

ACCREDITATION PROGRAM GUIDELINES AND APPLICATION FORMS

FOR

- Initial Accreditation
- Continuous Accreditation Report
- Accreditation Renewal

FOR MEMBER
ELEMENTARY & SECONDARY
CHRISTIAN SCHOOLS



AFFILIATED WITH:

General Council of the Assemblies of God
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MEMBER OF:

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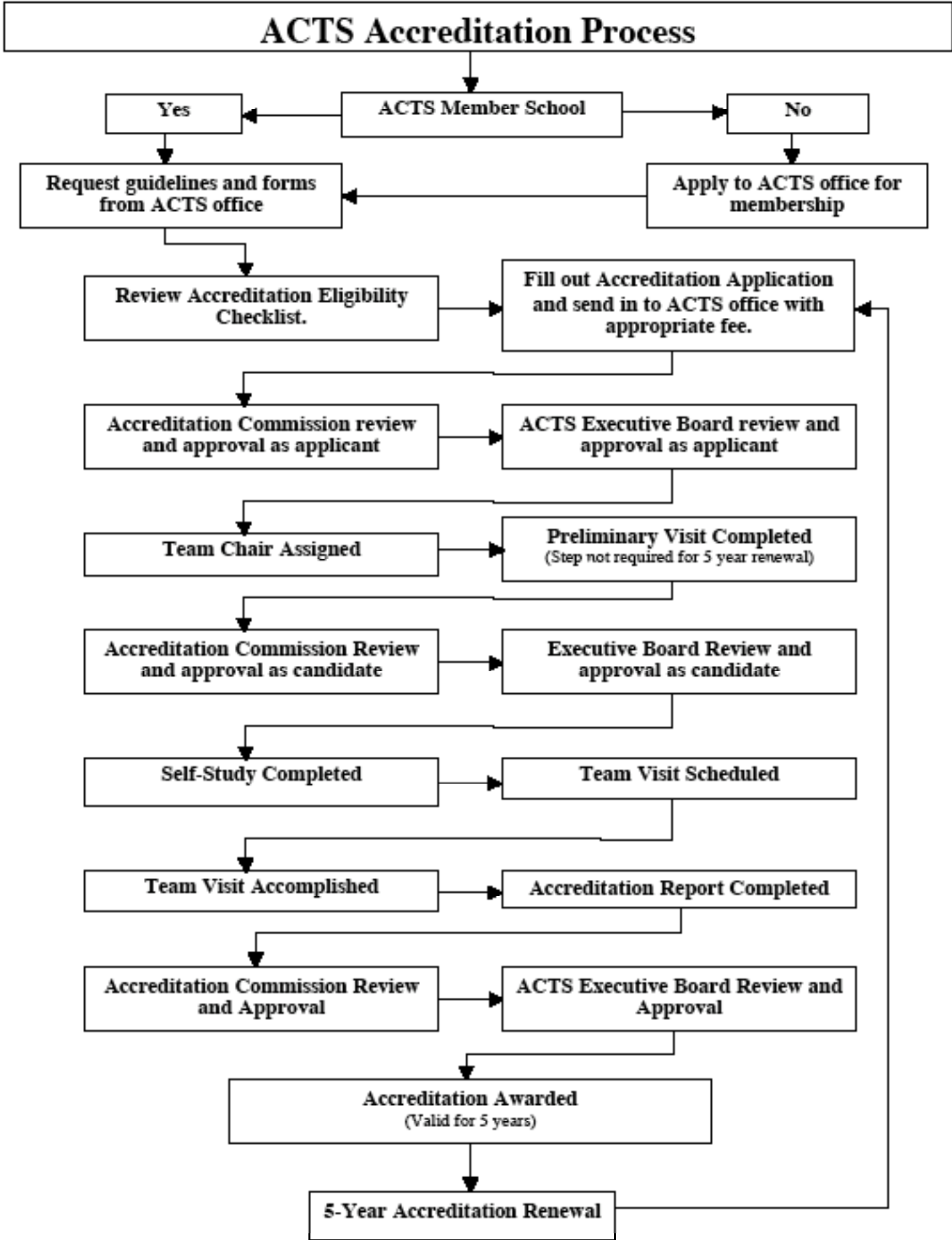
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Association of Christian Teachers and Schools



ASSOCIATION OF CHRISTIAN TEACHERS AND SCHOOLS

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Fax (815) 977-5806

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“ACTS strives for Academic Excellence through Holy Spirit Empowerment!”



“Member schools work together to achieve finer teaching, increased student achievement, superior administration, and a richer spiritual experience in a dynamic Christian environment.”

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ACTS Vision, Mission, and Core Values

Vision

To be the premier accrediting agency providing a pathway to state, regional national and international accreditation for the Christian academic community.

Mission

Assisting Christian schools to realize the highest level of educational credibility.

Core Values

 - We are passionately committed to:

- **A Biblical Worldview** – modeling, teaching, and leading with actions and decisions that are consistent with God’s Word.
- **Integrity** - demonstrating exemplary practices reflective of Christian ethics; with accountability to Christ, our schools, and the educational community.
- **Excellence** - providing exceptional services for the certification, development and preparation of Christian administrators, teachers and schools.
- **Spirit Empowerment** – understanding and welcoming the gift of the Holy Spirit and the immediacy of His gifts and power.
- **Relationship** – developing and sustaining a partnership with Christian Schools to enhance their ministry through personal connection.
- **Creativity** – being proactive in the pursuit and development of innovative solutions to benefit the growth and development of our organization and its member schools.
- **Service** – Purposing to approach current and prospective members in an “open-handed” manner; offering resources, support, consulting, advice, mentoring, and aid to smaller schools.

ACTS does not discriminate on the basis of race, color, sex, or national or ethnic origin in the administration of its programs.

You can join the Association of Christian Teachers and Schools by requesting an application form from:
Association of Christian Teachers and Schools
P.O. Box 8437, Rockford, IL 61126
or downloading a form from our website:
actsschools.org

ACTS membership is open to Christian Schools and Individual Christian Educators who are not in disagreement with the Assemblies of God Statement of Faith.

BENEFITS OF MEMBERSHIP IN ACTS

ACTS Accreditation

ACTS encourages members to provide the highest level of Christian school excellence. Voluntary accreditation is the cornerstone of this goal. Meeting the standards, preparing a self-study, hosting a visiting team, and being approved by the ACTS Accreditation Commission are fundamental requirements for becoming an ACTS Accredited school. ACTS has Regional co-accreditation with National Council for Private School Accreditation (NCPSA).

ACTS Perspectives

This monthly newsletter includes articles and information for administrators, teachers, and parents.

Teacher and Administrator Certification

Another quality benefit is the ACTS teacher and administrator certification program. ACTS certification requires spiritual, biblical, and academic qualifications.

Teacher and Administrator Conferences

ACTS sponsors both regional and national conferences for administrators, board members, and teachers.

Curriculum Discounts

Bob Jones University Press offers year-round curriculum discounts.

Retirement Plans

MBA offers Administrator's and Teacher's retirement and investment programs (403 B Retirement).

Administrative Software Discounts

Hunters Systems and QuickSchools.com offer discounted pricing on Schools Administrative and Teacher Software Programs.

Tuition Services

FACTS provides financial services to member schools.

Home Schooling Information

ACTS provides a home schooling information packet upon request. Call the ACTS office for the latest information (815-239-6673).

Insurance

Special rate for student accident insurance is available through Specialty Market. Medical insurance is available through the AIGILIS Corporation at <http://acts.benefitscommunity.com/>

Achievement and Ability Test

Pearson Educational Measurement provides discounts and special scoring for the SAT and OLSAT

Special Assistance

Call the ACTS office for assistance with special circumstances including: facility design, curriculum development, discipline and conflict resolution, finances and budgeting, spiritual distinctive, family involvement, faculty and staffing issues, and recruiting and retaining students.

