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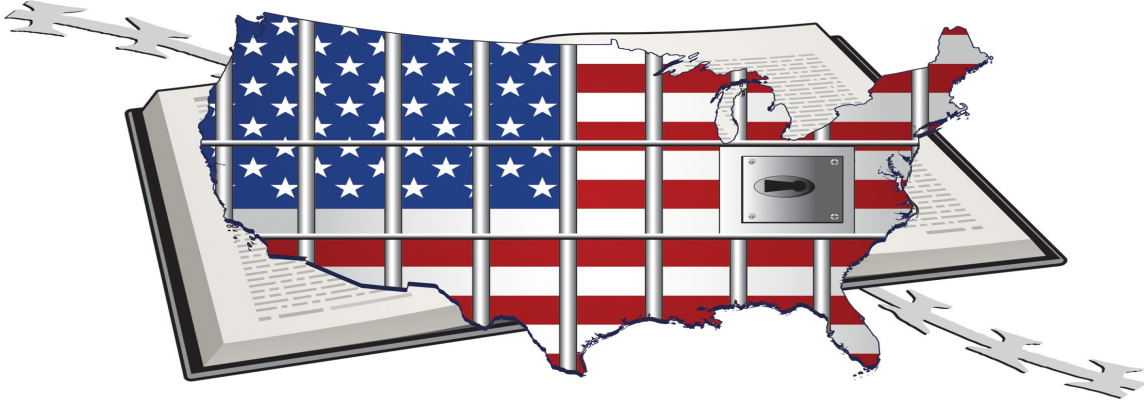
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# INSTRUCTION MANUAL

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## Foundation Ministries'



# Prison Bible School

For more information see:  
[prisonbibleschool.com](http://prisonbibleschool.com)

**Prison Bible School**  
P.O. Box 311974  
Enterprise, AL 36331  
(334) 503-9860  
[staff@prisonbibleschool.com](mailto:staff@prisonbibleschool.com)

Proverbs 12:1: *Whoso loveth instruction loveth knowledge...*

## **OFFICIATION**

### **Contact Us**

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# ORIENTATION

## What To Say

Every church student or facilitator gives the schools initial orientation at his local prison. Instead of writing one word for word, we will summarize the things that church facilitators should cover. If one wishes to present his best, he should either write his own presentation (inaugurating these facts), or thoroughly familiarize himself with the information to give a professional and smooth presentation. We suggest you go over and over it at home until you are confident and comfortable doing it. You cannot scan this once or twice and do a good job. This, in all likelihood, will be the first time the prison sees a Prison Bible School representative. Always go to the prison looking like an ambassador (II Corinthians 5:20). Wear dress clothes and a tie and wear your ID badge. The more professional and confident you are, the more confidence the students will have in *Prison Bible School*.

**Name:** Give your name, nick name, or what you prefer to go by.

**Church's Name:** Give your church's name and inform the students that this is a ministry of the church.

Ephesians 5:25: *Husbands, love your wives, even as Christ also loved the church, and gave himself for it;*

Psalms 77:13: *Thy way, O God, is in the sanctuary: who is so great a God as our God?*

**Bible School:** You represent *Foundation Ministries' Prison Bible School*. Home office: Enterprise, Alabama.

**Prisoners Only:** *Prison Bible School* is strictly for prisoners. No one on the outside is allowed to enroll except the chaplain and church facilitator.

**Core Curriculum:** The core curriculum has been in use since 1980 in over 30 states and 25 foreign countries.

**Free:** The *Prison Bible School* is free of charge to all students in an established prison school, as this one is.

**Bible Institute:** This is a Bible institute and not a Bible study course. You will gain a comprehensive knowledge of the Bible and its major themes.

**Degree:** You earn a *Graduate of Theology degree (Thg.)*, not a certificate. This is not a diploma mill. You will have to study.

II Timothy 2:15: *Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.*

Ecclesiastes 12:12: *...be admonished... much study is a weariness of the flesh.*

**Sole Purpose:** The sole purpose of the institute is to learn the Word of God. The degree is a fringe benefit. This will change your life and others around you.

