# DIPLOMA IN CHURCH GROWTH

# STUDENT GUIDE

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## TABLE OF CONTENTS

# LETTER FROM THE PRESIDENT

Welcome to Teleo University. We are a global distance education institution committed to equipping pastors and church leaders with world-class practical ministry training without leaving their churches and networks of ministry relationships. Teleo University partners with our parent organization, T-Net International, to offer degrees to the thousands of pastors and church leaders participating in training centers in countries throughout Africa, Asia, and the Americas.

*Teleo* is a Koine Greek word that means 1) *to bring to a close, to finish,* or 2) *complete or fulfill a command.* In the New Testament, the Apostle Paul used Teleo in 2 Timothy 4:7, "I have fought the good fight, I have finished the race." Again, in John 19:30, as Jesus died on the cross for our salvation, He said, "It is finished." *Teleo* captures our passion for finishing the Great Commission by being and making disciples of all nations.

In Acts 1:8 and Matthew 28, Jesus told his followers that they would be His witnesses in their cities, their countries, and throughout the whole world until the Great Commission was finished. The **Mission** of T-Net, or Teleo-Network, is to coach pastors and church leaders to *__finish__* the Great Commission in their congregations, regions, and every country of the world. Finishing the Great Commission in every country of the world so that no nation is unreached is what we call **PROJECT ZERO** because the mandate of "all nations" or "all ethnos" ends at ZERO. Teleo University supports this global initiative by providing affordable, accessible, accredited degrees to pastors and ministry leaders seeking to finish the Great Commission by multiplying disciple makers and initiating saturation church planting.

We believe the Great Commission can and will be *finished*. We believe the whole world will be filled with the knowledge of the glory of God. It is our all-consuming passion to do everything we can, through the power of the Holy Spirit, to see it through. T-Net International is committed to establishing an indigenously led and funded, multiplying, disciple making, church planting, and revitalization movement in each of the more than 230 countries of the world and coaching them until the Great Commission is finished. I can think of no greater pursuit in our lifetime.

**Jay Klopfenstein, DMin, DMin**

**Offer of Admission
Church Growth Programs**

Date: _____

Dear T-Net Tier 1 Training Center Graduate,
Congratulations, by completing the T-Net Tier 1 Training Center program, you have met the first requirement for admission to the Church Growth programs at Teleo University. Therefore, I am pleased to present to you **this official invitation to apply** to Teleo University to complete the church growth distance education program for academic credit. Please accept my congratulations on this offer of admission.

Located in Minneapolis, Minnesota, USA, Teleo University offers distance education to those currently serving as pastors, church leaders, and church planters. In this Church Growth program, you will receive over 100 tutorials and practical field assignments created by subject experts. Also, you will receive the encouragement and support of a facilitated study group called a T-Net Training Center. T-Net staff and facilitators will assist you by providing coaching and support as you complete your studies.

**I invite you to apply today for admission to Teleo University.** Our admissions team is anxious to process your application and required documents to confirm the degree program you qualify for and provide you with an official letter of acceptance and placement. **NOTE: You are welcome to complete T-Net training without pursuing a degree, but you cannot attend T-Net training in pursuit of a degree without first applying for admissions to Teleo University.** I pray for success in your studies.

**STUDENT INFORMATION:**

**Name:**_____

**Student Cohort ID:** _____/_____/_____
(two-letter country code or name  /  center code or name  / student # 1, 2, 3, etc.)
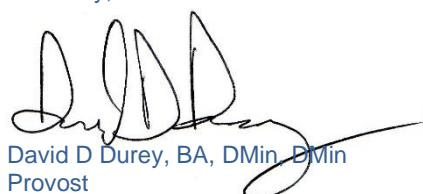
**PROGRAM INFORMATION:**
**Program:**            Church Growth
**Program Length:**     9 terms (36 months plus time to complete and present a ministry project report)
**Status:**             Distance Education Student
**Admission Status:**   Invitation to Apply to Teleo University
**Cohort Start Date:**  _____

**CONDITIONS:**
This is your offer to apply for admission to one of the Church Growth programs at Teleo University. Your **acceptance is contingent upon** successful graduating from the prerequisite Teleo University Pastoral Ministry program and **submitting the following:** 1) a completed application which must document 2$^{nd}$ and 3$^{rd}$ generation multiplication of T-Net Training Centers, 2) ) the $50 application fee (BMin, MMin and DMin only), and 3) a T-Net Trainer recommendation form. MMin and DMin applicants must also submit an original 10-45 page academic paper (typed and double-spaced) demonstrating research and academic writing skills. Include parenthetical citation with a Works Cited page as outlined in the Teleo University Style Guide. You are encouraged to submit your Bachelor of Pastoral Ministry (BPM) Capstone Project Report or MDiv Field Project Report. You may obtain the forms through your T-Net Center or at www.teleouniversity.org and return them through your T-Net Training Center cohort facilitator.

Students must currently be active T-Net Training Center facilitators and a coach to a 2$^{nd}$ and 3$^{rd}$ generation of T-Net Training Center facilitators.

Sincerely,

David D Durey, BA, DMin, DMin
Provost

_____
Signature of the T-Net Training Center Facilitator

# ABOUT TELEO UNIVERSITY

## MISSION

**Our Mission** is to provide affordable, accessible, accredited education to pastors and ministry leaders who are seeking to *finish* the Great Commission through multiplying disciple makers and initiating saturation church planting.

## DISTINCTIVES

### Distance Education for Non-Traditional Students: Pastors that Remain On-the-Job

Teleo University plays a unique role in Theological Education by Extension. Teleo University's focus is on *finishing* the Great Commission of Jesus (Matthew 28:19-20) in each nation of the world by empowering indigenous pastors and church leaders. Teleo University only seeks students who are currently pastors, church planters, or key lay leaders. The average age of these non-traditional students is between 30 to 55 years old. These Christian leaders do not need to leave their ministries and families to attend classes. Teleo University offers no resident campus learning. Instead, students must remain in their local church ministry to implement what they learn in this unique distance education program.

Teleo University is not in competition with traditional Bible Colleges and Seminaries. Teleo University's core materials have been taught at a master's and doctoral level by several of the most prominent evangelical seminaries: Bethel Seminary, Columbia International University, Dallas Theological Seminary, Trinity Divinity School, Western Theological Seminary, West Africa Theological Seminary, and more.

Teleo University professors share their knowledge with students through a cross-culturally tested curriculum, printed lectures, and, more recently, web-based video coaching (currently English only). The course curriculum is translated into multiple languages. Therefore, Teleo University employs correspondence courses where students meet their professors only through printed lectures and perhaps video coaching, but without personal interaction. However, our print delivery, supported by local study groups and experienced facilitators, empowers our students to receive practical theological education without leaving their ministry or network of relationships.

By gathering students into study groups called T-Net Training Centers, students benefit from carefully prepared study materials, collaboration with fellow students, and facilitators who have studied and applied this curriculum in their ministries. Furthermore, the internet now offers more resources and allows student exposer to instructors, course authors, and subject matter experts through video coaching.

### Trained as Trainers–The Disciple Making Model

Teleo University students participate in local study groups called T-Net Training Centers to complete assignments and enjoy vibrant student life interaction. Teleo University requires that pastors learn as students and then apply what they learn by leading, training, and implementing it in their local churches. Finally, every student must take on the disciple making mindset of training other pastors and church leaders (2 Timothy 2:2). Within the T-Net Training Centers, students form training teams to fulfill teaching practicum requirements of training this material to other pastors and church leaders.

## INSTITUTIONAL GOALS

To accomplish our mission, Teleo University seeks to…
1. Keep the cost of education accessible to all students regardless of their financial means.
2. Provide students with learning resources adequate to meet the learning objectives of every study program.
3. Provide students with accredited degrees and certificates.
4. Complement not compete with existing Bible Colleges and Seminaries.
5. Recruit and train existing pastors and church leaders so they need not leave their current ministry positions but can apply their learning in their churches.
6. Make finishing the Great Commission the primary objective of all training programs.
7. Training students to revitalize local churches as disciple making churches.
8. Empower students as trainers and equippers who multiply disciple making training and saturation church planting to finish the Great Commission.

# ADMISSION POLICIES

## GENERAL ADMISSION REQUIREMENTS

Students admitted to Teleo University are chosen based on spirituality, ministry zeal, academic ability, and their current role as a pastor, Bishop, church planter, church leader, or spouse. Teleo University is an educational institution for those non-traditional students who are already in vocational or bi-vocational pastoral ministry and church leadership. Teleo University provides Theological Education by Extension through a correspondence curriculum facilitated in T-Net Training Centers' study groups. Teleo University expects all students to participate in a T-Net Training Center study group.

## SPIRITUAL REQUIREMENTS: BELIEF AND CHARACTER

Applicants must agree with, personally adhere to, and support Teleo University's Doctrinal Statement. By completing and signing the application, the applicant promises to respect and comply with the student standards of conduct of Teleo University. Applicants are to give evidence of Christian character and maintain a lifestyle consistent with biblical standards of a daily walk with Christ. Teleo University serves students in many cultures worldwide, and we acknowledge that some practices will be considered acceptable by Christians in one culture but not another. Therefore, Teleo University insists that the Scriptures guide godly conduct for both students and educators. Where Scripture is clear, we will be clear, but where it is not, there will be freedom and grace.

## CHRISTIAN SERVICE REQUIREMENTS

Serving is an integral part of the Christian life. Students enrolled in Teleo University are non-traditional students serving as pastors, church planters, and Christian leaders in the local church. Christian service is not something added to the coursework. It is integrated into the entire educational experience at Teleo University at both the undergraduate and graduate levels. Serving and loving non-Christians and helping disciples grow is a way of life for those seeking to finish the Great Commission.

## STATEMENT OF FAITH

Teleo University is an Evangelical Protestant religious organization that holds to the essentials of biblical orthodoxy. The following statement addresses seven essentials upon which Christians have agreed throughout the centuries. These statements are inclusive rather than exclusive. We are eager to partner with denominations, churches, and other religious organizations that embrace the Christian faith's essentials. To maintain continuity and consistency, Teleo University expects educators, administration, and students to agree with, personally adhere to, and support the following doctrinal statement:
We Believe:

1.  The Scriptures, both Old, and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men and women and the Divine and final authority for Christian faith practice.

2.  In one God, creator of all things, infinitely perfect and eternally existing in three persons–Father, Son, and Holy Spirit.

3.  That Jesus Christ is true God and true man having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross as a sacrifice for our sins, according to the Scriptures. Further, He arose bodily from the dead, ascended into heaven, where at the right hand of the Majesty on High, He is now our High Priest and Advocate.

4.  The ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age, to convict men and women, regenerate the believing sinner, and indwell, guide, instruct, and empower the believer for godly living and service.

5.  That mankind was created in the image of God but fell into sin and is, therefore, lost and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.

6.  That the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe. That the new birth comes only by grace through faith in Christ alone and that repentance is a vital part of believing, but is in no way in itself a separate and independent condition of salvation; nor are any other acts such as confession, baptism, prayer, or faithful service to be added to believing as a condition of salvation.

7.  In the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord; of the unbeliever to judgment and everlasting conscious punishment.

## ADMISSIONS PROCESS – CHURCH GROWTH PROGRAMS

### Step 1: Complete the Prerequisite T-Net Training Center Pastoral Ministry Program
To apply for acceptance into any of the three Church Growth programs a student must complete the prerequisite Teleo University Pastoral Ministry program through participation in a T-Net Training Center study group and must be a lead trainer-facilitator or an assistant trainer-facilitator actively coaching 3-5 Pastoral Ministry students. The applicant must currently be coaching and supporting a 2nd and 3rd generation multiplication of T-Net Training Centers.

### Step 2: Submit the Application, Fee, a Recommendation Form, and an Academic Paper
Applicants must submit the following items through their T-Net Training Center study group facilitator in their country or directly to the Office of Admissions if so directed:

1.  **Admission Application:** Begin the application process by completing the application located in this Student Guide, from Core Module 1, Disciple Making Church Saturation manual, or download the application from My Teleo www.TeleoUniversity.org. The application must verify that the applicant has coached students that have multiplied training centers.

2.  **Application Fee:** Submit the $50 (USD) non-refundable application fee through your T-Net Training Center study group facilitator, or for further assistance, contact admissions@teleouniversity.org. (NOTE: Diploma and Certificate students are **NOT required** to pay the $50 application fee.)

3. **Acknowledge Agreement:** Affirm agreement with Teleo University's Statement of Faith and agree to abide by the school's policies and program requirements by checking the appropriate boxes on page two of the application form.

4. **Trainer Recommendation Form:** Teleo University requires a Trainer Recommendation form for all Church Growth program applicants. The trainer must Your T-Net Training Center facilitator may submit your reference form to Teleo University along with your application and other required documents.

5. **Academic Paper:** For admission to the Master of Ministry and Doctor of Ministry programs, Teleo University requires submission of an original 10-25 page academic paper (typed and double-spaced) on the topic of Disciple Making Church Revitalization. This paper must demonstrate research skills and correct parenthetical citation with a Works Cited page as outlined in the Teleo University Style Guide. To satisfy this requirement, students should submit their BPM Capstone Project Report or MDiv Field Project Report.

### Step 3: Receive a Notice of Acceptance

After Teleo University has received and processed your application fee and required documents, the admission office will send the applicant a notice of acceptance or non-admission. The admissions department will recommend an appropriate alternative program for students who do not qualify for requested program.

### Step 4: Access Your Student Account

Using the "My Teleo" section of TeleoUniversity.org, access your Teleo University student online account.

### Step 5: Pay Your Tuition and Proceed Through the Program

Teleo University enrolls students in prescribed programs of 9 or 10 four-month consecutive academic terms (36 or 40 months). There is no need to register for each term because of automatic enrollment for each term's prescribed courses. If you pay your tuition and earn passing grades, you will proceed automatically from one term to the next throughout the program.

## TUITION AND FEES

1. **Tuition for a student in the United States:** (Students outside the USA pay tuition unique to their country.)
   - Certification Credits (T-Net School of Ministry) $25 per term credit
   - Undergraduate Credits (diploma and bachelor's degree)–$70 per term credit
   - Graduate Credits (post-graduate diploma, master's and doctoral degrees)–$80 per term credit

2. **Fees:** Certificate and diploma students are exempt from fees, but all bachelor's, master's and doctoral degree students (USA and International) must pay the following:

| Teleo University Fees | USD | |
|---|---|---|
| Registration (Application Fee) | $50.00 | Paid at the beginning of year 1 |
| Administration Fee | $50.00 | Paid at Term 4 / Core Module 4 |
| Graduation Fee | $50.00 | Paid at Term 7 / Core Module 7 (or during year 3) |
| Total Fees Due | $150.00 (all fees are non-refundable) | |

Past due degree fees may result in late fees or removal from the degree program.

## SCHOLARSHIPS

Special need-based scholarships are available for students in the United States. The amount of the award is based on the student's financial need. In keeping with the institution's mission, special consideration is provided for recent immigrants to North America. Students in countries outside of the USA pay tuition based on each country.

# DIPLOMA IN CHURCH GROWTH

# PROGRAM REQUIREMENTS

# BY TERM

# T-Net School of Theology

## Diploma in Church Growth (DIP)

### Program Description
The Teleo University Diploma in Church Growth provides expertise to those serving full-time in ministry. With its emphasis on church growth and finishing the Great Commission, this program gives special attention to equipping students to oversee the expansion of disciple making training and saturation church planting. Further, to support a lifetime of sustained ministry, students will also experience growth in personal spiritual formation, reading and research methods, cross-cultural engagement, and theologically thinking grounded in biblical study. Teleo University's Diploma in Church Growth builds on the 90 credit hour prerequisite Certificate of Pastoral Ministry (CPM) or Diploma in Pastoral Ministry. In this program, students learn practical principles of church growth. They also apply their learning to a real-life ministry project intended to result in ministry expansion toward finishing the Great Commission in their region and sphere of influence.