Employee and Volunteer Screening Service

Discounted background screening by ACCUFAX from five national databases.

Handbooks and Model Policies

Examples of parent, student, and policy handbooks are available.

Website: www.actsschools.org

Contains a wealth of information and resources to help you in your ministry, such as: teacher and administrator resources, training events, job search, member schools, and links to other web pages.

Student Activities

ACTS member schools can participate in Academic Competitions through Regional Chapters. Accredited schools may join the National Honor Society. The ACTS Honor Society certificates are available.

Missions Education Program

An adopt-a-school program has been arranged through BGMC that allows each of your students to become a missionary. As a part of the program BGMC provides free missions education curriculum.

Legal and Legislative Affairs Representative

ACTS has an appointed attorney that provides legal and legislative affairs information on a limited basis.

Video Licensing Discount through Christian Video Licensing International

Public performance license allows member schools to legally show certain video products

Flash-Net-Notes

Keeps you informed on the latest ideas in education and late-breaking news. Send an email to acts@actsschools.org

Accreditation Program

These guidelines are designed to guide member schools through the ACTS Accreditation Program. Information is provided to help you understand the set of standards and the evaluative process that is in place to help verify a member school's commitment to its constituency and others that it is carrying out its Christian purpose.

This manual will help schools complete the *Initial Accreditation Application* and prepare the self-study, file *Continuing Accreditation Report*, and complete the *Fifth-Year Re-evaluation Accreditation Renewal*.

The ACTS Accreditation Commission is the recognized accrediting body for member schools. The Commission is the representative body charged with carrying out the accreditation process.

The Chairperson of the Commission provides direction for the accreditation program. Final review of the accreditation program and policies is made by the Commission, which then makes recommendations to the ACTS Executive Board for final approval.

The Accreditation Program is designed to meet or exceed the minimum standards recognized by the major Christian school accrediting associations. It is important for all member schools to strive to be accredited. Only member schools may apply for accreditation. The initial process takes about one year. Accreditation is an ongoing process promoting excellence in Christian school education.

PURPOSE

The purpose of the Accreditation Program is to establish high, uniform standards among ACTS member schools. Achievement of accreditation status represents a standard of excellence that is recognized by other institutions and the constituency of the community in which the school is located. Accreditation requirements identify educational and spiritual criteria which establish high expectations for Christian schools. Parents seek accredited schools because they believe such schools offer a quality program. Likewise, the larger communities of business and higher education value the standard of excellence established by school accreditation.

To become accredited, a school will complete a self-study evaluation and open their school to an on-site visit by a qualified team of educators who will examine its program to determine whether it is being operated within the published guidelines of the accrediting agency. ACTS standards are similar to those of other recognized educational accrediting agencies and are designed to meet or exceed the minimum standards for accrediting associations, such as, the Regional Association, FAANS, TEPSAC, OPSAC and NCPSA.

LEVELS OF ACCREDITATION

In the accreditation process, a school progresses from Applicant to Candidacy to Accreditation. A school may remain in Applicant status or Candidacy status for a maximum of two years after being accepted by the Accreditation Commission. If significant progress is not made toward accreditation within this two year time frame, a school will be dropped from the accreditation process. At the end of this two year time frame, a school must submit a new application and pay an additional \$600 application fee.

1. **Applicant Status:** A school is in Applicant status from the time an official application is filed with the Executive Director until all items have been received and accepted by the Accreditation Commission. A school at this stage of accreditation may only refer to themselves as being an Applicant with ACTS.

2. **Candidacy Status:** Once a school's application and accompanying documentation have been received and accepted by the Accreditation Commission, the school will be advanced to Candidacy status and assigned a chairperson as an advisor. After the school receives their formal notice that their application has been accepted, they may refer to themselves as having Candidacy status with ACTS.
3. **Accreditation:** Upon completion of the on-site visit, the visiting team will submit a report and recommendation to the Accreditation Commission. The Accreditation Commission then makes a status report to the Executive Board. Accreditation may be granted by the Executive Board for a maximum of five years (length may be granted to be concurrent with a regionally accredited school). A school may refer to themselves as Accredited by ACTS upon receipt of the notice of approval by the Executive Board.
4. **Revocation of Accreditation:** A school may be dropped from accreditation for failing to maintain compliance with the standards or for failing to file an Continuing Accreditation Report. A school must first be notified by the Executive Director by certified mail of the reasons for the pending revocation. A school so notified has the right to a hearing before the Executive Board. The decision of the Executive Board shall be final. The school will be notified by certified mail of board action. Upon receipt of said notification, the school must immediately stop referring to itself as an ACTS accredited school. (See page 11 for Appeal and Complaint Procedures.)

PROCEDURE TO APPLY FOR INITIAL FIVE-YEAR ACCREDITATION

A school wishing to become accredited may contact ACTS Executive Director, P.O. Box 8437, Rockford, IL 61126, Phone (815) 239-6673 to request the accreditation program information. Guidelines and forms will be forwarded to the school.

When a school submits its initial application for accreditation, a chairperson will be appointed to make an initial on-site visit to the school. The purpose of this initial visit is to verify that the applicant school has met all of the initial requirements listed in the Eligibility Checklist. At the time of this visit, the applicant school must be prepared to provide documentation that will verify that all eligibility requirements have been met.

The chairperson will file a written report to be included with the school's application. The applicant school is responsible to pay all expenses associated with this initial campus visit.

When a school seeking initial accreditation has its application processed and accepted by the Accreditation Commission, a contact/chairperson is appointed to assist the school in understanding the accreditation guidelines and completing the forms for the self-evaluation study. After the forms have been filled out completely and returned, a chairperson and a visiting committee will be appointed.

The following Accreditation Eligibility Checklist identifies areas that must be met for schools seeking accreditation.

ACCREDITATION ELIGIBILITY CHECKLIST

As soon as the school's accreditation application is received in the ACTS office, a chairperson will be assigned to make a preliminary visit to the school. The school should be prepared to demonstrate to the chairperson that the school meets all of the requirements in the Eligibility Checklist. The chairperson will make a written report to the Accreditation Commission detailing how the school meets each of the eligibility criteria. This report will be attached to the school's application and the school will be given a copy. A school's application for accreditation will not be considered by the Accreditation Commission until this visit and report are completed. A school has a maximum of two years from the time an application is filed to complete this visit and report. If this is not completed within two years, the school must file a new application, including fees, and begin the process again. The school is responsible for the travel expenses of the chairperson related to this visit.

The school:

1. Is a current member of ACTS.
2. Has legal authority to operate and must be able to address each of the following areas:
 - a. Philosophy and Objectives: Each accredited school shall be required to have a concise, clearly written statement of its philosophy and objectives in order to guide the academic program and the over all development of its students.
 - b. Curriculum: Each school shall have a curriculum consistent with its philosophy and objectives. This shall be designed to effectively fill the needs of the students enrolled. Curriculum offered shall be organized sequentially and described in current written curriculum guides and courses of study by subject and grade level.
 - c. School Plant and Facilities: The plant and equipment shall be suited to the purpose and adequate for the total program of each school. Evidence of conformity to local codes for school building and health, safety, and sanitation must be present.
 - d. Faculty and Administrative Staff: The school professional staff must meet criteria established by the accrediting body that are suitable to the program and mission of the school. The criteria must address the requirements of degrees and/or certification.
 - e. School Calendar and Class Hours: The school year shall have a minimum of 180 actual school days or a minimum of 170 actual school days and the hourly equivalent of 180 actual school days determined as prescribed below or meet appropriate state or local regulations.

a. Kindergarten:	540 net instructional hours
b. Grades 1-3:	720 net instructional hours
c. Grades 4-12:	900 net instructional hours
 - f. Transfer of Student Records/Data: Standards shall insure the maintenance and safe-keeping of accurate student records and the provision of a transcript indicating work covered by students.
 - g. Financial Records/Accounting: The financial resources and management of the school shall be such as to sustain an educational program consistent with its philosophy and objectives. Evidence of financial stability in the form of a financial statement shall be prepared annually and be available for review by the accreditation association during evaluations.
 - h. Library/Media Center: The library/media center should provide current, adequate reference print and non-print materials for the needs of students with a minimum of 10 books per pupil.

