

Global On-Demand School of Ministry - U

A Division of Greater Works International, Inc

**BTC Procedures Manual**

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**Global On-Demand School of Ministry**

A Division of Greater Works International

**BTC Procedures Manual**

**UNIT ONE: THE GOAL**

**I. Introduction**

In cooperation with Greater Works International, the School of Ministry (SOM) wishes to extend our special thanks for your willingness to launch a Bible Training Center (BTC). This manual is designed to give you all the information you need to successfully launch and operate, a Bible Training Center. We look forward to receiving your completed application requesting official status as a BTC. (See Appendix A-16). We will retain a copy of your BTC agreement in our office. An official certificate and agreement will be sent to you for your records.

**II. Mission**

1. The Bible Training Center mission is to provide Bible-based classroom studies combined with mentoring to prepare believers for ministry. This is achieved using state-of-the-art internet technology right to your location.

2. BTC’s provide immediate assistance in advancing the kingdom of God through in-service training of members of the body of Christ. The benefits of training enhance their current ministry activity which in turn deepens their grasp of how to apply the training effectively.

**III. Strategy**

1. To offer adult continuing education programs and courses in basic biblical and ministerial studies, (a) applying them to practical ministry, and (b) meeting study requirements to achieve quality results in ministry.

2. To connect students with mentors experienced in various facets of ministry who will disciple students for effective ministry while participating in various ministry opportunities.

3. To provide an educational experience that will enhance the abilities of those who desire to have a rich anointing and experience ministry on a higher level. The BTC will provide quality training and skills to those seeking to take their ministry and churches to the next level.

**The BTC Overview**

Study Mentoring Ministry

**IV. Standards**

**A. Educational Standards**

1. Approved volunteer classroom facilitators (area ministers and lay persons with proven expertise in leadership) will guide:

a. The approved curriculum as the basis for instruction.

b. Interactive teaching methods.

c. A standard final exam provided by the School of Ministry, which students are required to take in order to receive a passing grade for each course.

2. An approved core curriculum is offered.

a. Each course must be completed within the established timeframe.

b. Each course must have a minimum of 4 hours in the classroom (including study time).

c. In one year of study, a student will complete the core curriculum and receive a BTC graduation certificate.

3. Students must be involved in ministry with a local church and be in good standing with the pastor at the time of enrollment. A recommendation from the student’s pastor is necessary for students to enroll in the BTC.

4. Each BTC student is assigned a mentor who is then informed of the BTC requirements for the mentoring process. The mentor is an associate pastor of the church where the student is serving, or someone designated. (Mentors may be other pastoral staff, mature and experienced lay leaders in the church, or more advanced BTC students.) Mentors must agree to be accountable for following the BTC guidelines for mentoring.

5. Each student is encouraged to own a study Bible (e.g. NIV Study Bible, Amplified Bible), and have access to an exhaustive concordance of the Bible and a Bible dictionary.

6. Classroom sites must be located in donated space or locally-funded, low-cost facilities.

**B. Admission Standards**

The student must:

a. Have a genuine conversion experience six months or longer prior to enrolling.

b. Be a serious student of the Bible.

c. Have a desire to help people meet and follow Jesus.

d. Be already involved in a ministry in the local church where he/she attends.

e. Be approved by the pastor.

**UNIT TWO: THE BUILDING BLOCKS**

**V. Mentoring**

BTC mentoring is patterned in principle after New Testament discipling, a process of training through personal relationships. (See II Tim. 2:2; Phil. 4:9; Acts 20:31-35; Appendix 1: “The Command to Disciple,” *The Harvester’s Handbook*, by James H. Hall.)

A mentor’s own strength, resources of study and experience, and friendship are made available to a mentee through personal interaction in preparation for godly living and fruitful ministry. The relationship between mentor and mentee is mutually supportive and facilitative to the growth of both as laborers in the harvest.

BTC mentors can be pastors, staff ministers or ministering laypersons designated by the

pastor. They will disciple the ministering laypersons in their congregations who are taking BTC classes.

**A. BTC Mentoring Philosophy**

1. Biblical preparation for ministry demands a relational training process between a

more experienced worker and a less experienced worker (Acts 20:31-35; II Tim. 2:2).

2. The concept of the BTC mentor is defined as the following:

a. A PARTNER with the mentee on the same general task (i.e., the mentor is also in ministry in the same local church or ministry).

b. A MODEL who shows the mentee through example how to live close to Jesus

and how to do a job well.

c. A FRIEND who supports the mentee as a fellow-laborer.

d. A GUIDE who gives direction to the mentee’s personal and ministry development.

e. A TRAINER who facilitates the improvement of the ministry skills of the mentee.

f. A SUPERVISOR (recommended whenever possible) who assigns and oversees the ministry activities of the mentee.

**B. The Mentoring Process**

**1. Mentor Characteristics**

a. They must know that mentoring (discipleship) is vital to preparing a believer for ministry and be motivated to give time and effort to the mentoring process for the advancement of the Kingdom and the benefit of the mentee.

b. They must exercise conversational skills, including careful listening, questioning, evaluating, and giving feedback.

**2. Mentor Requirements**

a. Where possible, they must attend a mentoring session conducted by a BTC approved representative.

b. They must sign a written contract issued by the local BTC committee describing the required mentoring process and be accountable to the local BTC director for fulfilling the agreement.

**3. Mentor Functions**

a. The mentor and the mentee should meet at least **twice per month**, for a total time of at least **two hours**. Agenda items can be provided by the mentor, the mentee and the BTC in the areas of 1) studies, 2) ministry and 3) personal life disciplines and relationships.

b. Part of the mentor’s role is to be a sounding board for the mentee’s observations regarding life and ministry. The mentor should ask questions that lead the mentee into discovering truth and affirm the mentee for the truth that he or she has already discovered.

c. The mentor should affirm fruitfulness of the mentee’s ministry and impart practices to enhance the ministry activity that the mentee is currently doing.

d. The mentor should share insights and practices from his/her personal ministry strengths, along with lessons learned from his/her life experiences.

e. The mentor should respond helpfully to issues with which the mentee is wrestling.

f. The mentor should affirm the mentee as a fellow worker in God’s harvest and learn from the mentee whatever God wants to teach.

g. The mentor should assign the mentee to ministry activities that are appropriate to the mentee’s level of readiness and need for development. This will create growth through hands-on experience that will encourage the mentee and increase fruitfulness.

**VI. Curriculum**

BTC offers ministerial tracks of study which cover: 1) Biblical Studies and 2) Ministerial Leadership Studies and Missions. Each track consists of core courses and requires participation in all exercises and programs.

**Mentoring**

**Year One**

Mentoring takes place thru designated BTC resources under the supervision of the

pastor or his/her designate. Mentoring will cover such topics as spiritual life, academic work and ministry endeavors. The mentoring process focuses on relationships within

the student’s family. Mentoring also emphasizes training on how to disciple others.

**Year Two**

Mentoring continues after completion of training. The Year Two mentoring

process focuses on cross-cultural issues. Year Two mentoring also emphasizes training

another person how to disciple others. Reading, discussion and application of

learning will be required.

**VII. Course Descriptions**

**VIII. Academics**

The School of Ministry offers adult continuing education level courses. These courses are valuable both for ministry preparation and for personal enrichment. Adult continuing education level work will not transfer to most colleges.

**A. Continuing Education Units and Accreditation**

“Credits” at the non-degree level are given as Continuing Education Units (CEU’s). CEU’s are not the same as undergraduate credits.

**B. Protecting School of Ministry Standards**

As an educational program, The School of Ministry seeks to provide quality and systematic study at a reasonable cost to the student. The courses will be effective only when the educational standards of the School of Ministry are met and maintained. Exceptions cause detriment to both students and the school. A casual study of the materials robs the student of the knowledge that would otherwise be gained by fulfilling the requirements of study provided by the course. It is necessary that each BTC support the educational standards of the School of Ministry. Developing and training Christian workers must be treated seriously. Local church ministries will not be effective without competent leadership. Therefore, it is vital that the training received in our BTCs meet required standards.