### Program Outcomes
Students who complete the requirements for this program will have met the following objectives:
1. Design and execute a plan using disciple making church saturation to finish the Great Commission in a specific region
2. Write and implement a personal plan to ensure success in both personal life and ministry priorities
3. Learn to mentor ministry leaders for personal and professional integrity
4. Develop skills for leading, directing, and equipping ministry volunteers and other pastors
5. Experience spiritual disciplines to help sustain personal spiritual wellbeing
6. Expand ministry by training and developing church planters and other pastors
7. Seek to measurably finish the Great Commission within a specified and limited scope through disciple making church saturation
8. In a written ministry project, identify and document problems, solutions, principles, and issues that will assist others in finishing the Great Commission within the same or similar cultural context

### Program Requirements: Diploma in Church Growth
This program offers the following courses.

| Course # | Title | Credits |
|---|---|---|
| ML233 | Disciple Making Church Saturation | 3.5 |
| SF252 | Life and Ministry Development | 3.5 |
| SF253 | Mentoring Ethical Leaders | 3.5 |
| PM245 | Personal and Ministry Accountability | 3.5 |
| ML234 | Effective Christian Leadership | 3.5 |
| PM246 | Sustaining Strong Ministry Relationships | 3.5 |
| SF354 | Personal Spiritual Development | 3.5 |
| ML335 | Equipping God's People for Effective Ministry | 3.5 |
| FP363 | Ministry Project Report | 2 |
| **Total Course Program Credits** | | **30** |

### Admission Requirements
1. Continued involvement as a facilitator for a T-Net Training Center (study group).
2. Successful completion one of the Teleo University Pastoral Ministry Programs with the following results:
   - ✓ Two or more Outreach DBS house churches.
   - ✓ Personally recruited at least two Tier 1 Training Center participants from the prospect list.
   - ✓ Coached two Tier 1 students at least twice during each term.
   - ✓ Training Center team member and taught/facilitated at least 10% of Tier 1.
   - ✓ Taught Course 6 or CM C-6 to 3 total or 2 students from the applicant's prospect list.
   - ✓ Your T-Net Training Center students have multiplied to at least two (2) centers or two (2) times the number of students.

### Graduation Requirements
The student passes an assessment of his or her achievement of the graduate profile for this award, including:
1. Successful completion of 30 credit hours.
2. Writing and presenting a Ministry Project Summary Report for Peer Review.
3. Ministry involvement in training, equipping, mentoring, and coaching ministry leaders.
   - Completion of eight Teaching Practicums
   - Completion of a Ministry Practicum in Mentoring Leaders
   - Coaching and Overseeing Ministry Multiplication to 2nd Generation Training Centers
4. Model of the Student Life Character and Conduct and mastery of the Institutional Learning Outcomes.

## Program Structure and Delivery

Students participate in this program year-round by completing three 16-week terms each year for 9 terms. Students are independent learners but participate in regularly scheduled study groups called T-Net Training Centers led by experienced facilitators.

| Diploma in Church Growth (Dip) | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Year 1 | | | Year 2 | | | Year 3 | | |
| Core Modules (CM) | (CM-1) ML333 Disciple Making Church Saturation | (CM-2) SF352 Life and Ministry Development | (CM-3) SF353 Mentoring Ethical Leaders | (CM-4) PM345 Personal and Ministry Accountability | (CM-5) ML334 Effective Christian Leadership | (CM-6) PM446 Sustaining Good Ministry Relationships | (CM-7) SF454 Personal Spiritual Development | (CM-8) ML435 Equipping God's People for Effective Ministry | (CM-9) FP463 Ministry Project Report |
| Trainer: Teaching Practicum 1G Center | (C-7) Developing Leaders and Launching Ministries | (C-8) Managing and Multiplying Disciple Making Churches | (C-9) How to Teach the Whole Bible to the Whole Congregation | (C-10) How to Teach Bible Doctrine to the Whole Congregation | Teaching Practicum: Core Modules 1-5, (CM-1) Disciple Making Church Saturation (CM-2) Life and Ministry Development (CM-3) Mentoring Ethical Leaders (CM-4) Personal and Ministry Accountability (CM-5) Effective Christian Leadership | | | | |
| Ministry Practicum Coach: | Coach Training Center Students (C-7 to C-10) | | | | | | | | |
| Supervise: 2G Centers | Supervising a 2nd Generation Training Centers (C-3 to C-10) | | | | | | | | |
| Oversee: 3G Center | | | Oversee a 3rd Generation Training Centers (C-1 to C-7) | | | | | | |
| Support: 4G Center | | | | | | | Support a 4th Generation Training Centers (C-1 to C-3) | | |
| Ministry Project Report | Ministry Project Formation: Multiplication of Pastor Training | | Ministry Project Implementation and Documentation | | | | | | Ministry Project Report |

(CM-1) CM signifies a T-Net Tier 2 Core Model cohort meeting, and the # indicates the sequence in which the course is presented.
(C-7) C signifies a T-Net Tier 1 Course cohort meeting, and the # indicates the sequence in which the course is presented

## Note: There are no degree fees of $150 for Diploma students and no assignments in addition to those listed in the T-Net Tier 2 Auxiliary Manual.

**COURSE DESCRIPTION: ML233 Disciple Making Church Saturation**
This course provides an overview of the program and the unique methods of andragogy (adult education) employed in core module education, including maieutic discussions. Students design and initiate a plan for disciple making church saturation in finishing the Great Commission and determine how they will monitor their progress during this course. The course introduces research methods, and students write a description of their projected final ministry project methodology, goals, and plans. Students also learn by facilitating the course, "Developing Leaders and Launching Disciple Making Ministries" and supporting other pastors who facilitate "Evangelism and World Religions" to a new generation of disciple making pastors.
    **Credits:** 3.5 credit hours (45 hours of designated learning activity or academic engagement per credit hour)

**COURSE LEARNING OUTCOMES:**
As a result of this course, the student will:
- Describe the program design, including the use of maieutic discussions
- Design and initiate a plan for disciple making church saturation to finish the Great Commission in a specific region
- Demonstrate how to monitor ministry progress
- Present useful notes from research reading
- Write a description of the final ministry project methodology, goals, and plans
- Prepare for and facilitate the course, "Developing Leaders and Launching Disciple Making Ministries"
- Assist and support students who will facilitate the course, "Evangelism and World Religions"

**PROGRAM OUTCOMES:**
This course supports the following program outcomes.
- Design and execute a plan using disciple making church saturation to finishing the Great Commission in a specific region
- Expand ministry by training and developing church planters and other pastors
- Seek to measurably finish the Great Commission within a specified and limited scope through disciple making church saturation
- In a written ministry project, identify and document problems, solutions, principles, and issues that will assist others in finishing the Great Commission within the same or similar cultural context

**COURSE RESOURCES:**
    **Required Textbook(s)**
    *Disciple Making Church Saturation*. T-Net International, 2020.

    **Recommended Reading** (visit www.teleouniversity.org/readinglab for additional program bibliography)
    Malphrus, Aubrey, *Advanced Strategic Planning*. Grand Rapids, MI: Baker 1999.
    Barrett, Richard. *The Values-Driven Organization.* New York. Routledge. 2017. Print
    Rogers, Everett M. Diffusion of Innovations, Fourth Edition. New York. The Free Press. 1995. Print.
    Handy, Charles. *The Age of Paradox,* Harvard Business School Press, Boston. 1994. Print.
    Schuman, Howard and Stanley Presser. Questions and Answers in Attitude Surveys. New York. Academic Press. 1981. Print
    Van Doren, Charles. A History of Knowledge. New York. Ballantine Books. 1991. Print.
    Watson, David L. and Paul D Watson. *Contagious Disciple-Making*. Thomas Nelson, Nashville: 2014. Print.
    Weisberg, Herbert F. and Bruce D. Bowen. An Introduction to Survey Research and Data Analysis. San Francisco. W. H. Freeman and Company. 1977. Print.

**Libraries**
1. **Teleo University provides an online library accessible through the My Teleo web page:** https://www.teleouniversity.org/my-teleo. Degree students pay degree fees that cover the cost for use of the online library. Diploma students who want access to the Teleo University online library must pay a one-time $50 Administration fee.

2. Local libraries are additional sources for information and research. Ask your group facilitator for local language library resources. Possibilities include:
   - Local colleges, seminaries, and universities
   - Public libraries
   - Church libraries, pastors' libraries, and other professionals' libraries

**COURSE REQUIREMENTS / ASSIGNMENTS / GRADE POINTS:**
1. **CM1.1 - Participation and Monthly Coaching (5 grading points)**
   Arrived for the Core Module discussions early or on time. Attended every session for the whole session and fully participated in the Core Module discussions and presentations. Returned after breaks early or

on time. If emergencies required missing any session, student recruited another cohort member to cover that session material without short-cuts. Meet with Core Module facilitator for monthly coaching.

2. **CM1.2 – Preparation (10 grading points)**
Carefully read and study all tutorials. Prepare written responses for all "Reflect and Respond" and "Group Discussion Guide" questions. Complete all assignments in writing. Show all of these to your grader.

   **Reading and Research Reports**
   Complete the required Reading and Research for this term. Collect and document the author, publishers, and other information to create a proper source citation. As needed, photocopy the Reading and Research forms from the course textbook, the Appendix of this guide, or download the forms from My Teleo www.TeleoUniversity.org.

3. **CM1.3 – Essays and Written Projects (10 grading points)**
Write eight essays or written projects and be prepared to present and defend them or contribute to group discussion based on your written work.

   - Essay 1 (Session 1): "Why Participate in Tier 2" Grade _____
   - Essay 2 (Session 2):  "Maieutic questions." Grade _____
   - Essay 3 (Session 3): "What Place Does Planning Have…?" Grade _____
   - Essay 4 (Session 3): Article Highlights: *Planning and Goal Setting*. Grade _____
   - Essay 5 (Session 6): "Evaluate What is Needed to Finish the Great Commission" Grade _____
   - Essay 6 (Session 7): "Key Insights from SWOT Analysis." Grade _____
   - Essay 7 (Session 8): Article Highlights: *Priorities* Grade _____
   - Essay 8 (Session 12): "Reading and Research Report Form(s)." Grade _____

                    Total of these eight grades      _____ (24 points possible)

4. **CM1.4 – Documentation (5 grading points)**
Collect all documents from each of your students at Course 7 that should be placed in their folders and **show every document in every folder to your grader** at CM1. Be sure <u>every</u> document is <u>completely</u> filled out with no blanks left. These documents include:

   - Graded Course 6 exam
   - Data sheets
   - Completed T-Net "Student Course Report" registration and grades

5. **CM1.5 – Record Grades (5 grading points)**
Graded all Tier 1 students and recorded their grades:

   - In the student's Auxiliary Manual: On each specific assignment and in the final grade calculation course grade summary (gray box).
   - On a Student Course Report.
   - In the online student profile at tnetcenter.com

6. **CM1.6 – Reporting (5 grading points)**
Make a photocopy or PDF scan of the completed **Student Course Report** for every student attending the current Tier 1 course and send it with a **Course Summary Report** to your Country Director within 14 days registration and grading for the current Tier 1 course (or within 14 days after a student makes up a course).

7. **CM1.7 – Discipline (5 grading points)**
Do not give any student a course manual nor allow the student to attend course sessions until they have paid the tuition for that course.

8. **CM1.8 – Accounting (5 grading points)**
Send all tuition and fees to your Country Director within 14 days of course registration and grading.

9. **CM1.9 - Three-Year Goals Overview: (5 grading points)**
Complete the **Goals: Three-Year Overview** Chart Assignment 1 in Session 8 *Ministry Objective and Goals*. Project the specific goals that you expect at the end of the three years of Tier 2 courses. Project how much of that growth you will accomplish by the end of the first and second year of Tier 2 based on the growth that will result from your current training center multiplication within your adopted area of the country.

10. **CM1.10 - Action Plans: (5 grading points)**
For the adopted geographic area of your country, write an action plan to implement one strategic goal from each of the first four T-Net strategic objectives. Write your action plans using the worksheets provided at the end of Session 9 *Implementing Disciple Making Church Saturation*.

11. **CM1.11 Teaching Practicum – Tier 1 Trainer: Course 7 (20 grading points)**
Teach or co-teach all of <u>**Course 7**</u> to your students. Update your folder for each of your students and keep accurate records on each one. Contact each of your students monthly between meetings to coach them to fulfill their assignments. After teaching this course, prepare to teach Course 8. **Provision for women whose denomination or culture restrict them from leading men:** These female students are responsible to study material to be taught and to come to this next generation training to help trainers and to coach other female students. They will not teach any sessions or be graded for doing so. If they reviewed all the course material and come to help every day, they receive a "4" for this assignment.

12. **CM1.12 Ministry Practicum - Coach Your Course 7 Training Center Students (6 grading points)**
Coach and supervise your next generation training center students between course meetings by making monthly coaching contacts with each assigned student either face to face or by internet video or phone call.  Use the Assignment Action Step Timeline as a guide to coach your students to successfully complete their training center assignments.

13. **CM1.13 Ministry Practicum – Supervise Course 3 of Your 2nd Generation Training Centers: (4 grading points)**
Your students are now trainers who are leading their own training centers. Now you need to work with your student trainers to ensure the success of your 2nd generation training centers. You and your training team must coach your students to success.

14. **CM1.14  Ministry Project Formation. (10 grading points)**
**Write your first draft of the Ministry Project Report, Chapter 7 Project Strategy** Address all or most of the items listed in the Ministry Project Report Template located in the Appendix of the Auxiliary Manual. You may type this double-spaced or write it by hand single-spaced on separate pieces of paper. You may write in your main language now but will be required to submit your final draft electronically in English typed using the correct formatting.

> **Tier 2 Ministry Project Suggested Lengths by Degrees**
> - PGDip; BMin; and Diploma: a 3-8 page summary for this chapter.
> - Master's degree Thesis: 10-15 pages that address all the elements of the outline.
> - Doctoral degree dissertation: 15-20 pages that address all the elements of the outline.

## COURSE SCHEDULE:
Complete the following units of study using the approved study group schedule set by your T-Net Training Center facilitator. All units and assignments are intended to be completed within the four-month term.

Unit 1    Understanding the Program Design
Unit 2    Maieutic Discussions
Unit 3    Planning for Disciple Making Church Saturation
Unit 4    Assessing the Current Context
Unit 5    Affirming the Mission and Core Values
Unit 6    A Ministry Plan to Finish the Great Commission
Unit 7    Evaluating Readiness to Finish the Great Commission
Unit 8    Ministry Objectives and Goals
Unit 9    Implementing Disciple Making Church Saturation
Unit 10   Overcoming Obstacles
Unit 11   Using Math to Monitor Ministry Progress
Unit 12   Reading and Research: Taking Notes From Research Reading
Unit 13   Writing: Ministry Project Methodology, Goals, and Plans
Unit 14   Learning by Facilitating C7 Developing Leaders and Launching Disciple Making Ministries
Unit 15   Instruct and Guide 1G TC Facilitators
Unit 16   Oversee and Support 2G TC Facilitators

## COURSE PROCEDURES AND POLICIES:
1. **Participation Policy**
Teleo University students must participate in local study groups called T-Net Training Centers to complete assignments and enjoy vibrant student life interaction. By gathering in study groups, students benefit from collaboration with fellow students and facilitators who have studied and applied this curriculum in their ministries. Finally, every student must assume the disciple making mindset of training other pastors and church leaders (2 Timothy 2:2). Students form training teams to facilitate new T-Net Training Center study groups to fulfill the teaching practicum requirements.

2. **Academic Honesty:**
In the spirit of truth and honesty as espoused by our Lord Jesus Christ, Teleo University seeks to maintain an atmosphere where high ethical standards prevail. Teleo University condemns academic dishonesty. Behavior such as cheating, plagiarizing, or data fabrication will result in disciplinary action and possible dismissal from the program (plagiarism is presenting another's words or ideas as one's own without properly crediting the source).

3. **Style Guide for Academic Writing:**
Teleo University has created a Style Guide for Academic Writing adapted from the MLA (Modern Language Association) style guide. Use the university style guide when writing papers for all courses.

4. **Spelling and Grammar Checker Setup:**
Teleo University urges students to use Microsoft Office products and engage the grammar and spelling Editor functions. Students are also encouraged to download and use the FREE version of Grammarly. Consider suggestions from these tools but remember that the grammar checkers will not necessarily find or provide the correct help for every error.