Colossians 1:10: *That ye might walk worthy of the Lord unto all pleasing, being fruitful in every good work, and increasing in the knowledge of God;*

**1%:** The recidivism rate for released graduates is 1%. To date there are approximately 300 released graduates with only two returns.

Psalms 199:9: *Wherewithal shall a young man cleanse his way? by taking heed thereto according to thy word.*

John 15:3 : *Now ye are clean through the word which I have spoken unto you.*

**3-Year School:** This is a 3-year program with 12 regular units and an orientation unit. Each of the units is equivalent to a quarter of college work (3 months).

**Own Pace:** All time limits have been waived. You may work as slow as you like, as long as you are steady in your studies. Subsequently, you may also work as fast as you like. Many have earned this degree within one year.

Proverbs 22:29: *Seest thou a man diligent in his business? he shall stand before kings; he shall not stand before mean men.*

**Local Church:** The local church is the key to the faster student's pace. You will not be able to outrun what the church can do. The student must remember it costs everyone but him time and money to supply the school free of charge to prisoners.

I Thessalonians 1:3: *Remembering without ceasing your work of faith, and labour of love...*

**Orientation Unit:** The orientation unit is first. It helps the student get back into the habit of schoolwork before tackling unit #1. It also reviews salvation from several points of view. Many students realize after enrollment that they have never been born again. Psalms 145:18: *The Lord is nigh unto all them that call upon him, to all that call upon him in truth.*

**All Paper:** All of the courses are in an 8 ½ x 11, all-paper format (no tapes). Each course will be accompanied by a set of study guides, with the questions being asked in the order that they appear in the lessons. There are no trick questions. Every answer can be found in the lesson in order.

I Corinthians 14:40: *Let all things be done decently and in order.*

**Open Book:** The studies are all open book. There are no tests and no teachers. The design is simple, but very comprehensive. You will learn a lot.

Proverbs 16:23 *The heart of the wise teacheth his mouth, and addeth learning to his lips.*

**Core Curriculum:** The core curriculum was originated by Dr. Harold Tabb, who is a true Bible scholar in every sense of the word. Dr. Tabb is a prolific writer who has written many books and is able to bring to the surface the deep things of God even to the simplest of students.

II Timothy 2:7: *And the things that thou hast heard of me among many witnesses, the same commit thou to faithful men, who shall be able to teach others also.*

**Complete Unit:** The student may skip around in any unit, but will not advance to the next unit without completing the unit he is working on. The facilitating church will make several copies of each course to keep the students busy. It's a lot of work.

Acts 14:26 ... *they had been recommended to the grace of God for the work which they fulfilled.*

**10 Students:** The initial enrollment will be limited to 10 students. This may increase later on, depending on the facilitating church's labor pool. This is solely the church's call and may or may not come to pass. It will take the church 3-5 hours per week for copying and grading time, plus all the paper needed to keep that number busy.

**Waiting List:** If you are put on the waiting list, patiently wait. There is always a turnover rate due to dropouts, transfers, releases, and the like.

Colossians 1:10-11: *That ye might walk worthy of the Lord unto all pleasing, being fruitful in every good work, and increasing in the knowledge of God; Strengthened with all might, according to his glorious power, unto all patience and longsuffering with joyfulness;*

**Bible Institute:** *Prison Bible School* is a Bible college and not a secular university. One cannot take the 3-year *Graduate of Theology Degree* offered here and transfer to an outside college. The only institutes of higher learning that would consider your degree are universities that are Bible institutes that have Bible programs.

**Accreditation:** *Prison Bible School* is a non-accredited Bible school. Do not let this discourage you, because accreditation is overrated. There are universities that are not accredited. Every school in the country retains the prerogative to accept or reject any other school's courses. On the other hand, many Bible schools will accept your degree.

**Bible:** The old King James 1611 Bible is the only Bible from which you can obtain the correct answers for the study guides. You may use any other English version of the Bible that you please; however, you will be marked wrong on many questions and will likely fail the course if the exact King James rendering is not put in the study guides. There are no exceptions and we make no apologies.