The basic educational standards are:

**1. Independent Study Texts and Reading.** The School of Ministry materials are selected for doctrinal accuracy and ease of study. The facilitator may assign

additional reading of his/her choice.

**2. Regularly Scheduled Class Hours.** Each course must be completed in no less than

week and have a minimum of 4 hours in the classroom.

**3. Honesty.** Several School of Ministry courses require written assignments in addition

to the final exam. Please be sure your students understand that it is unethical and even

against the law to copy from someone else’s work. Please encourage your students to react to the texts rather than simply summarizing what the author wrote. Students who plagiarize will **not be given any credit** for the assignment.

**4. Student Accountability.** Students who receive certificates of completion from the School of Ministry must be a minimum of 18 years old and must receive a passing grade of at least 70% on the course final examination.

**C. Examinations**

The final examinations are open-book. They are taken electronically, over the internet.

The courses are designed so that the Study provides adequate preparation for the exam.

**3. Protecting Curriculum:** Proliferation of the course materials without proper control devalues them. Centers discovered to have copied the School of Ministry materials, whether Independent Study Texts, study guides or exams, will have their status as a BTC reviewed and may lose privileges.

**4. Qualified Facilitators:** Because the success of a class depends largely upon the ability of its facilitator, special attention must be given to the selection of facilitators. The facilitator should agree with the concepts and objectives of the Bible Training Center and be a committed Christian. Knowledge of the subject to be taught, skill in teaching, and attitude toward other people are also important factors.

**UNIT THREE: GETTING STARTED**

**IX. Establishing a Bible Training Center**

**A. Structure of a BTC (see respective job descriptions in appendices)**

1. **One BTC** for each metropolitan area, with multiple strategically located training sites.

2. **One Area Director,** assisted by an **Oversight Committee,** for each area BTC. (The Area BTC Director may be a missionary, a pastor, or a qualified lay person.)

3. One **Associate Director** and one **Registrar/Record Keeper**. Where multiple teaching sites are established, the Associate Director and Registrar/Record Keeper operate a complete program for their site. Associate Directors also serve as members of the Area BTC oversight committee.

4. **BTC Training Sites** are where classes are conducted for students from churches in that general vicinity. The goal is for students to have no more than 45 minutes travel time to class. Each BTC training site is self-contained, which means each site:

a. offers all courses

b. orders all materials (has its own account with Greater Works International)

c. recruits its facilitators

d. monitors mentoring of all students at that site

5. The **BTC Oversight Committee** is chaired by the Area BTC Director and includes all Associate Directors, plus other members as approved by the Area Director and the local Pastor. (At least two associate pastors should serve on the committee.) The committee assists the Area BTC Director with decisions needed for the launching of the area BTC program and the general administrative oversight of all the training sites.

6. **Minimum numbers** for starting an Area BTC are:

a. Involvement of two or more churches

b. Enrollment of five (5) or more students

7. A **BTC Procedures Manual** should be requested from Greater Works International. The application is available online and are required to become an official BTC. For the manual, call (847) 305-4430 or e-mail info@gwintl.org.

**B. Starting Steps**

1. Anyone can bring up the idea of launching a BTC. Copies of the BTC promotional

brochure may be obtained free from Greater Works International World Missions Center at (847) 305-4430.

2. Local pastors should be personally contacted to assess interest. The

importance of mentoring and that BTC requires mentoring for all students should be

made very clear. The willingness of interested pastors and ministers to teach and to mentor should be carefully assessed.

3. An Area BTC Director and a BTC Oversight Committee should be appointed by the Facilitator, appointed by School of Ministry.

4. A Startup overview may be scheduled to better inform interested pastors and prospective students. It will be conducted by a trained facilitator from Greater Works International.

5. The Area BTC Director and the Oversight Committee should take the following steps

to launch a new area BTC ministry. (There should be thorough communication with the

Greater Works International coordinator in all phases of launching. Contact the

School of Ministry coordinator):

a. To become an official Bible Training Center, an application form (“Study Agreement”) may completed and submitted to the School of Ministry for processing.

b. Choose teaching site locations and an Associate Director for each site. (If only one site is operational, the Area Director will appoint a Registrar/Record Keeper and oversee the site. As teaching sites are added, the Area Director may continue to serve as Associate Director of one of the sites).

c. Set the first annual calendar of courses offered at each site.

d. Review names of potential facilitators and review their qualifications to lead local BTC students. Select facilitators and assign them to respective workshops being offered (if necessary). (A clear understanding should be established that classroom instructional methods should be primarily interactive -- i.e., class discussion based on students’ prior study. Facilitators will not be allowed to engage in lengthy lecture or preaching or add time demanding extra assignments to what is already assigned by the course material. A printed copy of the “Facilitator Responsibilities “found in Appendix A-2-5 should be placed in the hands of all facilitators at the time of recruitment, with a verbal agreement from the facilitator to abide by the guidelines.)

e. The cost of enrollment has been decided by the School of Ministry to provide necessary finances to operate and promote a BTC in the area, based on the projected income from the anticipated number of students to be enrolled.

Committee members should take the lead in raising any supplementary funds for

operating the BTC and providing scholarship assistance. (With rare exceptions,

scholarships should be PARTIAL. Part of students’ learning is to trust God for financial provision through their own resources.)

f. Promote the BTC to area churches through mail, telephone, e-mail, and announcements at sectional meetings.

**C. Financing the Bible Training Center**

A systematic program of study and training contributes much more than it costs. It thrusts new people into the Lord’s service and refreshes existing leadership. The regular fee, less discounts, is sent to Greater Works International. Some groups may wish to charge the students the full amount of the fee and use the 20% discount toward the cost of operating the BTC. Other sponsoring groups may underwrite the operational costs as a contribution toward developing their leadership. One way to cut expenses is available when two people (such as family members or close friends) enroll in courses, one set of the reading textbooks may be shared. However, each person will still need to pay tuition.

**D. BTC Discounts**

1. The School of Ministry offers a 10% discount on tuition fees to Bible Training Centers. 2. When more than one family member enrolls into the school the second person will receive a 30% discount.

**E. BTC Resources**

We have extra resources available specifically for BTCs.

1. Information on study texts and reading textbooks will be communicated by the BTC

facilitators.

2. Instructional Facilitator’s Manuals are designed to help the BTC facilitator by providing

additional resources beyond that of the course Independent Study Texts and collateral

reading textbooks. These instructional guides are created especially for BTC’s and provide the facilitator with additional teaching materials including lesson outlines, activity suggestions, PowerPoint presentations and masters for handouts and transparencies.

3. Posters, bulletin inserts, and other promotional items may be requested from Greater Works International to promote your BTC. These items will be sent to you online so you can customize and print them.

4. Access to the school’s web-site is available to BTC directors and registrars/record keepers. Your customer number and password for the site will be sent along with the notification that you have been approved as an authorized Bible Training Center will be able to access the academic information students as long as they have turned in their student registration forms. This portal provides the ability to:

• View all a course with your center

• View student ID numbers

• View student enrollment history

• View student grades

5. Website presence for your BTC is available in our online Study Center Directory. If you give us permission, we will publish your BTC contact information in the directory. We will include a link to your BTC website as well. This directory will help potential students to find a center in their area.

6. You will receive quarterly newsletters to update you on changes in courses and policies. Stories from BTC’s and will be included. You will receive an e-mail update if any changes occur between newsletters that will affect your students. Be sure to report any changes in your contact information so you will continue to receive these items. Please send us stories or tips from your center that you think will benefit other centers. You may e-mail your items to btc@gwintl.org.

**X. Ordering**

**A. Orders** must be made by a Director or Registrar/Record Keeper on file with Greater Works International.

**B. Plan to order** no later than two weeks before assignments are due. While the suppliers are normally able to turn orders around in two or three days, there are times that it takes longer to ship them. Also, please check your orders for accuracy before

distributing your materials.

**C. Place orders via:**

1. BTC name

2. Phone

3. E-mail

**D. Information required to order:**

1. Account name

2. Account number

3. Bill to address

4. Ship to address

5. Materials being requested

6. Names and student numbers of the students who are enrolling

**E. Student Information:** Your students will be enrolled at the time the order is placed. You must log the students’ names and student numbers at the time of your order. The

number of students to be enrolled must match the number of materials requested, except for facilitator’s materials. Your students’ records will contain your BTC’s address.