- i. Health and Safety: All schools shall meet all applicable local and state laws relating to fire protection, safety, sanitation, and health. Evidence of evacuation drills and emergency procedures are required. The school buildings shall comply with local and state zoning, structural, and fire codes.
 - j. Non-Discrimination Policies: All schools must issue statements of nondiscrimination (in writing) stating that they do not discriminate on the basis of race, color national or ethnic origin.
 - k. State Laws and Regulations: Accreditation standards require each school to comply with all applicable state laws and regulations.
3. Is under control of a governing body, duly empowered with its governance, and meeting all state legal requirements.
 4. Is administered by a chief administrative officer designated for the school.
 5. Has been in operation a minimum of one year. A Visiting Committee On-Site Visit may not be accomplished prior to a school completing one full academic year.
 6. Has written statements of purpose and faith that are not in conflict with Statement of Fundamental Truths of the Assemblies of God. (See Appendix 1)
 7. Offers Bible instruction at all grade levels.
 8. Participates in standardized testing.
 9. Has teaching faculty who demonstrate their professional expertise through one of the following criteria:
 - a. Has a baccalaureate degree from an accredited or recognized college and holds a professional ACTS teaching certificate or a temporary ACTS teaching certificate.
 - b. Has a baccalaureate degree from an accredited or recognized college. The degree must be in the appropriate teaching area or a professional development plan must be on file showing current enrollment in an approved continuing education program leading toward specialization in the teaching area and ACTS professional certification.
 - c. Exceptions: Any exceptions to the standards of accreditation must be presented in writing to the ACTS Accreditation Commission, Executive Board, or Regional Chapter Committee. Each region is unique and may have legitimate reasons for such exceptions. All written requests for exceptions, along with the Professional Development Plan, shall be forwarded to the Executive Director.

NOTE: All school administrators are required to hold a bachelor's degree from a recognized college or university. The teaching faculty, full or part-time, must hold a bachelor's degree from a recognized college or university. An exception may be granted to a part-time teacher not teaching a core subject. However, this exception must be requested in writing from the ACTS Accreditation Commission.
 10. Must send a minimum of two representatives to at least one national or ACTS approved regional conference each year.
 11. Has a school improvement plan in writing, which is approved by the governing board.

VISITING COMMITTEE

The Visiting Committee will consist of at least three or more people who have current education experience. There should be one school administrator/principal, one college level person with a master's degree (or higher), and a second school administrator or a teacher with classroom experience who holds a master's degree or higher.

The committee chairperson will guide the school through the accreditation process. Chairperson's responsibilities include the following:

1. Communication with the school administrator regarding ACTS accreditation standards.
2. Identification of areas needing improvement prior to the visit.
3. Setting a date for the committee's on-site visit. This should be a three-day visit which includes attending an evening worship service (usually Sunday) and two instructional days.
4. Coordination of the Visiting Committee's activities.
5. Responsibility for the final written report.

The Visiting Committee members shall each receive a copy of the self-study at least one month before the on-site visit. If the self-study is not received at least 30 days prior to the visit date, the team visit will be rescheduled. All classes, programs, and records should be open to the committee. Committee members will talk with the pastor, administrator, teachers, staff, and students during the visit.

Preliminary results of the evaluation will be given to the administration on the day of the evaluation. Detailed results will be provided in writing by the chairperson of the committee. Any reported deficiencies must be corrected before accreditation is granted.

PURPOSE AND OBJECTIVES

1. The primary purpose of the Visiting Committee's visit as a part of the process of accreditation is to verify the school's self-study and to determine if it accurately reflects the school's programs and ministry. The Visiting Committee serves a key role in the accreditation process and in the assessment and improvement of the school.
2. The objectives of the accreditation visit include the following:
 - a. Providing for the ACTS Accreditation Commission a final report that addresses every aspect of a school's program, assuring that the school's self-study is objective and accurate and that it reflects the school strengths;
 - b. Having a Visiting Committee that brings objective expertise to the school to assist in conducting the evaluation. This provides insight that can lead to school improvement;
 - c. Serving as a stimulus for reviewing and/or changing those areas of the school's operation that are not in compliance with ACTS Standards; and,
 - d. Determining that the school has no violations of ACTS Standards.

VISITING COMMITTEE CHAIRPERSON AND MEMBERS

1. The chairperson shall have served on a previous visiting committee on-site visit and have experience as a school administrator, principal, assistant principal, or college education department director/faculty member. Workshops are provided at ACTS National and Regional Conferences to train perspective team chairs.
2. The selection of the Visiting Committee chairperson is the responsibility of the Director of Accreditation and the Executive Director. The Director of Accreditation, with input from the office of the Executive Director, consults the school’s administrator or principal concerning any input that he/she might have on the selection of a visiting team from a list of qualified persons. A list of qualified persons shall not include an individual deemed to have a conflict of interest, including but not limited to an employee of the applying institution, a relative, or church member. The school personnel may veto a suggested appointment if they feel a bias exists.
3. The Visiting Committee will consist of a chairperson and at least two committee members. Additional committee members may be added by the Director of Accreditation after consultation with the Executive Director, the Visiting Committee chairperson, and other appropriate personnel, such as the school administrator or pastor.
4. The final selection of the Visiting Committee members is the responsibility of the Director of Accreditation with input from the Executive Director. When possible, the Visiting Committee members are chosen from the same region or state in which the school to be visited is located.
5. The selected Visiting Committee members are chosen to provide balance and competence to the evaluation. Their professional background and expertise shall include the areas of teaching, programs, curriculum, administration, finance, facilities, and community relations.
6. No Visiting Committee chairperson or members shall serve without receiving training in the ACTS Standards and accreditation process. This training is provided at all ACTS conferences and may be provided prior to the visit by the team chair.
7. The administrator/principal of the school to be visited will be given the names of the visiting committee members by the Director of Accreditation at least 30 days before the visit.
8. Any changes in Visiting Committee members or dates of the visit must be made with the Director of Accreditation through the office of the Executive Director. No one shall be contacted for participation on a team by the administrator/principal of the school without prior approval of the Director of Accreditation through the office of the Executive Director.

VISITING COMMITTEE CHAIRPERSON AND MEMBERS EXPENSES

1. All Visiting Committee member expenses (lodging, meals, travel) incurred during the visit are to be borne by the school being visited. When possible, the school should make arrangements to pay directly to the motel/hotel the meals/lodging costs incurred by the visiting team.

The mileage for travel while on business for ACTS is the current rate allowed by the Internal Revenue Service. Other possible travel costs include parking, taxi, tolls, travel other than by automobile, etc.
2. Any costs for meals incurred by a Visiting Committee member enroute and any costs for meals during the visitation should be reimbursed by the school. All expenses should be indicated on the expense form. The expense form should be submitted directly to the administrator/principal of the school visited for reimbursement.
3. The Visiting Committee chairperson is to be paid a fee of \$100.00 for preparing/compiling the committee report. The check will be issued by the school upon completion of the visit.

INSTRUCTIONS AND FORMS FOR VISITING COMMITTEE

Pertinent instructions and forms for the Visiting Committee chairperson and members are contained in the *Accreditation Visiting Team Guidelines and Forms*.

