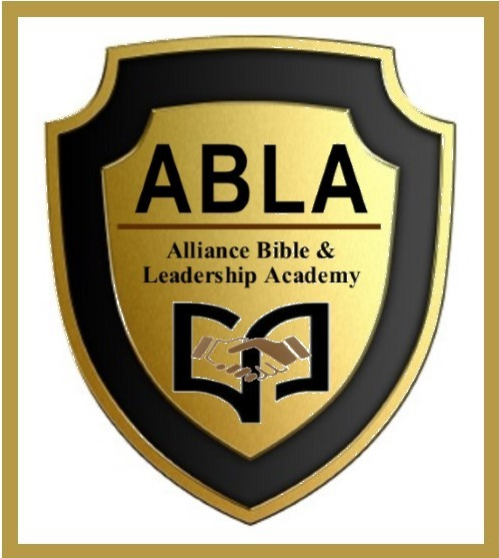


Alliance Bible & Leadership Academy



Student Handbook

TABLE OF CONTENTS

FROM THE OFFICE OF THE PRESIDENT MISSION STATEMENT AND OBJECTIVES

- Mission Statement
- Objectives
- Statement of Faith/Doctrinal Position

ALLIANCE BIBLE & LEADERSHIP ACADEMY

- Purpose
- Non-discriminatory Policy
- Right to Change
- Alliance Bible & Leadership Academy Degrees and Accreditation
- Long Distance Education
- Location

ENROLLMENT & REGISTRATION

- Enrollment
- Registration
- Code of Conduct

CURRICULUM

- **Degree Programs Offered**
 - Associate in Biblical Studies
 - Title of Course
 - Course Description
- **Grading**

DISMISSAL POLICY

- Sexual Misconduct
- Dishonesty
- Abuse

FINANCIAL INFORMATION

- Fees & Tuition
- Degree Cost
- Administrative Cost
- Discounts
- Refunds
- Course Extension
- Payments

APPENDIX

FROM THE OFFICE OF THE PRESIDENT

As a Pastor, Church Planter, and the President of ABLA I have been in full-time ministry for over 25 years; during those years I've met many followers in Christ, who desired and sensed the call to be in ministry but needed a good Biblical balanced education to help them fulfill God's call in their lives.

After much prayer and consideration, our partners in leadership developed a Christ-centered Biblical education geared for the person on the "Go".

Whether you've been called to lay leadership, the five-fold ministry, or the marketplace; we believe ABLA will **equip, encourage** and **empower** you to advance the Gospel by teaching and providing you with the crucial Biblical tools and principles necessary to develop your calling.

As many can attest, education can be quite expensive and often does not take into consideration a person's busy schedule. We at ABLA have made it possible for you to receive an affordable solution to time management as well as cost-effectiveness to get you toward fulfilling your "Call".

We believe this school will not only help you grow in the grace and the knowledge of our Lord Jesus Christ but also be an inspiration in the pursuit of your "Calling".

"Equipping and Empowering tomorrows leaders, with the tools to reach the lost"

Pastor Paul Ceccato
President of ABLA

Professor Tony Hendley
Dean of ABLA

MISSION STATEMENT AND OBJECTIVES

Mission

Our mission is to provide a Bible-based quality education that is affordable and easy to use online. No matter where you are, our convenient online classes are always available to access.

Objectives

When a student completes ABLA studies, they should be able to:

- Express their personal commitment to the ministry of Jesus Christ as outlined in the Scriptures.
- Exemplify both knowledge and effective application of the Word of God
- Demonstrate knowledge of practical skills in ministerial leadership.
- Convey a significant amount of proficiency in the chosen area of ministry.
- Become eligible for Ministry Licensing Credentials

We are committed to our students in that

- We pray for every student, faculty member, and ABLA worker.
- Our directors, faculty, staff, and students are born again believers in Jesus Christ.
- Our bylaws ensure that we will operate under biblical mandates.
- We are committed to honoring God's desires to equip the student thoroughly for their 'Calling'.