However, we will also need the personal addresses and phone numbers for your

students as well. Only names and student numbers are mandatory for returning

students to be enrolled in a course. New students must be listed and a BTC Student

Registration Form must be included in the order for them. (See Appendix A-8.)

*Social Security Numbers*: Each student’s Social Security Number will be used for

identification purposes only. This number will not appear on any documents. Please

let us know if you have a student from outside the United States or one who chooses to

exercise the right not to give out his or her Social Security Number.

**F. Sharing materials:** You may have students who wish to share materials. Students

are not permitted to share eBooks.

**G. Auditing courses:** You are welcome to allow visitors in your classes. If you have individuals who are interested in the class, but do not want to take

the exam they may be allowed to audit the course, once.

**H. Fees:** In addition to the normal tuition and course materials, the following student fees

are applicable. These fees are not eligible for the 20% BTC discount.

1. *Exam/Project Retake Fee*: Students who fail a course are not charged a retake fee to take the exam or to rewrite their project. Students are allowed one exam/project retake per course.

2. *Re-enrollment*: If a student fails a course the second time, he/she must wait one month before re-enrolling in the course.

3. *Reactivation Fee*: If a student does not complete a course within the 12-month

enrollment period, then he/she must pay a reactivation fee in order for his/her course assignments to be graded.

4. *Program Completion Fee*: Upon completing any diploma program,

the student must pay the full tuition and related fees.

5. *Course Transfer Fee*: A fee is charged when a course needs to be transferred from one student to another student in the center.

6. *Expediting Fee*: The normal turnaround time for transcript requests after all courses have been completed and fees have been paid is 24 hours. The normal turnaround time for grading of courses with projects is 5-10 business days. If a student desires expedited service requiring us to move his request ahead of others, an expediting fee will be charged. Payment must be received or charged to a credit card for this to be done. Please be aware that large centers may experience more delay than the 5-10 days mentioned above because of the time required to grade multiple projects.

**I. Ordering for the facilitator:** Because facilitators are not actually enrolled in the course, we do not require a Student Number when you order for the facilitator.

Some facilitators choose to take the course for credit at the same time.

In that case both tuition and a Student Number are required.

**J. Payment:** Your tuition must be paid in advance or with a credit card. Your account

may be billed for subsequent orders. All invoices must be paid within 5 days of the

invoice date. Please reference the account number and invoice number or return a copy

of the invoice when sending payment. If your account is not paid within 30 days, then you will no longer be eligible for the 20% discount.

**K. Withdrawal of students:** To receive tuition credit for the School of Ministry students, you must include the name of each student you are withdrawing from a course. If possible, please include a short letter containing your account number and indicating the

reason for the return.

All withdrawals are subject to a 10% registration fee. This fee applies to tuition.

**XI. Record Keeping**

Records must be kept by the BTC for every student’s academics and orders placed. This information is also maintained and kept at Greater Works International.

Here are the types of records you will need:

1. Student sign up sheet

2. Payment records

3. Order records

4. Academic records

The students themselves will fill out the student sign up sheet and possibly a registration form. The other records should be made and kept by the registrar/record keeper

**A. Order Records:** Samples of some of these record types are included in the appendices of this manual. These are not mandatory forms, but they are here for your convenience. Be sure to include the following:

• The name of the course

• Names of the students enrolled

• Social Security Numbers or student numbers for those students

• The dates materials were ordered for those students

• The number of materials ordered

• The number of materials received

• The students to whom materials were distributed

**B. Student Sign-up Sheets** are the lists or forms that the students themselves fill out to sign up for ordering textbooks.

• Names, addresses, phone numbers, and e-mail addresses for each student.

• Student numbers, for their records and their orders.

**C. Payment Records:** Records are processed online and are managed by Greater Works International.

**D. Academic Records:** Academic Records are also processed online at Greater Works International.

**E. Student Records must be kept private.** Federal law restricts the information that can be given to “third parties.” Please see the privacy and security section of the Code of Ethics (Appendix A-1).

**XII. Procedure for Adding New Training Sites**

**to an Established Area BTC**

A. The Area BTC Director must submit a “New Site Registration Form.” This form can be found in Appendix Q. Mail the completed form to the School of Ministry or submit it online.

B. The School of Ministry Registrar will send a confirmation of this approval to the Area BTC Director and the new teaching site’s Associate Director and Registrar/Record Keeper.

**XIII. Miscellaneous Items**

**A. BTC Terminology**

Please take care when wording your advertising. “Accredited,” “university level” and “extension” are terms of which you will need to take special note.

Our Bible Training Centers are *not* accredited themselves. While the School of Ministry is a division of Greater Works International, using the term *university*

*level* when speaking of BTC courses could easily confuse people. The School of Ministry offers *adult continuing education* level courses. Please take care that your people

understand the difference between adult continuing education, undergraduate, and graduate courses.

The term “extension” is also incorrect. The School of Ministry does not have “extension

centers” or “extension sites.” Please use the term “Bible Training Center” in your promotions, and “training sites” to refer to locations where classes are held.

**B. Ministerial Credentials**

All promotional material must clearly state that the BTC does not guarantee or provide ministerial credentials.

**C. Whom to Contact**

1. You should ask to speak to a ***School of Ministry Representative*** if you:

• Need information on establishing a Bible Training Center

• Want to place an order

• Have questions about courses, projects or grades

• Have questions about procedures

2. You should ask to speak to a ***BTC Representative*** if you:

• Have questions about an invoice or payment

• Are missing material or an assignment

• Have questions about when your order will arrive

• Need your account credited for returned materials or incorrect charges

**XIV. UNIT FOUR: APPENDICES**

**A-1. Code of Ethics** *(aids in choosing BTC leadership)*

**A-2/1-5. Responsibility Descriptions for BTC Leadership Positions**

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**A-3. BTC Lessons Chart** *(aids in the scheduling of classes)*

**A-4-1. The Discovery Method** *(interactive, textbook-based approach to learning)*

**A-4-2. How Can I Teach if I Don’t Look at the Test?** *(aids facilitators as they prepare their class sessions)*

**A-4-3. Instruction Evaluation Form** *(used to gain feedback regarding each class)*

**A-5-1. BTC Mentoring Ministry**

This form may be given to the pastors of your BTC students. It explains the mentoring program of the BTC.

**A-5-2. Student Guide for Mentoring**

This form may be given to students so that each person is aware of the mentoring requirements of the BTC.

**A-5-3. BTC Mentoring Evaluation & Report Form**

This form may be given to each student and/or mentor. Both parties must complete the form and return it to the BTC.

**A-6. A Brief Guide for Bible Training Center Students**

This form may be given to your students to help them understand their role and the role of the BTC.

**A-7. Student Sign-Up Sheet** *(aids in registering students)*

**A-8. BTC Student Registration Form**

We require a signed form with their first order so the leadership may request grade information and transcripts.

**A-9. New Student Application for Admission Form**

**A-10. Pastor’s Recommendation Form**

Each BTC applicant should complete their portion and give it to their pastor to complete and return to the BTC.

**A-11. Order Records Form** *(Keep track of materials received and distributed to students.)*

**A-12. Student Academic Record Form**

You may use this form to keep academic records for your students. Academic records are to be kept by the Registrar.

**A-13. Tuition and Fees Schedule**

**A-14. Letter for Tracking Graduates**

May be sent to graduates inquiring about their current ministries and how this program helped them be effective ministers.

**A-15. BTC Annual Report** *(Fill out annually and return to Rev. James H. Hall.)*

**A-16. Greater Works International-BTC Study Agreement- Area BTC Registration Application**

**A-17. Greater Works International-BTC Agreement- Site BTC Registration**

**School of Ministry’s Code of Ethics**

**for the Leadership of BTCs**

**We believe in . . .**

**1. Honesty:** We believe that by being truthful in our dealings with others —students, co-workers, etc.—we exhibit trustfulness, which is essential for healthy relationships and interactions. It is our intention to avoid misstatement of facts, omissions, or expressions that deliberately confuse others. We believe in taking responsibility for our errors and mistakes, as well as acknowledging them when we are wrong.

