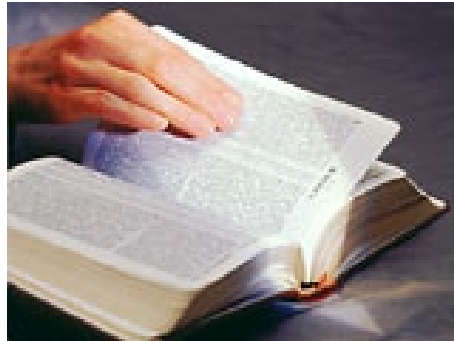




## AIBI College Handbook 2006



The AIBI is a tax-exempt 510(c)(3) religious non-profit corporation registered in the state of California (USA) and uses computers and the Internet to provide theological education by extension . It trades under the names : *Asian Internet Bible Institute – International* and *Antioch Internet Bible International*.

## AIBI Handbook

AIBI-International is an online bible college that resources churches and Christian leaders with high quality, practical training material at minimal cost. Our focus is training people in church planting, Christian leadership and missional church issues.

The training material is from an evangelical/charismatic theological perspective and looks at new paradigms of church and mission.

Most of our materials can be downloaded for free from the Internet. We also help churches to set up their own bible colleges, known as extension campuses for a total cost to the church of \$124.95.

You need to be a bible-believing, born-again Christian and you need to be able to agree to the "Universal Creeds" of the Christian faith, that is the Apostles and Nicene Creeds and the formula of Chalcedon.

These courses are meant to be taken in a **local church or small group setting** under the supervision of a pastor or other mature Christian leader. The pastor may also want to take the courses himself!

You can apply online and register your church, small group, prison fellowship, bible college etc. as an AIBI extension campus. As most of these extension campuses are in local churches we call them "church-based bible colleges" for short. To register as an extension campus you will need to send us your group's statement of faith, and a description of your ministry.

We do not enroll individual students or mark papers of individual students, as all student marking and enrollment is done in the **church-based bible colleges**. However individual students are still welcome to study informally online, and use the resources and ebooks and participate in the forums.

### **Certificate Courses & Diploma In Christian Ministry:**

- Each certificate course contains six subjects and is meant to be studied in a local church under the supervision of a pastor or other mature Christian. You can participate in online forums as well (see at left).
- When you complete all six subjects you will be issued a Certificate of Completion from the AIBI.
- Most subjects require a 3 page (1500 word) essay as assessment.
- Most of the required texts can be downloaded from <http://aibi.gospelcom.net/ebooks/>
- If you do THREE entire certificate courses (18 subjects) you will be awarded a **Diploma in Christian Ministry**

### **Diploma: Harvestime Church-Planting Modules:**

- The Harvestime Church-Planting course consists of 21 modules on various aspects of Christian ministry and especially on evangelism and church-planting.
- 17 modules have to be completed for the Diploma.
- This takes about eighteen months to two years.
- Modules are from the Harvestime Institute and are available in English, Spanish, Portuguese, Tagalog, Thai and Russian.
- You are welcome discuss the modules with fellow students in the online forums.
- All formal assessment and awarding of diplomas is done in the local church bible colleges under the general supervision of the AIBI.

## Setting Up An Extension Campus

It is easy to have your own bible school as an extension campus of the AIBI. The extension campus consists of a small group of students who meet regularly under the supervision of a pastor or other well-qualified Christian leader.

All marking is done by the pastor/leader of the extension campus and the results are sent in to the AIBI who then issues the certificates. These certificates can also include the name of your church, bible college, prison ministry, or small group.

We do not yet have government accreditation but we are working towards it. Please consider this primarily as training in the knowledge of God and toward effectiveness in ministry, rather than as an academic or career pathway. Also please note that we cannot help you with personal finances, equipment, books or with visa applications to the USA.

You may charge your students a small and reasonable fee to cover the costs of running your extension campus.

You may study any of the five different bible-based Certificate courses or the Harvestime church-planting and evangelism course which is available in English, Spanish, Portuguese, Thai, Russian and Tagalog.