Statement of Faith/Doctrinal Position

1. We believe the whole Bible is the inspired Word of God and is the supreme and final authority in all matters of faith, concerning the truth and conduct of mankind.
2. We believe in One true Godhead, manifest in three persons of The Father, The Son & Holy Spirit are identical to character qualities and infinite attributes.
3. We believe that Jesus Christ, the living Son of God, was given by God as a sacrifice for the sins of all men. Christ died on the cross to mend the broken relationships which were caused by man's sin of disobedience.
4. We believe in a personal walk with Jesus is equated with excellent character and we are to live a righteous life that is evident for all to see. A commitment to stand for what is right and be an example to others.
5. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions. Human life has the greatest value of any of God's creation.

6. We believe in the Biblical marriage commandment, commitment, and covenant of one man and one woman.
7. We believe in the operation of the gifts of the Spirit, including wisdom, the word of knowledge, faith, healing, the working of miracles, prophecy, discerning of spirits, tongues and the interpretation of tongues.
8. We believe in the personal return of Jesus Christ to receive His believers into and the promise of eternal life, which can result at any moment.

ALLIANCE BIBLE & LEADERSHIP ACADEMY

Alliance Bible & Leadership Academy (ABLA) is a nontraditional educational initiative, created to serve ministers and laypersons who may not have had an opportunity to attend college or seminary, but who have a strong desire, based on a call of God, to minister within the church and the larger community.

The mission of ABLA is to provide online quality education to earn an Associate degree in Biblical Studies and a Bachelor's degree in either Ministerial Leadership or Marketplace Ministry. The study material is available to everyone regardless of denominational affiliation.

The contents of this Operations Manual relate to the process of enrolling in the ABLA program, as well as to the role and responsibility of the individuals primarily in charge of the educational initiative.

ABLA functions as a ministry of Power House Church Ministries under the direction of the President. It is governed by the Board of Directors and is administered by a staff of educators who serve under the supervision of the President of ABLA.

Non-discriminatory Policy

ABLA accepts students of any race, color, age, sex, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students of the online courses. It does not discriminate against any of the groups mentioned above in its administration of educational or admissions policies, or any other educational functions.

Right to Change

Alliance Bible & Leadership Academy (ABLA) Operations Manual contains current announcements and information. However, we reserve the right to make changes affecting policies, fees, curricula, or any other matters announced in this manual.

Alliance Bible & Leadership Academy Degrees and Accreditation

Alliance Bible & Leadership Academy is an extension of Power House Church, which is an IRS 501c-3 non-profit religious organization with the legal right to issue a degree in Biblical Studies.

Currently, ABLA is affiliated with the Association of Christian Educators and Administrators (ACEA - <https://www.acea-schools.org/>).

This is primarily since the California legislature has passed laws such as AB2943 (http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB2943), which would force accredited colleges to practice anti-biblical rules and regulations.

Therefore, ABLA is seeking accreditation from sources that are non-government affiliated.

There is no guarantee that state or federally accredited colleges will accept ABLA degrees, although special government licensing or approval can only be achieved by schools or colleges approved by the government.

Long Distance Education

ABLA does not have a physical classroom for a student to attend. All classes are taken and any homework given is strictly online. ABLA allows registered students with a Wi-Fi connection to access their education from anywhere in the world.

Location

ABLA does not have a physical location, our mailing address is:

12008 Aurora Valley Ave. Bakersfield, CA 93312

Phone: 661.334.1700

Email: ABLA@Admin.org

Website: ABLAcademy.org

ENROLLMENT & REGISTRATION

Enrolling in ABLA is a simple process. A student desiring ABLA credit for any course must be enrolled in the Alliance Bible & Leadership Academy. The purpose of enrolling a student is so the office of Registrar can create an official permanent folder to keep a record of a student's course work.

A student enrolls by requesting and completing an online application that may be emailed to the office of Registrar. At the time of enrollment, qualifying students may apply for the individual school's discount (See financial Information below).

Once discounts are granted, and forms have been officially signed, all forms shall be sent by email and received by the office of Registrar. All correspondence and application forms are done through our online email.

