

2014- 2015

True Holiness Assemblies of Truth United International

The Leadership Development Institute Catalog

True Holiness Leadership Development Institute exists to glorify Jesus Christ as Lord by helping church leaders master their ministry.



**Reaching Higher
Heights
and Deeper Depths**

Administrative Offices
865 Altoona Ave,
Cincinnati, OH 45206
513-221-8428

www.TrueHolinessAssemblies.org



A MESSAGE FROM THE CHANCELLOR

Dear Learners,

Grace be unto you and peace from God our Father and Lord Jesus Christ. I welcome you to the 2014-2015 school year.

The Leadership Development Institute (LDI) is the official training center for True Holiness Assemblies of Truth United International's ministerial and administrative leadership. Every person has a different learning style and a particular calling in the ministry, therefore LDI programs encourages each learner to excel in their individualized course work and practical application of the word of God. The one thing that remains consistent is that everyone expects a high quality of education and quality learning experience and LDI is established to adequately respond to those expectations.

LDI develops bible-centered individualized certificate programs that can be designed according to the educational needs of each learner. Our certificate programs are for the experienced and inexperienced ministers who want to continue to develop their leadership abilities or work toward their ministerial credentials. There are also courses for evangelists and pastoral and church administration. Most of our learners are being referred by their pastors.

Our faculty and administration are academically and theologically trained, holding various undergraduate and graduate degrees in theology, biblical education, business administration, accounting, finance, social work, psychology and human resource development. Our faculty is striving to present the best possible program possible. Each faculty member believes as Paul stated:

We welcome you to the Leadership Development Institute and we pray that your hard work is liberally rewarded.

Yours in Christ,

Dr. Pamela A. Smith, DD., MA

Interim Chancellor



DIRECTOR OF ACADEMIC AFFAIRS WELCOMES YOU!

Welcome on behalf of the faculty and academic staff! True Holiness Leadership Development Institute (LDI) has exceptional academic leadership training and development program, whose mission is to develop curriculum for specific ministerial needs and various learning styles of the adult learner. At LDI, we offer courses that provide an exceptional balance between academic preparation and practical experience.

The Leadership Development Institute has excellent faculty—they are spiritually gifted and academically talented instructors, who bring exciting new developments from their corporate and religious organizations. They are astute in the adult learning styles, which promotes active and collaborative learning and are committed to the use of new teaching methods and technology, including student-centered discussion, multimedia presentations and interactive Web use.

Our Pastoral Leadership Program is a 12-month program that is relevant to the aspiring and veteran pastor. This program serves to develop all pastors and pastors' helpers and those who have entered their vocations prior to receiving adequate preparation. The curriculum includes church management, leadership skills and organizational development.

Leadership for Church Education Program, which is seminar and workshop based, is designed for individuals who work in church administration. Christian Education and Christian Education Administration diplomas are awarded.

The Evangelism Leadership Program provides outstanding tutoring and counseling support to help the evangelist succeed within this program. Diplomas for Evangelism I (foundational) and Evangelism II (advanced practices) are taught by faculty who are academic and practicing evangelists.

The Ministerial Preparation for Licensing Program for our aspiring ministers, and those who transfer their membership into THAT United Congregation from other organizations.

We look forward to welcoming you to THAT United's Leadership Development Institute and taking part in solid learning environment for your pursuit of academic and ministerial excellence.

Nadine D. Stokes

Academic Director
Ordained Evangelist

Table of Contents

Purpose of Leadership Development Institute	4
LDI Administration and Governance	5-7
<i>Office of Chancellor</i>	
<i>Office of Registrar</i>	
<i>Academic Director</i>	
<i>Faculty</i>	
The Matriculation Process	8
The Orientation and Planning Workshop	9
Academic Advising	9
Attendance Policy	9
Grading System	11
Refund Policy	12
Conditions for Dismissal	13
Re-entry Policy	13
Make-up Work	13
Tardiness.....	14
Code of Conduct	14
School Calendar	15
Programs Overview	16-17
The Pastoral Leadership Program	18
<i>Church Organizational Development and Management, Certificate</i>	<i>20</i>
<i>Pastoral Ministry and Theology, 21</i>	
Pastoral Leadership Seminars Descriptions	22-25
The Professional Project	24
<i>Written Presentation</i>	<i>20-30</i>
Leadership for Church Education	31-32
<i>Christian Education, Certificate</i>	<i>32</i>
<i>Christian Education Administration, Certificate</i>	<i>32</i>
Evangelism Leadership I and II Programs	34
<i>Principles of Evangelistic Leadership</i>	<i>35</i>
<i>Advanced Evangelism</i>	<i>35</i>
Evangelism Leadership Seminars Descriptions	36-39
Mentorship Program for Evangelists	39
Ministerial Preparation for Licensing Program	40-41



THE LEADERSHIP DEVELOPMENT INSTITUTE

The establishment of THAT United Leadership Development Institute started in 1993. This is the official training center for True Holiness Assemblies of Truth United International congregations and affiliates. The Leadership Development Institute is designed to help fulfill the commission given by the Lord Jesus Christ, to serve, nurture, and feed the sheep. It is a matrix of discipleship.