**2. Providing correct information:** We acknowledge that we are one of SOM School of the Bible’s primary resources for information concerning its students, and it is our obligation to be accurate and thorough in research and dissemination of needed information.

**3. The Golden Rule (“So in everything, do to others what you would have them do to you” Matthew 7:12):** We believe that Jesus’ statement is a proactive charge obligating us to be compassionate and understanding of all we serve. We believe we should take upon ourselves, for however long necessary, the administrative concerns and problems of others and seek ways to provide relief and resolution on their behalf.

**4. Developing and displaying positive attitudes:** We believe that each of us is obligated to bring forth our best personal characteristics as we provide charge service to students and others. Even as we may experience difficult circumstances, we strive to maintain and model courteous, friendly behavior.

**5. Fairness:** We strive for equity but realize that judgments about what is fair are often subjective and based upon fallible perceptions. We seek to protect the interests of the majority and of School of Ministry, at the same time giving individuals or groups the opportunity to due process and appeal, should exceptions and/or exemptions be sought.

**6. Competency:** We believe that knowing our jobs and doing them well is the first step to excellence. This requires us to educate ourselves and to become proficient in current

practices and techniques of our profession. We are committed to lifelong learning, updating ourselves through training and other related developmental activities.

**7. Cooperation and Teamwork:** We believe that no one of us is better than all of us, together. We place the working group’s interests, objectives, and goals over those of the individual, and we look to see how our individual actions affect the whole.

**8. Continual reflection and self-assessment:** We believe that we should continually look for ways to improve ourselves and the performance of our team as a whole by soliciting the opinions and views of those we serve or those who have an interest in our work.

**9. Privacy and security:** We believe in the confidentiality of information and records in our charge. We believe that information given to us is personal and should be protected from unauthorized access. Moreover, we are responsible for the physical safety of records, and we strive to protect them from foreseeable dangers of natural and human causes to the extent reasonable and affordable.

**10. Creativity and innovation:** We believe that each of us should seek new ways to improve our effectiveness and make suggestions to appropriate authorities for implementation.

A-1

**AREA BTC OVERSIGHT COMMITTEE Responsibilities**

**Summary: The BTC Committee will advise and assist the Area BTC Director in directing the operations of the center.**

**Duties and Responsibilities:**

1. Assist in choosing training site locations and choose an Associate Director for each site.

2. Assist Associate Directors in setting the annual calendar of courses offered at training sites.

3. Review qualifications of potential facilitators to lead local BTC students. Assist the Director in approving facilitators for the respective courses being offered by BTC.

4. Assist in setting the budget for necessary finances to operate and promote BTC in the area.

5. Establish guidelines and review applicants for scholarships, if scholarship funds are held in the Area BTC account.

6. Assist in promoting BTC to area pastors and potential students.

A-2-1

**AREA BTC DIRECTOR Responsibilities**

**Summary: The Area BTC Director is responsible for overseeing and directing the activities of the area Urban Bible Training Center program. The Director becomes the ex officio chairman of the Area BTC Oversight Committee.**

**Qualifications:**

**·** Has interest in extension education and in-service training

**·** Models and emphasizes mentoring as a core value

**·** Demonstrates leadership ability

**·** Has influence among people

**·** Agrees with the Code of Ethics

**Duties and Responsibilities** (in consultation with the Area Oversight Committee):

1. Decides locations of training sites and appoints an Associate Director for each site.

2. Selects facilitators (approved by the committee) from those willing to lead. Approval of facilitators should not be final until the facilitator expresses commitment to comply with the objectives, teaching methods, and responsibilities of instructing in the BTC. Emphasis should be given to an interactive, discussion-centered learning style in the classroom, and the need for no outside assignments to be added to what SOM requires. The handouts “BTC Facilitator Responsibilities” and “The Discovery Method” should be discussed thoroughly with all prospective facilitators.

3. Directs the area publicity of the BTC, reporting regularly at SOM Meetings.

4. Makes certain the classrooms and teaching aids at the training sites are adequate.

5. Works closely with the Associate Director of each site in planning and assisting as needed in enrollment and maintaining student records.

6. May appoint a BTC Administrator to assist with carrying out his/her duties, if circumstances call for such and a qualified person is available. The Oversight Committee should ratify the selection of an Administrator.

7. Communicates with Greater Works International Coordinator. Reports to the coordinator where the BTC is located, providing information concerning the progress of the BTC. Faithfully attends SOM meetings to build relationships with area pastors and report on the BTC.

8. Facilitates selected classes at the BTC.

A-2-2

**ASSOCIATE BTC DIRECTOR Responsibilities**

**Summary: Directs the activities of one training site and serves on the Area BTC Oversight Committee.**

**Qualifications:**

**·** Associate Pastors at a church that hosts a training site, or a delegate from the SOM.

**·** Has interest in extension education and in-service training

**·** Demonstrates leadership ability

**·** Has influence among people

**·** Models mentoring as a core value

**·** Agrees with the Code of Ethics

**Duties and Responsibilities:**

1. Appoints a Registrar/Record Keeper (preferably from host congregation – may provide office space).

2. Decides room locations for classes and selects courses to be offered in consultation with the Area BTC Director and the Oversight Committee.

3. Selects facilitators approved by the committee, from those willing to facilitate, for each course offered. Reminds facilitators of the objectives, interactive teaching methods, and responsibilities of facilitating, referring to the handouts for facilitators.

4. Directs the publicity of the BTC classes for that site.

5. Makes certain the classrooms and teaching aids are in order and accessible.

6. Works closely with the Registrar/Record Keeper in planning and assisting as needed in enrolling

students, collecting fees, and maintaining student and financial records.

A-2-3

**TRAINING SITE REGISTRAR/RECORD KEEPER Responsibilities**

**Summary: The BTC Record Keeper is responsible for ordering and delivering materials, handling final exams, and keeping academic and financial records.**

**Qualifications:**

**·** Has a personal commitment to Christ

**·** Has good organizational and record keeping skills

**·** Is detail-oriented

**·** Agrees with the Code of Ethics

**Duties and Responsibilities:**

1. **One month** before classes, after publicizing courses being offered, begin enrolling students and make sure they give all needed information. (There are helpful forms in the Appendices.)

2. **Two weeks** before classes begin, order materials from your assigned Enrollment Representative. When you receive the order, check it against the inventory. Facilitators will be provided materials electronically.

3. **One week** before classes begin, collect fees, **distribute materials, syllabi and mentoring forms;** and close registration. Instruct students to give the mentoring form to their pastor immediatelyand begin the mentoring process. Students should be clearly instructed to return thecompleted mentor’s evaluation form when they come for the final exam.

4. Return all extra materials to the central office within the week after classes begin. Report all withdrawals and additions after the first-class period to School of Ministry.

5. Collect fees and mail them to SOM before issuing materials. Keep records using receipt stubs. (If fees are not collected immediately, problems may arise for collection and record maintenance).

6. Prepare student roll sheet for each class in Realm system. Facilitators are responsible for keeping their weekly class roll. Students who are *absent more than one fourth* of the class sessions must retake the class.

7. Coordinate exams and mentoring forms. Exams submitted online to the School of Ministry along with a list of all students whose exams you are sending. Retain all student mentoring forms in their files. Give final grade reports to students as soon as they are returned by SOM. (Note: If the exam is not submitted before the time limit for taking it after the enrollment date, the student will have to retake the exam.)

8. Be sure all facilitators have the Instruction Evaluation form to distribute in the middle of the course or after the final exam. It should be completed outside the class and returned before the beginning of the next class. These forms are to be reviewed by the Associate BTC Director and delivered to the Area BTC Director and Oversight Committee.

9. Maintain student files**,** including: a) *student application*, b) *pastor’s recommendation*, c) *course registration*, d) *student transcript* and e) *mentoring forms*.

