



# Student Handbook

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**Office Hours: Monday through Thursday**  
**8:30 A.M. – 6:00 P.M. Pacific Time**

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# THE AFCE MISSION

**"Go into all the world and preach the gospel." —Mark 16:15**

The Amazing Facts Center of Evangelism team can train you and your church to become dynamic, effective soul-winners—no matter your background or experience in evangelism!

Our professional, caring instructors will equip you with the information and tools you need to reach any soul for Christ at any time and any place. So what are you waiting for? Become the courageous disciple God has called you to be!



## *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 for God’s Kingdom.

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

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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 fundamental Bible doctrines
- 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. Work-Study

To provide a balanced experience, students will be involved in hands-on, outreach experience. This typically will be in an outdoor setting.

### 5. Personal Relationship with God

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

### 6. Healing

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

### 7. 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**

All students need to complete and submit an application and payment by the deadline. Send a recent picture of yourself for your file. Each application will be processed on a first-come, first-served basis. All applicants will be notified regarding their acceptance to the program.

## **Application Deadlines**

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 Amazing Facts International 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 AF-COE, and previously submitted their medical form. If you have any questions, please call AF-COE at 916-209-7286, Monday through Thursday, 8:30 A.M. to 6:00 P.M., Pacific Time.

AFCOE is operated by Amazing Facts International, 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 student aid.

### Financial Responsibility for Individual Student

Tuition, field trips, housing, registration, and syllabi	\$5,000
Housing for families	call for options
Transportation Fee (for those without vehicle)	\$300
Other Estimated Expenses	
* Food	
* Overseas Mission trip expense (if you choose to go)	

### Special Discounts

- A “buddy” discount of \$150 each is awarded to students when two or more apply together. This can apply to family members or friends. It must be indicated on your application.
- If students have completed either of our online course, Amazing Disciples and/or Doctrines, they will receive a \$100 discount towards tuition for each course.

### 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.

## **Principles of Christian Faith**

Powerful course exploring selected fundamental Christian doctrines as believed and outlined in the 28 fundamental beliefs of the Seventh-day Adventist Church. Develop concise and meaningful answers to significant questions and objections to these doctrines from a Christ-centered perspective using the Bible as the basis of authority. Focus on applying biblical doctrines into personal life and witnessing opportunities.

## **Prophetic Studies**

A detailed, verse by verse study of the books of Daniel and Revelation with emphasis upon the interpretation of prophecy, apocalyptic imagery and symbols, and how to present these prophetic messages in an evangelistic setting. Special attention will be given to understand the context of Jesus' death and second coming, the literary and chiastic structures of both prophetic books, the themes and central messages, as well as applying these into personal witnessing opportunities.

## **Personal Evangelism**

Study the fascinating principles of soul-winning, the process of conviction, and the art of leading people to decisions for Christ. Learn to effectively communicate biblical truth through friendship evangelism, focused conversations, your personal testimony, door-to-door surveys and canvasses, community programs, health evangelism, social media, and Bible studies. Christ's example of witnessing is highlighted.

## **Public Evangelism**

Practical and theoretical instruction into the planning and implementation of the complete cycle of evangelism with a special focus on preparing and preaching sermons and organizing your own evangelistic series. All aspects of this course will be experienced in a live field school with an Amazing Facts evangelistic campaign that affirms our solid theological foundation. Special emphasis on developing, planning and implementing your own ministry.

## **Practicum in Ministry: Community Outreach**

Real life, hands-on field experience and instruction in friendship evangelism, door-to-door ministry, giving Bible studies, hosting an evangelistic seminar and evangelistic visitation.

In addition to the basic training that everyone receives while at AFCE, students will receive specialized instruction and mentorship in other areas like Bible worker, oversees mission work, self-supporting ministries, health evangelism and much more. Some of these courses will be accredited for higher education through Weimar Institute.