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6. **Teleo University Copyright Statement**

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**COURSE DESCRIPTION: SF252 Life and Ministry Development**
This course helps pastors and church planters understand, biblically and practically, how to balance life and ministry. Students learn from the study of Scripture that God requires believers to honor Him in all areas of life, not just ministry. Students write a life and ministry development plan and use peer mentoring skills to provide support and accountability. The course also teaches how to identify ministry partners to advance finishing the Great Commission in a particular city or region. Students learn the correct citation of reading and research sources and describe the ministry project's broader cultural context in writing. Students will learn by facilitating the "Managing and Multiplying Disciple Making Churches" course and will guide and support other pastors as they facilitate study groups for new generations of disciple making pastors.
   **Credits:** 3.5 credit hours (45 hours of designated learning activity or academic engagement per credit hour)

**COURSE LEARNING OUTCOMES:**
As a result of this course, the student will:
- Describe, biblically and practically, life and ministry balance for pastors and church planters
- Use peer mentoring skills to provide support and accountability for another student's life and ministry development plan
- Demonstrate how to identify ministry partners to advance finishing the Great Commission
- Produce correct citations of reading and research report sources
- Write a description of the broader cultural context of the final ministry project
- Prepare for and facilitate the course, "Managing and Multiplying Disciple Making Churches"
- Assist and support students who will facilitate the course, "Bible Study Methods and Sermon Preparation"

**PROGRAM OUTCOMES:**
This course supports the following program outcomes.
- Design and execute a plan using disciple making church saturation to finishing the Great Commission in a specific region
- Write and implement a personal plan to ensure success in both personal life and ministry priorities
- Experience spiritual disciplines to help sustain personal spiritual wellbeing
- Expand ministry by training and developing church planters and other pastors
- Seek to measurably finish the Great Commission within a specified and limited scope through disciple making church saturation
- In a written ministry project, identify and document problems, solutions, principles, and issues that will assist others in finishing the Great Commission within the same or similar cultural context

**COURSE RESOURCES:**
   **Required Textbook(s)**
   *Life and Ministry Development.* T-Net International, 2020.

   **Recommended Reading** (visit www.teleouniversity.org/readinglab for additional program bibliography)
   Biehl, Bobb. *Increasing Your Leadership Confidence*. Sisters, OR: Questar Publishers, 1989. Print.
   -------. *Mentoring: Confidence in Finding a Mentor and Becoming One*. Nashville, TN: Broadman and
         Holman Publishers, 1996. Print.
   Burke, H. Dale. *Less is More Leadership*. Eugene, OR: Harvest House Publishers, 2004. Print.
   Cook, Bruce and Howard Hendricks, *Leading the Way: Practical Training for Effective Christian Leadership*.
         Atlanta, GA: Walk Thru the Bible, 1987. Print.
   Durey, David and Chuck Goldberg. *Coaching for Life: Balancing Life's Demands*. Minneapolis, MN:
         Intentional Discipleship Network, 2005. Print.
   Stanley, Paul D., and J. Robert Clinton. *Connecting: The Mentoring Relationships You Need to Succeed*.
         Colorado Springs: NavPress, 1992. Print.
   Watson, David L. and Paul D Watson. Contagious Disciple-Making. Thomas Nelson, Nashville: 2014.
         Print.

**Libraries**
1. **Teleo University provides an online library accessible through the My Teleo web page:**
   https://www.teleouniversity.org/my-teleo. Degree students pay degree fees that cover the cost for use of the online library. Diploma students who want access to the Teleo University online library must pay a one-time $50 Administration fee.

2. Local libraries are additional sources for information and research. Ask your group facilitator for local language library resources. Possibilities include:
   - Local colleges, seminaries, and universities
   - Public libraries
   - Church libraries, pastors' libraries, and other professionals' libraries

**COURSE REQUIREMENTS / ASSIGNMENTS / GRADE POINTS:**

1. **CM2.1 - Participation and Monthly Coaching (5 grading points)**
   Arrived for the Core Module discussions early or on time. Attended every session for the whole session and fully participated in the Core Module discussions and presentations. Returned after breaks early or on time. If emergencies required missing any session, student recruited another cohort member to cover that session material without short-cuts. Meet with Core Module facilitator for monthly coaching.

2. **CM2.2 – Preparation (10 grading points)**
   Carefully read and study all tutorials. Prepare written responses for all "Reflect and Respond" and "Group Discussion Guide" questions. Complete all assignments in writing. Show all of these to your grader.

   **Reading and Research Reports**
   Complete the required Reading and Research for this term. Collect and document the author, publishers, and other information to create a proper source citation. As needed, photocopy the Reading and Research forms from the course textbook, the Appendix of this guide, or download the forms from My Teleo www.TeleoUniversity.org.

3. **CM2.3 – Essays and Written Projects (5 grading points)**
   Write a persuasive essay explaining why "As Busy Christian Leaders We Must Not Neglect _____(select and write about one of the seven areas of life management: Family, Finances, Personal Growth, Physical Health, Social, Spiritual or Work). Present and defend the essay in a triad of students from the Core Module cohort then help complete an Essay Evaluation Sheet for other students in the triad.

4. **CM2.4 – Documentation (5 grading points)**
   Collect all documents from each of your students at Course 8 that should be placed in their folders and **show every document in every folder to your grader** at CM2. Be sure <u>every</u> document is <u>completely</u> filled out with no blanks left. These documents include:
   - Graded Course 7 exam
   - Data sheets
   - Completed T-Net "Student Course Report" registration and grades

5. **CM2.5 – Record Grades (5 grading points)**
   Graded all Tier 1 students and recorded their grades:
   - In the student's Auxiliary Manual: On each specific assignment and in the final grade calculation course grade summary (gray box).
   - On a Student Course Report.
   - In the online student profile at tnetcenter.com

6. **CM2.6 – Reporting (5 grading points)**
   Make a photocopy or PDF scan of the completed **Student Course Report** for every student attending the current Tier 1 course and send it with a **Course Summary Report** to your Country Director within 14 days registration and grading for the current Tier 1 course (or within 14 days after a student makes up a course).

7. **CM2.7 – Discipline (5 grading points)**
   Do not give any student a course manual nor allow the student to attend course sessions until they have paid the tuition for that course.

8. **CM2.8 – Accounting (5 grading points)**
   Send all tuition and fees to your Country Director within 14 days of course registration and grading.

9. **CM2.9 - Pre-Session Coaching (5 grading points)**
   Meet with your assigned peer coaching accountability partner for 10 weekly coaching sessions prior to the Core Module meeting to talk through the assigned worksheets that will result in the creation of a Life Plan. Record insights and action steps for yourself and your accountability partner using the 10 Weekly Coaching Session Journal worksheets.

10. **CM2.10 - Coaching Worksheets (10 grading points)**
    Complete all coaching worksheets from each session.

    **Part 1: Profile – Your Current Reality**
    __ 1.1 Personal Profile
    __ 1.2 Possessions: What Has God Entrusted to You?
    __ 1.3 T.E.A.M. Personality Profile – Self

    **Part 2: Purpose – Your Intended Future**
    __ 2.1 Life Passion
    __ 2.2 Personal Priorities
    __ 2.3 Personal Vision Statement
    __ 2.4 Personal Mission Statement

    **Part 3: Creating Your Life Plan - Seven Areas of Life Management**
    __ 3.1 Family *(marriage and children)*

___ 3.2 Finances *(sharing, spending, saving)*
___ 3.3 Growth *(mental and emotional)*
___ 3.4 Health *(physical fitness)*
___ 3.5 Social *(friendship and citizenship)*
___ 3.6 Spiritual *(seeking and serving God)*
___ 3.7 Work *(personal contribution)*

Making the Calendar Your Friend
___ 3.8 Priority Living, **"Standard Weekly Schedule"**
___ 3.9a Priority Living, **"Annual Goals Summary"**
___ 3.9b Priority Living, **"Monthly Action Steps"**
___ 3.9c Priority Living, **"Disciplines Summary"**

**Part 4: Progress – Coaching the G.A.P**.
___ 4.2 Progress, "Coaching session Checklist"
___ 4.3 Progress, "Coaching session Outline/Progress"  Complete this worksheet specifically to coach your accountability partner.

11. **CM2.11 Teaching Practicum – Tier 1 Trainer: Course 8 (20 grading points)**
Teach or co-teach all of <u>Course 8</u> to your students. Update your folder for each of your students and keep accurate records on each one. Contact each of your students monthly between meetings to coach them to fulfill their assignments. After teaching this course, prepare to teach Course 9. **Provision for women whose denomination or culture restrict them from leading men:** These female students are responsible to study material to be taught and to come to this next generation training to help trainers and to coach other female students. They will not teach any sessions or be graded for doing so. If they reviewed all the course material and come to help every day, they receive a "4" for this assignment.

12. **CM2.12 Ministry Practicum - Coach Your Course 8 Training Center Students (6 grading points)**
Coach and supervise your next generation training center students between course meetings by making monthly coaching contacts with each assigned student either face to face or by internet video or phone call.  Use the Assignment Action Step Timeline as a guide to coach your students to successfully complete their training center assignments.

13. **CM2.13 Ministry Practicum – Supervise Course 4 of Your 2ⁿᵈ Generation Training Centers: (4 grading points)**
Your students are now trainers who are leading their own training centers. Now you need to work with your student trainers to ensure the success of your 2nd generation training centers. You and your training team must coach your students to success.

14. **CM2.14 Ministry Project Chapter 2: Country or People Group Context (10 grading points)**
Write the Ministry Project Report, Chapter 2 Country or People Group Context. Address all or most of the items listed in the Ministry Project Report Template located in the Appendix of the Auxiliary Manual. You may type this double-spaced or write it by hand single-spaced on separate pieces of paper. You may write in your main language now but will be required to submit your final draft electronically in English typed using the correct formatting.

**Tier 2 Ministry Project Suggested Lengths by Degrees**
- PGDip; BMin; and Diploma: a 3-8 page summary for this chapter.
- Master's degree Thesis: 10-15 pages that address all the elements of the outline.
- Doctoral degree dissertation: 20-25 pages that address all the elements of the outline.

**COURSE SCHEDULE:**
Complete the following units of study using the approved study group schedule set by your T-Net Training Center facilitator. All units and assignments are intended to be completed within the four-month term.
Unit 1    Coaching for Life Balance
Unit 2    Writing a Persuasive Essay
Unit 3    Part 1: Profile-Your Current Reality
Unit 4    Part 2: Purpose-Your Intended Future
Unit 5    Part 3: Creating Your Life Plan
Unit 6    Part 3: Your Life Plan (Continued)
Unit 7    Making the Calendar Your Friend
Unit 8    Part 4: Progress-Coaching the G.A.P.
Unit 9    Ministry Partners 1: Principles of Persuasion
Unit 10   Ministry Partners 2: Recognizing Allies
Unit 11   Ministry Partners 3: Identifying Opponents
Unit 12   Reading and Research: Citation of Sources for Reading Report and Research Papers
Unit 13   Writing: Description of Cultural Context for the Ministry Project
Unit 14   Learning by Facilitating C8 "Managing and Multiplying Disciple Making Churches"
Unit 15   Instruct and Guide 1G TC Facilitators
Unit 16   Oversee and Support 2G TC Facilitators

**COURSE PROCEDURES AND POLICIES:**
1. **Participation Policy**
Teleo University students must participate in local study groups called T-Net Training Centers to complete assignments and enjoy vibrant student life interaction. By gathering in study groups, students

benefit from collaboration with fellow students and facilitators who have studied and applied this curriculum in their ministries. Finally, every student must assume the disciple making mindset of training other pastors and church leaders (2 Timothy 2:2). Students form training teams to facilitate new T-Net Training Center study groups to fulfill the teaching practicum requirements.

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**TELEO UNIVERSITY**

**COURSE DESCRIPTION: SF253 Mentoring Ethical Leaders**
Based on the power of mentoring and life-on-life development used by Jesus and other characters in the Bible, this course explores the nature and value of mentoring related to the Christian leaders' formation. The course introduces tools for mentors and explores cross-gender mentoring within the context of ministry in varied cultures. Students also learn about ethics in ministry, and each student writes a ministerial code of ethics. Students will research saturation church planting and write a paper describing the specifics of the ministry project context. Students will learn by facilitating the course "How to Teach the Whole Bible to the Whole Congregation" and support other pastors that facilitate learning for new generations of disciple making pastors.
   **Credits:** 3.5 credit hours (45 hours of designated learning activity or academic engagement per credit hour)

**COURSE LEARNING OUTCOMES:**
As a result of this course, the student will:
- Describe, biblically and practically, the nature and value of mentoring
- Identify how Jesus and other Bible characters employed mentoring relationships
- Produce a comprehensive ministerial code of ethics
- Report reading and research on saturation church planting
- Write a description of the specific ministry project context
- Prepare for and facilitate the course, "How to Teach the Whole Bible to the Whole Congregation"
- Assist and support students who will facilitate the course, "Coaching Leaders and Multiplying Ministry" and others facilitating "Introduction to Finishing the Great Commission"

**PROGRAM OUTCOMES:**
This course supports the following program outcomes.
- Design and execute a plan using disciple making church saturation to finishing the Great Commission in a specific region
- Learn to mentor ministry leaders for personal and professional integrity
- Develop skills for leading, directing, and equipping ministry volunteers and other pastors
- Experience spiritual disciplines to help sustain personal spiritual wellbeing
- Expand ministry by training and developing church planters and other pastors
- Seek to measurably finish the Great Commission within a specified and limited scope through disciple making church saturation
- In a written ministry project, identify and document problems, solutions, principles, and issues that will assist others in finishing the Great Commission within the same or similar cultural context

**COURSE RESOURCES:**
   **Required Textbook(s)**
   *Mentoring Leaders for Effective and Ethical Ministry.* T-Net International, 2020.

   **Recommended Reading** (visit www.teleouniversity.org/readinglab for additional program bibliography)
   Biehl, Bob. *Mentoring: Confidence in Finding a Mentor and Becoming One.* Nashville:  Broadman & Holman, 1996. Print.
   Clinton, J. Robert. *The Making of a Leader.* Colorado Springs, CO: NavPress, 1988. Print.
   Eims, Leroy. *The Lost Art of Disciple Making.* Grand Rapids, MI: Zondervan Publishing; Colorado Springs, CO: NavPress, 1978. Print.
   Elmore, Tim. *Mentoring: How to Invest Your Life in Others.* Atlanta, GA: EQUIP, 1998. Print.
   Engstrom, Ted W., and Norman B. Rohrer. *The Fine Art of Mentoring: Passing On to Others What God Has Given You.* 1989.  Newburgh, IN:  Trinity Press, 1995. Print.
   Hendricks, Howard and William D. Hendricks. *As Iron Sharpens Iron: Building Character in a Mentoring Relationship.* Chicago:  Moody Press, 1995. Print.
   Kingdom Building Ministries, *It's My Turn: How You Can Be Mentored by Christianity's Greatest Leaders.* Denver, CO: Kingdom Publishing House, 1996. Print.
   Maxwell, John C. *Developing the Leaders Around You.* Nashville: Thomas Nelson Publishers, 1995. Print.
   -------. *Developing the Leader Within You.* Nashville: Thomas Nelson Publishers, 1993. Print.
   Odell, Sandra, J. *Mentor Teacher Programs.* Washington, D.C.: NEA Professional Library, 1990. Print.
   Stanley, Paul D., and J. Robert Clinton. *Connecting: The Mentoring Relationships You Need to Succeed.* Colorado Springs: NavPress, 1992. Print.

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2. Local libraries are additional sources for information and research. Ask your group facilitator for local language library resources. Possibilities include:
   - Local colleges, seminaries, and universities
   - Public libraries
   - Church libraries, pastors' libraries, and other professionals' libraries

**COURSE REQUIREMENTS / ASSIGNMENTS / GRADE POINTS:**

1. **CM3.1 - Participation and Monthly Coaching (5 grading points)**
   Arrived for the Core Module discussions early or on time. Attended every session for the whole session and fully participated in the Core Module discussions and presentations. Returned after breaks early or on time. If emergencies required missing any session, student recruited another cohort member to cover that session material without short-cuts. Meet with Core Module facilitator for monthly coaching.

2. **CM3.2 – Preparation (8 grading points)**
   Carefully read and study all tutorials. Prepare written responses for all "Reflect and Respond" and "Group Discussion Guide" questions. Complete all assignments in writing. Show all of these to your grader.