10. Help as requested in promoting the BTC, planning and preparing for graduation

ceremonies, and other duties necessary to assure smooth operation of BTC.

A-2-4

**BTC FACILITATOR Responsibilities**

**Summary: The Facilitator is to lead the students in discussion of the course materials provided by School of Ministry, adding personal insights, illustrations, and applications of the Biblical truths being covered.** The facilitator will be given a copyof the course materials, and *Instructional Facilitator’s Manual*, if available.

**Qualifications**

**·** Agrees with the interactive instructional methods and objectives of BTC (*very important*)

**·** Demonstrates reasonable knowledge of and experience with the subject to be taught

**·** Demonstrates skill with interactive teaching methods

**·** Has a good attitude toward people

**·** Agrees with the Code of Ethics

**Duties and Responsibilities:**

1. Assist as needed in enrolling students, collecting fees, and distributing course materials. Accurately explain to students the provisions and opportunities in the BTC environment. Help the students feel at ease. Give special attention to maintaining a positive learning atmosphere. (New students may be apprehensive of the structured learning situation, especially final exams.)

2. Clarify that BTC courses will only meet the STUDY requirements for obtaining ministerial credentials. OTHER requirements that do not involve the BTC must

also be met. Attending an BTC does not guarantee to the student any position or credential.

3. Present the course material using the Global On-Demand Technology. The final exam will only cover the material addressed by the course, unit, and lesson objectives. Introducing outside materials relating to the subject must be minimal. Use a variety of proven instructional methods, but primarily use **the text-based, interactive “Discovery Method”** (see handout). Avoid lengthy periods of lecture or preaching but share from your life experiences and example.

4. Keep in mind these courses are on the adult continuing education level. Primary attention should be on understanding and applying to ministry the right principles, not in reviewing alternative interpretations of Bible passages. Inspire the students to take their studies seriously for the sake of their own growth and ministry.

5. Encourage students to initiate and maintain the required mentoring program. Remind them that their *Mentoring Report & Evaluation Form* must be completed, signed and turned in when they take the final exam, or **they will not receive credit for completing the SOM program**. Encourage students to develop a healthy mentee/mentor relationship with their assigned mentor.

6. Strive to keep the class schedule, taking special care not to run over time! Keep a record of student weekly attendance in Realm. Report student withdrawals and absences to the Registrar. **If a student misses more than one-fourth of the classes, then he/she must retake the course.**

7. Give the final examination during the final session of each course, if required. Collect required mentoring evaluation forms. Explain clearly the use of electronic exams page on the web-site. Leave time to review the answers to the exam (unofficial grading).

8. Distribute the *Instructor Evaluation Forms* to students after students have completed exams and doing the exam review. Remind them to return it within one week to the Record Keeper. A-2-5

**Lesson Chart for Courses**

**Year One--SOM Courses**

You will find that these courses are longer, though not more difficult, than other SOM courses. These courses are divided into units, then lessons. The lessons are designed for a student to completed by an instructor in a Virtual class or On-demand.

**THE DISCOVERY METHOD**

The “Discovery Method” is an interactive, eBook-based approach to learning that allows students to “discover” truth for effective ministry. Students learn by discussing the textbook content they have read, guided by study questions and a facilitator with insight and experience. The facilitator’s role is to lead students to discover in stages what is important, and how to apply it to real life with the Lord’s help.

**Stage One: Independent Study**

Students read/study assigned portions from LMS and study questions individually, and then come to class already familiar with the material.

**Stage Two: Understanding**

The facilitator interacts with the class to make sure the students:

1) Understand the key questions by having them rephrase the questions in their own words,

2) Understand the answers to the study questions:

a. by having students answer the study questions in their own words**.**

b. by asking the students questions and discussing their answers.

c. by giving illustrations of the right answers to make sure the entire class understands.

**Stage Three: Applicable Learning**

When the class seems to have grasped the principles being discussed, the facilitator gives a five-minute “lecture” with further illustrations, applications, and explanations where needed. Then students are encouraged to ask questions and discuss the practical benefit of the truth being considered. The result is that (ideally) each student covers the material three times, each time going a little deeper. This process will enhance the student’s ability to teach effectively in his/her own ministry. Facilitator Preparation

If the facilitator is unprepared, the class discussion will degenerate into an opinion poll, and little constructive learning will occur. To prepare, the facilitator review class material. Then he/she should compile a variety of illustrations and applications on every aspect

of the lesson. The result will be real learning by the students that is text-based (rather than lecture-based), that empowers students for real application of truth they have discovered.

A-4-1

How Can I Teach if I Don’t Look at the Test?

As a BTC facilitator, you may feel frustrated because you do not have access to the exams and answer keys as you are interacting with your students. You may say, “In traditional classrooms, the teacher provides the instruction, writes the exam questions, and assigns the grades.” However, you are working in a rapidly growing segment of education that does not fit the mold of the traditional classroom. While many of the School of Ministry courses are designed to be used by individuals who are studying on their own, learning is certainly enhanced when students study in groups with a facilitator. The BTC option provides motivation, accountability, and enrichment for busy adults who sometimes need encouragement and accountability. Facilitators can also provide locally relevant illustrations that will help students master the concepts being taught in the courses. However, it is important to remember that students are not tested over the material you present in class. Instead, they are tested over the material in their instructional materials for SOM School of the Bible. This provides a consistent training for students around the world who are taking the courses. The courses follow an objective-driven instructional design format. Exam questions are based upon the objectives in each lesson. If the student has mastered the material as required by

the objectives, he should be prepared for the exam.

We do realize that immediate feedback on examinations is an advantage to the students. Students can receive immediate feedback by taking the exams online. Our online exam center gives the student an immediate report of his performance on the exam as well as a list of the objectives he did not master as indicated by the questions he missed. The issue of using the exam in teaching the course seems to be a source of misunderstanding among many BTC leaders. This is not an accusation that BTC leaders give students the questions and answers for an exam ahead of time, thereby “cheating” on the exam. Nor is it a reflection on the competency of the BTC facilitators. The concern is that in “teaching to the test,” well-meaning facilitators will emphasize the material on the test while much valuable information is neglected. If facilitators are using the exam in preparing lessons or in reviewing for the test, students are likely to neglect to read their instructional materials, but will depend on the facilitator to

teach them the information they need. Therefore, they will not learn everything they need to know about the subject at hand. Since exams typically contain only 50 questions, they can cover only a small portion of the actual material in the course. Facilitators who concentrate on preparing their students for the test may be inadvertently short-changing them even though their scores on the exams are high. As an BTC leader, you serve a vital role of motivating your students, enriching their learning experience, and assisting them in meeting their educational goals. Your experiences provide a rich reservoir of illustrative material to give practical application to the lessons your students are

learning. Your mentorship role is probably more important than your actual instructional role. Students will long be influenced by your life. You are to be commended for your dedication in training students for ministry. The restrictions being placed on the use of the exams are designed, not to detract from your role as a facilitator, but to assist your student in their learning experience.

A-4-2

**INSTRUCTION EVALUATION**

**These questions are to provide student response during or after the course of study. Be honest and fair with your answers. Give your opinion, but not your name.**

**Date: \_\_\_\_\_\_\_\_\_\_\_ Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Facilitator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. In this class I have learned

2. What I learned in this class was

**\_\_\_**a great deal \_\_\_very important

\_\_\_some \_\_\_important

\_\_\_very little \_\_\_not very important

3. Regarding the amount of group

4. The class discussions were

discussion, I feel there was **\_\_\_**very enjoyable & helpful

\_\_\_too much discussion \_\_\_enjoyable & helpful

\_\_\_just the right amount of discussion \_\_\_largely irrelevant

\_\_\_not enough discussion

5. For my Christian walk, this class was

6. For being empowered for ministry, this class was

\_\_\_very helpful \_\_\_very helpful

\_\_\_helpful \_\_\_helpful

**\_\_\_**not very helpful **\_\_\_**not very helpful

7. The class materials were (can check more than one) \_\_\_\_easy to read \_\_\_\_challenging \_\_\_\_\_

difficult to understand \_\_\_\_ relevant to real life \_\_\_\_ other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. The way this class helped me, and my ability to minister to others was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. I think the class could be improved by **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Class content I discussed with my mentor was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Make any comments you would like about the a) textbook b) study guide c) facilitator \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this unsigned questionnaire to your facilitator or registrar/record keeper.

