



Amazing Facts Center of Evangelism Handbook

Amazing Facts Center of Evangelism
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Office Hours: Monday through Thursday
8:30 A.M. – 6:00 P.M. Pacific Time

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Welcome to the Amazing Facts Center of Evangelism (AFCOE).

You have chosen an institution of academic and practical excellence, and we thank you for your interest in our program. Our purpose is to disciple committed Christians to do effective evangelism.

This dying world needs the message of a living Savior! God is calling people to prepare for service. Jesus said, “The harvest truly is great, but the laborers are few: pray ye therefore the Lord of the harvest, that he would send forth laborers into his harvest” (Luke 10:2).

Nothing is more rewarding or exciting than seeing people accept Christ as their Savior and embrace the truths of God’s Word. Many Christians long to effectively witness for God, but they lack the training that will enable them to be successful. Our center is designed to help Christians become dynamic soul winners.

AFCOE is uniquely situated at the Amazing Facts’ headquarters where you will see that real church growth can happen without bringing in worldly methods and entertainment. Our vast resources of radio and television programs, a thriving church, and our staff will help you learn how to better share God’s truth in these last days.

Please read this handbook, pray for God’s leading, complete the application, and return it to our office right away. We look forward to hearing from you.

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Equipping disciples to proclaim and exemplify the final message of Jesus Christ to the entire world.

CORE OBJECTIVES

1. Training

To give students training in the various aspects of the complete cycle of evangelism:

- a. Personal evangelism
- b. Public evangelism
- c. Understanding of Bible doctrines and Bible answers
- d. Understanding of end-time prophecies

2. Education/Discipleship

To disciple students in the image of Christ by giving them a Bible-based education that enables mature Christian thinking and practice.

3. Worship

To give students an environment in which true worship is both practiced and encouraged.

4. Personal Relationship with God

To help students grow in their personal relationship with God by providing a nurturing spiritual environment.

5. Healing

To enable students to find wholeness out of brokenness through education and experience.

6. Replication

To spread the AFCOE mission by producing global training centers.

“Go ye into all the world, and preach the gospel” (Mark 16:15).

“One worker who has been trained and educated for the work, who is controlled by the Spirit of Christ, will accomplish far more than ten laborers who go out deficient in knowledge, and weak in the faith” (Evangelism, p.109).

Admission

Prospective students must be baptized members in good and regular standing of the Seventh-day Adventist Church so that they will have the foundational Bible knowledge necessary for this program. Applicants must have a high school diploma or equivalent to be considered.

Application Procedure

The AFCOE staff will only consider and review complete applications. All students need to complete and submit an application, along with a non-refundable processing fee of \$50 by the application deadline (see below). Applications will not be processed without the application fee, all four references, a photo and your completed Pre-Acceptance Questionnaire. Each application will be processed on a first-come, first-served basis. All applicants will be notified regarding their acceptance to the program. A payment of \$1,500 for student housing must be received 21 days before the start of the program. If this payment is not received, the student's reservation will be released and made available to others. Payment balance is due 1 week before the start of the program.

Application Deadlines

To qualify for a \$75 tuition discount for the Complete Course, applications must be postmarked 60 days prior to the registration date of the session for which you are enrolling. The application deadline is two (2) weeks prior to the first day of class. Students applying after the deadline will be accepted by special permission only, and full payment must be made upon acceptance.

Medical Forms

A current medical form is required to be on file for all accepted students in the Complete Program (three-month) and is due 2 weeks before the start of the session. No physical exam is required.

Registration

Students should arrive for registration at the Amazing Facts Headquarters located at 1203 W. Sunset Blvd., Rocklin, CA 95765 (See directions on page 6) on the published beginning date for your session. Arrivals before registration day will not be accommodated in student housing.

To register, students must have submitted an application, been accepted to AFCOE, and previously submitted their medical form. If you have any questions, please call AFCOE at 916-209-7249, Monday through Thursday, 8:30 A.M. to 6:00 P.M., Pacific Time.

Directions to AFCOE

1203 West Sunset Blvd.
Rocklin, CA 95678

From Sacramento take 1-80 East/from Reno take 1-80 West

Merge onto CA-65 North via EXIT 106

Take the Sunset Blvd. exit, EXIT 311

Turn left onto Sunset Blvd.

Amazing Facts is on the left

The AFCOE building is located behind the main office.

AFCOE is operated by Amazing Facts, Inc., a nonprofit Christian ministry. Neither Amazing Facts nor AFCOE receive any state, federal, or denominational funding or subsidies. AFCOE is dependent on tuition and donations to continue operation. AFCOE is also not eligible for state or federal funding.

All information below is for the complete AFCOE program only. For financial information about AFCOE to Go or any other training program, please call 916.209.7249.