Ecclesiastes 8:4: *Where the word of a king is, there is power: and who may say unto him, What doest thou?*

**Study Guides:** The study guides are a collection of true or false, fill in the blank, and multiple-choice questions that accompany each course text. There are also occasional verses to be memorized (on the honor system) and written in the blanks. As stated earlier, there are no tricks. If you read your text thoroughly and chronologically (Page 1, 2, 3, etc.), you will be able to find all of the answers.

Proverbs 8:8-9: *All the words of my mouth are in righteousness; there is nothing froward or perverse in them. They are all plain to him that understandeth, and right to them that find knowledge.*

**Procedure:** When you are ready to work, go to the appropriate chapel clerk and check out whatever course you want that is available in the unit you are working on. Some of the courses are lengthy and are thus divided into sections. For instance, the study on the book of Romans is divided into three parts. Something will always be available, unless, as stated before, the faster students outrun the church's ability to keep up. This may never happen, but if it does, bear in mind that the facilitating church is volunteering their time, money and labor for you.

Nehemiah 2:18: *...they strengthened their hands for this good work.*

4:6: *... the people had a mind to work.*

**Chapel Clerk:** The chapel clerks that are in charge of keeping track of the curriculum will hand you the available course along with the appropriate study guide. You may only check out one course or section of a course at a time. There need only be one chapel clerk working at a time, usually; however, there should be at least two that are familiar with the procedure, in case one is indisposed. We suggest the school have three trained.

Ecclesiastes 4:12: *And if one prevail against him, two shall withstand him; and a threefold cord is not quickly broken.*

**Questions:** The chapel clerk will also write down any of your questions concerning the school for the church facilitator. These questions will probably be answered in writing and placed in your folder. For any other problems, ask your chaplain. We are here to be a blessing and to help you. We will do our best to overcome any obstacles.

**Diploma:** The diploma is the student's only cost (\$40). Their degree will be placed in a beautifully padded diploma cover and mailed to the designated program director, who will issue the degree in the manner chosen by the correctional facility. The diploma is optional. It may be purchased later or not at all. The diploma does not prevent you from completing all of the courses in the school. You can graduate without it.

**High School Diploma:** A diploma or G.E.D. is not required to graduate; however, you must be able to read and write English legibly to pass. We suggest you neatly print all of your answers. Any answers that are unreadable will be marked wrong.

Ezra 4:18 *The letter which ye sent unto us hath been plainly read...*

**Transfer:** If a student is transferred to another prison he may continue his studies on an individual basis at a cost of \$40 per unit (quarter). No one is allowed to do this in a prison where the school exists because of the time and cost associated with this endeavor.

**Recommendation:** In case of a transfer, recommend *Prison Bible School* to the chaplain and write us. We will do our level best to get a school started there. We have a full-time staff member dedicated wholly to this effort.

Ecclesiastes 7:1: *A good name is better than precious ointment...*

**Quit:** If a student gives up he may or may not be able to reenroll. This depends on the circumstances, the student body and the waiting list. This situation will be reviewed and determined by the chaplain and church facilitator.

2 Timothy 4:7: *I have fought a good fight, I have finished my course, I have kept the faith:*

**Inconsistency:** All student progress will be reviewed on a regular basis by the church facilitator. If there are too many gaps in your work without good reason, you could be terminated and, as stated previously, not allowed to reenroll. No one will be cut for being slow, only inconsistent, which shows a lack of interest. Someone will always take your place.

1 Corinthians 15:58: *... be ye steadfast, unmoveable, always abounding in the work of the Lord, forasmuch as ye know that your labour is not in vain in the Lord.*

**Released:** When you get out of prison, you may continue your studies with *Prison Bible School* and finish your 3-year *Graduate of Theology Degree* at a cost of \$40 per unit. Simply contact our home office.

**Go on:** When you graduate, you may continue on an individual basis by mail with *Gulf Coast Bible Institute* and earn further degrees at a cost of \$60 per unit. Their address will be given to you when you graduate.