Our Primary Objectives Are:

- To Design Educational Opportunities for Ministerial Development
- To provide an official leadership training center for True Holiness Assemblies of Truth United Int'l and all its affiliates.
- To guide the learner to progress in personal and professional skills as well as biblical knowledge.
- To influence and support every ministry and service in the local church through the doctrine of Jesus Christ.
- To develop a remedial academic program of adult basic education to enable the disadvantaged to read and comprehend the word of God.

In summation the overall objective is to present to the Lord Jesus Christ, a people prepared, confident, and motivated to nurture and educate others. The institute will accomplish this by implementing coordinated biblical, general, and professional studies

As societies continue to change from age to age, the mission of the church of God remains unchanged and always will be relevant to mankind. In times past hardly any societal norms or laws effected the operations of the church, but today governments and other institutions have place certain operational regulations on the church and its leaders. Therefore, in the present day, church leadership needs to have a supplementary set of administrative and executive leadership knowledge to satisfy God and man. The Leadership Development Institute helps church leaders comply with those regulations.

DEVELOPING LEADERS

The Leadership Development Institute is growing out of a specific concern for building and enlarging the Kingdom of God.

Each program is specifically designed for each learner. The kind of community in which the learner ministers greatly determines the specific design of the training sessions as well. At the completion of each certificate program, the learner's level of motivation will be heightened.

PROFESSIONAL DEVELOPMENT

Personal Development and Ministerial Ethics are addressed throughout each session.



LDI ADMINISTRATION AND GOVERNANCE

The Office of the Chancellor

The chancellor is the chief executive officer of the Leadership Development Institute. She guides the financial direction and academic operations and reports to the institution's board of directors.

The chancellor promotes academic excellence and provides leadership and administration to the Institute. In addition, the chancellor is responsible for planning, implementing, and leading strong, progressive programs of excellence.

She is responsible for pointing out the chief challenges facing the institution and planning the institution's budget to meet those needs, by overseeing the attainment and appropriation of the institution's funds. He also must develop a long-term strategic plan for the college's future, which includes developing and implementing innovative programs and services and bringing new technologies to the Institute. The chancellor collaborates with faculty to make improvements to programs and services, as well as recruit learners for programs.

Office of the Academic Director

This is the second highest ranking official in the Leadership Development Institute. The office of the Chancellor maintains the structure and public relations of the institution. The academic director is responsible for managing the academic advisors, enrollment councilors and staff that admits students to the programs that they are assigned to. This includes the selection, training

and supervision of all full time, part time, and temporary staff. The director is responsible for ensuring that the advisory and enrollment staff adheres to all regulations and standards as prescribed by the governing board and manages the development of the staff.

The academic leader must inspire, constantly encouraging research, scholarship and learning. And this person must be the voice that safeguards and improves accessibility to educational opportunities.

But, even that is not enough. The academic leader, along with the Chancellor, must offer a vision for the faculty and staff, and together they must be able to articulate, share and generate excitement around that vision.

Financial Responsibilities: The academic director is responsible for collaborating with the Office of Finance with the establishment of the LDI annual budget, by writing the needs and requirements into the budget. The director must implement controls over spending and procurement. The director must review the budget often and complete variance reports for any unusual or unexpected expenses.

Instructional Management. The director often collaborates with the faculty in choosing quality text and materials that will be used for each class. These decisions must be approved by the governing board.

Customer Service. The director must oversee the administrative staff that handles student complaints, requests and questions. The director establishes policies for student discipline in cases of academic dishonesty, plagiarism and other academic or personal violations

Dean

There are four deans in LDI: Dean of Pastoral Leadership Program, Dean of Leadership for Church Education, Dean of Evangelism Leadership Programs, and Dean of Ministerial Preparation for Licensing Program.

Each must assume leadership responsibility, curriculum planning and development, staffing evaluation, and budgetary administration, program assessment, development of partnerships among internal organizational constituents and beyond.

The Office of the Registrar

The registrar directs and coordinates the Institutes registration activities, while consulting with other officials to devise registration schedules and procedures.

The registrar directs preparation of the learners' transcripts prepares the commencement list and interprets registration policies to faculty and learners. She issues official transcripts and also coordinates distribution of information on courses offered and procedures the learners are required to follow in order to obtain transcripts. The registrar coordinates class schedules with

room assignments for optimum use of buildings and equipment, assigns rooms for student activities and coordinates commencement preparation.

Faculty

The responsibility for the curriculum resides with each program faculty. The curriculum process varies from unit to unit. In general, there are two phases in this process.

