

# Harvestime International Institute Handbook



## CONTACT

**Website:** <https://harvestimeinstitute.org>

**Email:** [harvestimeinstitute@protonmail.com](mailto:harvestimeinstitute@protonmail.com)

**Phone:** +1-424-358-1207 (USA)  
+ 1-310-844-6948 (Google Voice)

**Address:** Harvestime International Institute  
c/- Cybermissions,  
21615 Berendo Ave. (Suite 400),  
Torrance CA, 90502,  
USA

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## How The Harvestime International Institute Works

The Harvestime International Institute provides training, curriculum, exams and certificates to individuals, to churches and to non-profit Christian organizations.

It is designed for the study to be done offline (in your home, church or school) and only the exams to be done online at the Harvestime International Institute website: <https://HarvestimeInstitute.org>

You do not need to study “on the Internet”. You can just download the textbooks and study with friends.

The training materials are free. You can study them on your own, however they are best studied as part of a group. You may download the curriculum and training materials for free from: <https://HarvestimeInstitute.org>

If you want to get a Certificate then you **MUST** do the exams **ONLINE** at the website above. The exam questions are randomized to prevent cheating. The exams only cost \$7 each.

Once you pass the exams you can get a certificate.

There are *three kinds* of certificates:

**Certificates of Completion:** you get one of these each time you successfully pass an exam in one of the subjects

**Diploma of Biblical Ministries:** You will receive this after you pass *all 21 major subjects* and pay a \$5 processing fee for the award. This Diploma of Biblical Ministries is for those in the *British / African system of education* and is equivalent to two years study.

OR


**Associate Degree in Biblical Ministries:** You will receive this after you pass *all 21 major subjects* and pay a \$5 processing fee for the award. The Associates Degree in Biblical Ministries is for those in the *American system of education* and is equivalent to two years study.

You can get **EITHER** a Diploma **OR** an Associate Degree (not both). They are exactly the same award, just with different names for different educational systems.

## How To Enroll

**You will need to have an email address to enroll and to receive certificates.**

**Please get an email address (any provider will do - Gmail, Yahoo, Outlook, iCloud, Yandex, Zoho, etc)**

1. Go to <https://harvestimeinstitute.org>
2. If you are completely new to the system scroll down to a link that says: CREATE NEW ACCOUNT, and follow the instructions. This will set you up with a student log-in. Once you have done this go back to the front page of the website.
3. On the front page, scroll down to Available Courses
4. You will see the course Associate In Biblical Ministries (next to a picture of a man with an open Bible standing in a harvest field)
5. Click on the brown text saying: Associate In Biblical Ministries
6. On the next page, you will then see a small "gear icon"  on the right hand side, click on the gear icon.
7. Next click on "Enroll me in this course"
8. Pay the \$5 PayPal enrollment fee
9. And then just follow the enrollment instructions.
10. Please use your FORMAL LEGAL NAME (the one you want on the Certificate) when you enroll.

## How To Study

1. Go to <https://harvestimeinstitute.org> and then scroll down until you find Available Courses, then click on Associate In Biblical Ministries.
2. Scroll down, you will notice a long list of subjects. Start at the top. This is the order in which you are supposed to do them.
3. First we cover the introductory basics, then Bible, then Theology, then Spiritual Ministry, then Evangelism and Church-Planting
4. In each section there are two links, one to the PDF textbook, and one to the exam.
5. **FIRST:** Download the relevant PDF textbook in each subject. These are very biblically based. Also you will not require any other textbook (other than your Bible).
6. If you are using a phone to read the PDF textbooks, you may want to use some of the following free Android Apps:  
[E-reader Prestigio](#)  
or [CoolReader](#) or  
[Adobe Acrobat Reader](#)
7. Study the subject at home or with friends, at church, in college or at a bible study. (If you have studied these Harvestime modules before see Exam Only Students section on page 14 of this manual.)
8. Make sure that you also read the ORIENTATION GUIDE (which is separate from this manual) this will give you very detailed instructions on how to study the Harvestime courses.
9. Study at your own pace, do the self-tests in the textbooks, take your time and learn it thoroughly!
10. Once you are ready come back here to the Harvestime International Institute website and take the exam. You will have to pay \$7 by PayPal first (before each exam)
11. You can have 3 tries if you do not pass the exam the first time. You do not have to pay extra for these attempts.
12. Exam questions are randomized to prevent cheating and passing the exam answers on to others.
13. You will automatically get a Certificate of Completion once you pass each exam.
14. Once you have passed the 21 compulsory subjects you will be eligible to graduate with your Associate in Biblical Ministries degree.
- 15.** Please notify us, then we will check that you have passed everything, Then, pay the \$5 certificate fee and we will send you your diploma by email.