Enrollment

- First, complete and send an application and per request any official educational transcript/s to the office of Administration. Application fee is free.
- Secondly, a Pastor or Ministry leader reference form sent from their personal email to the office of Registrar.

Registration

Students may begin classes as soon as all enrollment requirements are completed, an official Letter of Acceptance received, and tuition has been paid in full. Students will then be given an access code to their own personal online portal for the use of posting grades and any pertinent information needed to notify students from the office of Registrar and course Professors.

Code of Conduct

Prospective students shall be required to lead a godly righteous life to be accepted. Any practice of gross sin as outlined in *1 Corinthians 6:9*, belonging to a cult and/or involved in any occult practices will not be admitted into ABLA. A false statement on the application is grounds for dismissal, without credit or refund. Since ABLA is a Christian based education, we ask that our students lead by example, as outlined in Scripture. A signed copy will secure that students will adhere to the Code of Conduct (see Appendix and Application Form)

I pledge, to the best of my ability in Christ:

- **To uphold the ideals of Christ, as an example, in godly character and lifestyle.**
Even so hath the Lord ordained that they which preach the gospel should live of the gospel. **1 Cor. 9:14**
- **To remain faithful in prayer.**
Be anxious for nothing, but in everything by prayer and supplication with thanksgiving let your requests be made known unto God. **Phil 4:6**
- **To consistently take time in the Word of God.**
Therefore, my beloved brethren, be ye steadfast, unmovable, always abounding in the work of the Lord, forasmuch as ye know that your labor is not in vain in the Lord. **1 Cor. 15:58**
- **To fellowship with other committed Christians.**
Let us consider one another to provoke unto love and to good works: Not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another: and so much the more as ye see the day approaching. **Heb 10:24-25**
- **To have compassion for people as if I were doing it as to Jesus.**
Inasmuch as ye have done it unto one of the least of these my brethren, ye have done it unto Me. **Matthew 25:40**
- **To give my best to study, so that I can truly benefit from my classes.**
Study to show thyself approved unto God, a workman that needs not to be ashamed, rightly dividing the word of truth. **2 Timothy 2:15**

CURRICULUM

ABLA's curriculum is designed for students who are newly "born again"; those involved in "serving" ministries, in Christian discipleship, lay leadership, those involved in various aspects of ministry such as pastors, music & youth ministers, and evangelistic endeavors, community leaders and marketplace.

The curriculum is based on Biblical principles and teachings. The teaching faculty is composed of pastors, and college professors. Each course is accompanied by a study guide and textbook specifically designed for that course.

Students will be given a three-year time frame to complete their studies. Courses may be completed ahead of time. However, if a student needs additional time after the three-year time frame; a letter of request must be submitted before a student can be granted an extension. Course extensions may require additional reactivation fees.

Associate and Bachelor Studies consist of 15 courses per degree. Courses and related materials are solely available online. Such a platform allows the student to be flexible to work on their degree anytime and anywhere. All courses will be open via the portal once the student has been accepted and the student has paid tuition in full.

Each course will consist of one to two textbooks, a syllabus, eight class videos, multiple-choice quizzes after each lesson, and a final exam per course. Textbooks can be purchased at any Evangelical Christian bookstore or online. Class participation will be monitored by the administration from the student's online portal. To qualify for our Bachelor Studies Program, an Associate of Arts degree in Biblical Studies must be completed.

Degree Programs Offered

- Associate of Biblical Studies
- Bachelor of Ministry Leadership (Coming Soon)
- Bachelor in Marketplace Ministry (Coming Soon)

Associate in Biblical Studies: Course Titles

- Theology and Biblical Doctrines
- Old Testament Survey I & II
- New Testament Survey I, II & III
- Ministerial Communication

- How to Study the Bible
- Great Revivals and Revivalists
- Prayer
- Ministry, Gifts, and Person of the Holy Spirit
- The Armor of God & Spiritual Warfare
- Believer's Authority & Foundation of Faith
- Introduction to Leadership
- Five-Fold Ministry

Course Description

- **Theology and Biblical Doctrines**

Course is designed to give the student an introduction to Theology and Biblical Doctrines: The Scriptures Inspired, The One True God, The Deity of the Lord Jesus Christ, The Fall of Man, The Salvation of Man, The Baptism of the Holy Spirit and The Initial Physical Evidence of the Baptism of the Holy Spirit.