LENGTH OF ACCREDITATION

Initial and fifth-year re-evaluation accreditation is for a maximum period of five years. **If a school also maintains Regional accreditation then the length of accreditation will run concurrently with the Regional's accreditation term. If that term is longer than five years, then a mid term site visit is required.** When a school is accredited, no matter the date, their accreditation expiration date will be August 31 of the fifth year following their initial or fifth-year re-evaluation accreditation or August 31st of the concurrent Regional year.

CONTINUING ACCREDITATION REPORT OF ALL ACCREDITED SCHOOLS

All accredited schools are required to submit a completed annual report (See page 27) by September 1 each year along with the annual accreditation renewal fee of \$600.00.

PROCEDURE TO APPLY FOR FIFTH-YEAR RE-EVALUATION ACCREDITATION

A school planning to apply for fifth-year re-evaluation accreditation must complete the application for fifth-year re-evaluation Accreditation and a new self-study and return it to the ACTS office. An onsite team visit will be made using the same procedures as in the initial accreditation visit (See pages 8 & 9).

CROSS-ORGANIZATIONAL ACCREDITATION TRANSFER

A school that is currently accredited by any National Council for Private School Accreditation recognized organization may transfer their current accreditation to ACTS with no interruption of their accredited status by completing the following process:

1. Join ACTS.
2. Have their standing within any other organizations validated.
3. Submit a complete application for accreditation along with the current accreditation fee.
4. Upon acceptance, submit the school's most current self-study instrument along with the latest team visit report to a designated Team Chair for review.
5. The school must host an on-site visit by the Team Chair.
6. The Team Chair will write and send a report of the visit to the ACTS Accreditation Commission and Executive Board for accreditation confirmation.
7. All confirmed accreditation transfers will be valid for the school's current accreditation time frame.

Appeal and Complaint Procedures

Appeals and complaints are handled on a case by case approach. Each case is reviewed and action taken with the full involvement of the individuals, school, and sponsoring church, as well as members of the ACTS Accreditation Commission.

The accreditation program process is designed to go forward only when a school meets the requirements for accreditation. It continues based on the school's annual report being submitted by August 31st each year and reviewed by the ACTS Accreditation Commission. Schools are advised in writing by certified mail of any specific violations of standards. This advised status does not preclude continued accreditation unless violations are recurring and not corrected by the school. The school must respond by the next regular or special called board meeting.

A school's accreditation may be withdrawn only by action of the ACTS Accreditation Commission. This action includes the process of a representative of the commission visiting the school and submitting a review/report concerning the recurring and not corrected violations by the school. In cases when accreditation has had to be withheld or withdrawn, every effort is made to have an ongoing and open communication to correct the situation. All appeals from any decision made shall be submitted in writing to the ACTS Accreditation Commission. An appeal should review specifically the appellant's position in regard to each item of the decision.

An appeal of an unfavorable decision concerning a school's accreditation status or complaint may be made to the Executive Board of ACTS at the next scheduled meeting after the decision was made. A school suspended or not accredited for failure to meet standards may be re-evaluated in the next year if efforts to rectify deficiencies are evident.

When complaints are filed those involved are encouraged, if possible, to resolve the complaints. If the school or person filing the complaint does not feel that it has been resolved, the Executive Director's office should be contacted for input and/or mediation.

If necessary, the complaint will be referred to the Accreditation Commission.

Issues or concerns can be brought by an ACTS member school before the scheduled Association meeting.

ACCREDITATION PROGRAM

Application for Initial Accreditation Candidacy/Fifth-Year Re-evaluation Accreditation

In submitting this application to the ACTS national office you are asserting that you are a member in good standing and that you have carefully read the Accreditation Program Guidelines and that you are requesting to become involved or to continue involvement in the accreditation process of ACTS. Please return this Application for Accreditation Candidacy/Fifth-Year Re-evaluation Accreditation form with attachments to:

ACTS Executive Director
P.O. Box 8437
Rockford, IL 61126

When a school submits its initial application for accreditation, a chairperson will be appointed to make an initial on-site visit to the school. The purpose of this initial visit is to verify that the applicant school has met all of the initial requirements listed in the Eligibility Checklist. At the time of this visit, the applicant school must be prepared to provide documentation that will verify that all eligibility requirements have been met.

The chairperson will file a written report to be included with the school's application. The applicant school is responsible to pay all expenses associated with this initial campus visit.

Once these items have been received and accepted by the Accreditation Commission, the school will be notified of its advancement to Candidacy status. A contact chairperson will be identified to assist during this period. Once the self-study has been submitted and accepted, a chairperson and a visiting committee will be appointed. When the school is ready, an on-site visit by the Visiting Committee will be scheduled.

Upon completion of the on-site visit a report will be compiled by the Visiting Committee chairperson and submitted to the Accreditation Commission. This commission will present its findings and recommendation to the Executive Board.

This application must be accompanied by:

1. A check for \$600 for the application fee payable to ACTS . The application fee is non-refundable.
2. A copy of the resolution appearing in the school board minutes which approves of the school seeking accreditation with ACTS. (Initial accreditation only.)
3. A written statement indicating that the school is responsible for the Visiting Committee's expenses during the on-site visit.
4. An understanding that the school must meet certain accreditation guidelines (standards) in order to progress from Accreditation Candidacy to Accreditation.
5. An understanding that the Self-Study must be submitted to the ACTS national office and visiting team members at least 30 days prior to the scheduled committee visit.

ACCREDITATION APPLICATION

ASSOCIATION OF CHRISTIAN TEACHERS AND SCHOOLS (ACTS)

Application for Accreditation Form page 1

Date _____ School Telephone No. (____) _____

School Name _____

School Address _____

City _____ State _____ Zip _____

Fax No. (____) _____ E-Mail Address _____

Administrator _____ Principal _____

Person to serve as school contact for ACTS Accreditation _____

Report Compiled by _____

Year Founded _____ Total Enrollment _____

CHECK APPLICABLE GRADE LEVELS OFFERED AT THE SCHOOL (Accreditation for K-12 only):

(Place the number of students on the line)

- _____ Preschool
- _____ 4-Year Old Kindergarten
- _____ 5-Year Old Kindergarten
- _____ Elementary (1-6)
- _____ Middle Grades/Junior High (6-8)
- _____ Secondary (9-12)
- _____ Other (please describe)

Sponsoring Church or Organization _____

Pastor/Chairman of the Board _____

Denomination: Assemblies of God Other _____

Is the school incorporated separately from the sponsor? _____

Is the school a direct extension of a church and/or ministry? _____

Accreditation

If the school is not incorporated separately or a direct extension of a church or ministry, how is the school organized?

Identify which curriculum/curricula is/are in use in the school:

- Christian
- Secular
- Combination Christian/Secular

Does the school have plans to change the curriculum in the next five years? Yes No

If yes, describe the changes to be made: _____

Is your school registered with the state? _____

Is your school accredited by another agency? _____

If yes, indicate which agency: _____

If your school is currently not accredited but is seeking accreditation with another agency, please indicate the agency:

Accreditation to be completed by school year _____

Signature: Administrative Officer/Principal

Date

ACCREDITATION STANDARDS

ASSOCIATION OF CHRISTIAN TEACHERS AND SCHOOLS (ACTS)

Initial Accreditation/Fifth-Year Re-evaluation Accreditation Guidelines

The school self-study should be organized to describe and document how the school meets the following accreditation standards:

1. PHILOSOPHY

The school's philosophy:

- 1.1 shall be in agreement with the statement of Fundamental Truths of the Assemblies of God. (See Appendix)
- 1.2 shall be sensitive to the needs of the pupils, both spiritually and academically.
- 1.3 shall be in written form and approved by the school's governing body.
- 1.4 shall be stated in school literature informing staff, parents, pupils, and prospective families of the school's philosophy.
- 1.5 shall be used to guide the academic program and overall development of the school and shall be consistent with sound educational practices.