## How To Receive Your Certificates and Diplomas

**Certificates of Completion:** You will see them under each subject section.

First, pay the \$7 exam fee and do the exam. Then, if you get 70% or more you should automatically be emailed a Certificate of Completion. You can also download the Certificate of Completion from the HII website if you have passed that subject.

**Diploma of Biblical Ministries:** You will see this as a *separate section* right at the bottom of the A.B.M. course web page.

You will receive this after you pass *all 21 major subjects* and pay a \$5 processing fee for the award.

You should automatically be emailed your Diploma. You can also download the Diploma from the HII website.

This Diploma of Biblical Ministries is for those in the *British / African system of education* and is equivalent to two years study.

OR

**Associate Degree in Biblical Ministries:** You will see this as a *separate section* right at the bottom of the A.B.M. course web page.

You will receive this after you pass *all 21 major subjects* and pay a \$5 processing fee for the award.

You should automatically be emailed your Associate Degree. You can also download the Associate Degree from the HII website.

The Associates Degree in Biblical Ministries is for those in the *American system of education* and is equivalent to two years study.

You can get EITHER a Diploma OR an Associate Degree (not both). They are exactly the same award, just with different names for different educational systems.

## Order of Courses in the Harvestime English Curriculum

### **INTRODUCTION**

Strategies for Spiritual Harvest  
Foundations Of Faith

### **BIBLE & BIBLE TEACHING**

Creative Bible Study Methods  
Basic Bible Survey: Old Testament  
Basic Bible Survey: New Testament

### **THEOLOGY**

Biblical Theology  
Kingdom Living  
Developing a Biblical World View

### **PRAYER & SPIRITUAL MINISTRY**

Ministry of The Holy Spirit  
Knowing God's Voice  
Intercessory Prayer  
Power Principles  
Battle for The Body  
Spiritual Strategies (Warfare)

### **EVANGELISM AND CHURCH PLANTING**

Teaching Tactics  
Methodology of Multiplication  
Biblical Management Principles  
Principles of Environmental Analysis  
Management by Objectives  
Mobilization Methodologies  
Leaven-Like Evangelism

### **OTHER**

Women, A Biblical Profile  
Jail and Prison Ministry

## ABOUT US

*Harvestime International Institute is an educational partnership between:*

1. Harvestime International Network
2. Asian Internet Bible Institute - International dba Cybermissions

Where Harvestime provides the curriculum content and Cybermissions provides the educational, technological and administrative support.

Both organizations have worked together for over 18 years (since 2001) and are dedicated to following God and fulfilling the Great Commission.

### Harvestime

Argis and Patricia Hulsey are founders of Harvestime International Network which has ministered to the nations since 1983. Their website is: <https://harvestime.org>

Argis Hulsey, president of Harvestime, is a graduate of Reedly High School; attended Reedly Junior College, both California based schools; is a graduate of the California Highway Patrol Academy; and holds a B.A. degree in counseling from Vision International University, Ramona, CA.

**Patricia Hulsey**, vice president of Harvestime, holds a B.A. degree from California State University, Long Beach; a masters in administration from Western Graduate School, Long Beach; and a doctorate in philosophy from Trinity Theological Seminary. She previously served on the adjunct faculty of Trinity Theological Seminary, Global Bible Institute, and Vision International University. She also served as principal of Garden Grove Christian School (K-6) and as executive assistant and director of the School of Ministry at World Evangelism.

### Cybermissions

Cybermissions uses computers and the Internet to facilitate the Great Commission via: websites, ebooks, podcasts, online courses, email courses, Internet cafes, AM radio, Internet radio and mobile apps. Between all of these methods we are now engaging with about 1.2 million people per year, and we hope to reach millions more people by the end of 2019.

Cybermissions exists at the intersection of theology, technology and missions. We are mainly focused on providing informal, non-formal and formal training to pastors and committed Christians in the developing world.