Textbook: *"Bible Doctrines"* by William Menzies & Stanley Horton

- **Old Testament Survey**

Text of the Old Testament with emphasis on the biblical narrative, genres, major historical periods, and theological themes.

Textbook: *"Talk Through the Bible"* by Bruce Wilkinson & Kenneth Boa

- **New Testament Survey**

Text of the New Testament with emphasis on the biblical narrative, genres, major historical periods and theological themes.

Textbook: *"Talk Through the Bible"* by Bruce Wilkinson & Kenneth Boa

- **Ministerial Communication**

A study of the theory and methods of oral communication with an emphasis on the development of speaking and listening skills for application in ministerial contexts such as preaching, teaching, small group discussion, and interpersonal communication.

Textbook: *"Communicating for A Change"* by Andy Stanley & Lane Jones

- **How to Study the Bible**

A study of the various methods and principles of biblical interpretation which have been employed up to the present and the necessity for the grammatical-historical method of interpretation. Textbook: *"Bible Study Methods"* by Rick Warren

- **Great Revivals and Revivalists**

Introduction to the revivals and revivalists of the past and present.

Textbook: *"The Charismatic Century"* by Jack Hayford

- **Prayer**

A historical study of prayer and advancing into the relevance of prayer in the life of today's believer. Textbook: "*The Circle Maker*" by Mark Batterson

- **Ministry, Gifts, and Person of the Holy Spirit**

This course introduces the student to the person, ministry, and the gifts of the Holy Spirit.

Textbook: "*What the Bible Says About the Holy Spirit*" by Stanley Horton

- **The Armor of God & Spiritual Warfare**

A closer look at what spiritual warfare is and how the armor of God enables the believer to win in the spirit and in life. Textbook: "*Dressed to Kill*" by Rick Renner

- **Believer's Authority & Foundation of Faith**

Learn to walk in the authority and faith God has given every believer.

Textbook: "*The Believer's Authority and Mountain Moving Faith*" by Kenneth E. Hagin

- **Introduction to Leadership**

Helping the student understand what leadership is and how to develop as a leader giving them tools that enable them to lead in their home and ministry.

Textbook: "*Leadership Essentials*" by Greg Ogden & Daniel

- **Five-Fold Ministry**

Study of how the apostle, prophet, evangelist, pastor, and teacher supposed to work together to equip the body of Christ. Who are the modern-day apostles, and why does the church still need them? What are the marks of an authentic prophet, and how should we judge prophecy?

Textbook: "*Understanding the Five-Fold Ministry*" by Matthew Greene

Grading

Course grades are based on the following manner; after each lesson, there will be a short quiz. When a quiz is completed; grades will immediately be posted in the student's portal along with the incorrect answers. At the end of each course, a final exam will be given, and students will be notified of the final grade via their portal and by email. The final exam consists of 50% of the course grade.

The Grade of A+ may be given if a student can demonstrate exemplary work. However, students are required to maintain a minimum of a 2.0-grade point average. If the student drops below this average, they will be given an opportunity to repeat the course. An extra cost will be required to repeat the course.

DISMISSAL POLICY

ABLA considers grounds for dismissal from the program when a student violates any Biblical principles as outlined in the Word of God, our Statement of Faith and the Code of Conduct.

- **Sexual Misconduct**

ABLA believes in the Biblical commandment, and covenant of marriage between one man and one woman. Any type of engagement in non-biblical sexual behavior within these standards is considered sexual misconduct and grounds for dismissal.

- **Dishonesty**

ABLA states any type of action and or behavior used to defraud the application process or cheat during the class course; is considered grounds for dismissal.