2. GOVERNANCE

The governing body:

- 2.1 shall be spiritual leaders of a local church.
- 2.2 shall govern the school in accordance with the stated philosophy.
- 2.3 shall be responsible for the formulation of policy and the maintenance of a school policy manual. A complete and current record of all governing body minutes must be maintained.
- 2.4 shall be an integral part of the total church ministry as defined in the church's articles of incorporation. If a school is incorporated separately its articles of incorporation shall define its role as a part of the total church ministry.
- 2.5 shall be responsible for the successful operation of the school.
- 2.6 shall provide adequate salary and benefits for the staff and faculty.
- 2.7 shall develop and document an effective and realistic master plan which prioritizes needed improvement (minimum five-year plan).
- 2.8 shall ensure all required federal, state, and local regulations are met.
- 2.9 shall be responsible for the selection and evaluation of the school administration.

3. CURRICULUM AND INSTRUCTION

The curricular and instructional program of the school :

- 3.1 shall be consistent with the school's philosophy.
- 3.2 shall incorporate Christian principles into each subject area where possible.
- 3.3 shall provide appropriate learning experiences that address student needs as determined by a formal assessment program that includes but is not limited to standardized testing.
- 3.4 shall provide curriculum guides detailing scope and sequence for the instructional program at each grade level.
- 3.5 shall provide appropriate curriculum materials for the student population.
- 3.6 shall be formally and systematically evaluated by the school and revised as needed.
- 3.7 shall develop and maintain a systematic process for reporting student achievement.
- 3.8 shall provide adequate information to students and parents about the grading and assessment policies of the school.
- 3.9 shall avail itself of the resources of the local community.
- 3.10 shall be designed in the best interests of the students and shall have a minimum of 180 actual school days or a minimum of 170 actual school days and the hourly equivalent of 180 actual school days determined as described below or meet state and local requirements:
- | | | |
|----|--------------|-----------------------------|
| A. | Kindergarten | 540 net instructional hours |
| B. | Grades 1-3 | 720 net instructional hours |
| C. | Grades 4-12 | 900 net instructional hours |
- 3.11 shall provide for appropriate teacher planning and preparation time.
- 3.12 shall provide for basic skills in the elementary curriculum including subjects which constitute a well balanced educational program. It shall provide learning experiences in language arts, mathematics, science, social studies, health and safety, physical education, the arts, and computer education.
- 3.13 shall provide for appropriate subjects in the secondary curriculum including sequencing of courses for graduation that shall include courses in English, mathematics, science, social studies, Bible, Fine Arts, physical education, humanities, practical arts, languages, and computer education.
- 3.14 shall teach Bible as an academic subject at every grade level with a minimum of three hours of instructional time per week.

4. SCHOOL STAFF

- 4.1 All members of the school staff shall be Christian and shall exhibit Christian character in all areas of life.
- 4.2 All school personnel (full/part time staff or any volunteers) are required to undergo a background check prior to their employment or being given access to students.
- 4.3 The instructional staff shall:
 - 4.3.1. In the case of core instructional staff they shall hold a bachelor's degree and an ACTS teaching certificate. Additionally, all staff shall be qualified for whatever assignment given by the governing body.
 - 4.3.2. show evidence of continued professional growth as evidenced by documented participation in the school's professional development and/or college or continuing education credit.
 - 4.3.3. deal professionally with students, parents, staff, and administration.
 - 4.3.4. be sufficient in number to assure a faculty-pupil ratio that is appropriate to the type of curriculum used.
- 4.4 SUPPORT STAFF:
 - 4.4.1. The support staff shall be sufficient in number as to provide adequate clerical assistance to the school.
 - 4.4.2. The school shall provide a custodial staff sufficient to maintain a clean and safe environment.
 - 4.4.3. The school shall provide in any other service areas (i.e. student health services, guidance services, food services, transportation services, etc.) adequate and competent staffing or an auxiliary plan or system that meets state and local regulatory requirements.
- 4.5 ADMINISTRATIVE STAFF:
 - 4.5.1 The school's governing body shall appoint a full-time person as the chief administrator and who shall be on the full-time school staff and functioning in that capacity.
 - 4.5.2 All administrative staff shall hold a bachelor's degree, an ACTS Administrator certificate, and be qualified for assignments given by the governing body.
 - 4.5.3. All administrative staff shall show evidence of continued professional growth as evidenced by documented participation in the school's professional development and/or college or continuing education credit.
 - 4.5.4. All administrative staff shall deal professionally with students, parents, staff, and administration.
 - 4.5.5. The school shall establish a formal and systematic process of faculty/staff evaluation which shall be conducted on a periodic basis.
 - 4.5.6. The school shall provide for a formal systematic process of annual staff development.

5. MEDIA AND TECHNOLOGY

The school :

- 5.1 shall provide a library/media technology center with current, adequate reference, print and non-print materials for the needs of students with a minimum of 10 books per student in the book collection.
- 5.2 shall properly catalogue all non-print and print resources.
- 5.3 shall utilize public resources as a supplement to the school library when practical.
- 5.4 shall include the media/technology area in the school's master plan.
- 5.5 shall have a written policy, approved by the governing board, concerning the criteria to be used in the evaluation and selection of materials for the media program.

6. FINANCES

The school:

- 6.1 shall provide evidence of sound, professional, ethical, and legal practices in all financial operations.
- 6.2 shall present evidence of adequate financial resources to operate the school's program.
- 6.3 shall have a realistic annual operating budget approved by the governing body and reviewed regularly.
- 6.4 shall keep clearly identifiable financial records.
- 6.5 shall document all fundraising and resource development activities.
- 6.6 shall publish a tuition and fee schedule that includes a tuition refund policy.

7. SCHOOL FACILITIES

All school facilities:

- 7.1 shall be adequate for the type of school program offered and for the size of the enrollment.
- 7.2 shall be safe, clean, attractive, and meet all pertinent building, equipment, health and other legal requirements.
- 7.3 shall contain adequate furniture and equipment to support the school's programs and curriculum.
- 7.4 shall have clean, sanitary, and regularly inspected kitchen and dining areas and comply with all legal requirements if food service is offered.

- 7.5 shall make provisions for the safety of students traveling to and from school.
- 7.6 shall provide adequate space for classrooms, specialized instructional areas, and other areas needed to serve the purposes of the school. Appropriate space shall be provided for storage, materials preparation, and consultation.

8. ADMISSION PROCEDURES AND POLICIES

The school's admission procedures and policies:

- 8.1 shall be clearly written in a student handbook.
- 8.2 shall be formulated by the governing body.
- 8.3 shall be written in such a manner as to admit only those for whom the program is designed.
- 8.4 shall contain a published policy of non-discrimination and demonstrate consistent adherence.
- 8.5 shall address financial and other contractual arrangements between the school and parents/students.

9. RECORDS

9.1 STUDENT RECORDS

- 9.1.1 Student records shall be kept on each student enrolled in the school.
- 9.1.2 Student records shall be updated on a regular basis.
- 9.1.3 Student records shall include academic, health, and other pertinent information.
- 9.1.4 Student records shall be kept up to date in matters of discipline.
- 9.1.5 Student records shall be kept in a safe, secure, and professional manner (fireproof).
- 9.1.6 The school shall make provision for the permanent maintenance of all student records.
- 9.1.7 Access to student records shall follow the provisions of all local, state, and federal regulations relating to an individual's right to privacy.

9.2 OFFICE RECORDS:

- 9.2.1 Office records shall be adequate in nature to present a true and accurate picture of the school's income, expense, and operational procedures.
- 9.2.2 All office records shall be kept in a safe, secure, and professional manner (fireproof).