Senior Faculty for Leadership Development Courses

Bishop Dr. Pamela A. Smith, DD, DTh, MA

Apostle Bishop Larry Smith, BS in Psychology and Social Work

Bishop Dr. Alvin Rozier, BA in Social Work, DTh

Suffragan Bishop Irene Phillips, BFA

Suffragan Bishop Brett Norman

Suffragan Bishop Reginald Schooler, BTh

Elder Lisa C. Pointer, BS

Evangelist Nadine D. Stokes



THE MATRICULATION PROCESS (INTERNAL APPLICANTS)

Entrance Requirements

All students must be at least seventeen (18) years of age on or before the first day of class and possess a High School Diploma or a General Education Development (G.E.D.) Diploma. Other applicants will be considered on a case by case basis.

1. Letters of recommendation
2. Submit biographical sketch
3. Orientation and Planning Workshop (3 hour session)
4. Overview of seminar method of instruction
 - Assignment of advisor
 - Confirm schedule of program seminar/workshops
 - Register for first module
 - Initiation of program

Registration Requirements

Prior Documented Learning Experiences -related to the program of choice

Students may register for courses up to one week (5 business days) prior to the start of classes. Students must register in person with the admissions officer. Please bring the initial payment for registration and tuition fees (we accept cash and personal checks).

Credit

The applicant will be credited for prior learning experiences as well as studies completed at other institutions of learning of sufficiently high scholastic standards.

\



THE ORIENTATION AND PLANNING WORKSHOP

A three hour orientation and planning workshop (OPW) is held prior to the commencement of each program. It provides an opportunity for entering learners to meet one another and form the kind of community that will support their efforts throughout the coming year. This is a required session.

The Purpose of the OPW is to:

- Orientate the learner to the nature of the program
- Begin the study of group dynamics: Much of the OPW is devoted to small group activities; each group is led by a faculty member.
- To complete the matriculation process
- Admissions

All applicants must be currently working as an evangelist, pastor/pastoral helper, or adult teacher; the minimum age for admission into the Leadership Institute is 18.

ACADEMIC ADVISING

Academic advising is the process and system by which students plan their academic programs with the help of an academic advisor. The advisor provides direction to students for program planning and scheduling of classes, and provides support in enrollment and college business needs.

ATTENDANCE POLICY FOR CERTIFICATE COURSES:

Attendance Requirements

This school requires learners to be in attendance for 80 percent of the program. Absenteeism for more than 20 percent of the total program constitutes cause for dismissal. Students who have greater than 20 percent absences will have their case reviewed by the school director

with the likelihood of being dropped from the program. Students who realize that their absence will extend beyond 20 percent of the program have the option of requesting an official leave of absence.

Withdrawal from LDI

Any learner desiring to withdraw completely from the course should contact his/her advisor. That office will process the withdrawal and obtain all necessary signatures. The advisor will confirm the withdrawal with the learner, at which point the withdrawal becomes official.

Failure to attend classes will not constitute an official withdrawal. Tuition will not be refunded, and grades will be recorded as "F" for a student who stops attending classes without going through the formal withdrawal process.

Official withdrawal is only permitted prior to the 3rd week of class. A student may not withdraw after this point and will receive a grade of "F" for all classes if he/she fails to attend. However a grade of incomplete can be considered and made up at a second offering of the class.

Classes could meet once each week for six weeks or more. Each course is divided into twelve periods, or two periods per class meeting.

Because of the accelerated nature of the certificate program, any unexcused absence will result in a reduction of the overall evaluation or in failure of the course. In the event of an absence, the student must contact the instructor before class. Online attendance is mandatory. However, it is recognized that certain circumstances beyond the student's control may prevent class attendance when the student would otherwise have been present. In consultation with the course instructor and the Advantage director, an excused absence may be granted, and the student may be allowed to complete the course.

Acceptable reasons for an excused absence are illness, required work related travel, military deployment, or severe weather. When excessive absences are excused, an incomplete ("I") will be given, and the student may be allowed to make up the work by attending the course at another time or through directed study. The following guidelines apply:

1. The student will be allowed to satisfy the incomplete in • another cohort one time at no additional cost if an excused absence is provided under the above conditions. Any additional attempts at satisfying the incomplete will be charged at the current tuition rate.
2. Under exceptional circumstances, the incomplete may be satisfied by directed study with the approval of the program director. Normally, a half-tuition surcharge will apply.
3. Requests for an excused absence must be submitted in writing to the instructor and the registrar within one week of the absence. A third party verification of the event may be requested. A decision on the validity of the request will be made by the instructor after

consultation with the instructor and student. Results of the decision will be communicated to the student no later than one week from the date of the submission.

4. Failure to attend class will not constitute withdrawal.
5. Tuition will not be refunded, and grades will be recorded as “Fail” for a student who stops attending class without going through the formal withdrawal process.
6. Personnel will work with active and reserve duty military personnel in order to avoid penalties associated with absences that are due to special deployments or assignments, either through arrangements with the instructor to make up class time missed or through enrollment in an online version of the course.