Financial Responsibility For Individual Student

Tuition, field trips, housing, registration, and syllabi	\$4,500
Housing for families	call for options

Transportation Fee – Due at Registration (For those only who do not bring their own transportation)	\$ 350
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Other Estimated Expenses

- | | |
|---------|-------|
| • Books | \$150 |
| • Food | \$800 |

Payment Schedule

A payment of \$1,500 must be received 21 days before the start of the program. If payment is not received, your reservation will be released and made available to others. The balance of the program fee is due 1 week before the start of the program.

Special Discounts For Applying Early

- Applications postmarked 60 days before opening day of class will receive a \$75 discount on tuition fees.
- A “buddy” discount of \$150 each is awarded to students when two or more apply together. This can apply to family members or friends, but must be indicated on your application.

Refund Policy

All cancellations must be made in writing and sent to Amazing Facts by mail, fax, or e-mail. Cancellations received 30 days prior to the opening day of class will receive a full refund. Refunds requested after this period through the first 15 calendar days of the program will receive a 50-percent refund of tuition only. There will be no refund for housing.

Scholarships

A small scholarship fund does exist. To apply, please submit a written request for the scholarship form after acceptance has been confirmed.

RELT 250 Principles Of Christian Faith

Study the Biblical doctrines of the Christian faith as outlined in the 28 fundamental beliefs of the Seventh-day Adventist Church, with special emphasis on salvation. Develop concise and meaningful answers to significant questions and objections to these doctrines. Memorize important passages and texts that support Bible doctrines.

RELB 212A Daniel And Revelation

A detailed study of the books of Daniel and Revelation and how to present their prophetic messages in an evangelistic setting. Special attention will be given to the principles of prophetic interpretation, the literary and chiasmic structures of prophetic books, as well as the themes and central messages.

RELT 320 Personal Evangelism

Learn to awaken a spiritual interest and effectively communicate biblical truth through friendship evangelism, focused conversations, your personal testimony, literature distribution, door-to-door surveys and canvasses, community programs, health evangelism, websites, and Bible studies. Study the fascinating principles of soul-winning, the process of conviction, and the art of leading people to decision. Learn how to communicate and minister in a local church effectively. These skills will be applied through field experience.

RELT 370 Public Evangelism

Learn to prepare, preach, and preserve according to the principles of inspired writings. Practical instruction will cover the planning and implementation of the complete cycle of evangelism with a special focus on preaching or organizing your own evangelistic series. All aspects of this course will be experienced in a live field school with an Amazing Facts evangelistic campaign.

RELP 330A Preaching For Decision

Learn to prepare and deliver powerful evangelistic sermons that lead to decisions using a variety of preaching tools and styles. A study is made of the techniques in planning and constructing sermons. The student is required to prepare sermons and sermon outlines and is given an opportunity to practice preaching. Students are encouraged to preach their own evangelistic series.

RELP 400 Practicum In Ministry: Community Outreach

Experience the joy of friendship evangelism, door-to-door ministries, health evangelism, Bible studies, an evangelistic series, and evangelistic visitation.

In addition to the basic training that everyone receives while at AFCOE, students can receive specialized instruction and mentorship by choosing a more specialized track. Ten (10) hours of focused instruction is available in two of the following four areas. The health track is mandatory and you may select one other track.

Advanced Bible Worker

Receive more extensive training in how to awaken spiritual interest, lead small groups, coordinate bridge events, gain decisions with confidence, and teach an evangelism training class in your church that will equip lay members for successful outreach in your community. Learn how to be an efficient, professional Bible worker.

Health Evangelism

Receive an overview of seminars that can effectively meet the physical and emotional needs of seekers. You will also assist in conducting a health event and learn to lead those attending to a study of God's truth for this time.

Lay Pastoral

Discover how to clarify your call to ministry, how to understand church dynamics, and how to be an effective leader of change. Learn to conduct the special services of a church, including dedications, communions, marriages, funerals, and anointing services. Those who demonstrate superior ability and desire additional opportunities to preach will be assigned to local churches requesting an AFCOE speaker on a given Sabbath.

Media Track

In today's fast-paced society, how you present your message is more important than ever. Get ready to learn attention-grabbing techniques in this hands-on media course. You'll learn the ins and outs of video production, how to create eye-catching graphics, and what it takes to look and sound your best in front of the camera. Whether you're on the road to becoming a media pro or simply looking to sharpen your presentation skills, this is the track for you!

Extend Your AFCOE Training!

