in every instance of someone being baptized in the Spirit from the Day of Pentecost to the second coming of Jesus Christ.
3. Trace the advance of the gospel throughout the Book of Acts and understand the role(s) of the Holy Spirit in accomplishing this.
4. Outline or identify church growth, church planting, evangelism, leadership development, missionary, cross-cultural outreach, prayer, gifts of the Spirit principles and strategies found in Acts. Incorporate these into your ministry. Move beyond merely studying Acts to putting these strategies and principles into life practice. Practicing New Testament principles will produce New Testament results.
5. Show, explain or defend that Acts has a didactic (instructional, teaching) purpose rather than being merely a historical record of the early church. Acts is God's training manual for today's church.
6. Recall instances in Acts where baptism was done in the name of the Lord Jesus Christ. Adopt this practice personally. Defend its necessity.

7. Locate examples where preachers supplied further truth to serious seekers. Refuse to compromise apostolic doctrine. Speak the truth in love, taking people from where they are spiritually and showing them a more excellent way. Know the way, go the way, show the way.
8. Study the fellowship of the believers in Acts 2:42 – 47. Identify the pillars of the apostolic church, and express their continuing relevance in the contemporary church today.
9. Luke reveals what Jesus began to do and teach while on earth. Acts reveals what Jesus continues to do through His disciples. Possess a firm understanding of what Jesus longs to do in you and through you.
10. Acts tells of the journey of missions or evangelism. Identify the journeys of Peter, Phillip, and Paul.

Topics/Concepts:

- Background information on Acts and its author.
- Overview of the twenty-eight chapters covering major events in each chapter.
- Birth of the Church at Pentecost.
- Salvation in the Book of Acts.
- Character studies or basic understanding of the lives of Peter, Barnabas, Stephen, Paul, Phillip, Timothy, Aquila, Priscilla, and Apollos.
- Missionary Journeys of Paul.
- The role of the Holy Spirit in advancing the Gospel throughout the world.
- Unfold or discover missionary, cross-cultural evangelism, church growth, church planting, leadership development, prayer, gifts of the Spirit, principles strategies, and examples that can be incorporated into one's personal life and ministry.
- Maps will need to be used in tracing the advance of the Gospel especially during Paul's missionary journeys. This incorporates a Bible Geography element into this course.

Recommended Primary Textbook(s):

ACTS (Overseas Ministries Training Course) Darline Royer and Ralph Vincent Reynolds
As it is in many of our courses the Holy Bible is a fundamental and pivotal textbook for this course.

Recommended Alternatives:

Acts I, II (IABC), Ralph Vincent Reynolds
Acts, Jet Witherspoon Toole
Acts, J. P. Hughes

Acts: Arlo Moehlenpah

Acts: God's Training Manual for Today's Church, James Poitras (Level A, C, T, S selected lessons available in English, Spanish, French, and other languages)

Overview of Lessons available in the Recommended Primary Textbook:

- The Church is Born
- The Church in the Jewish World
- The Church in the Gentile World

Languages Available:

IABC is available in Spanish and French

Course Packet Resources:

The Journey of the Spirit in Acts, James Poitras

Baptism of the Holy Spirit Revealing Evidence that Demands a Verdict, James Poitras

Debate, Defense, and Experience of the Baptism of the Holy Spirit

Comments:

Date of Last Revision:

October 11, 2011

Appendix A

GATS Membership Application Form



Membership Application Form for GATS

1. Country/location(s)? _____
2. Name of school(s)? _____
3. Mailing address(es)?

4. Physical (street) address(es) of your school(s)?

5. What is the name of the authorized contact representative for GATS correspondence and application purposes? _____
6. What is his/her mailing address (if different from above)? _____

7. What is the e-mail address of this authorized contact representative for your training programs? _____
8. What is the telephone number? _____
9. What are the various training programs (with locations) that are included in this application?