GRADING SYSTEM

A pass/fail grading system is one in which the student receives a passing grade or a failing grade rather than a more accurate ranking of success. Any student that does work above a failing level--defined by either the school or the instructor--will pass the class.

This pass/fail grading system will allow four levels of assessment—honors pass, pass, low pass, and fail. A pass/fail grade indicates simply that a student has achieved and demonstrated an expected level of competence in the subject matter.

Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when through negligence or procrastination students fail to turn in work or take examinations. A student who misses a final examination must contact the instructor within twenty-four hours of the examination to arrange for a make-up examination. If the student does not make arrangement to take missed coursework then a failure grade will be given.

Students who withdraw and are passing the program will be given a WP (withdrew passing). Students who withdraw and are not meeting the minimum grade point average will be given a WU (withdrew unsatisfactory grades).

Grade of “IP” (In Progress)

The grade of “IP” indicates a course that is “In Progress,” is not completed at the end of the term of registration, and such incompleteness is part of the approved design of the course. The length of time for how long an IP should last will be determined by the course itself and clearly stated in the syllabus.

Change of grade:

After a final grade has been submitted, or an incomplete Rationale for the Pass/Fail Grading System

REFUND POLICY

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. Students who wish to cancel their enrollment in a program or at the school must do so in writing. The request must include the date of withdrawal and must be dated and signed by the student. This letter must be received within one week of the withdrawal (5 business days) to receive tuition reimbursement for that week. Tuition reimbursement will begin the week the notification is received. It is best to hand deliver the withdrawal letter and have a copy signed by the admissions officer or mail the letter by Certified Mail.
2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days after the enrollment agreement is signed by both parties, even if instruction has begun.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the Administrative Fees.
4. Withdraw after attendance has begun is based on the following refund policy for all programs of 300 instructional hours or more. An instructional hour is defined as 60 consecutive minutes which includes attendance, instruction; project set up and cleans up.

Reimbursement Scale

If withdrawal or cancellation occurs:	The School Will Retain
During the first week	10% of the tuition
During the second or third week	20% of the tuition
After the third week or after completion of 50% of the course	100% of the tuition

In all cases, administrative costs will be retained.

CONDITIONS FOR DISMISSAL

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies and code of conduct
2. Missing more than 20 percent of instruction time
3. Not maintaining the minimum grade point average
4. Not meeting financial responsibilities to the school

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibilities of the dismissed student to notify the appropriate institution should the student have a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

RE-ENTRY POLICY

Students that have been dismissed from the school and are requesting re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences (greater than 20 percent) or financial concerns it may be possible to re-enter within the same school term. In cases where the student was dismissed due to failure to maintain the minimum grade point average, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct the student may have to meet with a review panel before re-entering the school. The decision of the review panel is final and the student will receive a letter within five business days from the school director stating the decision of the panel.

MAKE-UP WORK

In order for students to meet their educational goals they must receive instruction in all aspects of the program. Lessons missed due to absences or a leave of absence need to be made up. The student must make up missed classes and assignments within five (5) business days of returning to school. Please refer to the school's make-up schedule for days and times available. Students should meet with their instructor to get missed assignments. Students who do not take advantage of the school's make-up policy may need to arrange for private instruction at an additional cost to the student. Private instruction will incur additional fees at the rate of \$20 per hour. When applicable, should the student request to wait until the missed lesson is offered in another class the student needs to be aware that this may change their completion date. The student will need

permission from the school director for a change in completion date and may result in a contract amendment.

TARDINESS

Developing good work ethics is an important part of the training at Blue Chip Learning Center. Students arriving late for class are interrupting the instructor and other students. The following recording system will be used for tardiness.

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

It is the responsibility of the student to make up missed assignments. Blue Chip Learning Center encourages students to plan to arrive at the school at least 10 minutes before the start of class.

CODE OF CONDUCT

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery and alteration or use of institution documents of identification with intent to defraud.
4. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Physical or mental abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.

7. Failure to comply with directions of institutional officials acting in the performance of their duties.
8. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises.

SCHOOL CALENDAR

The following holidays will be observed by the school and classes will not be held. Holidays are not counted as part of the contracted time schedule and are calculated into your contract.

Observed Holidays

New Years Day
Martin Luther King Day
Independence Day
Memorial Day
Labor Day
Thanksgiving
Christmas

CURRENT PROGRAMS OVERVIEW



12 Month Programs

Pastoral Leadership

Diploma: Organizational Development and Ministry
Pastoral Ministry and Theology

Leadership for Church Education

Diploma: Christian Education
Christian Education Administration

Systematic Theology

Diploma: Theology

6 Month Certificate Programs

Evangelical Leadership I

Certificate: Principles Evangelical Leadership

Evangelical Leadership II

Certificate: Advanced Evangelism

Ministerial Preparation for Licensing

Certificate: Ministerial Foundations

Self Designed Studies

Some learners have very specific interests or unique needs for their ministry. Creating your own area of concentration might be the best option for you.

