



## ***WELCOME TO SCHOOL OF FAITH BIBLE INSTITUTE!***



School of Faith Bible Institute (SOFBI) is an independently accredited Bible training institute committed to the continual training and progressive development of the believer through revelation knowledge of the scriptures relative to the disciplines of faith and life in the Kingdom of God.

The mission of SOFBI is to teach and empower people by the Word of God to live life in such a way as to manifest the Kingdom of God on the earth.

This Student Handbook is designed to provide you with a working knowledge of SOFBI inclusive of policies, procedures, and operational guidelines.

We are delighted that you have made a decision to study with us in the School of Faith. We stand ready to answer any questions beyond the scope of this handbook. Through these studies, students will be empowered to propel forward in the fulfillment of the vision God has given them for their lives.

A handwritten signature in black ink that reads "Norman Thomas, Jr." in a cursive style.

Norman Thomas, Jr.  
President/Founder



## **AFFILIATE INTRODUCTORY PACKET**

The SOFBI is an outreach of Norman Thomas Ministries Foundation registered in the United States of America, Kenya, and South Africa and currently accredited by Transworld Accrediting Commission International and the CIPRO of South Africa.

SOFBI uses the Bible as the foundation of its curriculum to emphasize the principles and disciplines of applied faith, kingdom engagement, leadership, vision development, and overall spiritual enhancement. SOFBI is most effective for equipping leaders of all disciplines, pastors and teachers as they endeavor to embark upon their callings with the intent of transforming culture and facilitating God's blessing to humanity. These teachings will provoke change by upgrading one's thinking and empowering the individual to succeed and excel whether in ministry, business, or life in general.

SOFBI was founded in 2005 by Drs. Norman and Debbie Thomas. Graduates from the SOFBI may use their certification as credit towards a degree program in schools, colleges, and universities that are currently accredited by Transworld Accrediting Commission.

SOFBI has program affiliates in the United States of America and in nations of the world. In the United States of America the SOFBI is endorsed by the Department of Corrections for the States of Louisiana and Texas. In Louisiana SOFBI has been certified as a "good time" pre-release program, awarding graduates 90 days of credit for time served, shortening the sentence of non-violent offenders by three months.

### **WHAT IS A SOFBI AFFILIATE?**

An affiliate is an individual, organization or local church congregation that has the capacity to host and conduct SOFBI training in classroom settings. These programs are conducted in a manner that meets the minimum standards required to receive course credit from SOFBI for graduation upon the completion of each of 9-month module as outlined in the Student Handbook.

## WHY BE A SOFBI AFFILIATE?

The Biblical mandate for all five-fold ministry is to equip members of the Body of Christ for the work of service, to mature the Body of Christ until we are flowing and functioning together as a unified force of change, impacting culture. It is not a question of whether we should train, but rather how do we properly and effectively train the Body of Christ for service, while retaining leaders for the future expansion of God's Kingdom while impacting nations. We believe the local church (within a given community or region) is the catalyst for effective impact in the development, training, and education of the Body of Christ. In providing continuity and consistency throughout SOFBI worldwide, the following minimum standards of operations are adopted for SOFBI affiliates:

## TERMS OF AGREEMENT

### Expectations of the Affiliate Director:

- Affiliate Director will decide the leadership of their program, when meetings are to be held, and who will facilitate the courses.
- Affiliate Director will complete and submit student records to Home Office according to the following:
  - A copy of the Student Application for admission.
  - A Grade Report at the end of each 9-month module
- Affiliate Director will ensure that teachers understand the prescribed plan of preparing to teach each class.
- Affiliate Director will ensure that teachers complete the "How to Teach the Word" course of study.
- Affiliate Director will provide course assignment and minimum facilitator requirements.

### Expectations of the Teachers:

- Teacher will prepare according to the prescribed plan for effective transfer of revelation embedded in each lesson.
- Teacher will complete the How to Teach the Word course of study.
- Teacher will preserve the integrity of the curriculum by ensuring the presentation of written curriculum.

### Expectations of the Students:

- Students will commit to completion.
- Students will attend class with expectation to grow and develop in understanding the laws governing faith and life in the Kingdom of God.
- Students will apply what they learn and demonstrate outcomes of the principles taught.

### SOFBI will provide the following to Affiliates:

- SOFBI Affiliate Introductory Packet
- Structure and curriculum for the affiliate program.
- Course materials, quiz, study guides, and exams.  
    Note: Course materials may NOT be substituted.
- Student Handbook
- Graduation Certificates  
    Note: All certificates are issued by School of Faith Bible Institute USA.
- Affiliate Certificate
- Instructor Certificate
- On-going support from School of Faith Bible Institute USA
- Annual site visit by Global SOFBI Director or representative (usually at graduation)

## INTERNATIONAL STRUCTURE

### Leadership Team

The international leadership team in each nation may consist of a national director and/or regional director, teachers, and support volunteers providing administrative, technical, and logistical support. The national director reports to the global director.

### Curriculum

The curriculum will be translated in the language of the student body. The curriculum will be provided electronically to the national director, disseminated for duplication to regional directors when applicable. Each registered student will be in possession of their own study guides/books for each class.

### Class Reviews, Study Guides, and Exams

When applicable, class reviews will be disseminated weekly and returned completed to the instructor for verification of completion. After completing session ten of each course, students will be given study guides that will prepare them for exams. On the day that the next course begins, following the completion of session ten, students will take exams for previous course. Exams will be graded and recorded by the administrative team.

### Tuition

The tuition shall be determined by the leadership team as it may vary from nation to nation. The tuition shall be sufficient to cover all operational cost including cost for duplicating study materials, venue fee, teacher stipend, and other necessary costs associated with conducting weekly classes and graduation.

### Venue

The leadership team will secure a venue that is centrally located and provides accessibility for the students of a given region.

### Train The Trainer

Instructors will complete Train The Trainer course. The Train The Trainer course will include video instruction, Trainer's Guide, and the How To Teach The Word course. Prospective instructors will complete each course in the Train The Trainer format before teaching the course.