10. Describe your present training program(s) (number of years, semesters, hours, days a week, and weeks per semester). Attach your curriculum structure or scope and sequence.

11. Have you read the *GATS Policy and Training Manual* and/or studied the material provided on the GATS Website (www.gatsonline.org)?

12. Do you agree to comply with the guidelines provided in this material? _____



Explain, if necessary. _____

13. Explain briefly the steps that you have taken, are taking, or will be taking to implement the GATS academic program (core curriculum). _____

Indicate which academic programs you are applying to be a part of presently:

Certificate Program	
Diploma Program	
Associate Degree Program	
Bachelor Degree Program	
Faculty Education/Development Program	

14. What problems (if any) do you anticipate in implementing the GATS curriculum and guidelines? _____

15. What assistance do you need from the Coordinator of GATS or your regional representative(s) to institute this program? _____

16. Do you have any questions concerning the GATS program that we can answer for you? (If so, what are they?) _____

17. Are you aware that approval of this application places you as a membership nation or school with GATS, but in order for your students to receive certificates, diplomas, or degrees from us it will necessitate such students completing all required aspects of the program (core curriculum, objectives, and classroom or course hours), and to be in compliance with all academic policies of our association and the credential issuing body? _____

If you have any comments, please add them: _____

18. Attach the following to this application:

- _____ Resolution from the National Board requesting membership in GATS.
- _____ Copies of your school or training program policies.
- _____ Copy of your prospectus, if available.
- _____ Copy of your curriculum structure and/or scope or sequence.
- _____ Personal Growth Plan form (for instructors).
- _____ Other documents which would assist us in better understanding your education program.

19. Complete the attached form concerning instructors at your school.

20. What plan do you have in place for ongoing faculty development and education?

21. Attach \$100.00 nonrefundable registration fee to be paid in USD, made payable to the Global Missions. The GATS PIM Account number is 173514. In special cases the registration fee could be transferred from a missionary or field PIM account. If needed, communicate with our office concerning this, and also send an authorization note for a transaction of this nature.

22. Send this application form, the form concerning instructors, the requested documents in #17 above, and your check to:

Rev. James Poitras
Global Association of Theological Studies
36 Research Park Ct
Weldon Spring, MO 63304

If you are sending your application digitally, it can be sent, together with all supporting documents to us at jpoitras@upci.org. Be sure to copy your Regional GATS Representative.

Signature of Superintendent/President

Signature of Authorized Contact Representative

MEMBERSHIP APPLICATION FORM

GLOBAL ASSOCIATION OF THEOLOGICAL STUDIES

Information Sheet on Faculty

<i>Name</i>	<i>Ministerial/Teaching Experience</i>	<i>Educational Qualifications</i>	<i>Ongoing Personal Growth Plan Details</i>

<i>Name</i>	<i>Ministerial/Teaching Experience</i>	<i>Educational Qualifications</i>	<i>Ongoing Personal Growth Plan Details</i>

GATS MEMBERSHIP INTERNAL RE-EVALUATION FORM

Name of Evaluator: _____

___ Missionary

___ National Board of Education President or Representative

___ National Board Representative

Nation: _____

Date of Membership: _____

Date of Re-Evaluation: _____

Name of School: _____

Address: _____

Name of Bible School Administrator: _____

Contact Information

Email: _____

Phone number: _____

Address: _____

GATS Program(s) Offered:

☐ Certificate ☐ Diploma ☐ Associate ☐ Bachelor

Please fill out a Curriculum Comparison Form for the corresponding program(s)

Is the membership nation compliant with the curriculum requirements for the programs they offer?

Certificate ☐ YES ☐ NO

Diploma ☐ YES ☐ NO

Associate ☐ YES ☐ NO

Bachelor ☐ YES ☐ NO

If not, what is lacking?

Does the nation offer GATS Faculty Development Seminars? ☐ YES ☐ NO

If yes, what is the frequency of the seminars? _____

What are the desired dates for a yearly GATS Faculty Development Seminar?