9.3 PERSONNEL RECORDS

- 9.3.1 Personnel records shall be kept on all personnel with evidence that they are qualified, competent, and meet legal requirements for the position held.
- 9.3.2 Records for faculty and administration shall include transcripts, contracts, tax records, form I-9, and professional licensure.

10. STUDENT ACTIVITIES

All student activities:

- 10.1 shall be consistent with the school's philosophy and objectives.
- 10.2 shall be controlled by the school administration.
- 10.3 shall be staffed by personnel selected carefully on the basis of applicable background and training.
- 10.4 shall be adequate in nature and type for the size of the school's enrollment and grade level.
- 10.5 shall be adequately financed.

11. PUBLICATIONS

All official school (non-student) publications:

- 11.1 shall contain a statement of non-discrimination.
- 11.2 shall be true, accurate, and reflect ethical guidelines.
- 11.3 STUDENT HANDBOOK
 - 11.3.1 The school shall have a student handbook that informs students and parents of the school's programs and support services such as academic calendar, attendance policies, guidance services, health services, transportation, nutrition, etc.
 - 11.3.2 The student handbook shall include the following: philosophy of the school, dress code, rules and regulations, discipline procedures, graduation requirements and grading scales.

11.4 FACULTY HANDBOOK

11.4.1 The school shall publish a faculty and personnel handbook which shall include the following: philosophy of the school, dress code, rules and regulations, discipline procedures, grading, and personnel evaluation policies.

11.4.2 The faculty/personnel handbook shall contain a policy statement of due process and grievance procedures.

12. HEALTH, SAFETY AND SECURITY

12.1 The school shall meet all applicable legal health and safety requirements.

12.2 The school shall have policies that insure the security of students and staff (i.e. access to students, release of students and procedures relative to suspected child abuse).

12.3 The school shall have a Crisis Management Plan.

12.4 The school shall conduct fire and disaster drills in accordance with state and local regulations.

12.5 The school shall provide adequate and consistent supervision of all students during all school activities.

12.6 The school shall have, if transportation services are provided, procedures and regulations designed to safeguard students

The ACTS Accreditation Standards, self-study and on-site visit requirements are designed to meet or exceed the minimum standards recognized by the major private school accrediting associations and to guide you through the accreditation process.

Suggestions for Preparation of the Self-Study

Schools applying for accreditation are responsible for demonstrating compliance with the ACTS Accreditation Standards. The most effective way to do this is to explain in a narrative format the manner in which the school meets each individual standard. This also gives the school the opportunity to use the self-study as an instrument for school improvement. The narrative explanation should be supported by appropriate, well-organized documentation.

The self-study should consist of necessary information to substantiate the school's compliance with the ACTS accreditation standards. The self-study is to be in a digital format. The digital format may be saved on either a CD or USB. Copies of the completed self-study are to be mailed at least 30 days prior to the team visit to the Visiting Committee Chairperson, each Visiting Committee member and to the ACTS national office. The self-study filed with the ACTS national office becomes the school's self-study of record and permanent property of ACTS, will all rights and usage maintained, therein.

The self-study document should be organized as follows:

Title Page

- Name of school.
- Name of sponsoring church.
- Address of school.
- Telephone number, Fax number, and E-mail.
- Contact Person, Title.
- Purpose of the petition, i.e. to request initial approval or renewal of accreditation.

Narrative

- Organize on a standard-by-standard basis, quoting both the standard number and the standard, followed by a detailed explanation of how the school meets the standard.
- Refer to documentation of explanation by exhibit number and page. Quote the document in the narrative where appropriate.
- Explanations which simply restate the standard will not be accepted.

Organization of the Self-Study

- Title Page
- Brief history and overview of the school. The purpose of this is to provide the team with background information about the school prior to their arrival on your campus.
- Narrative which addresses each standard (See Narrative above).
- Documentation. This should include copies of documents referenced in the narrative. This might include student and faculty handbooks, curriculum guides, school calendar, etc.

Other Considerations

- There should be a table of contents.
- Pages of the narrative must be numbered.
- Appendices should be added, as necessary.

NOTE:

Use the following explanatory comments for each standard to assist in the compilation of the self-study:

STANDARD 1: PHILOSOPHY AND OBJECTIVES

Explanatory Comments:

The school's philosophy and objectives must establish the vision, mission, and purposes for the existence of the program. The vision and mission of the school must permeate the entire faculty and staff to the extent that all are aware of it and know the essence of the meaning. The philosophy and objectives of the school must be the base on which all school programs and activities are based and their existence justified. The philosophy and objectives must also establish the need for and existence of a long range planning process.

STANDARD 2: GOVERNANCE

Explanatory Comments:

In preparing documentation for this section, the school must consider and present evidence of how the governing body is selected and its composition. Official minutes of governing body meetings must be maintained and made available at the time of the accreditation team visit.

Attention must be given to the existence of and presentation of existing written policies. These would not have to be included in the self-study but mentioned in terms of how policy is adopted and implemented. Then these materials must be made available for the accreditation team visit.

Evidence of strategic and long range planning must be presented. The best example of this would be a master plan covering a period of five years and documentation that presents evidence that the school is working on achieving the goals outlined in the plan. This evidence must indicate who participated, success of implementation and any revisions that might be necessary.

Evidence must be presented that would demonstrate accountability at the various levels of the organization. This is not intended to stifle growth but to assure that an orderly and organized system of administrative structure exists.

The school must have its own Articles of Incorporation or if incorporated with a church must be identified as a distinct ministry of the church within the church's Articles of Incorporation.

STANDARD 3: CURRICULUM AND INSTRUCTION

Explanatory Comments:

The curriculum and instructional program must be clearly articulated and demonstrate that it puts into action the mission, philosophy, and objectives of the school.

The curriculum and instructional program must demonstrate that it is successfully meeting all student needs: academic, spiritual, social and intellectual.

School calendars and/or other publications must clearly articulate the length of the school year, school day, etc. The school must adhere rigidly to the standard addressing instructional hours for the various levels.

The school must have developed curricular guides for the various instructional programs offered that address skill levels expected to be attained by students at the various levels. Student assessment procedures and methods should also be included.

STANDARD 4: SCHOOL STAFF

Explanatory Comments:

The school shall address through policy and planning auxiliary services for students. These include but are not limited to health, guidance, nutrition, and transportation services.

There shall be a systematic process in place which calls for evaluation of all personnel on a regular basis and which provides for professional growth and development.

Schools must participate in at least one ACTS sponsored conference each year.

STANDARD 5: MEDIA AND TECHNOLOGY

Explanatory Comments:

The school shall have a plan for development which assures that all forms of electronic media and technology are addressed as well as the more traditional forms of non-print and print.

The collection of library books should be relevant and of quality for the developmental age and grade levels of the students served.

There should be systematic processes and procedures for selection of materials.

The school is expected to incorporate computers, internet and other technologies into its library/media plan.

STANDARD 6: FINANCES

Explanatory Comments:

Standards relating to the preparation of a budget and financial reports should not be interpreted to mean that the budget and reports must be voted on a regular basis. But rather after the governing board has adopted an operating budget that it receives and reviews regular reports concerning its implementation.

All policies relating to the finances of the school shall be readily accessible, i.e. tuition, fee schedules and refund schedules.

STANDARD 7: SCHOOL FACILITIES

Explanatory Comments:

The school shall have included in its long range plan the area of facilities. Facilities shall be interpreted as any building or grounds that the school utilizes in the implementation of its program for the student population. The school must have documentation that it has met all legal requirements necessary for the operation of its program and facilities.

STANDARD 8: ADMISSION PROCEDURES AND POLICIES

Explanatory Comments:

All regulations and procedures relating to student admission and retention shall be clearly articulated and published for current students as well as prospective families.