1. Apply to the AIBI, sending us your statement of faith, your vision for ministry and organizational details. Send to [johned@aibi.ph](mailto:johned@aibi.ph) or use the feedback form on the website.
2. Please include the one-time, non-refundable \$75 USD application fee. This is per church/organization (not per student)
3. If you want an AIBI CD with all the study materials that is an extra \$49.95. The CD will be posted once your payment is received here in the AIBI office.
4. Thus the total cost (application fee plus AIBI CD) of setting up your extension campus is only \$124.95. For this modest amount you will get all the study modules, ebooks and forms and documents you require to run your own bible college.
5. You then take your small group through the study material, the students should read the ebook or module prior to class and then the pastor or group leaders should teach it, revise it and administer any exams required.
6. The exams and assessment requirements are included on the CD
7. Official AIBI-International certificates of completion can be sent to those who complete their exams /assignments. These certificates are in PDF format and cost \$5 per student per subject (to cover the labor involved); you then print out the certificates and give them to students. The certificate can also include the name of your church, ministry, or organization.
8. There is an annual renewal fee of \$28 payable by 1st January each year, (excepting campuses set up in December of the immediately previous year). This is per organization, not per student, and allows the church/organization to continue its affiliation with the AIBI.
9. Payments can be made by check or Paypal here
10. The AIBI Handbook has instructions on how to run your extension campus and the online help section will answer most of your basic questions.
11. We recommend the use of the free E-Sword bible study software.

## How To Run The Harvestime Course

The Harvestime course is a tried and tested two-year distance learning program for pastors, church planters, evangelists and missionaries - particularly those of a Charismatic or Pentecostal persuasion. It has been run in over 50 countries.

It is designed to be an inexpensive "bible-college in a box" with all the forms, modules, exams and study materials you need. It is solidly biblically based and the only textbook you need is the Bible! This makes it ideal for students on a budget or for churches in remote locations.

The Harvestime course consists of 17 core modules plus half a dozen or so optional courses. The modules are between 150 to 300 pages long are the "fill-in-the-blank" style teaching materials commonly used in TEE (Theological Education by Extension) that lead the student to learn one concept at a time.

These Harvestime modules are available in the following languages from <http://www.aibi.ph/harvest/>: English, Spanish, Tagalog, Portuguese, Thai and Russian

You are encouraged to form a small study group in your local church or community and to download the materials you will study there from this website.

1. Form a group in your church to study the Harvestime modules. There is a one-time set-up charge of \$75 for registering your local extension campus (see page 2 above). You also need to send us your statement of faith and a bit about why you wish to study with the AIBI.
2. Go to the web page for your language (see above)
3. Download the modules you wish to study.
4. You can also receive all the Harvestime modules on a CD (in one of the six languages above) for only \$49.95. This will save you having to download them.
5. Read the **Orientation Guide** first, this is very important!
6. Download and read one of the Harvestime modules (you may study them in any order but there is a recommended order of study).
7. Discuss the module in the group and do the self-tests.
8. When you are ready download the **final exams** and do them. They are in objective test (a,b,c,d) format and the students "tick the boxes". The pastor / leader marks them using answers provided on the CD. All tests and forms are provided on the CD
9. Give the completed tests to your pastor or study group leader who will mark them and send the results to us.
10. If you wish to receive an AIBI certificate of completion there is a \$5 postage and handling charge per certificate issued.
11. A Certificate of Completion may be issued for each Harvestime module completed.
12. Students who satisfactorily complete all 17 Harvestime modules may be issued a **Diploma in Evangelism and Church-Planting**

Please note, the AIBI is focused on churches in the developing world, if you are in the USA please contact the Harvestime Institute instead.

## How To Run The Certificate Courses

1. First make sure that you have set up an extension campus affiliated with the AIBI (see page 2 above)
2. Each certificate course contains six subjects. For a list of subjects - see page 5 below.
3. The subjects are meant to be studied in a local church extension campus under the supervision of a pastor or other mature Christian.
4. Students may participate in online forums as well.
5. Each subject completed can be awarded an informal Certificate of Completion. This is DIFFERENT from the main official certificate such as a Certificate in Christian Discipleship
6. When a student satisfactorily completes all six subjects in a certificate - then you will be issued an official Certificate from the AIBI (e.g. Certificate in Christian Discipleship).
7. Most subjects require a 3-4 page (1500- 2000 word) essay as assessment.
8. The assignments are to be marked by the pastor / group leader.
9. Essays and assignments should:
  - ✓ Be on topic – that is they should deal with the set topic for that subject.
  - ✓ At least 1500-2000 words in length. Longer is OK, shorter is not.
  - ✓ They should indicate that the student has read, absorbed and understood the course material
  - ✓ They should be logical and well-written
  - ✓ They should be neatly presented
  - ✓ They should not be “preachy”, devotional or an expression of mere personal opinions, rather they should show thought and study has taken place.
  - ✓ They should include bible references and references to the reading material, properly footnoted. This external web page (not on the AIBI website) <http://www.tvu.ac.uk/lrs/guides/harvard.html> has a good presentation of the Harvard referencing system.
  - ✓ See the **Assessment Center** (<http://www.aibi.ph/exams/>) for details.
10. You can do the certificates in any order.
11. Most of the required texts can be downloaded from <http://aibi.gospelcom.net/ebooks/>
12. If you do THREE entire certificate courses (18 subjects) you will be awarded a Diploma in Christian Ministry
13. The AIBI Handbook has instructions for students and for pastors on how to run your extension campus and the online help section will answer most of your basic questions.
14. We recommend the free E-Sword bible study software you can download from [www.e-sword.net](http://www.e-sword.net)