   **Reading and Research Reports**
   Complete the required Reading and Research for this term. Collect and document the author, publishers, and other information to create a proper source citation. As needed, photocopy the Reading and Research forms from the course textbook, the Appendix of this guide, or download the forms from My Teleo www.TeleoUniversity.org.

3. **CM3.3 – Essays and Written Projects (3 grading points)**
   Write a persuasive essay that seeks to persuade a pastor friend of the value of having and being a mentor. Present and defend the essay in a triad of students from the Core Module cohort then help complete an Essay Evaluation Sheet for other students in the triad.

4. **CM3.4 – Documentation (5 grading points)**
   Collect all documents from each of your students at Course 9 that should be placed in their folders and **show every document in every folder to your grader** at CM3. Be sure every document is completely filled out with no blanks left. These documents include:
   - Graded Course 8 exam
   - Data sheets
   - Completed T-Net "Student Course Report" registration and grades

5. **CM3.5 – Record Grades (5 grading points)**
   Graded all Tier 1 students and recorded their grades:
   - In the student's Auxiliary Manual: On each specific assignment and in the final grade calculation course grade summary (gray box).
   - On a Student Course Report.
   - In the online student profile at tnetcenter.com

6. **CM3.6 – Reporting (5 grading points)**
   Make a photocopy or PDF scan of the completed **Student Course Report** for every student attending the current Tier 1 course and send it with a **Course Summary Report** to your Country Director within 14 days registration and grading for the current Tier 1 course (or within 14 days after a student makes up a course).

7. **CM3.7 – Discipline (5 grading points)**
   Do not give any student a course manual nor allow the student to attend course sessions until they have paid the tuition for that course.

8. **CM3.8 – Accounting (5 grading points)**
   Send all tuition and fees to your Country Director within 14 days of course registration and grading.

9. **CM3.9 - Case Studies Reports (8 grading points)**
   Write, present and defend 4 Case Study Reports about ethical issues (personal, congregational, with colleagues, with the culture) that will affect T-Net pastors, trainers, and students in their contexts.
   - Case Study-Session 1: Ethics Introduction. _____
   - Case Study-Session 2: Personal Ethics. _____
   - Case Study-Session 3: Congregation/colleagues. _____
   - Case Study-Session 4: Culture. _____

10. **CM3.10 – Cross-Gender Mentoring Guide (3 grading points)**
    Write a document entitled, "My Personal Guidelines to Cross-Gender Mentoring."

11. **CM3.11 – Reading Responses (3 grading points)**
    Read, review and write responses to all thought questions for all The Greatest Mentors in the Bible lessons in the course, including those in the Appendix.

12. **CM3.12 - Write a Minister Code of Ethics**: **(5 grading points)**
    Write a personalized Ministry Code of Ethics that has "I will" statements for the following categories: responsibilities to **family**; responsibilities to **self**; responsibilities to the **congregation**; responsibilities to colleagues; responsibilities to the **community** (culture); responsibilities to the **denomination** and

responsibilities as a **T-Net Trainer**. Bonus sections: responsibilities as an associate and as a **counselor**.

13. **CM3.14 Ministry Practicum - Coach Your Course 9 Training Center Students (6 grading points)**
Coach and supervise your next generation training center students between course meetings by making monthly coaching contacts with each assigned student either face to face or by internet video or phone call.  Use the Assignment Action Step Timeline as a guide to coach your students to successfully complete their training center assignments.

14. **CM3.15 Ministry Practicum – Supervise Course 5 of Your 2nd Generation Training Centers: (4 grading points)**
Your students are now trainers who are leading their own training centers. Now you need to work with your student trainers to ensure the success of your 2nd generation training centers. You and your training team must coach your students to success.

15. **CM3.16 Ministry Project Chapter 3: Training Center Context (10 grading points)**
Write the Ministry Project Report, Chapter 3 Training Center Context. Address all or most of the items listed in the Ministry Project Report Template located in the Appendix of the Auxiliary Manual. You may type this double-spaced or write it by hand single-spaced on separate pieces of paper. You may write in your main language now but will be required to submit your final draft electronically in English typed using the correct formatting.

> **Tier 2 Ministry Project Suggested Lengths by Degrees**
> - PGDip; BMin; and Diploma: a 3-8 page summary for this chapter.
> - Master's degree Thesis: 10-15 pages that address all the elements of the outline.
> - Doctoral degree dissertation: 15-25 pages that address all the elements of the outline.

**COURSE SCHEDULE:**
Complete the following units of study using the approved study group schedule set by your T-Net Training Center facilitator. All units and assignments are intended to be completed within the four-month term.

Unit 1    It's My Turn to Reproduce
Unit 2    The Nature and Value of Mentoring
Unit 3    Mentoring for Leadership Development
Unit 4    Cross-Gender Mentoring
Unit 5    Jesus and the Twelve
Unit 6    Answering the Call to Mentor
Unit 7    Ethics in Ministry-Introduction
Unit 8    Ethics in Ministry-Personal
Unit 9    Ethics in Ministry-Congregation and Colleagues
Unit 10   Ethics in Ministry-Culture
Unit 11   Reading and Research: Saturation Church Planting
Unit 12   Writing: Ministry Project Context
Unit 13   Learning by Facilitating C9 "How to Teach the Whole Bible to the Whole Congregation"
Unit 14   Instruct and Guide 1G TC Facilitators
Unit 15   Oversee and Support 2G TC Facilitators

**COURSE PROCEDURES AND POLICIES:**
1. **Participation Policy**
Teleo University students must participate in local study groups called T-Net Training Centers to complete assignments and enjoy vibrant student life interaction. By gathering in study groups, students benefit from collaboration with fellow students and facilitators who have studied and applied this curriculum in their ministries. Finally, every student must assume the disciple making mindset of training other pastors and church leaders (2 Timothy 2:2). Students form training teams to facilitate new T-Net Training Center study groups to fulfill the teaching practicum requirements.

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3. **Style Guide for Academic Writing:**
Teleo University has created a Style Guide for Academic Writing adapted from the MLA (Modern Language Association) style guide. Use the university style guide when writing papers for all courses.

4. **Spelling and Grammar Checker Setup:**
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Ω TELEO UNIVERSITY

**COURSE DESCRIPTION: PM245 Personal and Ministry Accountability**
This course delivers practical and biblical support for providing and receiving supervision and accountability to accomplish ministry goals and tasks. The course emphasizes prayer and ongoing personal spiritual accountability and being accountable for finishing the Great Commission of our Lord Jesus Christ. Students will research cross-cultural church planting and write a general introduction and overview of their ministry project. Students continue to learn by facilitating a Bible doctrine course and supporting other pastors who facilitate learning for new generations of disciple making pastors.
   **Credits:** 3.5 credit hours (45 hours of designated learning activity or academic engagement per credit hour)

**COURSE LEARNING OUTCOMES:**
As a result of this course, the student will:
   • Describe the biblical basis for personal and ministry accountability
   • Identify how to provide ministry accountability
   • Identify multiple ways to create financial sustainability for Great Commission ministry expansion
   • Report reading and research on cross-cultural church planting
   • Write an introduction and overview of the ministry project
   • Prepare for and facilitate the course, "How to Teach Survey of Bible Doctrine"
   • Assist and support students who will facilitate the course, "Developing the Foundations of a Disciple Making Church" and others who facilitate "Apprenticing Disciple Makers and Church Planters"

**PROGRAM OUTCOMES:**
This course supports the following program outcomes.
   • Design and execute a plan using disciple making church saturation to finishing the Great Commission in a specific region
   • Develop skills for leading, directing, and equipping ministry volunteers and other pastors
   • Experience spiritual disciplines to help sustain personal spiritual wellbeing
   • Expand ministry by training and developing church planters and other pastors
   • Seek to measurably finish the Great Commission within a specified and limited scope through disciple making church saturation
   • In a written ministry project, identify and document problems, solutions, principles, and issues that will assist others in finishing the Great Commission within the same or similar cultural context

**COURSE RESOURCES:**
   **Required Textbook(s)**
   *Accountability in Ministry.* T-Net International, 2020.

   **Recommended Reading** (visit www.teleouniversity.org/readinglab for additional program bibliography)
   Anthony, Michael J. & Estep, James Jr. *Management Essentials for Christian Ministries.* Nashville, Tn. B & H Publishing Group. 2005
   Badaracco, Joseph L. Jr. *Leading Quietly: An Unorthodox Guide to Doing the Right Thing.* Boston, Mass. Harvard Business School Press. 2002
   Biehl, Bobb. *30 Days to Confident Leadership.* Nashville, Tn. Broadman & Holman.1998
   Blanchard, Kenneth H., Patricia Zigarmi, and Drea Zigarmi. *Leadership and the One Minute Manager: Increasing Effectiveness through Situational Leadership.* New York: Morrow, 1985. Print.
   Center for Leadership Studies (CLS). "About Situational Leadership." The Center for Leadership Studies: The Global Home for Situational Leadership. Web. 15 May 2018 <http://situational.com/situational-leadership/about-situational-leadership/>.
   Cole, Neil. *Organic Leadership: Leading Naturally Right Where You Are.* Grand Rapids, Mi. Baker Books. 2009
   Cordeiro, Wayne. *Doing Church As a Team.* Ventura, Ca. Regal Books. 2001
   Hersey, P. and Blanchard, K. H. (1996). *Management of Organizational Behavior: Utilizing Human Resources* (7th ed.) New Jersey/Prentice Hall, Print.
   Hull, Bill. *The Disciple Making Pastor: Leading Others on the Journey of Faith.* Grand Rapids, Mi. Baker Books. 2007
   Krallmann, Gunter. *Mentoring for Mission: A Handbook on Leadership Principles Exemplified by Jesus Christ.* Waynesboro, Ga. Gabriel Publishing. 2002
   Kreider, Larry. *Authority and Accountability.* Lititz PA: House To House Publications. 2002
   Leonard, Edwin C. Jr., Ph.D. *Supervision: Concepts and Practices of Management.* Fort Wayne, Ind. IPFW.2016
   Malphurs, Aubrey and Mancini, Will. *Building Leaders.* Grand Rapids, Mi. Baker Books. 2004
   Maxwell, John C. *Everyone Communicates Few Connect.* Nashville, Tn. Thomas Nelson. 2010
   Maxwell, John C. *Partners in Prayer.* Nashville: Thomas Nelson Publishers, 1996.
         McMillion, Mark. *Supervision: The Two Keys You Must Know To Be A Leader!* MLA. 2016

Miller, Paul E. *A Praying Life: Connecting With God in a Distracting World.* Colorado Springs, Co. NavPress. 2009

Packer, J. I. & Nystrom, Carolyn. *Praying: Finding Our Way Through Duty to Delight.* Downers Grove, Il. IVP Books. 2006

Piper, John & Mathis, David (Editors). *Finish The Mission.* Wheaton, Ill. Crossway.2012

Roxburgh, Alan J. & Romanuk, Fred. *The Missional Leader.* San Franciso, CA. Jossey-Bass Publishing Co. 2006

Sacks, Cheryl. *Prayer Saturated Church: A Comprehensive Handbook for Prayer Leaders.* Colorado Springs, Co. NavPress. 2007

**Libraries**

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2. Local libraries are additional sources for information and research. Ask your group facilitator for local language library resources. Possibilities include:
   - Local colleges, seminaries, and universities
   - Public libraries
   - Church libraries, pastors' libraries, and other professionals' libraries

**COURSE REQUIREMENTS / ASSIGNMENTS / GRADE POINTS:**

1. **CM4.1 - Participation and Monthly Coaching (5 grading points)**
   Arrived for the Core Module discussions early or on time. Attended every session for the whole session and fully participated in the Core Module discussions and presentations. Returned after breaks early or on time. If emergencies required missing any session, student recruited another cohort member to cover that session material without short-cuts. Meet with Core Module facilitator for monthly coaching.

2. **CM4.2 – Preparation (10 grading points)**
   Carefully read and study all tutorials. Prepare written responses for all "Reflect and Respond" and "Group Discussion Guide" questions. Complete all assignments in writing. Show all of these to your grader.

   **Reading and Research Reports**
   Complete the required Reading and Research for this term. Collect and document the author, publishers, and other information to create a proper source citation. As needed, photocopy the Reading and Research forms from the course textbook, the Appendix of this guide, or download the forms from My Teleo www.TeleoUniversity.org.

3. **CM4.3 – Persuasive Essays (15 grading points)**
   Write 4 Persuasive Essays: Session 1, *Communication and Accountability are Essential to Great Supervision*; Session 3, *Why it is Essential to Continually Develop Pastoral Leaders who Can Multiply T-Net Training Centers*; Session 5, *Don't Forget Prayer & Support;* and Session 7, *The Importance of Finishing the Great Commission.* Present and defend the essays in a triad of students from the Core Module cohort. Then help complete Essay Evaluation Sheets for other students in the triad.

4. **CM4.4 – Documentation (5 grading points)**
   Collect all documents from each of your students at Course 10 that should be placed in their folders and **show every document in every folder to your grader** at CM4. Be sure every document is completely filled out with no blanks left. These documents include:
   - Graded Course 9 exam
   - Data sheets
   - Completed T-Net "Student Course Report" registration and grades

5. **CM4.5 – Record Grades (5 grading points)**
   Graded all Tier 1 students and recorded their grades:
   - In the student's Auxiliary Manual: On each specific assignment and in the final grade calculation course grade summary (gray box).
   - On a Student Course Report.
   - In the online student profile at tnetcenter.com

6. **CM4.6 – Reporting (5 grading points)**
   Make a photocopy or PDF scan of the completed **Student Course Report** for every student attending the current Tier 1 course and send it with a **Course Summary Report** to your Country Director within 14 days registration and grading for the current Tier 1 course (or within 14 days after a student makes up a course).

7. **CM4.7 – Discipline (5 grading points)**
   Do not give any student a course manual nor allow the student to attend course sessions until they have paid the tuition for that course.

8. **CM4.8 – Accounting (5 grading points)**
   Send all tuition and fees to your Country Director within 14 days of course registration and grading.

9. **CM4.9 - Case Study Report (5 grading points)**
   Write, present and defend a Case Study Report about **using situational leadership in apprenticing students as T-Net Trainers**.

10. **CM4.10 Teaching Practicum – Tier 1 Trainer: Course 10 (20 grading points)**
    Teach or co-teach all of **Course 10** to your students. Update your folder for each of your students and keep accurate records on each one. Contact each of your students monthly between meetings to coach them to fulfill their assignments. After teaching this course, prepare to teach Core Module 1. **Provision for women whose denomination or culture restrict them from leading men:** These female students are responsible to study material to be taught and to come to this next generation training to help trainers and to coach other female students. They will not teach any sessions or be graded for doing so. If they reviewed all the course material and come to help every day, they receive a "4" for this assignment.

11. **CM4.10 Ministry Practicum - Coach and supervise your next generation (6 grading points)**
    Coach and supervise your next generation training center students between course meetings by making monthly coaching contacts with each assigned student either face to face or by internet video or phone call. Use the Assignment Action Step Timeline as a guide to coach your students to successfully complete their training center assignments.

12. **CM4.11 Ministry Practicum - Coach Your Course 9 Training Center Students (6 grading points)**
    Coach and supervise your next generation training center students between course meetings by making monthly coaching contacts with each assigned student either face to face or by internet video or phone call.  Use the Assignment Action Step Timeline as a guide to coach your students to successfully complete their training center assignments.

13. **CM4.12 Ministry Practicum – Supervise Course 6 of Your 2nd Generation Training Centers: (4 grading points)**
    Your students are now trainers who are leading their own training centers. Now you need to work with your student trainers to ensure the success of your 2nd generation training centers. You and your training team must coach your students to success.

14. **CM4.13 Ministry Project Chapter 1: Introduction to the Ministry Challenge (10 grading points)**
    Write the Ministry Project Report, Chapter 1 Introduction to Ministry Challenge. Address all or most of the items listed in the Ministry Project Report Template located in the Appendix of the Auxiliary Manual. You may type this double-spaced or write it by hand single-spaced on separate pieces of paper. You may write in your main language now but will be required to submit your final draft electronically in English typed using the correct formatting.

    **Tier 2 Ministry Project Suggested Lengths by Degrees**
    - PGDip; BMin; and Diploma: a 3-8 page summary for this chapter.
    - Master's degree Thesis: 5-10 pages that address all the elements of the outline.
    - Doctoral degree dissertation: 10-15 pages that address all the elements of the outline.