The CEO is the **Rev. John Edmiston** who holds a Bachelor of Science in Chemistry from the University of Queensland and a postgraduate Bachelor of Divinity from the Melbourne College of Divinity and an Advanced Diploma of Ministries from the Queensland Baptist College of Ministries. John is an Australian bible missionary, Christian author and technologist who now lives in Los Angeles, California.

**Dr. Minda Edmiston** holds a Ph.D. in Biology (Botany) from the University of the Philippines.

The forum moderator is **Dr. Samuel Abanobi** who holds a Ph.D. in Biochemistry from Temple University in Philadelphia, USA and who is a volunteer with Cybermissions.



## ACCREDITATION

Harvestime International Institute is accredited by the State of California under the Religious Exemption (certification held by Harvestime International Network). It is up to you to check if this is acceptable in your country.

If you are setting up your own Harvestime school, then you must accredit your own school in your own state (US) or nation. The requirements vary from state to state in the U.S. and from nation to nation. Consult the department of education or the ministry of education regarding their requirements. You might also check with other Christian schools in your area to learn how they are accredited.

The following institutions accept college credit from Harvestime:

[Agape Bible College](#)

[Ames Christian University](#)

[Bethel Christian University](#)

[Promise Christian University](#)

[Therapon University](#)

[Vision International Education Network](#)

## EDUCATIONAL PHILOSOPHY

The curriculum of Harvestime International Institute emphasizes two major areas:

**First: What Jesus taught by word and demonstration to raise up trained and motivated lay leadership.** Training focuses on what He taught to transform simple men into reproductive Christians who reached their world with the Gospel message in a demonstration of power.

Often, emphasis is placed on the teaching methods of Jesus with little attention to the content. But what did He actually teach that turned men from fishermen and tax collectors to international harvesters?

**Second: The curriculum emphasizes what was demonstrated and taught during the times of the Acts and Epistles as His plan was instituted in the early Church.** This emphasis in no way discredits the value and inspiration of the remainder of Scriptures. Jesus often referred to the Old Testament in His teaching. He based His life and ministry on the total revelation of God's Word. The Institute equips students with creative Bible study skills to enable continued study of the entire Scriptural revelation following core course training.

The curriculum emphasizes demonstration, training laymen to be participators rather than spectators in the work of the Lord. Intellectual knowledge of God is not enough:

*But be ye doers of the Word, and not hearers only, deceiving your own selves. (James 1:22)*

True knowledge is gained only by experience. Study results in gaining information, but not experience. Teaching is factual while training is experiential. Jesus is a living person, not a cold fact. Relationship to Him is based on experience, not just knowledge, facts, and information. The aim of the training is not accumulated knowledge, but action which converts the possibilities of ministry into reality. It is not just articulation [talking about the power of God], but demonstration [putting it into action]:

*And my speech and my preaching was not with enticing words of man's wisdom, but in demonstration of the Spirit and of power; that your faith should not stand in the wisdom of men, but in the power of God. (I Corinthians 2:4-5)*

We emphasize training rather than teaching. Although teaching is part of training, teaching leaves the learner the option to accept or reject what is taught. We desire that students...

*...might know the certainty of those things, wherein thou has been instructed. (Luke 1:4)*

The curriculum takes students beyond teaching to training; beyond information to transformation; from revelation to impartation; and from observation to participation.

The participation to which students are challenged is that of spiritual reproduction.

Christ's first appeal to His disciples was centered on reproduction:

*And He saith unto them, Follow me, and I will make you fishers of men. (Matthew 4:19)*

His final command to believers was to reproduce spiritually:

*Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost; Teaching them to observe all things whatsoever I have commanded you... (Matthew 28:19-20)*

His last command should be our first priority. The Church is a spiritual body under commission. Since 99% of the Church is composed of laymen, this force must be motivated to become reproductive in order to harvest the spiritual fields of the nations of the world.

Through application of Scriptural principles, Harvestime equips believers to raise up other motivated Christians, creating a new network of evangelism throughout the world. This is not a plan developed by an individual or an organization, but the plan of God revealed in Scriptures. It is based on the principle given by the Apostle Paul to a young minister named Timothy:

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

## **FINANCIAL POLICY**

### **FREE**

The Harvestime course textbooks, in PDF format, are provided entirely free of charge. You can study them for free and use them any way that you desire, except that *you may not sell them*. Moreover, you may study them, on your own, or in a class at no cost whatsoever.