AFCOE Mission Trip

Immediately following every AFCOE session, students have the opportunity to travel to a foreign country for three weeks and preach their very own evangelistic series! This hands-on program allows students to implement what they have learned at AFCOE—homiletics, prophecy meeting preparation, giving Bible studies, leading souls to Christ, etc.—while following the great commission to “go and make disciples of all the nations.” You, too, can have the incredible privilege of being a co-laborer with Christ in this exciting adventure!

An important part of AFCOE training is the practical application of the information students learn in class. This includes regular opportunities for students to develop their skills and gifts in real-life experiences with non-believers.

Students work in teams of two under the supervision and guidance of experienced Bible workers, pastors, and evangelists. They seek to take non-believers from the point of initial contact all the way through to baptism and full profession of faith.

Participation in a health seminar and local evangelistic meetings conducted by Amazing Facts and their partners also provides an important part of the training.

Some ministries in which students will participate include: prayer ministries, friendship evangelism, campus ministries, door-to-door ministry and one-on-one Bible studies, visiting people who have responded to Amazing Facts media programs, reclaiming former and missing members, running a correspondence Bible school, leading small-group studies, evangelistic visitation, gaining decisions, and preparing people for baptism.

Our classes are designed to give each student the personal attention they need to develop their soul-winning potential.

“After AFCOE, then what?”

AFCOE provides a unique springboard into many ministry options. However, like most other schools, we do not guarantee employment upon the completion of our course.

The most common position available to AFCOE graduates is Bible worker. Some youth evangelism positions might also be available after graduation.

AFCOE graduates are able to work as lay pastors; however, we generally encourage those who desire to enter pastoral ministry to continue their studies in theology at a college or university.

You will find that AFCOE is an excellent place for you to develop the skills and experience you need to enter into a satisfying and lifelong work in evangelism and ministry. You will learn many ways to bring revival and promote evangelism in your local church, as well as other churches in your community and conference.

Many conferences and churches contact us requesting the services of an AFCOE-trained Bible worker. If our graduates are interested in employment, we regularly notify them of open positions and also post opportunities at www.afcoe.org. (These postings are available only to AFCOE graduates.) Graduates will then deal directly with the churches involved. In most cases, the local church will then employ the Bible worker on a contract basis for six months to two years.

Many of our graduates have continued on to become ...

- Campus Outreach Leaders
- Church Planters
- Conference Bible Coordinators
- Health Ministry Leaders
- Medical Missionaries
- Music Evangelists
- Pastors
- Chaplains
- Church Trainers
- Evangelists
- Literature Evangelists
- Missionaries
- Outreach Coordinators
- Youth Directors

Biblical Principles

Students are expected to live in harmony with biblical teachings and the guidelines of the Seventh-day Adventist Church.

Personal Devotions

We strongly encourage each student to maintain a regular time of personal prayer and Bible study. Without this experience, you will miss the blessing that could otherwise be yours during our time together.

Social Relations

A friendly and professional association is expected between students. Because of the intensity of the program, dating and courting are not allowed among the students while in school. All students are required to maintain a high standard of moral purity, avoiding the appearance of inappropriate attentions to the opposite sex.

Sabbath Observance

The Sabbath hours, from sundown Friday to sundown Saturday, are a sacred and joyous time for spiritual renewal, public worship, and Christian fellowship. Secular activities (shopping, business, and distracting amusements) are to be avoided during this time. Attendance at morning worship, Wednesday night prayer meeting, Friday night vespers, and Sabbath worship services are required unless otherwise announced.

Dress

Dress and grooming should be modest, neat, and clean. Please do not wear shorts, torn jeans, sleeveless tops, skin-tight apparel, or low-cut or unbuttoned shirts. Dresses and skirts must be knee length or below. Jewelry, including wedding bands/rings, is not to be worn. Tattoos should be covered and not visible if possible.

When participating in class or community outreach, a professional or professional-casual look is expected. (No jeans or T-shirts.) For ladies, please wear skirts or dresses to worship services. Skirts and dress pants are acceptable for outreach. For gentlemen, please wear dress pants and collared shirts.

Forbidden Items

In no case will firearms, hunting knives or pocketknives, recreational drugs, tobacco, alcoholic beverages, pornography, gang symbols, or occult items be permitted in the housing, car, or possession of AFCOE students. Discovery of such items is grounds for immediate dismissal without a refund.

Honesty

All students are expected to have a high standard of personal integrity. All forms of dishonesty, such as cheating and plagiarism, are grounds for dismissal without a refund. Integrity should also be displayed in computer usage, such as avoiding accessing websites of questionable moral nature. Care must be taken in the use of equipment at Amazing Facts and local churches. Integrity also should be shown in one's interactions with other students.

Attendance

AFCOE encourages students to take responsibility for class attendance. Students must participate in all scheduled classes and outreach activities and be on time to each scheduled event. If a student is absent, he or she must fill out the appropriate form. Three unexcused absences from class will result in disciplinary action. Three unexcused instances of tardiness will equal one unexcused absence.