**COURSE SCHEDULE:**
Complete the following units of study using the approved study group schedule set by your T-Net Training Center facilitator. All units and assignments are intended to be completed within the four-month term.

Unit 1    Why is Ministry Accountability Needed?
Unit 2    Biblical Support for Ministry Accountability
Unit 3    What Needs Attention?
Unit 4    How to Provide Ministry Accountability
Unit 5    Don't Forget Prayer and Support
Unit 6    Holding Yourself Accountable
Unit 7    Finishing the Great Commission
Unit 8    Developing a Plan for Financial Sustainability
Unit 9    Situational Leadership in Disciple Making
Unit 10   Reading and Research: Cross-Cultural Church Planting
Unit 11   Writing: Introduction to the Ministry Challenge
Unit 12   Learning by Facilitating C10, "How to Teach Survey of Bible Doctrine"
Unit 13   Instruct and Guide 1G TC Facilitators
Unit 14   Oversee and Support 2G TC Facilitators

**COURSE PROCEDURES AND POLICIES:**
1. **Participation Policy**
   Teleo University students must participate in local study groups called T-Net Training Centers to complete assignments and enjoy vibrant student life interaction. By gathering in study groups, students benefit from collaboration with fellow students and facilitators who have studied and applied this curriculum in their ministries. Finally, every student must assume the disciple making mindset of training other pastors and church leaders (2 Timothy 2:2). Students form training teams to facilitate new T-Net Training Center study groups to fulfill the teaching practicum requirements.

2. **Academic Honesty:**
   In the spirit of truth and honesty as espoused by our Lord Jesus Christ, Teleo University seeks to maintain an atmosphere where high ethical standards prevail. Teleo University condemns academic dishonesty. Behavior such as cheating, plagiarizing, or data fabrication will result in disciplinary action

and possible dismissal from the program (plagiarism is presenting another's words or ideas as one's own without properly crediting the source).

3. **Style Guide for Academic Writing:**
   Teleo University has created a Style Guide for Academic Writing adapted from the MLA (Modern Language Association) style guide. Use the university style guide when writing papers for all courses.

4. **Spelling and Grammar Checker Setup:**
   Teleo University urges students to use Microsoft Office products and engage the grammar and spelling Editor functions. Students are also encouraged to download and use the FREE version of Grammarly. Consider suggestions from these tools but remember that the grammar checkers will not necessarily find or provide the correct help for every error.

5. **Copyright Protected Materials:**
   Teleo University, as a nonprofit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

6. **Teleo University Copyright Statement**
   All course materials contained herein are the sole property of Teleo University and are not to be provided to any persons or organizations except upon the expressed, written consent of the university. Students enrolled in a given course automatically have access to all materials in that course but are not permitted to sell or distribute the materials beyond their local church or house church network.

**COURSE DESCRIPTION: ML234 Effective Christian Leadership**
This course helps the student learn to apply Christian leadership principles in their ministry context. This course also focuses on the qualities needed in a leader's life. Students will learn from Scripture how to build Christian leadership on godly character and virtues that honor our Savior and the indwelling Holy Spirit of God. Students will also research and write a position paper on the theology of the church. Students will learn by facilitating "Disciple Making Church Saturation" and will guide and support other pastors to facilitate study groups of new generations of disciple making pastors.
    **Credits:** 3.5 credit hours (45 hours of designated learning activity or academic engagement per credit hour)

**COURSE LEARNING OUTCOMES:**
As a result of this course, the student will:
- Describe, biblically and practically, the essential skills a Christian leader must develop
- List what qualities of character and virtue a ministry leader needs and why they are important
- Report reading and research on the theology of the church
- Write a research position paper on the theology of the church
- Prepare for and facilitate the course, "Disciple Making Church Saturation"
- Assist and support students who will facilitate the course, "Developing Leaders for Launching Disciple Making Ministries" and others who facilitate "Evangelism and World Religions"

**PROGRAM OUTCOMES:**
This course supports the following program outcomes.
- Design and execute a plan using disciple making church saturation to finishing the Great Commission in a specific region
- Learn to mentor ministry leaders for personal and professional integrity
- Develop skills for leading, directing, and equipping ministry volunteers and other pastors
- Expand ministry by training and developing church planters and other pastors
- Seek to measurably finish the Great Commission within a specified and limited scope through disciple making church saturation
- In a written ministry project, identify and document problems, solutions, principles, and issues that will assist others in finishing the Great Commission within the same or similar cultural context

**COURSE RESOURCES:**
    **Required Textbook(s)**
    *Effective Christian Leadership.* T-Net International, 2020.

    **Recommended Reading** (visit www.teleouniversity.org/readinglab for additional program bibliography)
    Clowney, Edmund P. "Biblical Theology of the Church." *The Church in the Bible and the World: An International Study*, edited by D. A. Carson, Grand Rapids, MI: Baker 1987, pp13-87, 303-307.
    Cook, Bruce and Howard Hendricks, *Leading the Way: Practical Training for Effective Christian Leadership*. Atlanta, GA: Walk Thru the Bible, 1987. Print.
    *Durey, David D. Mentoring Leaders For Pastoral Ministry. Portland, OR: Foundation of Hope, 1999. Print.*
    Grubbs, Dwight L. *Beginnings: Spiritual Formation for Leaders*. Anderson, IN: Fairway Press, 1994. Print.
    Eims, Leroy. *The Lost Art of Disciple Making*. Grand Rapids: Zondervan, 1978.
    Getz, Gene A. *Building Up One Another*. Wheaton, IL: Victor Books, 1977.
    ---. Sharpening the Focus of the Church. 1975. Wheaton, IL: Victor, 1984.
    Maxwell, John C. *Developing the Leaders around You*. Nashville: Thomas Nelson, 1995.
    McIntosh, Gary L. *The Exodus Principle*. Nashville: Broadman, 1995.
    Warren, Rick. *The Purpose Driven Church: Growing without Compromising Your Message and Mission.* Grand Rapids: Zondervan, 1995.

**Libraries**
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2. Local libraries are additional sources for information and research. Ask your group facilitator for local language library resources. Possibilities include:
   - Local colleges, seminaries, and universities
   - Public libraries
   - Church libraries, pastors' libraries, and other professionals' libraries

**COURSE REQUIREMENTS / ASSIGNMENTS / GRADE POINTS:**

1. **CM5.1 - Participation and Monthly Coaching (5 grading points)**
   Arrived for the Core Module discussions early or on time. Attended every session for the whole session and fully participated in the Core Module discussions and presentations. Returned after breaks early or on time. If emergencies required missing any session, student recruited another cohort member to cover that session material without short-cuts. Meet with Core Module facilitator for monthly coaching.

2. **CM5.2 – Preparation (10 grading points)**
   Carefully read and study all tutorials. Prepare written responses for all "Reflect and Respond" and "Group Discussion Guide" questions. Complete all assignments in writing. Show all of these to your grader.

   **Reading and Research Reports**
   Complete the required Reading and Research for this term. Collect and document the author, publishers, and other information to create a proper source citation. As needed, photocopy the Reading and Research forms from the course textbook, the Appendix of this guide, or download the forms from My Teleo www.TeleoUniversity.org.

3. **CM5.3 – Persuasive Essays (10 grading points)**
   Write a Persuasive Essay for Session 3 entitled, *Finishing the Great Commission…a Top Priority*. The essay should clearly identify the people group, region, or country in which you are seeking to finish the Great Commission and give at least three reasons why finishing the Great Commission within this target should be a top priority. Present and defend the essay in a triad of students from the Core Module cohort. Also, help complete Persuasive Essay Evaluation Sheets for other students in the triad.

4. **CM5.4 – Documentation (5 grading points)**
   Collect all documents from each of your students at the Course 10 final interview (four months after the start of Course 10) and place them in the student's folder that should be placed in their folders. Also file Tier 2 Core Module student documents collected at the Core Module 1 (One) grading. **Show every document in every folder to your grader** at CM5. Be sure the following Tier 1 documents are completely filled out with no blanks left. These documents include:

   - Graded Course 10 exams
   - Course 10 Final Ministry Data Sheets
   - Completed T-Net "Student Course Report" registration and grades
   - T-Net Application for Graduation

5. **CM5.5 – Record Grades (5 grading points)**
   Graded all Tier 1 students and recorded their grades:

   - In the student's Auxiliary Manual: On each specific assignment and in the final grade calculation course grade summary (gray box).
   - On a Student Course Report.
   - In the online student profile at tnetcenter.com

6. **CM5.6 – Reporting (5 grading points)**
   For every student attending the Course 10 Final Interview Make a photocopy or PDF scan of the completed **Student Course Report, Course 10 Final Ministry Data Sheets,** and the **T-Net Application for Graduation** with grades and send it with a **Course Summary Report** to your Country Director within 14 days (or within 14 days after a student makes up a course). Also include the Tier 2 Core Module 1 registration and degree application.

7. **CM5.7 – Discipline (5 grading points)**
   Do not give any student a course manual nor allow the student to attend course sessions until they have paid the tuition for that course.

8. **CM5.8 – Accounting (5 grading points)**
   Send all tuition and fees to your Country Director within 14 days of course registration and grading.

9. **CM5.9 - Case Study Reports (10 grading points)**
   Write, present, and defend three Case Study Reports:

   - Session 8 – Motivation
   - Session 9 - Solutions to Problems
   - Session 10 - Making Good Decisions.

10. **CM5.10 Teaching Practicum – Tier 2 Facilitator for Core Module 1: (20 grading points)**
    Facilitate or co-lead all of Core Module 1 to your students. Create a folder for each of your students and keep accurate records on each one. Contact each of your students monthly between meetings to coach them to fulfill their assignments. After teaching this course, prepare to facilitate Core Module 2.
    **Provision for women whose denomination or culture restricts them from leading men:** These female students are responsible to study material to be taught and to come to this next generation training to help trainers and to coach other female students. Because Tier 2 is based on discussion and not lecture most women will not be restricted from facilitating and participating in the discussions. However, if they are restricted but they review all the course material and come to help every day, they receive a "4" for this assignment.

11. **CM5.11 Ministry Practicum - Graduate Your Tier 1 Students (6 grading points)**
Coach and supervise your next generation training center students to complete all Tier 1 assignments. Ensure that each assigned student completes the Course 10 exam and has a Final Interview with all grades submitted for graduation. Ensure all degree fees have been paid and that there is nothing hindering the student from graduating on schedule. Make monthly coaching contacts with each assigned student either face to face or by internet video or phone call. Use the Action Step Monthly Coaching Checklist as a guide to coach your students to successfully complete their training center assignments.

12. **CM5.12 Ministry Practicum – Supervise Course 7 of Your 2nd Generation Training Centers: (4 grading points)**
Your students are now trainers who are leading their own training centers. Now you need to work with your student trainers to ensure the success of your 2nd generation training centers. You and your training team must coach your students to success.

13. **CM5.13 Ministry Project Chapter 4: Theology of the Church (10 grading points)**
Write the Ministry Project Report, Chapter 4 Theology of the Church. Address all or most of the items listed in the Ministry Project Report Template located in the Appendix of the Auxiliary Manual. You may type this double-spaced or write it by hand single-spaced on separate pieces of paper. You may write in your main language now but will be required to submit your final draft electronically in English typed using the correct formatting.

### Tier 2 Ministry Project Suggested Lengths by Degrees
- PGDip; BMin; and Diploma: a 3-8 page summary for this chapter.
- Master's degree Thesis: 10-15 pages that address all the elements of the outline.
- Doctoral degree dissertation: 20-25 pages that address all the elements of the outline.

## COURSE SCHEDULE:
Complete the following units of study using the approved study group schedule set by your T-Net Training Center facilitator. All units and assignments are intended to be completed within the four-month term.

Unit 1   Becoming an Effective Christian Leader
Unit 2   Models of Pastoral Leadership
Unit 3   A Compelling Vision
Unit 4   Incentives: Is it Biblical to Reward?
Unit 5   Maintaining Credibility as a Christian Leader
Unit 6   Learn to Communicate Clearly
Unit 7   Don't Neglect Accountability
Unit 8   Don't' Lose Heart
Unit 9   Help People Overcome Problems
Unit 10  Learn to Make Good Decisions
Unit 11  Reading and Research: Theology of the Church
Unit 12  Writing: Theology of the Church
Unit 13  Learning by Facilitating CM1 "Disciple Making Church Saturation"
Unit 14  Oversee and Support 2G TC Facilitators

## COURSE PROCEDURES AND POLICIES:
1. **Participation Policy**
Teleo University students must participate in local study groups called T-Net Training Centers to complete assignments and enjoy vibrant student life interaction. By gathering in study groups, students benefit from collaboration with fellow students and facilitators who have studied and applied this curriculum in their ministries. Finally, every student must assume the disciple making mindset of training other pastors and church leaders (2 Timothy 2:2). Students form training teams to facilitate new T-Net Training Center study groups to fulfill the teaching practicum requirements.

2. **Academic Honesty:**
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Teleo University has created a Style Guide for Academic Writing adapted from the MLA (Modern Language Association) style guide. Use the university style guide when writing papers for all courses.

4. **Spelling and Grammar Checker Setup:**
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**ΩTELEO UNIVERSITY**

**COURSE DESCRIPTION: PM246 Sustaining Strong Ministry Relationships**

This course exposes students to the power of good communication in the context of ministry teams. Students will experience better self-awareness regarding their communication skills and style and learn how to better get along with other people. Conflict is an inevitable part of working as a team. So, students will learn how to manage and resolve conflict biblically. Students will write a research position paper on the theology of finishing the Great Commission and will continue to learn by overseeing and supporting others who facilitate learning for new generations of disciple making pastors.

**Credits:** 3.5 credit hours (45 hours of designated learning activity or academic engagement per credit hour)

**COURSE LEARNING OUTCOMES:**

As a result of this course, the student will:

- Identify skills to better communicate and relate with others
- Explain how to resolve conflict biblically
- Describe skills for building better relationships across cultures
- Report reading and research on finishing the Great Commission
- Write a research position paper on the theology of finishing the Great Commission
- Prepare for and facilitate the course, "Life and Ministry Development"
- Assist and support students who will facilitate the course, "Managing and Multiplying Disciple Making Churches" and others who facilitate "Bible Study Methods and Sermon Preparation"

**PROGRAM OUTCOMES:**

This course supports the following program outcomes.

- Design and execute a plan using disciple making church saturation to finishing the Great Commission in a specific region
- Develop skills for leading, directing, and equipping ministry volunteers and other pastors
- Experience spiritual disciplines to help sustain personal spiritual wellbeing
- Expand ministry by training and developing church planters and other pastors
- Seek to measurably finish the Great Commission within a specified and limited scope through disciple making church saturation
- In a written ministry project, identify and document problems, solutions, principles, and issues that will assist others in finishing the Great Commission within the same or similar cultural context

**COURSE RESOURCES:**

**Required Textbook(s)**

*Sustaining Strong Ministry Relationships.* T-Net International, 2020.

**Recommended Reading** (visit www.teleouniversity.org/readinglab for additional program bibliography)

Anthony, Michael J. & Estep, James Jr. *Management Essentials for Christian Ministries,* B & H Publishing Group, 2005

Biehl, Bobb. *Leading With Confidence,* Aylen Publishing, 2005

Buchanan, Mark. *The Good Fight: Keeping Conflict Healthy*, Leadership Journal, Fall of 2004, pp.52-56

Collins, Gary R. *Counseling for Anger,* Word Publishing, 1988

Cordeiro, Wayne. *Doing Church As A Team,* Regal, 2001

Galloway, Dale. *The Fine Art of Getting Along With Others,* Fleming H. Revell Co., 1984

Hunt, June, *Conflict Resolution: Solving Your People Problems,* Aspire Publishing, 2013

Maxwell, John C. *Everyone Communicates, Few Connect,* Thomas Nelson, 2010

-----., *How to Influence People,* Thomas Nelson, 2013

McGinnis, Alan Loy. *The Friendship Factor: How To Get Closer to the People You Care For,* Augsburg Publishing House, 1979

-----. *Bringing Out the Best In People: How to Enjoy Helping Others Excel,* Augsburg Publishing House, 1985

Meyers, Richard W. and Lowery, L. Randolph. *Conflict Management and Counseling,* Word Publishing, 1991

Powlison, David. *Getting to the Heart of Conflict, Part 3,* The Journal of Biblical Counseling, Fall 1997, pp. 32-46

Scott, Stuart. *Communication and Conflict Resolution: A Biblical Perspective:* Focus Publishing, Inc., 2005

Shelley, Marshall. General Editor, *Leading Your Church Through Conflict and Reconciliation,* Bethany House Publishers, 1997

**Libraries**

1. **Teleo University provides an online library accessible through the My Teleo web page:** https://www.teleouniversity.org/my-teleo. Degree students pay degree fees that cover the cost for use of the online library. Diploma students who want access to the Teleo University online library must pay a one-time $50 Administration fee.