Does the administration maintain adequate student records and transcripts?

☐ YES ☐ NO

If not, what is lacking and what can be done to be of assistance to correct the problem?

Please attach academic catalog and/or school handbook.

How can GATS better support the Bible school program in this nation?

Additional Inquiries

1. What percentage of students become actively involved in ministry following graduation?

____ as a Pastor, Pastor's wife, Assistant Pastor or other full time ministry

____ National Ministry (organizational)

____ Local church ministry (evangelism, children, youth...)

2. Is the Bible School self-supporting? ____ YES ____ NO

Percentage of Income:

____ Student Fees

____ National Church Support

____ UPCI Ladies Ministries Support

____ Missionary Support

____ Other funding

3. Additional Comments: _____

CURRICULUM COMPARISON FORM

CERTIFICATE LEVEL

Course	Description	GATS Required Classroom Hours	Local School Required Hours	Shortage of Required Hours	Overage of Required Hours	Recommendations
Acts		24				
Bible Intro- duction	General overview of Bible	24				
Christian Living	Holiness, prayer, fasting, sacraments, tithing	24				
Pentecostal Doctrine	Oneness, repentance, baptism in Jesus' name.	30				
Life of Christ		24				
Evangelism		24				
Total Hours		150				

Course	Description	GATS Required Classroom Hours	Local School Required Hours	Shortage of Required Hours	Overage of Required Hours	Recommendations
Bible Survey	Old Test.	24				
Bible Survey	New Test.	24				
Biblical View of Missions		24				
Spiritual Leadership I		24				
Life of Christ II		24				
Tabernacle		36				
Ministerial Ethics		24				
Pastoral Duties		24				
Evangelism II		24				
Bible Doctrine I		36				
Bible Study Methods		24				
Church Planting		24				
Christian Education		24				
Family Life		24				
Homiletics		24				
Prayer and Fasting		24				
Practical Holiness		24				
Spiritual Gifts		24				
Stewardship		24				
Core Curriculum Hrs		480				
Elective Hours		120				
Total Hours		600				

ASSOCIATE DEGREE LEVEL

Course	Description	GATS Required Classroom Hours	Local School Required Hours	Shortage of Required Hours	Overage of Required Hours	Recommendations
Old Testament History		36				
Spiritual Leadership II		24				
Romans		36				
World Missions		24				
Major Prophets		24				
Minor Prophets		24				
Hebrews		24				
Ministerial Development		24				
Pentateuch I (Genesis)		24				
Pentateuch II		24				
Daniel and Revelation		24				
Bible Doctrine II	Oneness of God	24				
Church Growth		24				
Pastoral Epistles		24				
Epistles		24				
Pentecostal History		24				
Church Organization and Admin.		36				
Church History		24				

Comparative Religions		24				
Hermeneutics		12				
Pastoral Counseling		24				
Revival Principles		24				
Wisdom Literature		24				
Writing Techniques		24				
Core Curriculum Hours		600				
Elective Hours		150				
Total Hours		750				

ADDITIONAL COURSES

Course	Description	GATS Required Classroom Hours	Local School Required Hours	Shortage of Required Hours	Overage of Required Hours	Recommendations
Total Hours						

GATS MEMBERSHIP NATION EXTERNAL RE-EVALUATION FORM

Name of Evaluator: _____

- ☐ Regional GATS Representative
☐ Sub-regional GATS Representative
☐ Authorized Global Educator

Nation: _____

Date of Membership: _____

Date of Re-Evaluation: _____

Name of School: _____

Address: _____

Name of Bible School Administrator: _____

Contact Information

Email: _____

Phone number: _____

Address: _____

GATS Program(s) Offered:

☐ Certificate ☐ Diploma ☐ Associate ☐ Bachelor

Please fill out a Curriculum Comparison Form for the corresponding program(s)

Is the membership nation compliant with the curriculum requirements for the programs they offer?