You individualize your program with the help of your faculty adviser and the director of Curriculum Development. For your self-designed studies, you can draw your courses from several disciplines.

THE PASTORAL LEADERSHIP PROGRAM



The Relevancy of **THE PASTORAL LEADERSHIP PROGRAM**

All pastors and pastors' helpers do not enter their callings at the same seasons of their lives. Some of them begin their ministry with little knowledge of church management, leadership skills and organizational development. That is why the Leadership Development Institute can be a valuable asset to the church leader.

THE PASTORAL LEADERSHIP CURRICULUM

This curriculum uses seminars, workshops, tutorials, lectures, independent studies, and mentorships.

It is designed to benefit veteran and promising young leaders, who are active in their congregations. It is also for those seeking general knowledge, as well as skill development.

This program follows two tracks.

1. Organizational Development and Management
in Ministry
2. Pastoral Ministry and Theology

Contemporary society places complex demands on the pastoral function. This cohort program is a broadly based, 12 month professional program for the experienced and inexperienced leader.

This program is designed to:

1. Provide experiences of the relationship between theory and practice
2. Develop the ability to transfer skills
3. Examine pastoral issues systematically
4. Devise strategies to deal with pastoral issues
5. Take a professional approach to leadership

At completion of the program the learner will be able to:

1. Recognize the relationship between human and spiritual growth
2. Demonstrate effective interpersonal and communication skills
3. Adapt principles of organization, curriculum development and media evaluation to pastoral projects
4. Demonstrate self-confidence in facilitating groups and individuals
5. Develop leadership strategies

CURRICULUM DESIGN

The curriculum of the Institute is:

1. Biblical
2. Relevant to the nature of the needs of the learner
3. Comprehensive in developing leadership
4. Balanced
5. Sequential in presentation
6. Flexible enough to adapt to individual differences of the learners

ADMISSION CRITERIA

The faculty will use the following criteria to evaluate your completed admissions folder.

1. Applicants must demonstrate basic knowledge of theology before being accepted into the Pastoral Leadership Program
2. Previous experience as a pastoral professional
3. Excellent references from your pastor, et al.
4. Demonstrate basic written and oral proficiency in English
5. Interview with admissions committee

PROGRAM: **Pastoral Leadership**

CERTIFICATE: Church Organizational Development and Management

SEMINARS:

1. The Psychology of Leadership
2. Church Administration and the Law
3. The Pastor's Role in Program and Administration
4. Principles of Organizational Design and Effectiveness
5. Human Growth and Development
6. The Theology of Pastoral Counseling
7. Systematic Theology
8. Ecclesiology: Christ's Structure for the Church
9. Administrative Leadership of Volunteers
10. Balancing Life: Increasing Personal and
11. Professional Effectiveness
12. Fundraising for Nonprofit Organizations

WORKSHOPS: Finance

1. Ministerial Practices and Ethics

2. Computer Literacy
3. Professional Project

PROGRAM: Pastoral Leadership

CERTIFICATE: Pastoral Ministry and Theology

SEMINARS:

1. The Psychology of Leadership
1. Hermeneutics
2. Human Growth and Development
3. The Theology of Pastoral Counseling
4. Systematic Theology
5. Ecclesiology: Christ's Structure for the Church
6. The Principles of the Ordinances of Christ
7. Balancing Life: Increasing Personal and Professional Effectiveness
8. Women In the Ministry

WORKSHOPS:

1. Introduction to Homiletics
2. The Adult Learner
3. Ministerial Practices and Ethics
4. Professional Project

PASTORAL LEADERSHIP SEMINAR DESCRIPTIONS



Administrative Leadership of Volunteers

The very nature of the volunteer compels the leader be a nurturer. A leader's main function is to show appreciation. Volunteers work for good feelings, not paychecks, perks and parking spaces. Often the pastor forgets that members of a church are volunteers too.

Prerequisite: None

Adult Learner, The

A workshop presenting the psychological principles applied to teaching adult, called andragogy. Topics include motivation, age differences, learning principles, teaching methods, evaluation, social and cultural factors.

Prerequisite: None

Balancing Life: Increasing Personal and Professional Effectiveness

In this seminar, the learner will explore ways to create spiritual harmony and maintain the abilities and competencies so essential for personal and professional health.

Prerequisite: Human Growth and Development

Church Administration and the Law

This seminar is an investigation of the range of administrative functions, skill requirements~ management, and problem-solving challenges involved in developing and operating a church or para-church ministry. It examines the role of an administrator, whether or not one is also called as a pastor, while considering the church's size.

Prerequisite: None

Computer Literacy

An introduction to computer applications and software.

Prerequisite: None

Ecclesiology: Christ's Structure for the Church

A discussion of the New Testament Church in the past and present.