# OPERATION

## What To Do

### **Hard Copies:**

The core curriculum is divided into 12 units, plus an orientation unit. We will mail to the sponsoring church's mailing address a single-sided hard copy of the UNIT in labeled manila folders. These will be the church's originals to be used to make the prison copies of the school. Each unit will be sent one unit at a time with the orientation unit coming first. Each UNIT will contain all of the courses in that unit, along with the study guides and score keys. They will be plainly and appropriately labeled. The best-case scenario is for all work is to be done at the local church. This will not only localize the material, but it will unify and encourage the workers as well as the whole church. This is a ministry of the church. The Orientation Unit is the shortest unit. On an average, the rest of the following units will print out an 8½ x 11 stack of paper 1-2 inches thick. Remember, this is not a fly-by-night diploma factory. It is a comprehensive curriculum used all over the world to train men and women of God.

The degree offered is not a quick and easy certificate, but rather an earned *Graduate of Theology Degree*.

*Psalms 77:13: Thy way, O God, is in the sanctuary: who is so great a God as our God?*

### **Courses:**

Once you have received the orientation unit, you will notice you have 6 different lessons that make up that UNIT. Make 2 copies of each course per every 10 students. These courses can be made double-sided to save paper. We usually make a card stock cover and back and then side-staple the book together twice on the side. These will be the textbooks to take into the prison for the students to check out and complete their study guides with. The 12 texts will be sufficient to meet the needs of 10 students, since most of the time they will not all be working at the same time, nor will the ones there be working on the same course. If the particular course the student is working on is not available, he can work on one of the other courses in the same unit. The chapel clerk will be able to keep up with this with no problem.

Should your initial student body be more than 10 (let's say 20), then make 4 copies of each course (24 texts).

### **Study Guides:**

After you make the courses, you need to make 1 study guide for each student. This is where they will write their answers. Study guides need to be single-sided, as it will be more legible after they write their answers down. The study guides are divided by lesson, but you want to staple them together by UNITS. For instance, Orientation UNIT study guides have six lessons that will be stapled together using one staple in the upper left hand corner. This will keep them together and are less likely to get misplaced, as some of the study guides are only a couple of pages by themselves.



### **Inmate Agreements:**

Each student is to complete an Inmate Agreement the day they enroll. Initially, make 10 to be put in the folder with the Orientation UNIT's study guide. Once completed, take them out with you and put them in their folder at the church. You will need this in the rare case that a student causes trouble. We did experience some problems prior to originating this form; however, we've had no complaints since. Take no guff from a disgruntled student. Simply have the chaplain handle this by showing him what he agreed to.

### **Student Application:**

Do the same thing with this form as with the Inmate Agreement form. Make 10 copies (one for each student) and place this in the folder with the Inmate Agreement and the study guide.

### **Manila Folders:**

As previously stated, you need to have manila folders for each student you plan on enrolling. The folders should contain the Orientation UNIT study guides (stapled together), Inmate Agreement, and Student Application.

### **Filing Cabinet:**

Two filing cabinets (2 drawers) will be needed – one at the prison (they supply) and one at the church. The one at the church will have a folder for each student that is enrolled. (To be explained in more detail later).

### **Briefcase:**

When you go into the prison on orientation day, you will need a large briefcase or something professional looking to carry all of the paperwork involved to set up 10 students for the orientation unit. Remember to bring your manual and any other orientation notes you may have with you.

### **Orientation Day:**

To do a good orientation, sign up students, and train your chapel workers, you will need approximately 1 1/2 hours:

1. Give orientation
2. Have interested students sign the Inmate Agreement forms and Student Application forms. You need to also put their name and DOC number on the manila folder. Collect the Inmate Agreements and Student Applications and take them back to the church. You will keep these two forms at the church in the student folders you will make with the names on these forms.
3. Let the chapel clerk have the folders with the students name and study guides in them to put in the filing cabinet at the prison. Also, give the chapel clerk the texts (courses) to be placed in the filing cabinet. Now the school is ready for the inmate to come to the chapel and check out the material and start work.
4. When you return to the church, take the Inmate Agreements and Student Applications and make you another set of manila folders to keep at the church. At this time, you will also want to make each student a Tracking Record and place it in the folder as well.