2. Local libraries are additional sources for information and research. Ask your group facilitator for local

language library resources. Possibilities include:
- Local colleges, seminaries, and universities
- Public libraries
- Church libraries, pastors' libraries, and other professionals' libraries

## COURSE REQUIREMENTS / ASSIGNMENTS / GRADE POINTS:

1. **CM6.1 - Participation and Monthly Coaching (5 grading points)**
Arrived for the Core Module discussions early or on time. Attended every session for the whole session and fully participated in the Core Module discussions and presentations. Returned after breaks early or on time. If emergencies required missing any session, student recruited another cohort member to cover that session material without short-cuts. Meet with Core Module facilitator for monthly coaching.

2. **CM6.2 – Preparation (10 grading points)**
Carefully read and study all tutorials. Prepare written responses for all "Reflect and Respond" and "Group Discussion Guide" questions. Complete all assignments in writing. Show all of these to your grader.

    **Reading and Research Reports**
Complete the required Reading and Research for this term. Collect and document the author, publishers, and other information to create a proper source citation. As needed, photocopy the Reading and Research forms from the course textbook, the Appendix of this guide, or download the forms from My Teleo www.TeleoUniversity.org.

3. **CM6.3 – Persuasive Essays and Written Projects (10 grading points)**
Write a Persuasive Essay for Session 1 entitled, "Good Decision-Making Requires Great Communication." Write two additional written projects: one on why each of *14 Keys to Bringing a Conflict to a Successful Resolution* are critical to solving conflict and one response to Galloway, "*Give People What They Need.*" Present and defend the essays in a triad of students from the Core Module cohort. Also, help complete Essay Evaluation Sheets for other students in the triad for "Good Decision-Making Requires Great Communication."

4. **CM6.4 – Documentation (5 grading points)**
Collect the following documents from each of your Tier 2 Core Module students at the Core Module 2 (Two) grading and place them in the student's folder. **Show every document in every folder to your grader** at **CM6 grading**. Be sure every document is filled out with no blanks left. These documents include:

    - Completed T-Net "Student Course Report," registration, and grades for Core Module 2 (Two)
    - Degree Application for Tier 2 (located in CM1 manual or student program guide)

5. **CM6.5 – Record Grades (5 grading points)**
Graded all Tier 2 students and recorded their grades:

    - On the student's Assignments and Grading sheets: On each specific assignment and in the final grade calculation course grade summary (gray box).
    - On a Student Course Report.
    - In the online student profile at tnetcenter.com (in countries where trainers are provided access).

6. **CM6.6 – Reporting (5 grading points)**
Make a photocopy or PDF scan of the completed **Student Course Report** for every student attending the current Tier 2 Core Module and send it with a **Course Summary Report** to your Country Director within 14 days registration and grading for the current Tier 2 Core Module (or within 14 days after a student makes up a course). Also, if not already submitted, include the degree applications for Tier 2 (located in CM1 manual or student program guide).

7. **CM6.7 – Discipline (5 grading points)**
Do not give any student a course manual nor allow the student to attend course sessions until they have paid the tuition for that course.

8. **CM6.8 – Accounting (5 grading points)**
Send all tuition and fees to your Country Director within 14 days of course registration and grading.

9. **CM6.9 - Case Study Report (10 grading points)**
Write your response to the Case Study presented in Session 4, Assignment 2 where Moses is coaching two of his students who are now trainers.

10. **CM6.10 Teaching Practicum – Tier 2 Facilitator for Core Module 2: (20 grading points)**
Facilitate or co-lead all of Core Module 2 to your students. Create a folder for each of your students and keep accurate records on each one. Contact each of your students monthly between meetings to coach them to fulfill their assignments. After teaching this course, prepare to facilitate Core Module 3.
**Provision for women whose denomination or culture restricts them from leading men:** These female students are responsible to study material to be taught and to come to this next generation training to help trainers and to coach other female students. Because Tier 2 is based on discussion and not lecture most women will not be restricted from facilitating and participating in the discussions. However, if they are restricted but they review all the course material and come to help every day, they receive a "4" for this assignment.

11. **CM6.11 Ministry Practicum – Supervise Course 8 of Your 2ⁿᵈ Generation Training Centers: (5 grading points)**
Your students are now trainers who are leading their own training centers. Now you need to work with your student trainers to ensure the success of your 2nd generation training centers. You and your training team must coach your students to success.

12. **CM6.12 Ministry Project Chapter 5: Finishing the Great Commission. (15 grading points)**
Write a theological reflection for Ministry Project Report, Chapter 5 Finishing the Great Commission. Address all or most of the items listed in the Ministry Project Report Template located in the Appendix of the Auxiliary Manual.You may type this double-spaced or write it by hand single-spaced on separate pieces of paper. You may write in your main language now but will be required to submit your final draft electronically in English typed using the correct formatting.

> **Tier 2 Ministry Project Suggested Lengths by Degrees**
> * PGDip; BMin; and Diploma: a 3-8 page summary for this chapter.
> * Master's degree Thesis: 10-15 pages that address all the elements of the outline.
> * Doctoral degree dissertation: 15-25 pages that address all the elements of the outline.

**COURSE SCHEDULE:**
Complete the following units of study using the approved study group schedule set by your T-Net Training Center facilitator. All units and assignments are intended to be completed within the four-month term.
Unit 1    How Well Do You Communicate?
Unit 2    How to Improve Communication within Your Ministry Team
Unit 3    Learning to Love Like God Loves
Unit 4    A Biblical Way to Resolve Conflict
Unit 5    Managing Conflict: Proverbs 15:1
Unit 6    Portraits of Those Who Create Conflict
Unit 7    Making Teams Work to Finish the Great Commission
Unit 8    Building Relationships Across Cultures
Unit 9    Cross-Cultural Ministry
Unit 10   Reading and Research: Finishing the Great Commission
Unit 11   Writing: Theology of Finishing the Great Commission
Unit 12   Learning by Facilitating CM2 "Life and Ministry Development"
Unit 13   Oversee and Support 2G TC Facilitators

**COURSE PROCEDURES AND POLICIES:**
1. **Participation Policy**
Teleo University students must participate in local study groups called T-Net Training Centers to complete assignments and enjoy vibrant student life interaction. By gathering in study groups, students benefit from collaboration with fellow students and facilitators who have studied and applied this curriculum in their ministries. Finally, every student must assume the disciple making mindset of training other pastors and church leaders (2 Timothy 2:2). Students form training teams to facilitate new T-Net Training Center study groups to fulfill the teaching practicum requirements.

2. **Academic Honesty:**
In the spirit of truth and honesty as espoused by our Lord Jesus Christ, Teleo University seeks to maintain an atmosphere where high ethical standards prevail. Teleo University condemns academic dishonesty. Behavior such as cheating, plagiarizing, or data fabrication will result in disciplinary action and possible dismissal from the program (plagiarism is presenting another's words or ideas as one's own without properly crediting the source).

3. **Style Guide for Academic Writing:**
Teleo University has created a Style Guide for Academic Writing adapted from the MLA (Modern Language Association) style guide. Use the university style guide when writing papers for all courses.

4. **Spelling and Grammar Checker Setup:**
Teleo University urges students to use Microsoft Office products and engage the grammar and spelling Editor functions. Students are also encouraged to download and use the FREE version of Grammarly. Consider suggestions from these tools but remember that the grammar checkers will not necessarily find or provide the correct help for every error.

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Teleo University, as a nonprofit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

6. **Teleo University Copyright Statement**
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**COURSE DESCRIPTION: SF354 Personal Spiritual Development**
This course defines "spiritual formation" and exposes students to many different types of spiritual disciplines. The course presents spiritual disciplines in five categories: inward disciplines, outward disciplines, corporate disciplines, ministry disciplines, and character disciplines. A believer's personal spiritual development is a partnership where God is at work within the believer to bring them into conformity to the image of Christ while the believer is submitting to and cooperating with this work. In their desire to know God and be known by Him, Church history reveals men and women who have developed disciplines that are tremendous tools to cooperate with God's work within the believer. Disciplines give God access, time, and opportunity to transform believers to become more like Jesus. Students will write a research position paper on church planting theology and learn by overseeing and supporting others who facilitate learning for new generations of disciple making pastors.
   **Credits:** 3.5 credit hours (45 hours of designated learning activity or academic engagement per credit hour)

**COURSE LEARNING OUTCOMES:**
As a result of this course, the student will:
- Define "spiritual formation" and "spiritual disciplines"
- Explain the five categories of spiritual disciplines: inward, outward, corporate, ministry, and character disciplines
- Complete the spiritual exercises and disciplines presented in this course
- Report reading and research on church planting
- Write a research position paper on the theology of church planting
- Prepare for and facilitate the course, "Mentoring Ethical Leaders"
- Assist and support students who will facilitate the course, "How to Teach the Whole Bible to the Whole Congregation" and others who facilitate "Coaching Leaders and Multiplying Ministry"

**PROGRAM OUTCOMES:**
This course supports the following program outcomes.
- Design and execute a plan using disciple making church saturation to finishing the Great Commission in a specific region
- Learn to mentor ministry leaders for personal and professional integrity
- Experience spiritual disciplines to help sustain personal spiritual wellbeing
- Expand ministry by training and developing church planters and other pastors
- Seek to measurably finish the Great Commission within a specified and limited scope through disciple making church saturation
- In a written ministry project, identify and document problems, solutions, principles, and issues that will assist others in finishing the Great Commission within the same or similar cultural context

**COURSE RESOURCES:**
   **Required Textbook(s)**
   *Personal Spiritual Development.* T-Net International, 2020.

   **Recommended Reading** (visit www.teleouniversity.org/readinglab for additional program bibliography)
   Anderson, James L. *For God's Sake, REST! Discovering the Pleasure of His Rest.* Enumclaw, WA: Pleasant Word, 2007.
   Grubbs, Dwight L. *Beginnings: Spiritual Formation for Leaders.* Anderson, IN: Fairway Press, 1994. Print.
   LaFountain, Richard W. *Developing Intimacy with God: A Prayer Strategy Workbook* and *Personal Prayer Retreats* n.d. Web. 24 May 2017 <http://www.prayertoday.org >.
   Hull, Bill. *Choose the Life.* Grand Rapids, MI Baker Books. 2007.
   "Who is God?" All About GOD Ministries, *Names of God Reveal Him* n.d. Web. 14 March 2017 <http://www.allaboutgod.com/names-of-god.htm>.
   "Who is God?" All About GOD Ministries, *Attributes of God--Holy Characteristics* n.d. Web. 14 March 2017 <http://www.allaboutgod.com/attributes-of-god.htm >.

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2. Local libraries are additional sources for information and research. Ask your group facilitator for local language library resources. Possibilities include:
   - Local colleges, seminaries, and universities
   - Public libraries
   - Church libraries, pastors' libraries, and other professionals' libraries

**COURSE REQUIREMENTS / ASSIGNMENTS / GRADE POINTS:**

1. **CM7.1 - Participation and Monthly Coaching (5 grading points)**
Arrived for the Core Module discussions early or on time. Attended every session for the whole session and fully participated in the Core Module discussions and presentations. Returned after breaks early or on time. If emergencies required missing any session, student recruited another cohort member to cover that session material without short-cuts. Meet with Core Module facilitator for monthly coaching.

2. **CM7.2 – Preparation (10 grading points)**
Carefully read and study all tutorials. Prepare written responses for all "Reflect and Respond" and "Group Discussion Guide" questions. Complete all assignments in writing. Show all of these to your grader.

   **Reading and Research Reports**
   Complete the required Reading and Research for this term. Collect and document the author, publishers, and other information to create a proper source citation. As needed, photocopy the Reading and Research forms from the course textbook, the Appendix of this guide, or download the forms from My Teleo www.TeleoUniversity.org.

3. **CM7.3 – Persuasive Essay** and **Written Projects (10 grading points)**
Write a Persuasive Essay for Session 1 supporting the statement, "**Pastors must build their ministry on the foundation of spiritual formation and godly character.**" For Session 2 write a **Spiritual Disciplines Personal Assessment.** Present and defend the persuasive essay in a triad of students from the Core Module cohort. Also, help complete the Persuasive Essay Evaluation Sheets for other students in the triad.

4. **CM7.4 – Documentation (5 grading points)**
Collect the following documents from each of your Tier 2 Core Module students at the Core Module 3 (Three) grading and place them in the student's folder. **Show every document in every folder to your grader** at **CM7 grading**. Be sure every document is filled out with no blanks left. These documents include:

   - Completed T-Net "Student Course Report," registration, and grades for Core Module 3 (Three)
   - Degree Application for Tier 2 (located in CM1 manual or student program guide)

5. **CM7.5 – Record Grades (5 grading points)**
Graded all Tier 2 students and recorded their grades:

   - On the student's Assignments and Grading sheets: On each specific assignment and in the final grade calculation course grade summary (gray box).
   - On a Student Course Report.
   - In the online student profile at tnetcenter.com (in countries where trainers are provided access).

6. **CM7.6 – Reporting (5 grading points)**
Make a photocopy or PDF scan of the completed **Student Course Report** for every student attending the current Tier 2 Core Module Three (3) and send it with a **Course Summary Report** to your Country Director within 14 days of registration and grading for the current Tier 2 Core Module (or within 14 days after a student makes up a course).

7. **CM7.7 – Discipline (5 grading points)**
Do not give any student a course manual nor allow the student to attend course sessions until they have paid the tuition for that course.

8. **CM7.8 – Accounting (5 grading points)**
Send all tuition and fees to your Country Director within 14 days of course registration and grading.

9. **CM7.9 – Spiritual Development Exercises (10 grading points)**
Complete the half-day "Sabbath Rest Experience" Assignment by Dr. James Anderson from Session 3, Assignment 2 and the one-day Personal Prayer Retreat Assignment from Session 6, Assignment 1 using resources by Rev. Richard W. LaFountain.

10. **CM7.10 Teaching Practicum – Tier 2 Facilitator for Core Module 3: (20 grading points)**
Facilitate or co-lead all of Core Module Three (3) with your students. Create a folder for each of your students and keep accurate records on each one. Contact each of your students monthly between meetings to coach them to fulfill their assignments. After facilitating this course, prepare to lead students through Core Module Four (4). **Provision for women whose denomination or culture restricts them from leading men:** These female students are responsible to study material to be taught and to come to this next generation training to help trainers and to coach other female students. Because Tier 2 is based on discussion and not lecture most women will not be restricted from facilitating and participating in the discussions. However, if they are restricted but they review all the course material and come to help every day, they receive a "4" for this assignment.

11. **CM7.11 Ministry Practicum – Supervise Course 9 of Your 2nd Generation Training Centers: (5 grading points)**
Your students are now trainers who are leading their own training centers. Now you need to work with your student trainers to ensure the success of your 2nd generation training centers. You and your training team must coach your students to success.

12. **CM7.12 Ministry Project Chapter 6: Church Planting (15 grading points)**
Write your theological reflection and review of literature for the Ministry Project Report, Chapter 6 Church Planting. Address all or most of the items listed in the Ministry Project Report Template located in the Appendix of the Auxiliary Manual. You may type this double-spaced or write it by hand single-spaced on separate pieces of paper. You may write in your main language now but will be required to submit your final draft electronically in English, typed and using the correct formatting.

### Tier 2 Ministry Project Suggested Lengths by Degrees
- PGDip; BMin; and Diploma: a 3-8 page summary for this chapter.
- Master's degree Thesis: 10-15 pages that address all the elements of the outline.
- Doctoral degree dissertation: 20-25 pages that address all the elements of the outline.

## COURSE SCHEDULE:
Complete the following units of study using the approved study group schedule set by your T-Net Training Center facilitator. All units and assignments are intended to be completed within the four-month term.