## CERTIFICATE COURSES

### **Certificate 1: Christian Discipleship**

John 1-11 The Savior Is Revealed  
 John 12-21 St. John's Passion  
 Sermon On The Mount  
 Romans 1-8  
 Ephesians  
 Christian Sexuality

### **Certificate 2: Prayer & Healing Ministry**

Prayer 101 - Introduction To Prayer  
 Prayer 102 - Spiritual Warfare  
 Shattering Shame  
 Biblical EQ - A Christian Handbook For Emotional Transformation  
 The Ministry Of Healing  
 Solution-Focused Faith

### **Certificate 3: In-Depth Bible Study**

Using E-Sword To Study The Bible  
 The Ministry Of The Holy Spirit  
 The Fruit Of The Spirit - Growing Christian Character  
 The Life Of Abraham  
 The Heavenly Realms  
 The End Times

### **Certificate 4: The Missional Church**

The Life & Ministry Of Jesus The Messiah  
 Acts 1-8 - The Primal Church  
 The Kingdom Of Heaven  
 Beyond Denominations  
 Temples And Tithes  
 Key Readings In Church History

### **Certificate 5: Global Ministry**

Missions: And Adventure In Faith  
 Cults, Sects and Heresies  
 Christian Ethics  
 The Spiritual Dynamics Of Global Issues  
 The Bible And Politics  
 Introduction To Urban Ministry

## **COMMENTS**

- I. Each certificate has six subjects. You must complete and pass all six subjects to get the certificate.
- II. Most subjects will have a 1500 word (3 page) assignment as the main assessment. Your pastor or group leader will mark them.
- III. You can do the certificates in any order.
- IV. Free ebooks, that you can use as textbooks are available from <http://aibi.gospelcom.net/ebooks/>
- V. Sometimes other books will be recommended e.g Lion Handbook of the Christian Church or How To Read The Bible For All Its Worth. These would have to be purchased from our online bookstore
- VI. If you do THREE entire certificate courses (18 subjects) and pass all of them, then you will be awarded a Diploma of Christian Ministry
- VII. We recommend the free E-Sword bible study software you can download from [www.e-sword.net](http://www.e-sword.net)

## **DIPLOMA: HARVESTIME CHURCH-PLANTING MODULES**

### **Module One: Visualizing**

Strategies For Spiritual Harvest:

### **Module Two: Deputizing:**

Foundations Of Faith:

Kingdom Living:

Spiritual Strategies: A Manual Of Spiritual Warfare:

Ministry Of The Holy Spirit:

Knowing God's Voice:

Creative Bible Study Methods:

Basic Bible Survey – NT & OT:

### **Module Three: Multiplying**

Developing A Biblical World View:

Teaching Tactics:

Multiplication Methodologies:

Power Principles:

### **Module Four: Organizing**

Biblical Management Principles:

Principles Of Environmental Analysis:

Management By Objectives:

### **Module Five: Mobilizing:** Mobilizing The Spiritual Task Force Through Practical Application.

Mobilization Methodologies:

### **Module Six: Evangelizing**

Leaven-like Evangelism:

#### **Supplemental Courses**

Women, A Biblical Profile:

You Came Unto Me....a Jail And Prison Ministry Manual:

Intercessory Prayer:

Battle For The Body:

#### **Useful Extras:**

Shattering Shame

Altar Counsellor's Manual

## Practicalities

### PRINTING

You will probably want to print out your ebooks and Harvestime modules at some point.