- **Abuse**

ABLA states any type of action and or behavior used in unlawful activity, destruction of property, physical or verbal assault, use of drugs or abuse of alcohol, or the violation of any other public law is considered grounds for dismissal.

Upon validation of said violations, ABLA will take the necessary steps leading to dismissal. Application and tuition refunds will not be returned after officially being dismissed from the school. Students have the right to both submit a written and oral arbitration before the school administration, to determine final judgment concerning the disciplinary action.

FINANCIAL INFORMATION

Tuition, administration fees, and all materials costs are due at registration. In some instances, an individual payment plan may be arranged with the office of Administration. Upon payment approval; all accounts must be paid in full before the final examination is taken. There will be an additional reactivation fee if there is a ninety-day lapse between classes.

Fees & Tuition

Degree Cost

\$2,300 = AA in Biblical Studies (\$154 per course)

\$2,700 = BA in Ministerial Leadership or BA in Marketplace Ministry (\$167 per class)

Administrative Cost

Application:

FREE

Admin. Fee:

\$125 (Filing, Member access code)

Misc Certifications:

\$25 (Misc forms, official transcript, or replacement degree)

Withdraw: * Note written policy, refund/s are given in accordance with the withdrawal policy stated below.

Graduation Fee:

\$150 (Framed degree and unofficial transcript)

Course Re-activation Fee:

\$10 (Access Code has to personal portal on Ruzuku)

Course Extension Fee:

\$25 per month (Fee is a month to month after three years expire. It is dependent on length of time student needs to complete their degree program)

Course Extension

A student will be given a three-year time frame to complete their studies. If a student needs additional time, a written letter of request must be submitted and approved; before a student can be granted an extension. Course extensions require an additional reactivation fee.

Payments

Administration fees and tuition costs are to be made payable through PayPal or credit card.

Discounts

The Office of Administration offers the following discounts:

- 10% off Clergy
- 10% off Military (active duty and veterans)
- 25% off Spouses tuition

Refunds

Tuition refunds will be granted when a student submits a request of termination to the office of Registrar. Upon approval granted, tuition will be adjusted based on the following scale:

- withdrawal within the first week of class 100%
- withdrawal before the first course is completed 80% (AA = \$1840 refund)
- withdrawal after the first course has been completed 0%

Refunds solely apply toward tuition.

All other Administrative fees are non-refundable.

Course Extension

A student will be given a two-year time frame to complete their studies. If a student needs additional time, a written letter of request must be submitted and approved; before a student can be granted an extension. Course extensions require an additional reactivation fee.

Payments

Administration fees and tuition costs are to be made payable through PayPal or credit card.

Course Credit and Life Experience

Because our costs are reasonable, we do not accept or offer ministry experience or credits from other schools or programs currently.

APPENDIX A

Administration & Faculty

Alliance Bible & Leadership Academy

Founder, President:	Pastor Paul Ceccato
Dean of Students:	Pastor Tony Hendley
Registrar:	Pastor Cindy Ceccato
Executive Assistant:	Tara Ceccato
Graphic Design:	Paul Ceccato
Web Design:	Paul Ceccato
Editor:	Priscilla Moreira

Contributing Faculty

Dr. Priscilla Moreira
B.A., West Coast Christian College
Th.M., Summit Bible College
Th.D., Summit Bible College

Professor Tony Hendley
B.A., Grand Canyon University
M.A., Liberty University

Pastor Paul Ceccato
A.A., International Bible Institute

PowerHouse Church

Pastors Paul & Cindy Ceccato
Pastor Matthew DeLeon
Secretary: Tara Ceccato

APPENDIX B

Grading Scale:

Test Score	Grade	GPA
100-98	A+	4.1
97-93	A	4.0
92-90	A-	3.9
89-88	B+	3.8
87-83	B	3.5
82-80	B-	3.0
79-78	C+	2.9
77-73	C	2.5
72-71	C-	2.0
69-68	D+	1.9
67-63	D	1.5
62-61	D-	1.0
60>	F	