Unit 1     Spiritual Formation
Unit 2     The Inward Disciplines
Unit 3     The Outward Disciplines
Unit 4     The Corporate Disciplines
Unit 5     The Ministry Disciplines
Unit 6     The Character Disciplines
Unit 7     Depending on God
Unit 8     Reading and Research: Church Planting
Unit 9     Writing: Theology of Church Planting
Unit 10    Learning by Facilitating CM3 "Mentoring Ethical Leaders"
Unit 11    Oversee and Support 2G TC Facilitators

## COURSE PROCEDURES AND POLICIES:
1. **Participation Policy**
Teleo University students must participate in local study groups called T-Net Training Centers to complete assignments and enjoy vibrant student life interaction. By gathering in study groups, students benefit from collaboration with fellow students and facilitators who have studied and applied this curriculum in their ministries. Finally, every student must assume the disciple making mindset of training other pastors and church leaders (2 Timothy 2:2). Students form training teams to facilitate new T-Net Training Center study groups to fulfill the teaching practicum requirements.

2. **Academic Honesty:**
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**COURSE DESCRIPTION: ML335 Equipping God's People for Effective Ministry**
This course emphasizes the biblical truth that all Christians should use their unique gifts and abilities to serve God in the church and their communities. Jesus entrusted finishing the Great Commission to common men and women, not to the rulers or religious professionals. The Bible identifies uniquely gifted individuals whose role is to equip and release God's people for service and ministry. The course also addresses when and how to restore to ministry those who have sinned and fallen. Students continue to learn by overseeing and supporting others as they facilitate learning for new generations of disciple making pastors. Students finalize their ministry project research and document and evaluate the project and identify summary conclusions.
   **Credits:** 3.5 credit hours (45 hours of designated learning activity or academic engagement per credit hour)

**COURSE LEARNING OUTCOMES:**
As a result of this course, the student will:
- List the biblical principles for equipping God's people for ministry
- Identify principles for how to restore to ministry those who have fallen
- Report final documented reading and research
- Write a description of the implementation of the ministry project with evaluations and conclusions
- Prepare for and facilitate the course, "Personal and Ministry Accountability"
- Assist and support students who will facilitate the course, "How to Teach Survey of Bible Doctrine" and others who facilitate "Developing the Foundation for a Disciple Making Church"

**PROGRAM OUTCOMES:**
This course supports the following program outcomes.
- Design and execute a plan using disciple making church saturation to finishing the Great Commission in a specific region
- Learn to mentor ministry leaders for personal and professional integrity
- Develop skills for leading, directing, and equipping ministry volunteers and other pastors
- Expand ministry by training and developing church planters and other pastors
- Seek to measurably finish the Great Commission within a specified and limited scope through disciple making church saturation
- In a written ministry project, identify and document problems, solutions, principles, and issues that will assist others in finishing the Great Commission within the same or similar cultural context

**COURSE RESOURCES:**
   **Required Textbook(s)**
   *Equipping God's People for Effective Ministry.* T-Net International, 2020.

   **Recommended Reading** (visit www.teleouniversity.org/readinglab for additional program bibliography)
   Myers, Scott. *Writing Mantra: "Writing is rewriting"* August 4, 2017, Web.
         https://gointothestory.blcklst.com/writing-mantra-writing-is-rewriting-f97f43cbdb95
   Strickland, Andrew. *"Teamphoria"* July 6, 2016, Web
   Stone, Raymond J. 2005, *Human Resource Management (5th edition),* John Wiley & Sons, Australia.
         Weiss, Douglas, Restoring the Fallen. MinistryTodayMag.com, Web.
   Strunk, William, and E. B. 1899-1985 White. *The Elements of Style*, 4th ed. New York: Longman, 2000. Print.
   *The MLA Handbook.* 9th ed. New York: Modern Language Association of America. 2021. Print.
   Turabian, Kate L. A Manual for Writers of Research Papers, Theses, and Dissertations. 9th ed. Chicago:
         University of Chicago Press, 2018. Print.

**Libraries**
   1. **Teleo University provides an online library accessible through the My Teleo web page:**
      https://www.teleouniversity.org/my-teleo. Degree students pay degree fees that cover the cost for use of the online library. Diploma students who want access to the Teleo University online library must pay a one-time $50 Administration fee.

   2. Local libraries are additional sources for information and research. Ask your group facilitator for local language library resources. Possibilities include:
      - Local colleges, seminaries, and universities
      - Public libraries
      - Church libraries, pastors' libraries, and other professionals' libraries

**COURSE REQUIREMENTS / ASSIGNMENTS / GRADE POINTS:**
   1. **CM8.1 - Participation and Monthly Coaching (5 grading points)**
      Arrived for the Core Module discussions early or on time. Attended every session for the whole session and fully participated in the Core Module discussions and presentations. Returned after breaks early or

on time. If emergencies required missing any session, student recruited another cohort member to cover that session material without short-cuts. Meet with Core Module facilitator for monthly coaching.

2. **CM8.2 – Preparation (10 grading points)**
   Carefully read and study all tutorials. Prepare written responses for all "Reflect and Respond" and "Group Discussion Guide" questions. Complete all assignments in writing. Show all of these to your grader.

   **Reading and Research Reports**
   Complete the required Reading and Research for this term. Collect and document the author, publishers, and other information to create a proper source citation. As needed, photocopy the Reading and Research forms from the course textbook, the Appendix of this guide, or download the forms from My Teleo www.TeleoUniversity.org.

3. **CM8.3 – Persuasive Essay** and **Written Projects (10 grading points)**
   Write a persuasive essay for Session 2 supporting *Why T-Net International Needs Great Human Resource Management in Order to Finish the Great Commission.* For Session 6 write a persuasive essay "Avoid a Fall from Ministry**."** Present and defend the persuasive essay in a triad of students from the Core Module cohort. Also, complete the Persuasive Essay Evaluation Sheets for other students in the triad. Write an essay "Worldly Principles Verses a Human Resource Manager who follows the Biblical Truths"

4. **CM8.4 – Documentation (5 grading points)**
   Collect the following documents from each of your Tier 2 Core Module students at the Core Module 4 (Four) grading and place them in the student's folder. **Show every document in every folder to your grader** at **CM7 grading**. Be sure <u>every</u> document is <u>filled</u> out with no blanks left. These documents include:

   - Completed T-Net "Student Course Report," registration, and grades for Core Module 4 (Four)
   - Degree Application for Tier 2 (located in CM1 manual or student program guide)

5. **CM8.5 – Record Grades (5 grading points)**
   Graded all Tier 2 students and recorded their grades:

   - On the student's Assignments and Grading sheets: On each specific assignment and in the final grade calculation course grade summary (gray box).
   - On a Student Course Report.
   - In the online student profile at tnetcenter.com (in countries where trainers are provided access).

6. **CM8.6 – Reporting (5 grading points)**
   Make a photocopy or PDF scan of the completed **Student Course Report** for every student attending the current Tier 2 Core Module Four (4) and send it with a **Course Summary Report** to your Country Director within 14 days of registration and grading for the current Tier 2 Core Model (or within 14 days after a student makes up a course).

7. **CM8.7 – Discipline (5 grading points)**
   Do not give any student a course manual nor allow the student to attend course sessions until they have paid the tuition for that course.

8. **CM8.8 – Accounting (5 grading points)**
   Send all tuition and fees to your Country Director within 14 days of course registration and grading.

9. **CM8.9 Teaching Practicum – Tier 2 Facilitator for Core Module 4: (20 grading points)**
   Facilitate or co-lead all of Core Module Four (4) with your students. Create a folder for each of your students and keep accurate records on each one. Contact each of your students monthly between meetings to coach them to fulfill their assignments. After facilitating this course, prepare to lead students through Core Module Five (5). **Provision for women whose denomination or culture restricts them from leading men:** These female students are responsible to study material to be taught and to come to this next generation training to help trainers and to coach other female students. Because Tier 2 is based on discussion and not lecture most women will not be restricted from facilitating and participating in the discussions. However, if they are restricted but they review all the course material and come to help every day, they receive a "4" for this assignment.

10. **CM8.10 Ministry Practicum – Supervise Course 10 of Your 2ⁿᵈ Generation Training Centers: (5 grading points)**
    Your students have been trainers who are leading their own training centers. Now you need to work with your student trainers to ensure the success of your 2nd generation training centers. You and your training team must coach your students to graduate their Tier 1 centers and prepare to begin Tier 2 Core Modules. Help your trainers organize for Tier 2 Core Modules and recruit the best trainers to continue into Tier 2 Core Module training.

11. **CM8.11 Ministry Project Chapter 8: Implementation Description and Evaluation (15 grading points)**
    Write the Ministry Project Report, Chapter 8, Implementation Description and Evaluation. Address all or most of the items listed in the Ministry Project Report Template located in the Appendix of the Auxiliary Manual. You may type this double-spaced or write it by hand single-spaced on separate pieces of paper.

**Tier 2 Ministry Project Suggested Lengths by Degrees**
- PGDip; BMin; and Diploma: a 3-8 page summary for this chapter.
- Master's degree Thesis: 10-15 pages that address all the elements of the outline.
- Doctoral degree dissertation: 15-25 pages that address all the elements of the outline.

12. **CM8.12 Ministry Project Chapter 9: Summary and Conclusion (10 grading points)**
Write the Ministry Project Report, chapter 9, Summary and Conclusions. Address all or most of the items listed in the Ministry Project Report Template located in the Appendix of the Auxiliary Manual. You may type this double-spaced or write it by hand single-spaced on separate pieces of paper.

**Tier 2 Ministry Project Suggested Lengths by Degrees**
- PGDip; BMin; and Diploma: a 3-8 page summary for this chapter.
- Master's degree Thesis: 5-10 pages that address all the elements of the outline.
- Doctoral degree dissertation: 10-15 pages that address all the elements of the outline.

## COURSE SCHEDULE:
Complete the following units of study using the approved study group schedule set by your T-Net Training Center facilitator. All units and assignments are intended to be completed within the four-month term.
- Unit 1    Equipping for Effective Ministry
- Unit 2    Stewardship of Spiritual Resources
- Unit 3    God's Ministry Equippers: Ephesians 4:11-16
- Unit 4    Biblical Principles for Equipping God's People: Ephesians 6
- Unit 5    The "Jesus Model"
- Unit 6    Restoring the Fallen
- Unit 7    Reading and Research Reports
- Unit 8    Writing: Describing and Evaluating the Ministry Project Implementation
- Unit 9    Writing, Formatting, and Editing
- Unit 10   Citation and Documentation and Proofing
- Unit 11   Writing: Ministry Project Summary and Conclusions
- Unit 12   Learning by Facilitating CM4 "Personal and Ministry Accountability"
- Unit 13   Oversee and Support 2G TC Facilitators

## COURSE PROCEDURES AND POLICIES:
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## COURSE DESCRIPTION: FP363 Ministry Project Report

Students have designed and implemented a ministry project plan to finish the Great Commission in a specific region using disciple making church saturation throughout the previous eight terms. They have done so by recruiting and training other pastors in their target region to revitalize their congregations as disciple making churches and employ saturation church planting to ensure that a church is accessible to everyone in the region. At this final Core Module, the initial focus is on students reporting their ministry projects' results. First, students write and present a ministry project summary report. This 10-15 page summary report allows time for presentation, discussion, and collaboration between the cohort members. Through written analysis and group discussion students consolidate what they have learned during the three-year ministry project and the church growth program.

**Credits:** 2 credit hours (45 hours of designated learning activity or academic engagement per credit hour)

## COURSE LEARNING OUTCOMES:

As a result of this course, the student will:

- Appraise the results of the ministry project and outline insights and conclusions in a summary report
- Describe the design and execution of the ministry project plan built on using disciple making church saturation to finishing the Great Commission in a specific region
- Demonstrate skills developed for leading, directing, and equipping ministry volunteers and other pastors during the ministry project
- Identify and explain how ministry grew by training and developing church planters and other pastors
- Distinguish the extent that the Great Commission was measurably finished through disciple making church saturation within the specified and limited scope of the ministry project region
- Write a ministry project report, identifying and documenting problems, solutions, principles, and issues that will assist others in finishing the Great Commission within the same or similar cultural context
- Prepare for and facilitate the course, "Effective Christian Leadership"
- Assist and support students who will facilitate the course, " Evangelism and World Religions"

## PROGRAM OUTCOMES:

This course supports the following program outcomes.

- Design and execute a plan using disciple making church saturation to finishing the Great Commission in a specific region
- Develop skills for leading, directing, and equipping ministry volunteers and other pastors
- Expand ministry by training and developing church planters and other pastors
- Seek to measurably finish the Great Commission within a specified and limited scope through disciple making church saturation
- In a written ministry project, identify and document problems, solutions, principles, and issues that will assist others in finishing the Great Commission within the same or similar cultural context

## COURSE RESOURCES:

**Required Textbook(s)**
*Ministry Project Report.* Version 7. T-Net International, 2022.

**Recommended Reading** (visit www.teleouniversity.org/readinglab for additional program bibliography)
Strunk, William, and E. B. 1899-1985 White. *The Elements of Style*, 4th ed. New York: Longman, 2000. Print.
*The MLA Handbook.* 9th ed. New York: Modern Language Association of America. 2021. Print.
Turabian, Kate L. A Manual for Writers of Research Papers, Theses, and Dissertations. 9th ed. Chicago: University of Chicago Press, 2018. Print.

## Libraries

1. **Teleo University provides an online library accessible through the My Teleo web page:** https://www.teleouniversity.org/my-teleo. Degree students pay degree fees that cover the cost for use of the online library. Diploma students who want access to the Teleo University online library must pay a one-time $50 Administration fee.

2. Local libraries are additional sources for information and research. Ask your group facilitator for local language library resources. Possibilities include:
   - Local colleges, seminaries, and universities
   - Public libraries
   - Church libraries, pastors' libraries, and other professionals' libraries

## COURSE REQUIREMENTS / ASSIGNMENTS / GRADE POINTS:

1. **CM9.1 - Participation and Monthly Coaching (5 grading points)**
   Arrived for the Core Module discussions early or on time. Attended every session for the whole session and fully participated in the Core Module discussions and presentations. Returned after breaks early or

on time. If emergencies required missing any session, student recruited another cohort member to cover that session material without short-cuts. Meet with Core Module facilitator for monthly coaching.

2. **CM9.2 – Preparation (5 grading points)**
Carefully read and study all tutorials. Prepare written responses for all "Reflect and Respond" and "Group Discussion Guide" questions. Complete all assignments in writing. Show all of these to your grader.

    **Reading and Research Reports**
    Complete the required Reading and Research for this term. Collect and document the author, publishers, and other information to create a proper source citation. As needed, photocopy the Reading and Research forms from the course textbook, the Appendix of this guide, or download the forms from My Teleo www.TeleoUniversity.org.

3. **CM9.3 – Ministry Project Summary Report (15 grading points)**
Write and present a 10-15 page Ministry Project Summary Report that includes a brief description of the area targeted for finishing the Great Commission; a description of successes and failures in completing the three-year goals for each of the five project objectives; conclusions regarding why there was success or failure; a summary of the outcomes and insights gained; recommendations and implications of the project for the larger Christian community; limitations of the findings of the ministry project; and questions that merit future inquiry. Required attachments: Country or People Group Demographic Data; Training Center/Target Area Demographic Data; Finishing the Great Commission in Your Region ; Goals: Three-Year Projections; Results: A Three-Year Report; and citations with a Works Cited page.

4. **CM9.4 – Documentation (5 grading points)**
Collect the following documents from each of your Tier 2 Core Module students at the Core Module 5 (Five) grading and place them in the student's folder. **Show every document in every folder to your grader** at **CM9 grading**. Be sure <u>every</u> document is <u>filled</u> out with no blanks left. These documents include:

    - Completed T-Net "Student Course Report," registration, and grades for Core Module 5 (Five)

5. **CM9.5 – Record Grades (5 grading points)**
Graded all Tier 2 students and recorded their grades:

    - On the student's Assignments and Grading sheets: On each specific assignment and in the final grade calculation course grade summary (gray box).
    - On a Student Course Report.
    - In the online student profile at tnetcenter.com (in countries where trainers are provided access).