A-4-3

**BTC MENTORING MINISTRY**

TO: **Students and Pastors of BTC students**

FROM: **BTC Director**

RE: **Mentoring Requirements for All BTC students**

The Greater Works International sponsors the Bible Training Center program, and Global On-Demand School of Ministry provides the academic services. BTCs were established in response to Jesus’ command to “Disciple all the nations.” Jesus’ example shows that discipling is a relational process, so the BTC mission is to provide mentoring, as well as studies, for members of the Body of Christ involved in ministry under the supervision of a pastor. If application for ministerial credentials is desired by the student, the completed program satisfies the academic requirements (Note: There are other requirements that must also be met to receive ministerial credentials.)

BTC policy places faith in the students’ pastors for the quality of the mentoring provided. The student, however, is given the primary responsibility for making sure that the mentor/mentee relationship happens. See pg. 6 of the BTC Manual for principles guiding the mentor and mentee relationship. The specific requirements for BTC mentoring are:

 Mentoring must be concurrent with the student’s BTC classes (although mentoring should continue during off-class times). The Mentoring Evaluation & Report Form is due on the day the final exam is taken. That is the date that should be entered under “DUE DATE” on the upper right-hand corner of the form.

 Mentoring meetings should occur at least 2 times per month, for a combined approximate total of 2 hours per month.

 Mentoring meetings should be primarily discussion, including feedback from the student, plus encouragement and practical guidance from the mentor, in the following areas:

1. Personal life disciplines and relationships (devotions, family, friends, ministry partners)

2. Church ministry involvement

3. Classroom studies

4. One-on-one discipling of another person

5. Application of principles taught in collateral reading assigned by the BTC.

 At the final class session, before sitting for the final exam, the student must present a completed Mentoring Report Form that indicates fulfillment of the mentoring requirement. The form must be completely filled out, and all answers reviewed and discussed between mentor and mentee. If the student does not present the form at this time, he/she may still take the exam. However, the exam will be held and not be sent to SOM for grading until it is accompanied by this form. While it is the student’s responsibility to initiate these mentoring arrangements with the designated

mentor, fulfillment obviously depends also on the mentor’s faithful cooperation. Based on Jesus’ example and many testimonies, we know the students’ mentoring relationships can greatly enrich their lives and their ministries in the church. So we expect the mentor’s investment of time and effort to pay immediate and long-term dividends in the advancement of the kingdom through the church. Great appreciation is felt for those who invest mentoring time in the life of the student, to complement the academic studies offered in the BTC classroom. The attached Mentoring Evaluation and Report Form

is provided for the mentor’s use and the students’ benefit. The mentor should make multiple copies*.*

*REMINDER:* **No final exam will be sent for grading unless the student has submitted a Mentoring Evaluation and Report Form indicating fulfillment of the mentoring requirement**.

A-5-1

**STUDENT GUIDE FOR MENTORING**

**(adapted from Mentoring (Personal Mentors)**

“Mentoring is a relational experience in which one person empowers another by sharing God-given resources.” —Paul Stanley and Robert Clinton, *Connecting*

**Mentees can be successfully mentored if they:**

1. Are seeking to understand God’s direction for their lives, and how God has shaped them through giftings, calling, strengths, and weaknesses.

2. Accept responsibility for their personal growth and remain teachable, preparing for the day they will stand alone before God and give account for the stewardship of their resources and their development.

3. Continue to trust God for His timing and provision for their development, especially when doors have not opened in expected ways, and desired resources have not always seemed available when needed.

**Mentors provide to mentees:**

1. Encouragement, support, and a link to resources, often through the modeling of ministry.

2. Help in clarifying goals and determining mentoring methods and appropriate resources for reaching those goals.

3. Needed accountability for their growth, spiritual development and completion of accepted assignments. List the mentors in your past who have influenced your walk with Christ, by providing:

Wisdom and discernment:

Life and ministry experience:

Timely advice:

New methods:

New skills:

Key principles or insights:

Important values and lessons:

Organizational influence:

Financial resources:

**PLAN YOUR MENTORING PATH**

**1. What are my present vision and goals for my personal life?**

a. My past growth in my personal life could be described/charted as follows (showing obstacles

overcome and resources – people, materials, experiences - that helped). [Use another sheet of

paper.]

b*.* I feel God is saying that my current growth goals for my personal life should be to:

c. I see the following:

i) obstacles to be overcome

ii) resources needed to accomplish these goals.

**2. What are my present visions and goals for my ministry-work life?**

a. My past growth in my ministry-work life could be described/charted as follows: (show obstacles

overcome and resources – people, materials, experiences - that helped. Use another sheet of

paper.)

b. I feel God is saying that my current growth goals for my ministry-work life should be to:

c. To accomplish these goals, I see the following:

i) obstacles to be overcome:

ii) resources needed:

**3. I am mentoring/discipling \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I see this process progressing/struggling:**

A-5-2

**BTC MENTORING EVALUATION & REPORT FORM**

**Student to fill out this section** (please print) DUE DATE **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastor’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mentor (if not the pastor) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Name/City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mentor’s Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course(s) taken this class period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastor/Mentor to fill out this section (please print). (Use back for more writing space, if necessary.)

1. What ministry has the student been involved in during this class period? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Is the student satisfactorily fulfilling his/her ministry assignment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Does the student tithe regularly? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Do you feel the student is advancing personally from studying in BTC? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. How many times did you meet with the student during this class period? (Minimum of 2x/month) \_\_\_\_\_\_\_

Approximately how much mentoring time did you spend with the student during this class period? (Minimum

of 2 hours per month) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6.Where were meetings held? Church Office\_\_\_\_ Home\_\_\_\_ Phone\_\_\_\_ Restaurant

\_\_\_\_Other

7. Note specific topics of discussion under the areas below (all three should be included): (Check topics discussed)

**Strengths should be affirmed, and plans made to improve weaknesses.**

 Personal walk (devotions, family & other close relationships, struggles…) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Ministry (vision, goals, review, plans…) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Classes (benefits, inspirations, struggles…) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 One-on-one discipleship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Application of collateral reading principles\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Further Comments **(Optional- can be helpful to chart growth.) *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

8. Can you see evidence of balance between the student’s priorities regarding God, family, ministry, BTC

studies, etc.? Yes\_\_\_ No\_\_\_ Somewhat\_\_\_ Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Did you discuss all your answers on this form with the student? Yes\_\_\_ No\_\_\_

Mentor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A Brief Guide for BTC Students**

As a BTC student you will enjoy all of the benefits of School of Ministry courses,

plus, the advantages of group study. The responsibility rests on you to study the materials and to complete your course work. Your facilitator will aid your study during scheduled class sessions. Taking part in a study group will encourage you to keep up the good work and to finish in a timely fashion.

The BTC will act on your behalf, dealing directly with School of Ministry. Your

Registrar will place orders for your materials and collect the charges from you. He/She will assist you in submitting completed exams to School of Ministry for grading, and the results will be returned to the BTC. They will keep academic records for you at their site, while your official record will be kept by School of Ministry. Please keep your BTC current on your address and phone number, as they will need to know how to contact you should any questions arise.

You will be asked to sign a release giving your BTC leadership access to information from your academic record, including permission to request a copy of your transcript. School of Ministry must receive a written request with your signature before a transcript can be mailed to your BTC or to any other person.

You should go to your Registrar when you have a question regarding a course or a grade. You may contact School of Ministry yourself by phone, e-mail, or standard mail if you have further questions. Please be patient when you are waiting for final grade reports. During peak times grade processing can take up to three weeks. As an academic institution, the School of Ministry is responsible to provide discipline in

areas that directly relate to the school and the student’s academic integrity. (Please note that the Code of Conduct extends to any and all electronic communication, including threaded discussions and e-mail with faculty and students.) The following conduct may result in disciplinary action:

1. *Cheating*: using unauthorized notes, study aids, or information on an examination; allowing another person to do one’s work and submitting that work under one’s own name; downloading a paper from the Internet and claiming it as one’s own.