### **WHAT YOU HAVE TO PAY FOR**

If you want credit for your studies, from the Harvestime International Institute, the following fees apply:

- \$5 US application/enrollment fee.
- \$7 US per course for online testing (includes a certificate of completion for each subject)
- \$5 US diploma fee upon completion of all courses for the Associate of Biblical Ministries degree..

All payments are made through PayPal. You can use any major credit card, debit card or your PayPal account. We do not accept Western Union at the moment. You may request a friend or your pastor to pay for you with their credit card, then you can pay them back. The name on the payment does not have to match your student name.

### **NO SCHOLARSHIPS**

We do not offer scholarships. There are two reasons for this:

1. We have found, in over 25 years of online education that "only those who pay, stay". The drop-out rate for students who "get it for free" is nearly 100%. If you pay you will get more out of it and be far more likely to complete your studies.
2. The fees are already very low and also we have no way of verifying the fact that you need a scholarship.

## **REQUESTS FOR ASSISTANCE**

We are a small ministry with a limited budget that has been already allocated. We cannot supply funds, or send you any print textbooks, computers or grant scholarships and we cannot visit your ministry on the field or offer ordination, affiliation, "covering", membership, or ministry supervision. We are a digital ministry only and we do not do any "crusades" or pastor conferences.

We are happy to pray for you and we will freely supply you with digital resources for training your congregation, pastors and elders.

## TWO WAYS TO SET UP A HARVESTIME BIBLE SCHOOL

There are two methods of setting up a Harvestime Bible School (known as a Harvestime Immediate Institute, because they are so easy to start).

With the *non-formal* method you just run it for your church or denomination and it has no outside credentialing. You can issue certificates; however, they are not recognized in any way other than by your church. This is totally free and is very easy to set up (see below).

With the *formal* method, you have an extra step. First you set up the Harvestime Immediate Institute in exactly the same way as with the non-formal method, however you need to have the exams marked online and the certificates will be issued, not by your church, but by the Harvestime International Institute, which is recognized by the State of California (see below).

**Non-Formal Method** You download the Harvestime courses, then send us an email, and we will send you the Harvestime Immediate Institute forms and exams. You set up your own bible college, call it whatever you like, teach the courses, mark the exams and issue your own certificates according to the laws of your country. To learn how to start a Harvestime Immediate Institute go to:

<http://harvestime.org/start-an-institute/>

And click on the various headings to find out all the details. This is FREE if you live outside the USA and is only \$40 if you live within the USA.

**Formal Method:** This is if you want an Associates of Biblical Ministries degree (equivalent to a Diploma of Biblical Ministries in Africa) which is accredited in the State of California, USA. We have just started the Harvestime International Institute at:

<https://harvestimeinstitute.org>

The procedure is EXACTLY the same as for the Immediate Institute and you can name your bible college whatever you want and your bible college can be anywhere in the world. However, in order to get the accredited certificates your students must do the exams online. These exams have a low fee of just \$7 USD each. This fee enables us to maintain the server and pay the people who are running it. This will start on July 1<sup>st</sup> 2019. You can find out all the details about how to do this on the front page of the Harvestime International Institute website above.

Also see ORGANIZATIONAL PARTNERS section below

## HARVESTIME INTERNATIONAL INSTITUTE: ORGANIZATIONAL PARTNERS

The purpose of this section is to assist churches, denominations, bible colleges, mission agencies, Christian NGOs, and non-profits in organizing, setting up and teaching Harvestime courses on their premises, and then sending students to the Harvestime International Institute website to do the online exams and receive a diploma.

This manual is to be used in combination with the Orientation Guide.

Our email is: [harvestimeinstitute@protonmail.com](mailto:harvestimeinstitute@protonmail.com)

Also please fill in our: [Organizational Partner Registration Form](#)

Once you have your students please *send us a list of their names and email addresses* so we can set up your online classroom.

### BENEFITS

If you are a pastor and you would like to start an extension campus (training site) of HII then we will make it easy for you! All you have to do is teach the courses! Harvestime International Institute will take care of:

- Supplying the curriculum
- Marking
- Grading
- Putting the grades in the gradebook
- Issuing the certificates
- Taking care of accreditation

Then what do you do? You supply a teaching venue, teach the courses and keep the students motivated and on track.