Prerequisite: None

Finance

In this workshop the learner will learn techniques of financial planning estate planning, church contributions, dealing with financial institutions, church accounting systems, partnerships and incorporations.

Prerequisite: Knowledge of fundamental math concepts

Fundraising Strategies for Nonprofit Organizations

This seminar surveys methods used by nonprofit organizations to raise money for survival.

Prerequisite: None

Hermeneutics

Understanding the scriptures using the fundamental methods of interpretation.

Prerequisite: None

Human Growth and Development

In this seminar the physical emotional, cognitive, and personality changes throughout the life span are examined.

Prerequisite: None

Introduction to Homiletics

This workshop covers the principles of organizing and delivering effective sermons. Learners will examine and evaluate both written and oral presentations.

This is a practicum for those ministering from the pulpit.

Prerequisite: Principles of Speech or Experiential Learning Documentation

Ministerial Practices and Ethics

This workshop is the study and application of the basic duties of the ministry such as: weddings, funerals, communion, baby dedication, altar calls, hospital visits, and hospitality.

Prerequisite: The Psychology of Leadership & Human Growth and Development

Pastor's Role in Program and Administration, The

The senior pastor or assistant pastor oversees the total ministry of the local church: guides, counsels, trains, provides for ministry, administering the temporal affairs of the congregation. He or she manages the vision, strategic planning, worship, education, auxiliaries, committees, offices, property, evangelism, etc.

Prerequisite: None

Principles of Organizational Design and Effectiveness

This seminar is an overview of Organizational Development as it relates to the church.

Principles learned will be used to theoretically plan an effective design.

Prerequisite: None

Principles of the Ordinances of Christ; The

I. Lecture and discussion of the apostles' doctrine that Christ delivered:

2. Water
3. Baptism,
4. The Lord's Supper
5. Foot washing

Prerequisite: None

Professional Project

Learners are assigned an advisor to assist them in their research on a pastoral issue.

Prerequisite: Completion of Leadership Program

Psychology of Leadership, The

Leadership is situational. It is the art of getting or inspiring people to do something with the focus on people. Groups differ and so must their leadership. This seminar will examine leadership styles, functions of a leader, delegating authority, leadership development, qualities of leadership, motivation, and basic psychological needs of members of a group.

Prerequisite: None

Systematic Theology

This is a survey of the Godhead, creation, the nature of Jesus, dispensations, sin, salvation, eschatology, and the judgment.

Prerequisite: Basic knowledge of theology

Theology of Pastoral Counseling, The

An integration of scriptural and practical counseling principles is combined into several aspects of the ministry.

Topics include:

1. Pre-marital issues
2. Family
3. Spiritual
4. Crisis intervention
5. Care of the bereaved

Prerequisite: Human Growth and Development

Women in the Ministry

This seminar will examine the place of women in the ministry and encourage women to pursue their calling. A wide range of ministries is covered, and Biblical foundations will be examined. This includes a historical survey of women in ministry.

Prerequisite: None

THE PROFESSIONAL PROJECT



Overview

The professional project provides the student an opportunity to integrate theory and practice in the process of involvement in ministry. It is a planned program, not only of expanding the learner's knowledge in a particular area of ministry, but also of training others to help meet that need.

The project process allows the learner to meet specific spiritual, intellectual, and emotional needs related to his or her professional objectives. The project must be something that the learner is interested in, and it must also be something that meets a very real need of the learner's place of ministry.

The following guidelines explain the nature and purpose of the project and provide direction for its development and presentation.

Nature of the Project

The student's major provides the basic subject area and primary insights for the project.

- The professional project will, in every case, relate to direct involvement in ministry.
- The professional project will involve definite behavioral goals, the accomplishment of which can and will be carefully evaluated.
- This is largely an independent, self-directed learning experience. The learner will identify a problem or need in his or her local ministry, to discover and utilize appropriate resources, and to develop a strategy for meeting that need.
- While most settings for project ministries will be church related, other settings may be approved.
- The student is expected to demonstrate leadership by taking the initiative in the design

and implementation of the project.

- The learner, peers, and faculty will make frequent project evaluations.
- Duration of 2 to 3 months from the inception of the project idea to completion of the written report is suggested.

The Purpose of the Project

1. To survey, analyze, and resolve genuine needs in a church, project area, and/or community.
2. To make a significant contribution to the learner's local church
3. To demonstrate the ability to design creative approaches to ministry that meet the unique needs of a specific ministry
4. To develop skills in the practice of ministry such as the capacity to equip, motivate, and lead others.
5. To clearly define one's specific ministry.
6. Demonstrate the ability to communicate effectively, and professionally.

Some Suggestions for Projects

- Training a group in extending a helping ministry to persons in grief and working alongside these learners as they implement this ministry.
- The assessment of social needs in a community together with definite recommendations for implementing efforts to reach the needs. An example would be an establishment and implementation of a pregnancy crisis ministry.
- The development of conferences or workshops to reach a target group and evaluation of each participant's response.
- Developing a training program for the board of trustees in your church.
- Design and implement a new membership class within your church.
- Write a ministerial policy manual for your organization.