### **Completed Study Guides:**

You will want to make a folder labeled “Completed Study Guides” and leave it with the chapel clerk. The next time you come, clean these folders out and take the completed UNITS back to the church to be graded and put in their personal files. Record the grades on the Student Tracking Record and make the report cards. Take only the report cards back into the prison and put them in the student’s folder. Never take completed study guides back into prison.

### **Student Tracking Record:**

The 2 page Student Tracking Record will need to be in each student’s folder at the church only. This is the student’s permanent transcript. This is the form that will be submitted to the home office in Alabama when the student completes UNIT #12. Keep all other folders of those that quit or transfer at the church until asked for by the home office. Sometimes we have released or transferred students request to continue their studies. If this happens, we will contact you to send us their file so they can continue where they left off. Do not throw any Agreements, Applications, or Tracking Records away.

### **Report Card:**

After each course is graded and recorded on the Student Tracking Record, put the scores on the report card to be taken back into the prison and put in the student’s folder. Never take back the graded study guides, even when an inmate requests to see what he missed. Taking the graded study guides back will compromise the integrity of the school, as they will be nothing more than answer keys.

### **Graduation:**

Check with the chaplain about an annual or semiannual formal graduation. Many of our schools have a cap and gown affair, complete with wardens and commissioners and even families of the graduates. Remember, this is a big thing to the students and often the only thing most of them have ever completed during their entire lifetime. Be warned that most chaplains will have to be really encouraged to do this, unless he is one of the graduates. Someone has to rent or buy the gowns and fund an after-graduation supper. The responsibility and privilege often falls on the church. It is a church ministry. If no formal graduation is allowed or possible, certainly press for one in the chapel. The bigger the fanfare, the better for the students and prospective students.

### **Chapel Clerks:**

As stated in the “Orientation”, 3 trained chapel clerks are best; however, one usually rises to the occasion. The school’s success depends largely on your relationship with him, and usually this is no problem because most all are eager to be in a position of authority and do something.

In the rare occasion that one is not too cooperative, if you can, get the chaplain to either replace him, or at least train a backup, and preferably two. The operation comes to a halt without the chapel clerk.

An on-the-ball chapel clerk is your best ally. He can make your job in the prison fast and easy. He can inform you about who is doing or not doing whatever. You might encourage him to make a Student Attendance form, or you can produce one for him to keep track of each student without looking through each student file when you come in. This is your call. He might also put together a material or curriculum text log to make

sure that all of the texts checked out come back in. Without something like this controlled by the chapel clerk, you will find that occasionally texts come up missing. Don't forget this is prison.

### **Church Number One:**

Your fastest students will want to dictate how fast the whole thing moves. Bear in mind it cannot move faster than your church can copy and grade. Do not make the mistake of pushing your church too hard. As a matter of fact, you don't want to push at all. A steady, comfortable pace is always best. If your church gets overworked, they will quit and the school is dead. This is the last thing you want; so, keep it a blessing and not a burden.

There will always be a few students (usually chapel workers) that have a lot more access to the material than the rest of the student body. They will always complain if the church is slower than they want; however, always put them in the proper perspective. You know... it's free and your church is doing all of the work for nothing but heavenly rewards. They'll just have to be patient. Once they see how it is, they'll settle in.

### **Less Copies:**

As you get several units in the prison, you may find that you do not need to make quite as many copies of each lesson for each unit. The farther the students get into the program, the more they will spread out in their studies. This is due to the fact that each one has different learning abilities and opportunities of study. Once you have all of the units in the prison, (besides enrolling new students) all you will have to do is maintain the course texts and replace them as they get worn out.