2. *Plagiarism*: submitting material that in part or whole is not entirely one’s own work without attributing appropriate documentation to the correct source; plagiarism includes copying or paraphrasing material from the study guide, textbook, or another person’s writing without documentation.

3. *Fabrication*: falsifying or inventing any information, data, or citation; this includes providing false personal identification or fraudulent records concerning personal history.

4. *Obtaining an Unfair Advantage*: (a) stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) unauthorized collaborating on an academic assignment; (c) retaining, possessing, using, or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination.

5. *Disrespectful treatment of representatives, faculty, staff, or students: This includes* abusive language, verbal or written. *It is our hope that you will find many ways to put your studies through School of Ministry into practice. It is our prayer that your studies with School of Ministry will yield fruit both in your personal life and in your ministry.*

A-6

**Student Sign-Up Sheet**

COURSE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ INSTRUCTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIMES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLACE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ COST $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT NAMES

IST

TEXT

REGISTRATION

FIRST MIDDLE LAST ON FILE NEW

1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    

2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    

3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    

4) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    

5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    

6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    

7) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    

8) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    

9) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    

10) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    

11) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    

12) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    

13) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    

14) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    

15) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    

16) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    

17) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    

18) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    

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**School of Ministry BTC Student Registration Form**

Please print legibly

Name:

Address:

City: State Zip

Home Phone:

Work Phone: Ext

E-mail

Birthday / / 􀀀 Male 􀀀 Female

Social Security Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** *These records are kept confidential. You will*

*receive a Student ID number different than your*

*Social Security Number for your protection. However,*

*your SS# is used as a verification when checking on*

*grades.*

Program of Study (Please check one)

 Urban Bible Training Center

 Biblical Studies

 Ministerial Credentials

**Academic Release Authorization**

I authorize BTC Leadership from:

(Church or Organization)

(City) (State)

to request academic information from my official student record which

is kept with the School of Ministry in Headquarter Office in USA until

I contact the school and withdraw this authorization in writing.

I understand that School of Ministry offers non-degree and degree

courses and may calculated in Continuing Education Units, and

college credits.

(Student Signature)

(Date)

A-8

**(for local BTC office use only)**

Name **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Phone

**\_\_\_\_\_\_\_\_\_\_\_\_\_**E-mail**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date **\_\_**

Address **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_**City/State/Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security # **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_**

Male **\_\_**Female **\_\_**Single **\_\_**Married

Church attending: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_** Pastor**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_**

Address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Phone**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_**

How long have you been attending your church? **\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_** In what ministries are you involved, in

your church or elsewhere? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Occupation **\_\_\_\_\_\_\_\_\_\_\_** Are you currently employed? **\_\_\_**

List current or last employer’s name and

address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Dates of employment: From**\_\_\_\_\_**

to **\_\_\_\_\_\_\_\_**

Previous education (circle highest): 1-8 9 10 11 12

GED AssocDeg TechSchl Coll Grad \_\_\_\_\_\_\_\_\_\_

Are you able to read and write in the English language?

**\_\_\_**Yes **\_\_\_**No Need assistance with studies?

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

When did you become a Christian? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bible Training Center**

**NEW STUDENT APPLICATION FOR ADMISSION**

Baptized in water? **\_\_\_\_\_** When? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Filled with the Holy Spirit with evidence of tongues? **\_\_\_\_** Tongues in current prayer life? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personally, led someone to Christ? **\_\_\_\_** Discipled a new believer? **\_\_\_\_** For how long? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Describe your current Bible study and devotional routine: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

What is your definition of a servant? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

What do you believe are qualities of a spiritual leader? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

What is your definition of ministry? **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Have you completed any SOM or ICI courses? If yes, please list: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I want to enroll in BTC because: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Do you have a mentor arranged for yourself, as BTC requires? **\_\_\_**Yes **\_\_\_**No

I want to enroll in: Track 1 -Ministerial Training \_\_\_\_\_

The Bible Training courses are designed for the person desiring further Bible training without the

demands of degree level and on-campus studies. PLEASE NOTE that while providing training for ministry, BTC does not issue ministerial credentials. Application for and granting of credentials to become a minister are typically handled by the local church where you reside. You may inquire about joining Greater Works International, if you do not have a local church.

I understand that attendance at each class session is mandatory. I also understand that if it is necessary that I miss a class session, it is my responsibility to notify the BTC office of my absence in advance. I also understand that if I fail to attend more than one fourth of the class sessions, I will be dropped from the course, and it will be necessary to retake the course at another time. I am aware that I must establish a mentor relationship with my pastor, or someone approved by my pastor during all classes taken with BTC. I also know that I must turn in a Mentoring Evaluation & Report Form before taking the final exam for each BTC course. If I do not turn in the form, I may take the exam, but it will not be sent to SOM for grading until the completed form is turned in. I also know that I will not graduate from BTC unless these forms have been turned in, and that BTC will retain them in a confidential file.

**All charges, including the non-refundable registration fee of $\_\_\_\_\_\_\_\_\_\_, must be submitted with your completed application – at least two weeks before the first class for which you are enrolling (accept for designated areas, receiving scholarships).**

A-9

**Bible Training Center**

**Pastor’s Recommendation**

Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone and E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The applicant understands that this confidential statement is to be submitted directly to BTC’s admissions office and that its contents will not be public information. He/She waives the right to see this material after completion by his/her pastor.

Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**To be completed by the student’s pastor and mailed to the local BTC Registrar.**

1. How long have you known the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Has your relationship been: Close\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Casual \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. What is the nature of your relationship? Member\_\_\_\_\_\_\_ Worker\_\_\_\_\_\_\_ Attendant \_\_\_\_\_\_\_

4. Please evaluate his/her character: (excellent, good, poor or unknown)

\_\_\_\_\_\_\_\_\_\_\_\_ Honesty\_\_\_\_\_\_\_\_ Dependability\_\_\_\_\_\_\_\_ Academic Ability\_\_\_\_\_\_\_\_ Teachability

5. Does the applicant respond well to authority? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Does the applicant exhibit spiritual maturity? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Is the applicant emotionally stable? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. To your knowledge is the applicant’s life above question morally? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If not, explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. To your knowledge, does the applicant engage in the use of tobacco, alcohol or drugs? \_\_\_\_\_\_\_

If so, explain \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Do you recommend the applicant as a student of Bible Training Center? \_\_\_\_\_\_\_\_\_\_\_\_

11. Please share any other information that may help in the evaluation of this applicant \_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A-10

**Sample Order Record Form**

**Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**# Student Name Student # Order Date Text Received by**

**1**

**2**

**3**

**4**

**5**

**6**

**7**

**8**

**9**

**10**

**11**

**12**

**13**

**14**

**15**

**16**

**17**

**18**

**19**

**20**

**# Date ordered # Ordered Date Received # Received Checked by (Init)**

**1**

**2**

**3**

A-11

**Sample Academic Record Form**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**# Course # Course Name Exam Date Retake Completion Date Grade**

**1**

**2**

**3**

**4**

**5**

**6**

**7**

**8**

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**10**

**11**

**12**

**13**

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**20**

A-12

**School of Ministry Study Center**

**Tuition & Fees Schedule**

**Effective July 1, 2008—December 31, 2008**

**SOM Tuition** *(per course)* .........................................$50.00

**SOM Audit Tuition** *(per course-this option is only available*

*to BTC students) .....................................................*$17.50

**Exam Retake Fee** (*failed first attempt)* .....................$20.00

**Course Re-Enrollment** *(option to re-enroll when an exam*

*has been failed twice)* .................................................$35.00

**Course Transfer Fee (***transfer an enrollment from one*

*student to another student) .........................................* $10.00

**Reactivation Fee** *(Per course after 18 months of*

*inactivity)* ................................................................... $10.00

**Postage & Handling**........Approximately 7% of total order

**Expediting Fee** *(rush processing or delivery) ..........* $25.00

**Program Completion Fee** *(per program)*

Individual Credential Level ................................. $10.00

Complete Diploma ............................................... $25.00

**Cancellation and Refund Policy for School of Ministry Courses**

1. An enrollment may be cancelled by an applicant student within five (5) days exclusive of Saturday, Sunday, and holidays. If an enrollment is cancelled during this time, the student will be given a complete refund of all money paid, excluding postage fees.