The courses are very straightforward to teach using the free “self-teaching” manuals that just use the Bible as a textbook. You do not even have to buy study Bibles for your students.

Each cohort that you enroll will become a “group” within Moodle. We only ask that you have at least six students in each group. So your 2020 class would be one “group” and your 2021 class another “group”. You can start your classes at any time that suits your busy schedule.

What do you pay? Most of our costs are covered in the \$7 per subject exam fee paid by the students. However, we also charge a one-time registration fee of \$25 USD to cover registering your extension campus and keeping records. This fee is non-refundable. You can pay by PayPal.

To learn more about how to become an extension campus just email us at: [harvestimeinstitute@protonmail.com](mailto:harvestimeinstitute@protonmail.com)

## INTRODUCTION

- The courses are taught face-to-face in homes, churches or bible colleges. The Orientation Guide and Harvestime Forms will assist you in doing this.
- The teaching can be done by a pastor, elder, bible college lecturer etc.
- The Harvestime courses are designed to be very easy to teach.
- You may teach them at your own pace.
- You may call the bible college anything you like e.g. “ABC Church Bible College”. It is your bible college. You may even charge reasonable (not excessive) fees and keep the money.
- Harvestime International Institute just provides the curriculum and the exams. We do not provide buildings or salaries. It is your bible school and it is up to you to provide the facilities and lecturers.
- We do not provide ordination or covering, which is entirely up to you.
- The advantage of Harvestime International Institute is that the students get a degree that is accredited in the USA.

## PROCEDURE

- First, go to: [www.harvestimeinstitute.org](http://www.harvestimeinstitute.org)
- [Fill in the form](#) and make your church, bible college, or ministry as an Organizational Partner; this is free.
- Email us who your contact person is going to be, and please keep your contact information up to date.
- Sign up for the Partners forum (there is a link inside the course) so we can send you updates from time-to-time, we will not pass your email address on to any third party.
- Pay a \$25 annual registration fee for your church or ministry that handles setting up your Moodle group and keeping your records.
- Tell us when you think your first students will be enrolling so that we can keep an eye out for them and help them along.
- Send us a list of your *students names and email addresses* so that we can create your online classroom.
- Enroll your students in the Harvestime International Institute (this only costs \$5 per student)
- Download the curriculum (the Harvestime lessons) these are 100% free. You can use them any way that you want. We do not charge for the course materials.
- Teach the subjects and get them ready to take the exams.
- There is a \$7 examination fee, per student, for each subject.
- The student can do the exam anywhere there is a good Internet connection e.g. an Internet café.
- The exams are not timed.
- The student will go online to [www.harvestimeinstitute.org](http://www.harvestimeinstitute.org) and go to that particular subject, and click on the Exam link and when they are ready they will start doing the questions. There are instructions on the website.
- Once the student passes the exam he/she will be emailed a Certificate of Completion for that subject.
- Once they have passed 21 subjects they will be issued the Associate of Biblical Ministries degree.

## Exam-Only Students (Who Have Already Studied The Harvestime Modules)

If you have a) Studied the Harvestime modules before at a church, bible college, or other facility  
b) And you now want an accredited degree from the Harvestime International Institute

All you have to do is to: A) Enroll (only \$5) and then  
B) Take the exams. (only \$7 each)

Even if you took the exams somewhere else before, you now need to take them again, online at:  
<https://harvestimeinstitute.org> .

The exams cost \$7.00 each (seven dollars US)

You will need to pay the \$5 enrollment fee, and then do the exams, you can take them as quickly as you like.

So, just enroll, take the exams (and pass them) and we will send you the diploma.

## How To Contact Us

**Website:** <https://harvestimeinstitute.org>

**Email:** [harvestimeinstitute@protonmail.com](mailto:harvestimeinstitute@protonmail.com) (strongly preferred, please use email first)

**Phone:** +1-424-358-1207 (USA)  
+ 1-310-844-6948 (Google Voice)

**Address:** Harvestime International Institute  
c/- Cybermissions,  
21615 Berendo Ave. (Suite 400),  
Torrance CA, 90502,  
USA