Student Dismissal

Students are asked to assist the staff and other students by manifesting a cooperative, harmonious attitude. Students must complete assignments by the due date, meet community outreach goals, and abide by written rules as outlined in this handbook. If you have concerns, questions, or special circumstances, please discuss them with administration. Every effort is made to carefully resolve such issues. AFCOE reserves the right to dismiss without a refund a student who fails to abide by the policies and guidelines outlined in this handbook. Unexcused absences, including frequent tardiness, will result in disciplinary actions.

Housing

A letter specifying your accommodations and what you will need to bring will be sent to you. You should expect to share an apartment with several other students. There will be two students to each bedroom.

Couples/Family Housing

Special arrangements need to be made for couples/family housing. Since there is limited availability, please contact the registrar at 916-209-7249 as soon as possible to make arrangements.

Meals

Meals are the responsibility of each participant.

Cleanliness

Please keep your living quarters and common areas clean at all times.

Computers

If you have a personal computer, it will be useful in your assignments and outreach projects. No DVD or downloaded movies should be used during your time here, unless they are of a religious nature. Free access to the internet will be available in the AFCE building.

Damage

Students are responsible for damage done to their apartment and will be charged for the cost of repair.

Utilities

Gas and electricity are covered in your fees.

Pleasant Environment

When sharing a room, please do everything possible to be pleasant. Little courtesies go a long way! Don't neglect them. Please share responsibilities for keeping the facilities clean and respect the personal property and space of your roommates.

Telephone

Landline is not included.

Television And Music

We ask students to maintain a quiet, studious atmosphere conducive to spiritual thoughts and in harmony with Christian principles. In order to best meet the needs of our program and promote Christian development, we do not allow televisions in the apartments and rooms.

If you wish to listen to music in your accommodations, please obtain the consent of your roommates before playing it. If necessary, use headphones or keep the volume low.

All music needs to be in keeping with Christian standards as set forth in Philippians 4:8. Music classified as “Christian rock” or “rap” is not appropriate.

Transportation

Participants are responsible for providing and maintaining their own transportation for class attendance and community outreach activities. It may be possible for students who do not bring their own vehicle to be teamed with those who do. In such instances, these students will pay a transportation fee to help offset gas and vehicle expenses. This fee (\$350) is based on current gas prices and is due at Registration.



Doug Batchelor is president of Amazing Facts. Recognized as a rational biblical speaker, visionary leader, and dedicated soul-winner, Pastor Doug shares a passion to reveal Christ and the plan of salvation through Scripture. “Ask the pastor” is a favorite class of AFCEC students, as they tap into Pastor Doug’s years of experience in answering Bible questions.



Jean Ross serves both as the director of AFCEC and the director of the ministry’s evangelism department. Along with Doug Batchelor, he also co-hosts the popular radio program Bible Answers Live. He is the creator of the Empowered Church Program, a dynamic resource that helps churches establish an ongoing evangelism cycle, and he is the senior pastor of a fast-growing church plant in the Sacramento area. His insightful presentations on church health, evangelism, Bible prophecy, and practical godliness are inspiring and engaging.



Chuck Holtry is the assistant director of AFCEC and an AFCEC graduate. His many years of experience both as a classroom teacher and on the road as an Amazing Facts evangelist bring a wealth of information to the AFCEC team to train aspiring gospel workers in the real-world atmosphere of soul-winning. Chuck’s love of teaching and preaching has been experienced by youth and adults across North America and around our globe. Students will learn how to prepare for, execute, and follow-up a successful evangelistic campaign.



Carissa McSherry serves as the outreach administrator at AFCEC and is an AFCEC graduate. She has served as a Bible worker, youth leader, foreign missionary, and speaker for several evangelistic series. She is also a social worker with experience in family and troubled-teen counseling. Carissa is passionate about sharing the gospel in every aspect of life and helping others to experience the joy of soul-winning.

Guest Lecturers Have/Will Include:

Pastor Stephen Bohr — Daniel/Adventist Theology, Pastor Shawn Boonstra, Pastor Gary Gibbs — Bible Work/Church Growth, Dr. Gerald and Chantal Klingbeil — Spirit of Prophecy, Rich and Susan Kollenberg — Overcoming Addictions, Dr. Skip MacCarty — Covenants, Dr. Phil Mills — Relationships/Knowing God’s Will, Dr. Derek Morris — Biblical Preaching, Dr. Subodh Pandit — Apologetics, Eugene Prewitt — Church History/Literature Evangelism, Pastor Dennis Priebe — Issues in Adventism, Elder Ted Wilson — Mission and Message of the Church