Certificate ☐ YES ☐ NO

Diploma ☐ YES ☐ NO

Associate ☐ YES ☐ NO

Bachelor ☐ YES ☐ NO

If not, what is lacking? _____

Does the nation offer GATS Faculty Development Seminars? ☐ YES ☐ NO

If yes, what is the frequency of the seminars? _____

What are the desired dates for a yearly GATS Faculty Development Seminar?

Does the administration maintain adequate student records and transcripts?

☐ YES ☐ NO

If not, what is lacking and what can be done to be of assistance to correct the problem?

Please attach academic catalog and/or school handbook.

How can GATS better support the Bible school program in this nation?

Additional Inquiries

1. What percentage of students become actively involved in ministry following graduation?
 ____ as a Pastor, Pastor's wife, Assistant Pastor or other full time ministry
 ____ National Ministry (organizational)
 ____ Local church ministry (evangelism, children, youth...)

2. Is the Bible School self-supporting? ____ YES ____ NO

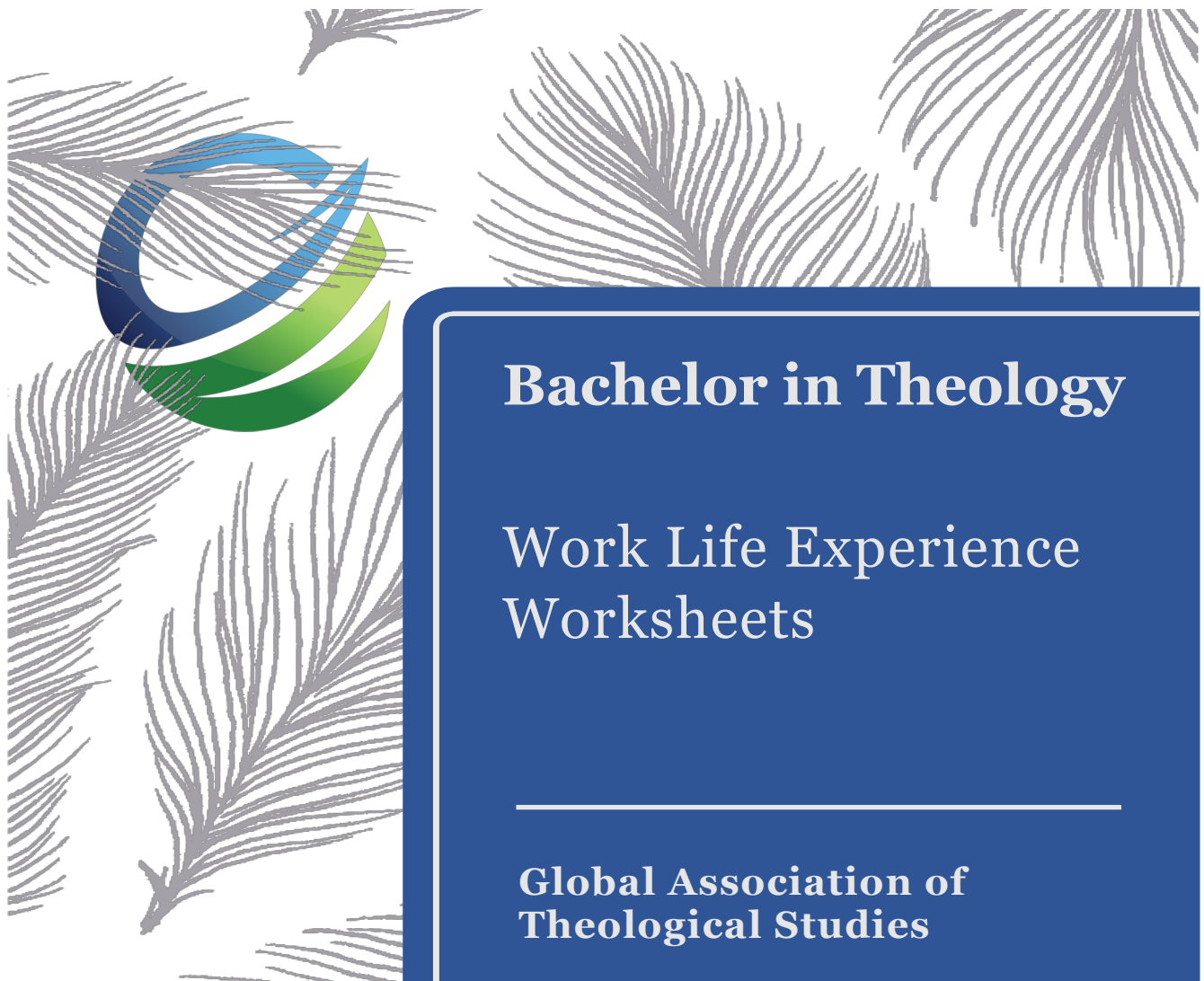
Percentage of Income:

- ____ Student Fees
- ____ National Church Support
- ____ UPCI Ladies Ministries Support
- ____ Missionary Support
- ____ Other funding

3. Additional Comments: _____
- _____
- _____

Appendix D

Bachelor Level Work-life Experience



Please see the GATS Website for a complete list of all of the Work Life Worksheets.

Appendix E

Credential Request Forms



GATS CERTIFICATE OF THEOLOGY REQUEST FORM

6 weeks prior to graduation, please send this form
along with matching transcripts to your Regional GATS Representative for review.

Country	School Name	Missionary Name	
		Paper Size	<input type="checkbox"/> A4 <input type="checkbox"/> Letter
Graduation Date <small>If not in English, type as it should appear on the certificate. le dd mm de l'année 201y de notre Seigneur. / el día dd de mm en el año de nuestro Señor 201y.</small>		Language of Certificate	<input type="checkbox"/> En <input type="checkbox"/> Fr <input type="checkbox"/> Sp

Printing Preference	Shipping Method	Shipping Address/Instructions <i>*If other than Missionary Mail Packet</i>	Shipping Phone
<input type="checkbox"/> Print and Ship → <input type="checkbox"/> Email PDF file <input type="checkbox"/> Email Dropbox link *Email address:	<input type="checkbox"/> Missionary Mail Packet <input type="checkbox"/> FedEx <input type="checkbox"/> DHL <input type="checkbox"/> Other:		

CERTIFICATE OF THEOLOGY LIST

* Please type each name below and double check all name spellings before submission.

1.

****For GATS Administration Use Only****

*Regional GATS Representative, please forward approved list and matching transcripts to jpoitras@upci.org and bradethompson@aol.com.

Reviewed by Regional GATS Rep	Reviewed by Program Director	Okay to Print	Date Received	Date Printed	Date Emailed/Shipped
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			





GATS DIPLOMA OF MINISTERIAL DEVELOPMENT REQUEST FORM

**6 weeks prior to graduation, please send this form
along with matching transcripts to your Regional GATS Representative for review.**

Country	School Name	Missionary Name	
		Paper Size	<input type="checkbox"/> A4 <input type="checkbox"/> Letter
Graduation Date <small>If not in English, type as it should appear on the certificate. le dd mm de l'année 201y de notre Seigneur. / el día dd de mm en el año de nuestro Señor 201y.</small>		Language of Certificate	<input type="checkbox"/> En <input type="checkbox"/> Fr <input type="checkbox"/> Sp

Printing Preference	Shipping Method	Shipping Address/Instructions <small>*If other than Missionary Mail Packet</small>	Shipping Phone
<input type="checkbox"/> Print and Ship → <input type="checkbox"/> Email PDF file <input type="checkbox"/> Email Dropbox link *Email address:	<input type="checkbox"/> Missionary Mail Packet <input type="checkbox"/> FedEx <input type="checkbox"/> DHL <input type="checkbox"/> Other:		

DIPLOMA OF MINISTERIAL DEVELOPMENT LIST

* Please type each name below and double check all name spellings before submission.