THE PROJECT'S WRITTEN PRESENTATION (OPTIONAL)

The suggested length for a project is 12 weeks. The final report will be submitted to the Pastoral Leadership Committee to be evaluated for professional competency.

The report should include knowledge gained from various seminars in the program.

The Format of the Written Report

(Cover):

(Title Page):

(Section 1) entitled on separate page - Dedication (if any)

(Section 2) entitled - Introduction: The student should summarize the project idea here.

(Section 3) one separate page - Table of Contents

(Section 4 entitled) - Project Summary: Provide a historical picture of the project. Do not express whether it was successful or not successful. Just report what happened. (Unemotional report)

(Section 5) entitled - Theological Reflection: How did you grow? How did the people grow? Was there any change? Describe the change. If any? (Emotional report)

(Section 6) entitled - Critical Evaluation: What were the methods you used?

Were they good or bad? How did your methods affect the participants? (Their reactions) What methods would you use next time? What feedback did you get from your mentor?

(Section 7) entitled - Suggestions for Future Use: How can this project be adapted to future use?

(Section 8) entitled- Bibliography (on a separate page): Books used in writing, quotations from instructors used, interviews used in writing, etc.

(Section 9, if needed) - Appendix (on a separate page)

(Section 10) Prospectus (if any): The actual program or plan implemented in the project. For example, your original design of a policy manual for your church trustees.
Back Cover (blank page)

Writing Style of Report

Correct grammar, spelling, clear organization, and understandable sentences.

Written report should be no more than 15 pages in length, double spaced, courier fonts for computers and pica for typewriter. All parts of the report must be the same type.

Spiral bound or thermal bound report.

The learner should submit one original to the Pastoral Leadership Program and two copies, one for your pastor, and the other for your library.

Anyone can type and edit it for you. But the work must be your own from conception to presentation.

REPORT OUTLINE (not more than 10 pages.)

- Title page
- Dedication (if any)
- Project Summary
- Theological Reflection
- Critical Evaluation
- Suggestions for Future Use
- Bibliography
- Appendix

LEADERSHIP FOR CHURCH EDUCATION PROGRAM



PROGRAM: Leadership for Church Education

DIPLOMA: Christian Education

SEMINARS:

1. Cultural Diversity
2. Human Growth and Development
3. Sunday School Program Design and Curriculum Development
4. Principles of the Ordinances of Christ, The
5. Improving Teaching Effectiveness
6. History of the Bible
7. Christian Ethics
8. The Adult Learner

WORKSHOPS:

1. Professional Development and Ministerial Ethics
2. Multimedia in the Classroom
3. Classroom Management
4. Storytelling
5. Principles of Speech
6. Professional Project Preparation

PROGRAM: Leadership for Church Education

DIPLOMA: Christian Education Administration

SEMINARS:

1. Cultural Diversity
2. Human Growth and Development
3. Sunday school Program Design and Curriculum Development
4. Principles of the Ordinances of Christ, The
5. Evangelize Through Christian Education
6. Introduction to Organizational Development
7. Christian Ethics
8. Vacation Bible School Program Design and Curriculum
9. Volunteer Management
10. The Psychology of Leadership
11. Human Resource Training and Development
12. The Adult Learner

WORKSHOPS:

1. Professional Development and Ministerial Ethics
2. Multimedia in the Classroom
3. Professional Project Preparation

EVANGELISM LEADERSHIP I AND II PROGRAMS



PROGRAM: Evangelism Leadership I

CERTIFICATE: Principles of Evangelical Leadership

SEMINARS:

1. How Cultural and Diversity Issues Impact Evangelism
2. Ministry to the Incarcerated
3. Women in the Ministry
4. The Adult Learner
5. Spiritual Warfare
6. Apostolic Doctrine and Practice
7. History of Evangelism

WORKSHOPS:

1. Ministry of the Evangelist/Where is your pulpit?
2. Professional Development and Ministerial Ethics
3. Relationship Evangelism
4. Small Group Evangelism

PROGRAM: Evangelism Leadership II

CERTIFICATE: Advanced Evangelism

SEMINARS:

1. Balancing Life: Increasing Personal and
2. Professional Effectiveness
3. Human Growth and Development
4. Planting Churches
5. Principles of the Ordinances of Christ, The
6. Planting Churches
7. Systematic Theology

WORKSHOPS: Professional Development and Ministerial Ethics

EVANGELISM LEADERSHIP SEMINARS DESCRIPTIONS:



Adult Learner, The

A workshop presenting the psychological principles applied to teaching adult, called andragogy. Topics include motivation, age differences, learning principles, teaching methods, evaluation, social and cultural factors.