## **AFCOE Mission Trip**

Immediately following every AFCOE session, students have the opportunity to travel to a foreign country for two-three weeks and preach their very own evangelistic series! This hands-on program allows students to implement what they have learned at AFCOE; 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! Location and costs will change from year to year. We will announce once we have all the details.

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 local evangelistic meeting 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 training, 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](http://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

### ***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 shirts. Dresses and skirts must be knee length or below. Jewelry, including wedding bands/rings, are not to be worn. Tattoos should be covered and not visible if possible.

When participating in class or community outreach, a 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 AFCE 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 un-excused 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 916-209-7286 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 classroom.

## **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.

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# Accommodations, Meals, and Transportation

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## **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 (\$300) is based on current gas prices and is due at Registration.

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## Meet the AFCOE Instructors

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**DOUG BATCHELOR** is president of Amazing Facts International and the Senior Pastor of the Granite Bay Hilltop SDA Church. 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 AFCOE students, as they tap into Pastor Doug’s years of experience in answering Bible questions.



**JÉAN ROSS** serves as the Vice President of Evangelism at Amazing Facts International. Pastor Jean is the cohost of the popular radio program *Bible Answers Live*. After 18 years in pastoral and lay-evangelism training, he created the *Empowered Church Program*—a dynamic resource that helps local churches prepare for public evangelism events. His presentations on church health, evangelism, Bible prophecy, and practical godliness are inspiring and engaging.



**CARLOS MUÑOZ** serves as Director at AFCOE and is an associate speaker for Amazing Facts. As a young man, Carlos lived for the pleasures of this world, but he felt empty and without purpose until he surrendered all to Jesus. While serving in New York City as a bilingual teacher, his love for Christ and His Word grew. Carlos is passionate about sharing Bible truths through prophecy seminars and training churches in evangelism.



**DANIEL HUDGENS** serves as Assistant Director at AFCOE and a graphic designer in the Amazing Facts marketing department. Daniel grew up fascinated by the fictional battles between superheroes and villains on TV and in comic books—leading to deep questions. He finally found answers in the Bible, which revealed the true war between good and evil. Daniel has since dedicated his life to sharing the truths of Scripture and equipping churches through revivals, evangelism training, and prophecy seminars.



**DAKOTA DAY** serves as outreach coordinator for AFCOE and is an associate speaker for Amazing Facts. As a young man, Dakota was searching for a purpose. Unsatisfied with the things this world had to offer, his search ultimately led him to the bible and a relationship with Christ. Dakota responded to the Lord's calling by attending AFCOE. After graduating AFCOE, Dakota spent three years as bible worker. Soon after Dakota joined the evangelism team at Amazing Facts. For over 5 years, Dakota and his wife have been traveling conducting public evangelistic series helping thousands to be prepared for Christ's soon return.



**CATHY QUEDZUWEIT** serves as AFCOE Registrar and is originally from Long Island NY. Wrapped up in the world and living life she decided there had to be more to life than bars and selfish gain. She met her SDA husband John on a blind date and they studied the Amazing Facts lessons on almost every date they had, she was baptized on her birthday and they married a year later. John attended AFCOE in 2006 and Cathy helped organize the children's program for the AFCOE evangelist series. John is the Granite Bay Hilltop Outreach Pastor. Cathy also serves as the Executive Assistant in Evangelism for Pastor Ross.

### **INVITED GUEST LECTURERS:**

Stephen Bohr — Eschatological Studies

James Rafferty — Studies in the book of Hebrews

Dr. Walter Veith — Creation vs Evolution

Don Macintosh — Studies in the Book of Daniel

Ivor Myers — Photo Theology: How to Study the Bible

Dr. Subodh Pandit — Apologetics

Dwayne Lemon — Family & Health Ministry

Fred Dana — SDA Church History

And many others...

# GO!

“Jesus came and spoke to them, saying, ‘All authority has been given to Me in heaven and on earth. Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the age.’ Amen.”

MATTHEW 28:18-20



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