STANDARD 9: RECORDS

Explanatory Comments:

School shall have a policy relating to storage of all old records. Also a policy shall be in existence to professionally handle all records of students and employees if the school should become defunct.

STANDARD 10: STUDENT ACTIVITIES

Explanatory Comments:

The school should see that in all of its programs gender equity exists in number of activities available for each gender as well as in expenditures for each.

It should not be construed in any of the standards that all workers must be paid and on the school staff. There are excellent volunteer workers available in every community. If volunteers are utilized then policies must be in place assuring that they are qualified and competent to perform the task assigned. These policies must include a formal approval process for all volunteer workers to assure that the mission and purposes of the school are being upheld.

STANDARD 11: PUBLICATIONS

Explanatory Comments:

The school shall have appropriate policy manuals for its student population as well as its employees. Copies of these must be provided for the accreditation team.

Policies of non-discrimination shall be stated and evidence provided of consistent adherence to those policies.

STANDARD 12: HEALTH, SAFETY AND SECURITY

Explanatory Comments:

In replying to these standards, attention must be given to policies which govern visitor access to the school, the handling of student telephone calls, student checkout procedures for early dismissal, etc.

The school shall secure, maintain and display all appropriate licensures.

Appropriate records should be maintained that verify fire and disaster drills.

CONTINUOUS ACCREDITATION REPORT (CAR)
Due September 1 each year
For
ASSOCIATION OF CHRISTIAN TEACHERS AND SCHOOLS (ACTS)

The Continuous Accreditation Report for Continued Accreditation is to be completed by the administration each school year, no matter the effective date of the accreditation. The CAR provides a Self-Assessment and review of the Accreditation Standards. The CAR *must be in electronic format* and payment needs to be submitted to the ACTS office for the report to be considered complete.

The school's administration should submit the CAR including all forms and supporting documentation along with the Annual Renewal fee of \$450 to: ACTS, P.O. Box 8437, Rockford, IL 61126. The ACTS Accreditation Commission will review the CAR to verify that the school continues to maintain accreditation standards. This commission makes its recommendations for continued accreditation to the Executive Board during its annual meeting.

(Please type) Complete the following information for the last full school year. Academic year _____

Name of School _____ Phone _____

Address _____

City _____ State _____ Zip _____

Email: _____

 Name of Administrator

 Name of Pastor

 Initial Accreditation Awarded Date

 Fifth Year Re-Evaluation Accreditation Awarded Date

Total Enrollment : ____ Preschool ____ Kindergarten ____ Grades 1-6 ____ Grades 7-8 ____ Grades 9-12 ____

STAFF: _____ Number on Teaching Staff: _____ Other: _____ Average Teacher/Pupil Ratio: _____

School improvements during the last year in program (such as addition/deletion of grades, L.D. division, etc.)
 No Change _____ Change _____ (Provide explanation on items requiring current validation forms.)
 (Failure to report a change can adversely affect the school's accreditation status.)

ITEMS FOR SUBMISSION WITH CAR:

1. A copy of the current budget for the school academic year.
2. A letter from an auditor or external reviewer of the school (e.g., a church auditor or business or church board).
3. Identification of all major fund-raising activities and what the funds were used for.
4. Current tuition fee for the school academic year.
5. Current school academic calendar.
6. Current summaries of standardized tests by grade.
7. A list identifying faculty and support staff changes during the last year. Include both those new to the staff this year and those that left at the end of last year. For faculty new to the staff include the type of professional certificate (state or private) and the level of college degree (B.A., M.A., etc.) they hold. For those who do not have an appropriate degree for the subject or who do not have a current professional certificate, a copy of the professional development plan must be attached, showing current enrollment in a program.
8. Identification of any new staff in-service/development activities implemented this school year.
9. Identification of any new resources used by your faculty that was implemented this school year.
10. Identification of each National or ACTS approved regional conference your school attended (Must send a minimum of two representatives per school, per year).
11. A complete list of recommendations, along with action taken on each recommendation, from the school's latest Visiting Team Report.

STANDARDS REQUIRING CURRENT VALIDATION

Identify whether each of the following Standards remains the same or has changed since submitting the initial Accreditation Form or the last CAR. If a Standard sub-component item has changed since the last report, attach an explanation of the change.

STANDARD	REMAIN THE SAME	CHANGE SINCE LAST REPORT
1. PHILOSOPHY AND OBJECTIVES	_____	_____
2. GOVERNANCE	_____	_____
3. CURRICULUM AND INSTRUCTION	_____	_____
4. STAFF		
SCHOOL STAFF	_____	_____
SUPPORT STAFF	_____	_____
ADMINISTRATIVE STAFF	_____	_____
5. MEDIA AND TECHNOLOGY	_____	_____
6. FINANCES	_____	_____
7. SCHOOL FACILITIES	_____	_____
8. ADMISSION PROCEDURES AND POLICIES	_____	_____
9. RECORDS		
OFFICE RECORDS	_____	_____
PERSONNEL RECORDS	_____	_____
10. STUDENT ACTIVITIES	_____	_____
11. PUBLICATIONS		
STUDENT HANDBOOK	_____	_____
FACULTY HANDBOOK	_____	_____
12. HEALTH, SAFETY, AND SECURITY	_____	_____

Please attach to the CAR any information/explanation of any changes relevant to Standards 1-12. ***The CAR and supporting documentation MUST be in electronic format.***

Please enclose any additional information or new materials which will help ACTS better understand the current status of the school. Include any new student handbooks, brochures, or other communications.

This Continuous Accreditation Report submitted by: _____

Date: _____

A p p e n d i c e s

Appendices

APPENDIX 1

THE GENERAL COUNCIL
of the
ASSEMBLIES OF GOD

STATEMENT OF FUNDAMENTAL TRUTHS

The Bible is our all-sufficient rule for faith and practice. This Statement of Fundamental Truths is intended simply as a basis of fellowship among us (i.e., that we all speak the same thing, 1 Corinthians 1:10; Acts 2:42). The phraseology employed in this statement is not inspired or contended for, but the truth set forth is held to be essential to a full-gospel ministry. No claim is made that it contains all biblical truth, only that it covers our need as to these fundamental doctrines.

1. The Scriptures Inspired

The Scriptures, both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct (2 Timothy 3:15-17; 1 Thessalonians 2:13; 2 Peter 1:21).

2. The One True God

The one true God has revealed himself as the eternally self-existent “I AM,” the Creator of heaven and earth, and the Redeemer of mankind. He has further revealed himself as embodying the principles of relationship and association as Father, Son, and Holy Ghost (Deuteronomy 6:4; Isaiah 43:10,11; Matthew 28:19; Luke 3:22).

THE ADORABLE GODHEAD

(a) Terms Defined

The terms *trinity* and *persons*, as related to the Godhead, while not found in the Scriptures, are words in harmony with Scripture, whereby we may convey to others our immediate understanding of the doctrine of Christ respecting the Being of God, as distinguished from “gods many and lords many.” We therefore may speak with propriety of the Lord our God, who is One Lord, as a Trinity or as one Being of three persons, and still be absolutely scriptural (examples, Matthew 28:19; 2 Corinthians 13:14; John 14:16,17).

(b) Distinction and Relationship in Godhead

Christ taught a distinction of persons in the Godhead which He expressed in specific terms of relationship, as Father, son, and Holy Ghost, but that this distinction and relationship, as to its mode is inscrutable and incomprehensible, because unexplained (Luke 1:25; 1 Corinthians 1:24; Matthew 11:25-27,28:19; 2 Corinthians 13:14; 1John 1:3,4).