### **Stay Ahead:**

Once the church gets its pace, stay ahead. When you see you need another unit, order it and allow 2 weeks for delivery. You do not want any unnecessary delays. The best way to order a unit is by email to Bro. Powell: [staff@prisonbibleschool.com](mailto:staff@prisonbibleschool.com).

### **Church Organization:**

It is best that the copier, printer, file cabinets, and organizers be in one room in the church – not necessary, but best. The best organizer is a wall-mounted cubbyhole partition mounted in the same room as your copier; or a sectioned-off bookcase that can hold stacks of 8½ x 11 sheets of paper. It would be good to have all of the courses labeled on the front of the organizer at eye level by unit number, lesson number, and so forth, so that anyone helping could readily see what stacks are low and need replenishing at a glance. A large bookcase partition would do; however, most book case shelves are stacked higher than you need. A 12" x 12" cube case would be better.

Of course, as the church facilitator, you have the liberty to set this up as you please. Simple, clear-cut organization in one room is what has proven to work the most efficiently.

**Encourage:**

Keep your church encouraged. If your pace is right (not too fast), this will take care of itself as they grade the study guides and read the testimonies from the students. They will soon realize that they are part of a great ministry that truly changes the lives of those behind bars, mends their families, and makes them productive soldiers for the Lord Jesus Christ.

It will be greatly beneficial to the rest of the church if you could read some of those student testimonies to the collective church body.

**Orientation Unit:**

The first thing you will receive by mail (from Bro. Powell in our home office in Alabama) are the hard copies that will have all you need to get started:

1. Six short courses (6 texts)
2. The study guides (questions) for the six courses
3. The score keys (with instructions for grading)
4. Forms:
  - A. Inmate Agreement
  - B. Student Application
  - C. Student Tracking Record (2 pages)
  - D. Report Card

If any of these items are missing, contact Bro. Powell immediately by email: [staff@prisonbibleschool.com](mailto:staff@prisonbibleschool.com).

Make the appropriate copies of everything you need (see “Briefcase”), and set up an orientation date with your chaplain when you feel ready. UNIT #1 will accompany the Orientation UNIT. Follow the same procedures as with the Orientation UNIT. The faster students are going to work through the orientation unit rather quickly, so it is best to have Unit #1 ready to go before the orientation day.

With these two units behind you, the church will have a good idea of the operation and timing to get it done.

**New Students:**

No new students can enroll until someone drops out (which they will), or the church enlarges the student body. Check with the chaplain as to the best way to do this. Do not do it at all until the chaplain approves them. Suggestions:

1. Enroll them yourself when you do your monthly visits. Have the chaplain arrange to have them there at your appointed times.
2. With the chaplain’s permission, let the chapel clerk sign them up. To accomplish this, they will need 2 folders with blank Inmate Agreement forms and blank Student Application forms in the appropriately labeled folders.

**Inconsistency:**

As stated in the “Orientation”, check the student’s progress on a regular basis. The chapel clerk should be helpful here. Our policy is: if they are trying, work with them. Often a student may go to court, the infirmary, or even lock-up. The proposed Student Attendance log would be very good to have for this work. Such a log kept by the chapel clerk would save you the time of scanning each student’s folder.

When inconsistency happens, try to get the chaplain to have the student in the chapel the next time you come, and talk to him. Let the chaplain decide what to do.

**Leadership:**

The responsibility of organizing, training, and encouraging the church is solely the church facilitator’s job, not the pastor’s or anyone else’s. It is a direct reflection on you. To place the responsibility on someone else could be a fatal mistake. There is nothing wrong with another wanting to help you by assuming the bulk of the workload; however, get in the trenches with them and keep a gentle hand on it. The success of the school (as with most everything else) rises and falls on leadership. Don’t overdrive and kill it... lead it.

Genesis 33:13-14: *...the children are tender ... if men should overdrive them one day, all the flock will die ...I will lead on softly...*

We hope that this manual has given you a thorough overview of Prison Bible School. Since the corrections environment is different from institution to institution, all situations may not be addressed in this publication. If you encounter something that is not covered in this manual, please contact us so we can update our information.

Thank you for your labor.

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