Unfortunately the AIBI no longer prints out modules for extension campuses as:

- a) It is time consuming and we are short-staffed
- b) You can do it cheaper than we can. Our costs are printing, plus labor (USA wages), plus FedEx shipping to you. If you do it locally you can do it for just printing costs plus local labor costs.

Here are some hints on how to go about printing your AIBI textbooks in an economical yet professional fashion:

1. Do **NOT** use an inkjet or bubblejet printer, the ink costs way too much.
2. Download the ebooks and modules and burn to CD or use a USB drive (thumb drive) to take the files to an economical printing solution e.g a friend with a good laser printer.
3. Printing is generally best if you use the PDF versions of the ebook or module.
4. Printing setup costs can be high so if possible avoid multiple runs, e.g. do a single larger batch that you will “use up” over time.
5. For best results on **short runs** (up to 50 copies) use a *laser printer*, the AIBI uses a Hewlett-Packard HP 2200D with “duplexing”, (the ability to print on both sides of the paper) and we use recycled ink cartridges from inkjetswapmeet.com. We find this comes out at less than 1c per page. A business class dot-matrix printer is also very cheap but the copy quality is lower.
6. To save even more ink just use a lower printing resolution e.g. 180 dpi or 300dpi settings rather than 600 dpi. It is lower quality but still usable.
7. For best results on **medium sized-runs** (50 copies to 500 copies) use a *Risograph* digital duplicator if you can get hold of one or get access to one. These only do one or two colors but are MUCH cheaper than photocopying at a fraction of a cent (around 0.2 c) per page.
8. For best results on **large runs** (500 copies plus) – find a *local printer with an offset press*. Always get quotes from three or more printers as we have found some “sharks” out there!
9. If you are thinking of doing a lot of printing buy the paper you will use at a wholesale supplier.
10. Ring binding, using a plastic “comb” is quite economical and once you train a volunteer and they practice a bit, it can be quite fast.
11. Do not try ring-binding large quantities such as 500 modules, it will take too long, get large quantities bound at the printers.
12. Use a transparent plastic sheet as a front cover e.g an overhead transparency. It is cheap and durable and allows them to see the title page of the module. Use light to medium cardboard as the back cover, it should have some rigidity to it.



## Contact Details

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It trades under the names :

*Asian Internet Bible Institute – International* and  
*Antioch Internet Bible International*.

### AIBI-International

514 E. Desford St.  
Carson CA 90745  
USA

**Email:** [johned@aibi.ph](mailto:johned@aibi.ph)

**Phone:** 1-310-549-6791

**Fax:** 1-310-8476237

## Payments and Donations

### Tax Exemption Information

AIBI-International is a 501(c) (3) tax-exempt non-profit religious organization registered with the IRS in the USA, and incorporated in the State of California. Thus donations made to AIBI-International are tax-deductible in the USA. This does not cover payments for service - such as course fees and CDs as these are not classified as donations as a donation must be without expectation of good or services in return. Donations such as personal support for the wages of AIBI staff and donations to the organization as a whole, ARE tax-deductible. Please email us at the time of donation. if you would like a tax receipt.

**Send Checks to:** AIBI-International, 514 E.Desford St. Carson CA 90745 USA

**Paying Online** via a major credit card using Paypal is easy and secure see

<http://www.aibi.ph/articles/donate.htm>

**NB:** As a back-up please contact us with a short email giving us details of your payment.

### Churches setting up AIBI extension campuses should pay the following fees:

\$75 initial set-up fee

\$49.95 for the AIBI CD

\$5 processing fee per certificate/diploma issued by the AIBI

Annual renewal fee of \$28

An AIBI CD with all the course material is available for \$49.95 which includes postage and handling (from Los Angeles, USA) CDs will only be posted after the payment has been received here in our office. It can be ordered by email or by visiting <http://www.aibi.ph/articles/cd.htm>

### ***The AIBI has a policy of balancing two biblical imperatives:***

a) That God's Word should go out free (or at minimum cost) especially to the poor. (Matthew 10:8-10, 11:5)

b) That those who preach the gospel should get their living from the gospel and that as a ministry we should be able to honor our basic financial commitments. (Matthew 10:10, 1 Corinthians 9:14)

The main costs are the staff wages and the costs of running the office, web site, duplication and postage of materials etc. Since the AIBI's establishment in 2001 we have only received a handful of voluntary donations, which were insufficient to support the ministry. So we are now charging fees. These fees are well below commercial rates for online education.