(c) Unity of the One Being of Father, Son, and Holy Ghost

Accordingly, therefore, there is that in the Father which constitutes Him the Father and not the Son; there is that in the Son which constitutes Him the Son and not the Father; and there is that in the Holy Ghost which constitutes Him the Holy Ghost and not either the Father or the Son. Wherefore the Father is the Begetter, the Son is the Begotten, and the Holy Ghost is the One proceeding from the Father and the Son. Therefore, because these three persons in the Godhead are in a state of unity, there is but one Lord God Almighty and His name one (John 1:18; 15:26; 17:11,21; Zechariah 14:9).

(d) Identity and Cooperation in the Godhead

The Father, the Son, and the Holy Ghost are never identical as to person, nor confused as to relation; nor divided in respect to the Godhead; nor opposed as to cooperation. The Son is in the Father and the Father is in the Son as to relationship. The Son is with the Father and the Father is with the Son, as to fellowship. The Father is not from the Son, but the Son is from the Father, as to authority. The Holy Ghost is from the Father and the Son proceeding, as to nature, relationship, cooperation and authority. Hence no person in the Godhead either exists or works separately or independently of the others (John 5:17-30,32,37; 8:17,18).

(e) The Title, Lord Jesus Christ

The appellation *Lord Jesus Christ*, is a proper name. It is never applied in the New Testament either to the Father or to the Holy Ghost. It therefore belongs exclusively to the Son of God (Romans 1:1-3,7; 2 John 3).

(f) The Lord Jesus Christ, God with us

The Lord Jesus Christ, as to His divine and eternal nature, is the proper and only Begotten of the Father, but as to His human nature, he is the proper Son of Man. He is, therefore, acknowledged to be both God and man; who because He is God and man, is “Immanuel,” God with us (Matthew 1:23; 1John 4:2, 10,14; Revelation 1:13,17).

(g) The Title, Son of God

Since the name *Immanuel* embraces both God and man, in the one person, our Lord Jesus Christ, it follows that the title *Son of God* describes His proper deity, and the title *Son of Man*, His proper humanity. Therefore, the title *Son of God* belongs to the order of eternity, and the title *Son of Man* to the order of time (Matthew 1:21-23; 2 John 3; 1 John 3:8; Hebrews 7:3, 1:1-13).

(h) Transgression of the Doctrine of Christ

Wherefore, it is a transgression of the doctrine of Christ to say that Jesus Christ derived the title *Son of God* solely from the fact of the Incarnation, or because of His relation to the economy of redemption. Therefore, to deny that the Father is a real and eternal Father, and that the Son is a real and eternal Son, is a denial of the distinction and relationship in the Being of God; a denial of the Father and the Son; and a displacement of the truth that Jesus Christ is come in the flesh (2 John 9; John 1:1,2,14,18,29,49; 1 John 2:22,23; 4:1-5; Hebrews 12:2).

(i) Exaltation of Jesus Christ as Lord

The Son of God, our Lord Jesus Christ, having by himself purged our sins, sat down on the right hand of the Majesty on high, angels and principalities and powers having been made subject unto Him. And having been made both Lord and Christ, He sent the Holy Ghost that we, in the name of Jesus, might bow our knees and confess that Jesus Christ is Lord to the glory of God the Father until the end, when the Son shall become subject to the Father that God may be all in all (Hebrews 1:3; 1 Peter 3:22; Acts 2:32-36; Romans 14:11; 1 Corinthians 15:24-28).

(j) Equal Honor to the Father and to the Son

Wherefore, since the Father has delivered all judgment unto the Son, it is not only the express duty of all in heaven and on earth to bow the knee, but it is an unspeakable joy in the Holy Ghost that we, in the name of Jesus, might bow our knees and confess that Jesus Christ is Lord to the glory of God the Father until the end, when the Son shall become subject to the Father that God may be all in all (Hebrews 1:3; 1 Peter 3:22; Acts 2:32-36; Romans 14:11; 1 Corinthians 15:24-28).

3. The Deity of the Lord Jesus Christ

The Lord Jesus Christ is the eternal Son of God. The Scriptures declared:

- (a) His virgin birth (Matthew 1:23; Luke 1:31,35).
- (b) His sinless life (Hebrews 7:26; 1 Peter 2:22).
- (c) His miracles (Acts 2:22; 10:38).
- (d) His substitutionary work on the cross (1 Corinthians 15:3; 2 Corinthians 5:21).
- (e) His bodily resurrection from the dead (Matthew 28:6; Luke 24:39; 1 Corinthians 15:4).
- (f) His exaltation to the right hand of God (Acts 1:9,11; 2:33; Philippians 2:9-11; Hebrews 1:3).

4. The Fall of Man

Man was created good and upright; for God said, “let us make man in our image, after our likeness.” However, man by voluntary transgression fell and thereby incurred not only physical death but also spiritual death, which is separation from God (Genesis 1:26,27; 2:17; 3:6; Romans 5:12-19).

5. The Salvation of Man

Man’s only hope of redemption is through the shed blood of Jesus Christ the Son of God.

(a) Conditions to Salvation

Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Ghost, being justified by grace through faith, man becomes an heir of God according to the hope of eternal life (Luke 24:47; John 3:3; Romans 10:13-15; Ephesians 2:8; Titus 2:11; 3:5-7).

(b) The Evidences of Salvation

The inward evidence of salvation is the direct witness of the Spirit (Romans 8:16). The outward evidence to all men is a life of righteousness and true holiness (Ephesians 4:24; Titus 2:12).

6. The Ordinances of the Church

(a) Baptism in Water

The ordinance of baptism by immersion is commanded in the Scriptures. All who repent and believe on Christ as Saviour and lord are to be baptized. Thus they declare to the world that they have died with Christ and that they also have been raised with Him to walk in newness of life (Matthew 28:19; Mark 16:16; Acts 10:47,48; Romans 6:4).

(b) Holy Communion

The Lord’s Supper, consisting of the elements—bread and the fruit of the vine—is the symbol expressing our sharing the divine nature of our lord Jesus Christ (2 Peter 1:4), a memorial of His suffering and death (1 Corinthians 11:26); and is enjoined on all believers “till He come!”

7. The Baptism in the Holy Ghost

All believers are entitled to and should ardently expect and earnestly seek the promise of the Father, the baptism in the Holy Ghost and fire, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian church. With it comes the enduement of power for life and service, the bestowment of the gifts and their uses in the work of the ministry (Luke 24:49; Acts 1:4,8; 1 Corinthians 12:1-31). This experience is distinct from and subsequent to the experience of the new birth (Acts 8:12-17; 10:44-46; 11:14-16; 15:7-9). With the baptism in the Holy Ghost come such experiences as an overflowing fullness of the Spirit (John 7:37-39; Acts 4:8), a deepened reverence for God (Acts 2:43; Hebrews 12:28), an intensified consecration to God and dedication to His work (Acts 2:42), and a more active love for Christ, for His Word, and for the lost (Mark 16:20).

8. The initial Physical Evidence of the Baptism in the Holy Ghost

The baptism of believers in the Holy Ghost is witnessed by the initial physical sign of speaking with other tongues as the Spirit of God gives them utterance (Acts 2:4). The speaking in tongues in this instance is the same in essence as the gift of tongues (1 Corinthians 12:4-10,28), but different in purpose and use.

9. Sanctification

Sanctification is an act of separation from that which is evil, and of dedication unto God (Romans 12:1,2; 1 Thessalonians 5:23; Hebrews 13:12). Scriptures teach of a life of “holiness without which no man shall see the Lord” (Hebrews 12:13). By the power of the Holy Ghost we are able to obey the command: “Be ye holy, for I am holy” (1 Peter 1:15,16).

Sanctification is realized in the believer by recognizing his identification with Christ in His death and resurrection, and by faith reckoning daily upon the fact of that union, and by offering every faculty continually to the dominion of the Holy Spirit (Romans 6:1-11,13; 8:1,2,13; Galatians 2:20; Philippians 2:12,13; 1 Peter 1:5).