2. From five (5) calendar days after midnight of the day on which the order is placed and until the time the school receives the final exam or the enrollment period expires, the school will retain a 10 percent registration fee.

3. Returned course materials will not be accepted beyond nine (9) months from the enrollment date.

**BTC Discounts:** A 20% discount is given to authorized BTC’s on individual course materials and tuition.

This discount does not apply to package plans, fees or shipping and handling charges. Authorized BTCs will pay shipping and handling charges of approximately 7% per order.

**Course Audits:** This option is only available to students in authorized BTC’s. If a student audits a course, they must pay the audit tuition fee in order to receive the instructional materials. If the student decides to take the exam and receive credit for the course, they must pay the remaining tuition and take the exam any time within the 18-month enrollment.

**Expediting Fees:** You should receive most orders within five (5) days. Orders requiring rush shipping will be charged $25.00 plus the normal shipping and handling charges. Bible Training Centers will be charged $25.00 for each student who requires their course assignments, final grades, transcript requests, etc. to be expedited.

A-13

**Letter Tracking Graduates**

Dear Graduate,

Greetings from the Bible Training Center of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We and the National

BTC Director are trusting God to continually use you to advance His Kingdom on earth.

Having received training from BTC, we are interested to know what your ministry activity is currently, and how you feel your BTC training prepared you for effectiveness in your ministry and in your life. Please answer the following questions and return them to me by \_\_\_\_\_\_\_\_\_\_, and I will forward the responses to the National Director.

Name:

Address:

Phone Number:

E-mail Address:

Occupation:

Age:

Gender:

1. Name and address of church and pastor where you are currently serving:

2. What ministry-related activities are you currently involved in?

3. How has your BTC training/experience helped you?

4. Please feel free to make any other comments you feel would help BTC improve its program.

A-14

**BTC ANNUAL REPORT**

(Electronic copy available from btc@gwintl.org)

**BTC of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** No. of Teaching Sites: \_\_\_\_\_\_\_\_

Mo/Yr first started \_\_\_/\_\_\_

Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Committee Members/Occupation:**

Name Occupation

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Associate Directors:**

Name Address Phone/Fax

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Registrar(s)**

Name Address Phone/Fax

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Students Enrolled This Year \_\_\_\_\_\_\_\_\_\_ No. of churches participating this year \_\_\_\_\_\_

No. of Instructors Who Taught This Year \_\_\_\_\_\_\_ (Ministers \_\_\_\_\_\_\_ Laypersons \_\_\_\_\_\_\_ )

No. of Students Graduated This Year \_\_\_\_\_\_\_

Missions Track \_\_\_\_\_\_\_\_ Ministerial Training Track \_\_\_\_\_\_\_\_\_\_\_

No. of graduates since center’s beginning \_\_\_\_\_\_\_

No. students who did receive credentials:

Certified Minister: This Year \_\_\_\_\_\_\_\_\_\_ Since beginning of center \_\_\_\_\_\_\_\_\_\_

Licensed: This Year \_\_\_\_\_\_\_\_\_\_ Since beginning of center \_\_\_\_\_\_\_\_\_\_

A-15-1

**Ethnic Make-up**

Ethnic group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ % student body \_\_\_\_\_\_\_ Number of students \_\_\_\_\_\_\_

Ethnic group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ % student body \_\_\_\_\_\_\_ Number of students \_\_\_\_\_\_\_

Ethnic group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ % student body \_\_\_\_\_\_\_ Number of students \_\_\_\_\_\_\_

Ethnic group**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** % student body **\_\_\_\_\_\_\_\_** Number of students **\_\_\_\_\_\_\_\_**

**Mentoring**

1. Check kinds of persons serving as mentors:

Local church ministerial staff **\_\_\_\_\_** Lay church members **\_\_\_\_\_\_**

BTC grads **\_\_\_\_\_\_** 2nd yr. students mentoring 1st yr. students **\_\_\_\_**

2. Feedback from mentoring experiences**:**

3. Ministry involvement by students**:**

**Other information of significance (**totals since beginning of your BTC**):**

1. No. of credentialed graduates in ministry **\_\_\_\_\_\_** Full-time**\_\_\_\_\_** Part-time **\_\_\_\_\_**

2. No. of graduates that a) became church planting pastors **\_\_\_\_** b) assisted with a church

plant **\_\_\_\_** (Specific assignments, if known):

**Please send testimonies/challenges for reporting and prayer** (add pages as needed -

send pictures by e-mail or postal mail; digital camcorder interviews especially needed)

**\*\*\*\*\*\*\*Please complete and send to: \*\*\*\*\*\*\*\***

**Dr. Michael Bradley**

**Bible Training Centers**

**P.O. Box 93**

**Gilbert, IL 60136**

A-15-2

Greater Works International

P.O. Box 93

Gilbert, IL 60136

Phone: (847) 305-4430;

E-mail:btc@gwintl.org

Website: www.gwintl.org

**Bible Training Center**

**School of Ministry**

**Study Agreement**

**Area BTC Registration**

**Sponsoring church or ministry**

Name

Address

E-mail

Phone

Ship-to address (if different from above)

**Area BTC Director**

Name

Address

E-mail

Phone

Pastor \_\_\_\_\_ Missionary \_\_\_\_\_ Lay Leader \_\_\_\_\_

**BTC Committee**

Name

Address

Name

Address

Name

Address

Name

Address

Name

Address

Address

E-mail

Phone

When Christ gave the Church the ministry of teaching, He

committed to us the responsibility of communicating His Word

for people to know Him in truth. Greater Works International is committed

to assisting Bible Training Centers in the United

States and abroad to train lay workers and ministers. Through studying

courses from the School of Ministry, lay workers and ministers can receive a BTC certificate and

satisfy study requirements for ministerial credentials.

**Terms of the Agreement**

Greater Works International will:

1. Provide quality study materials.

2. Assist with instructional and administrative

guidelines and materials.

3. Allow a 20% discount on tuition, Independent Study

Texts, and collateral reading textbooks.

4. Grade each student’s work according to appropriate

academic regulations and standards.

5. Maintain a permanent record of each enrolled

student’s completions of study. The initial

application fee of $25.00 will be waived for BTC’s.

6. Issue appropriate certificates and diplomas as

specified in the BTC guidelines.

**The Bible Training Center will:**

1. Provide names, student numbers, and other vital

student information as required when orders are

placed.

2. Protect the identity and integrity of the name of

Greater Works International and its various divisions.

3. Protect the copyrights of Greater Works International eBooks,

study materials, and examinations.

4. Provide high-level instruction through the selection

of qualified facilitators and establishment of proper

group and enrollment standards.

5. Provide appropriate facilities for students to meet for

study and discussion.

6. Collect all enrollment fees, tuition (as applicable),

and materials fees, and remit the total amount due to

Greater Works International.

7. Administer/proctor final examinations and send to

Greater Works International for grading.

8. Bear the costs of distributing promotions materials

locally and practical expenses such as postage of

course examinations and assignments to Greater Works International

9. Comply with all regulations stated in the BTC

Procedures Manual.

10. Carefully monitor the advertising of the courses to

conform to Greater Works International standards.

A-16-1

**Registrar(s)**

Name

Address

E-mail

Phone

Name

Address

E-mail

Phone

Name

Address

E-mail

Phone

Name

Address

E-mail

Phone

**Required Endorsements:**

1.

Senior Pastor

2.

Director of BTC

3.

Dean – SOM

**Subscription:**

We, the BTC Committee, agree and will comply

with the relationship as heretofore stated. We wish

to establish a Bible Training Center.

BTC Director

Date

A-16-2

**Sponsoring Area BTC**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Area Director**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Associate Director**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Registrar**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ship to Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval Information**

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account number assigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Procedural Manual sent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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A-17