Prerequisite:None

Apostolic Doctrine and Practice

At the end of this seminar the learner will be able to discuss:

- Repentance
- Baptism in water
- Receiving the Holy Ghost
- The gifts of the Spirit
- Should we all speak with tongues?

Prerequisite:None

Balancing Life: Increasing Personal and Professional Effectiveness

In this seminar, the learner will explore ways to create spiritual harmony and maintain the abilities and competencies so essential for personal and professional health.

Prerequisite:Human Growth and Development

History of Evangelism

A survey of how the early church evangelized in the book of Acts.

Prerequisite:None

How Cultural Diversity Issues Impact Evangelism

Evangelists work in communities that are becoming increasingly diverse. The gospel message will not be understood if the evangelist is not aware of differences in communication style, behavior, and language.

Prerequisite:None

How to Respond to Different Religions

This easy to follow curriculum gives you practical advice for sharing the Gospel with people involved in the New Age Movement, Judaism, Muslims, the Cults, etc.

Prerequisite: None

Ministry to the Evangelist/Where is Your Pulpit

As we look at the office of an evangelist within the context of Ephesians 4:11, we need to try to lay aside our cultural picture of an evangelist and look at what the Bible says about this office without the distraction of our cultural filters.

Prerequisite:None

Ministry to the Incarcerated

This seminar is intended to provide an understanding of the incarcerated and their environment. It addresses individuals who have “crossed over” the moral and legal bounds of society and the system that is charged with their custody and care. The learner will discover how to better minister to them for growth.

Prerequisite: None

Principles of the Ordinances of Christ; The

Lecture and discussion of the apostle’s doctrine that Christ delivered: water baptism, the Lord’s Supper, and foot washing.

Prerequisite: None

Planting Churches

Every evangelist should be acquainted with church planting, or how to start a new church. When you are out in the field working, you may need to hold a charge until someone more experienced is sent to fully develop it.

This seminar will answer such questions as:

- Where do we begin?
- What is our mission and identity?
- What is a good location?
- How will we finance the new building?
- And how do we organize the officers?

Prerequisite: Ministry of the Evangelist/Where is Your Pulpit?

Professional Development/Ministerial Ethics

This is a 30 minute segment before each main session. Topics are: personal and professional apparel, conduct as a visiting preacher in another church, physical and spiritual preparation for an evangelism event, correct dietary habits during a revival, introduction to professional literature, regulations for laying on hands, working in pairs, working alone, women in public ministry, funding your evangelistic ministry, and etc.

Prerequisite: None

Relationship Evangelism

This workshop presents the need to develop meaningful relationships with others and how to use those to share the gospel of Jesus Christ. ‘There will be a discussion about:

- Forces that hinder our effectiveness
- Definition and value of relationship evangelism
- Building bridges (developing relationships)

Prerequisite: None

Small Group Evangelism

Small groups are very valuable. They give evangelists opportunities to invite neighbors, coworkers, friends, or relatives to a place other than church, and to introduce them to Jesus Christ. This leadership training will help you develop communication skills and identify your leadership styles for maximum effectiveness. Also, the dynamics of leadership that you learn will carry over in business meetings, PTA meetings, family discussions, and more.

Prerequisite: None

Spiritual Warfare

There is an invisible spiritual realm where a battle is taking place beyond our ability to see with our natural eyes. The devil does not want us to know we have authority over him. If we do not know the truth, we will believe his lies. He has convinced some evangelists that they are not called to preach because problems are in their lives. Such topics as the fear of man, fear of failure, fear of rejection, depression, is God mad at me, and my children are rebellious, will be discussed.

Prerequisite: None

Systematic Theology

A discussion of the Godhead, creation, the nature of Jesus, dispensations, sin, salvation, eschatology, the judgment

Prerequisite: Basic knowledge of theology

Women in the Ministry

This seminar will examine the place of women in the ministry and encourage women to pursue their calling. A wide range of ministries is covered, and Biblical foundations will be examined. This includes a historical survey of women in ministry.

Prerequisite: None

MENTORSHIP FOR EVANGELISTS

Mentors supplement classroom instruction by encouraging evangelists to work alongside a seasoned evangelist for a period of time. Each evangelist keeps a journal of the total experience.

1. They allow for practical application of what was learned in the classroom setting.
2. They are designed to assist learners to discover their place in evangelism.
3. The inexperienced evangelist needs for exploration in an unfamiliar area of ministry.

MINISTERIAL PREPARATION FOR LICENSING PROGRAM



PROGRAM: Ministerial Preparation for Licensing

CERTIFICATE: Ministerial Foundations

SEMINARS:

1. Balancing Life: Increasing Personal and Professional Effectiveness
2. Relationship Evangelism
3. Introduction to Homiletics
4. Principles of the Ordinances of Christ, The
5. Introduction to Hermeneutics

WORKSHOPS:

Professional Development and Ministerial Ethics Teaching Techniques