1.

****For GATS Administration Use Only****

***Regional GATS Representative**, please forward approved list and matching transcripts to jpoitras@upci.org and bradethompson@aol.com.

Reviewed by Regional GATS Rep	Reviewed by Program Director	Okay to Print	Date Received	Date Printed	Date Emailed/Shipped
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			



GATS **ASSOCIATE OF THEOLOGY** REQUEST FORM

**6 weeks prior to graduation, please send this form
along with matching transcripts to your Regional GATS Representative for review.**

Country	School Name	Missionary Name	
Graduation Date <small>If not in English, type as it should appear on the certificate. le dd mm de l'année 201y de notre Seigneur. / el día dd de mm en el año de nuestro Señor 201y.</small>		Language of Certificate <input type="checkbox"/> En <input type="checkbox"/> Fr <input type="checkbox"/> Sp	

Printing Preference	Shipping Method	Shipping Address/Instructions <small>*If other than Missionary Mail Packet</small>	Shipping Phone
<input type="checkbox"/> Print and Ship → <input type="checkbox"/> Email PDF file <input type="checkbox"/> Email Dropbox link *Email address:	<input type="checkbox"/> Missionary Mail Packet <input type="checkbox"/> FedEx <input type="checkbox"/> DHL <input type="checkbox"/> Other:		

CERTIFICATE OF THEOLOGY LIST

* Please type each name below and double check all name spellings before submission.

1.

****For GATS Administration Use Only****

***Regional GATS Representative**, please forward approved list and matching transcripts to jpoitras@upci.org and bradethompson@aol.com.

Reviewed by Regional GATS Rep	Reviewed by Program Director	Okay to Print	Date Received	Date Printed	Date Mailed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			



GATS **CERTIFICATE OF MEMBERSHIP** REQUEST FORM

Please send this form to your *Regional GATS Representative* for review.

Country	School Name	Language of Certificate	Missionary/Contact Name	GATS Member Since
		<input type="checkbox"/> En <input type="checkbox"/> Fr <input type="checkbox"/> Sp		

Shipping Method	Shipping Address/Instructions <i>*If other than Mail Packet</i>	Shipping Phone
<input type="checkbox"/> Missionary Mail Packet <input type="checkbox"/> FedEx <input type="checkbox"/> DHL <input type="checkbox"/> Other:		

****For GATS Administration Use Only****

***Regional GATS Representative**, upon your approval, please forward to jpoitras@upci.org and bradethompson@aol.com.

Reviewed by Regional GATS Rep	Reviewed by Program Director	Okay to Print	Date Received	Date Printed	Date Mailed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			



GATS ADVANCE EDUCATORS CERTIFICATE REQUEST FORM

6 weeks prior to ceremony, please send this form
 along with matching documentation to your Regional GATS Representative for review.

Country	School Name	Language of Certificate	Ceremony Date	Missionary/Contact Name
		<input type="checkbox"/> En <input type="checkbox"/> Fr <input type="checkbox"/> Sp		

Shipping Method	Shipping Address/Instructions <i>*If other than Mail Packet</i>	Shipping Phone
<input type="checkbox"/> Missionary Mail Packet <input type="checkbox"/> FedEx <input type="checkbox"/> DHL <input type="checkbox"/> Other:		

ADVANCE EDUCATORS CERTIFICATE

** Please type each name below and double check all name spellings before submission.*

1.

****For GATS Administration Use Only****

***Regional GATS Representative**, please forward approved list and matching documentation to jpoitras@upci.org and bradethompson@aol.com.

Reviewed by Regional GATS Rep	Reviewed by Program Director	Okay to Print	Date Received	Date Printed	Date Mailed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			