6. **CM9.6 – Reporting (5 grading points)**
Make a photocopy or PDF scan of the completed **Student Course Report** for every student attending the current Tier 2 Core Module Five (5) and send it with a **Course Summary Report** to your Country Director within 14 days of registration and grading for the current Tier 2 Core Module (or within 14 days after a student makes up a course).

7. **CM9.7 – Discipline (5 grading points)**
Do not give any student a course manual nor allow the student to attend course sessions until they have paid the tuition for that course.

8. **CM9.8 – Accounting (5 grading points)**
Send all tuition and fees to your Country Director within 14 days of course registration and grading.

9. **CM9.9 Teaching Practicum – Tier 2 Facilitator for Core Module 5: (20 grading points)**
Facilitate or co-lead all of Core Module Five (5) with your students. Create a folder for each of your students and keep accurate records on each one. Contact each of your students monthly between meetings to coach them to fulfill their assignments. After facilitating this course, prepare to lead students through Core Module Six (6). **Provision for women whose denomination or culture restricts them from leading men:** These female students are responsible to study material to be taught and to come to this next generation training to help trainers and to coach other female students. Because Tier 2 is based on discussion and not lecture most women will not be restricted from facilitating and participating in the discussions. However, if they are restricted but they review all the course material and come to help every day, they receive a "4" for this assignment.

10. **CM9.10 Ministry Practicum – Coaching Your 2nd Generation Training Centers to Graduate and Begin Tier 2 Core Modules: (5 grading points)**
Your students are now trainers who are leading their own training centers. Now you need to work with your student trainers to ensure the success of your 2nd generation training centers. You and your training team must coach your students to **graduate their Tier 1 centers and begin Tier 2 Core Modules**. Help your trainers organize for Tier 2 Core Modules and recruit the best trainers to continue into Tier 2 Core Module training. Coach trainers to collect all documents from each of their students at the Course 10 final interview (four months after the start of Course 10) that should be placed in their folders. Documents to have collected by the Course 10 final interview include:

    - Field Project Report: Certificate and Diploma, 1 page Vital Signs Summary Data Form; Bachelor's, 12-20 typed pages; Master's, 25-45 typed pages.
    - Graded Course 10 exams

- Course 10 Final Ministry Data Sheets
- Completed T-Net "Student Course Report" registration and grades
- T-Net Application for Graduation

11. **CM9.11 Comprehensive Exams: (10 grading points)**
In a written comprehensive examination, demonstrate knowledge of and ability to contextualize the principles and concepts you learned in the eight Ministry Leadership, Pastoral Ministry, and Spiritual and Personal Formation Core Modules of the Church Growth program.

12. **CM9.12 Ministry Project Presentation: (20 grading points)**
Church Growth program students must present their written Ministry Project Summary Reports and participate in group discussions and analysis of their ministry projects during Core Module 9. Additionally, Doctor of Ministry and Master of Ministry students must complete the first draft of their Thesis (Research or Ministry Project) and present their papers for peer review and discussion at Core Module 9. Then Doctor of Ministry and Master of Ministry students must refine, edit and proof their thesis and successfully defend the work for final approved and graduation.

**COURSE SCHEDULE:**
Complete the following units of study using the approved study group schedule set by your T-Net Training Center facilitator. All units and assignments are intended to be completed within the four-month term.
Unit 1    Writing a Ministry Project Summary Report
Unit 2    Demographics: Country/People Group
Unit 3    Demographics: TC/Targeted Area
Unit 4    Finishing the Great Commission in Your Region
Unit 5    Goals: 3-Year Projections
Unit 6    Results: A 3-Year Report
Unit 7    Ministry Project Summary Report: Conclusions
Unit 8    Ministry Leadership: Review and Application
Unit 9    Pastoral Ministry: Review and Application
Unit 10   Spiritual and Personal Formation: Review and Application
Unit 11   Thesis Review: Content and Formatting

**COURSE PROCEDURES AND POLICIES:**
1. **Participation Policy**
Teleo University students must participate in local study groups called T-Net Training Centers to complete assignments and enjoy vibrant student life interaction. By gathering in study groups, students benefit from collaboration with fellow students and facilitators who have studied and applied this curriculum in their ministries. Finally, every student must assume the disciple making mindset of training other pastors and church leaders (2 Timothy 2:2). Students form training teams to facilitate new T-Net Training Center study groups to fulfill the teaching practicum requirements.

2. **Academic Honesty:**
In the spirit of truth and honesty as espoused by our Lord Jesus Christ, Teleo University seeks to maintain an atmosphere where high ethical standards prevail. Teleo University condemns academic dishonesty. Behavior such as cheating, plagiarizing, or data fabrication will result in disciplinary action and possible dismissal from the program (plagiarism is presenting another's words or ideas as one's own without properly crediting the source).

3. **Style Guide for Academic Writing:**
Teleo University has created a Style Guide for Academic Writing adapted from the MLA (Modern Language Association) style guide. Use the university style guide when writing papers for all courses.

4. **Spelling and Grammar Checker Setup:**
Teleo University urges students to use Microsoft Office products and engage the grammar and spelling Editor functions. Students are also encouraged to download and use the FREE version of Grammarly. Consider suggestions from these tools but remember that the grammar checkers will not necessarily find or provide the correct help for every error.

5. **Copyright Protected Materials:**
Teleo University, as a nonprofit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

6. **Teleo University Copyright Statement**
All course materials contained herein are the sole property of Teleo University and are not to be provided to any persons or organizations except upon the expressed, written consent of the university. Students enrolled in a given course automatically have access to all materials in that course but are not permitted to sell or distribute the materials beyond their local church or house church network.

# APPENDIX

1. Reading and Research Reports
2. Teleo University Church Growth Application Form
3. T-Net Training Center Reference Form

# READING AND RESEARCH REPORTS

Throughout your life, ministry, and education, you will need to preserve important quotes and concepts from reading and research and document the sources of that information as you write essays, sermons, and Field Project Report. Taking and organizing notes from reading is essential to research, writing, and speaking.

The following material provides a brief introduction to citation of sources for reading reports and research papers and the following tools:
- "Taking Notes From Research Reading" by Dr. Margaret Procter, University of Toronto.
- A "Reading and Research Report Form."

**Taking Reading and Research Notes**
Taking notes is a crucial part of the research process because it helps you internalize the concepts you are learning, and it enables you to preserve and organize that information. There are many ways to take notes, but a sound notes system will provide the following:
- Bibliographic information about the source so you can cite it correctly so others can find it. Include items such as author, title, date published, publisher, and URL (if it is a website).
- A way to organize your notes by summary topics, keywords, or search terms.
- Space to capture key quotes (with page numbers from the source), important information from the text summarized or paraphrased (in your own words), and your questions, comments, and thoughts in responses to what you have read.

When taking notes, begin by looking through the document to get the main ideas and find where there is information most relevant to your research. Do not write down things you already know. Write down every fact or concept that will help you in your research. Indicate when you quote directly from the text and add the specific page location. Read the following article for more help in notetaking for research:

## Taking Notes From Research Reading
*Prepared by Dr. Margaret Procter, University of Toronto Coordinator, Writing Support*

Taking notes efficiently is essential to your sanity in facing the wealth of information available in print and electronic form. It is also a key part of writing well-focused and coherently argued papers. Good notetaking strategies will help you read with more understanding and save time and frustration when you write your paper. These are three main principles:

**Know What Kind of Ideas You Need to Record**
Focus your approach to the topic before you start detailed research. Then you will read with a purpose in mind, and you will be able to sort out relevant ideas.
- Analyze the **assignment sheet** to be clear about just what you are going to do with your **topic**, and what your topic consists of. (See the file on *Understanding Essay Topics).*
- Then review the commonly known **facts** about your topic and become aware of the range of thinking and **opinions** on it. As well as your class notes and textbook, browse in an encyclopedia or other reference work.
- Try making a **preliminary list** of the subtopics you would expect to find in your reading. These will guide your attention and may come in handy as search terms and labels for notes.
- Choose a component or **angle** that interests you, perhaps one on which there is already some controversy.

Now formulate your **research question**. It should allow for reasoning as well as gathering of information--not just what the proto-Iroquoians ate, for instance, but how valid the evidence is for early introduction of corn. You may even want to jot down a tentative thesis statement as a preliminary answer to your question. (See the file *Using Thesis Statements* for the defining characteristics of a good thesis statement.)
- Then you will know what to look for in your research reading: **facts** and **theories** that help answer your question, and other people's **opinions** about the value of specific answers.

**Do Not Write Down Too Much**
Your essay must be an expression of your own thinking, not a patchwork of borrowed ideas. Plan therefore to invest your research time in understanding your sources and integrating them into your own thinking. Use your note cards or note sheets to record only ideas that are relevant to your focus on the topic and summarize rather than copy out or paraphrase.
- Copy out exact words only when the ideas are memorably phrased or surprisingly expressed--on the few occasions when you might use them as actual quotations.
- Otherwise, compress ideas in your own words. Paraphrasing word by word is a waste of time. Choose the most important ideas and write them down as labels or headings. Then fill in with a few subpoints that explain or exemplify.
- Do not depend on underlining and highlighting. Find your own words for notes in the margin (or on "sticky" notes).

**Label Your Notes Intelligently**
Whether you use cards or pages for notetaking, take notes in a way that allows for later use.
- Save [time and trouble] later by recording bibliographic information in a master list or computer file when you begin looking at each source (do not forget to notebook and journal information for photocopies). Then you can quickly identify each note by the author's name and page number; when you refer to sources in the essay you can fill in details of publication easily from your master list. Keep a format guide handy so you get details right from the start (see the file on Documentation Formats).
- Try as far as possible to put notes on separate cards or sheets. This will let you label the topic of each note. Not only will that keep your notetaking focused, but it will also allow for grouping and synthesizing of ideas later. It is especially satisfying to shuffle notes and see how the conjunctions create new ideas in your own thinking.
- Leave lots of space in your notes for comments of your own questions and reactions as you read, second thoughts and cross-references when you look back at what you have written. These comments can become a virtual first draft of your paper. (*Visit our many files offering advice about university writing at www.advice.writing.utoronto.ca*)

**Citation of Sources for Reading Reports and Research Papers**
It is critical to avoid plagiarism by citing the sources used in your writing. T-Net uses the Modern Language Association (MLA) system of citation. The following MLA citation summary is an introduction to this popular style guide.

**Modified MLA Parenthetical Citation Style**
The Modern Language Association (MLA) establishes values for acknowledging sources used in a research paper. MLA citation style uses a simple two-part parenthetical documentation system for citing sources: Citations in the text of a paper point to the alphabetical Works Cited list that appears at the end of the paper. Together, these references identify and credit the sources used in the paper and allow others to access and retrieve this material. **Teleo University provides a Style Guide with citation formatting at teleouniversity.org/writinglab.** Also, you may reference the current MLA formatting and citation guidelines online at owl.purdue.edu. We will focus only on gaining the information required for the "Works Cited" section.

**Works Cited List**
References cited in the text of a research paper must appear at the end of the paper in a Works Cited list or bibliography. This list provides the information necessary to identify and retrieve each source that supports your research.
- Arrange entries in alphabetical order by authors' last names (surnames), or by title for sources without authors.
- Capitalize the first word and all other main words of the titles and subtitles of cited works listed. (Do not capitalize articles, prepositions, coordinating conjunctions, or the "to" in infinitives.)
- Shorten the publisher's name; for example, omit articles, business abbreviations (Co., Inc.), and descriptive words (Press, Publisher).
- When multiple publishers are listed, include all of them, placing a semicolon between each.
- When more than one city is listed *for the same publisher*, use only the first city.
- Use the conjunction "and" not an ampersand [&]when listing multiple authors of a single work.
- **Pagination:** Do not use the abbreviations **p.** or **pp.** to designate page numbers.
- **Indentation:** Align the first line of the entry flush with the left margin and indent all subsequent lines (5 to 7 spaces) to form a "hanging indent."
- **Italics:** Choose a font in which the italic style contrasts clearly with the regular style.

**Note**: The "Reading and Research Report Form" below asks you to identify the source information you need to include in a "Works Cited" list. This worksheet also provides a way for you to preserve reading notes and organize your research for later use in your ministry project. **Teleo University provides a Style Guide with citation formatting you should use.** Also, you may reference the current MLA formatting and citation guidelines online at owl.purdue.edu.

**Visit Teleo University's Reading and Research Lab (teleouniversity.org/readinglab) for PDF or Word versions of the following Reading and Research Report Form.**

# RECOMMENDED READING

A list of recommended reading for each term is posted at My Teleo (www.teleouniversity.org). Use this recommended reading list to fulfill the Reading and Research assignments. You are not limited to this list. You are encouraged to find these and other resources using the Teleo University online library or approved library resources in your language and country.

# Reading and Research Report Form    Student Name: _____

Number of pages read (@ 250 words per page): _____    **Course Number:** _____

Summary Topic(s); Key Word(s); Search Term(s):

Author(s) / Editor(s):

Source Title (Book, Publication/Article; Website):

Volume # Issue #                         Place of publication:

Publication date:                        Publisher:

Medium: ☐ Print, ☐ Web, ☐ Audio, ☐ Video, ☐ Other: _____

Location: Pages (print or published works): _____

      (websites or online journals) Date Accessed: _____ URL:

| Page # | Record main ideas and insights in summary statements and phrases; limit quotations to key statements. | Record your responses to these ideas; include questions for further study. |
|--------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
|        |                                                                                                      |                                                                            |

| Page # | Record Main Ideas using summary statements and phrases; limited quotations to key statements | Record Your Responses to These Ideas; offer questions for further study |
|---|---|---|
| | | |
| | Record Main Ideas using summary statements and phrases; limited quotations to key statements | Record Your Responses to These Ideas; offer questions for further study |

# Application for Teleo University Programs in "Church Growth"

Students who meet the following pre-requisites may apply along with the required $50 fee for the Tier 2 degree program (bachelor, master, and doctorate only).

- The applicant has completed the Tier 1 Pastoral Ministry program courses and graduated or is a candidate for graduation.
- The applicant is a current Tier 1 trainer and is coaching students and overseeing students who are trainers.

## PERSONAL DATA (Please Print Clearly)

| Name (First/Given) | (Middle) | (Surname) | Date |
|---|---|---|---|
| | | | |

**Address**

| City | | State | Zip | Place of Birth |
|---|---|---|---|---|

| Date of Birth | Age | Sex | Marital Status | Number of Dependents |
|---|---|---|---|---|

| Phone (        ) | Email Address |
|---|---|

| Present Church | Position |
|---|---|

| Address of Church | City | Country |
|---|---|---|

| Training Center Location (City, Country) where you are a student | Center Number (if known sample: A1b3) |
|---|---|

| Name of your trainer | Your Trainer's Home Country |
|---|---|

## PREREQUISITE DEGREE (Completion of the Tier 1 Pastoral Ministry program is required for acceptance for a Tier 2 advanced degree)

| Tier 1 prerequisite Teleo University Pastoral Ministry program: | Tier 2 Church Growth degree for which you may apply: |
|---|---|
| _____ Certificate of Pastoral Ministry (CPM) | _____ Diploma in Church Growth (Dip) |
| _____ Diploma of Pastoral Ministry (DPM) | _____ Bachelor of Ministry (BMin) (degree completion) |
| _____ Bachelor of Pastoral Ministry (BPM) | _____ Post-Graduate Diploma (PGDip) no thesis requirement |
| | _____ Master of Ministry (MMin) 30,000 word ministry project report |
| _____ Master of Divinity (MDiv) | _____ *Doctor of Ministry (DMin) 50,000 word research dissertation |

*Only a select few top applicants are admitted into the Doctor of Ministry program. Most Tier 1 MDiv graduates qualify for the MMin or PGDip.*

## PREREQUISITE TRAINING CENTER AND MONTHLY COACHING REQUIREMENT (Applicants must be active trainers and coaches)

Training Center # where you are a Tier 1 trainer: _____ # on training team _____ # of active students _____

The number of students you directly recruited to the Training Center _____

The number of students you directly coach each month _____

Your Training Team Position: ___ Lead Trainer ___Co-Leader ___Training Team Member

Percent of sessions facilitated. At least _____ %

Taught Course 6 to _____ number of students.

How many of the total number of Course 6 students were from your prospect list? _____

## LIST TRAINING CENTERS TAUGHT BY YOUR STUDENTS (Only list centers started by those you directly coach):

Training Center # where your students are Tier 1 trainers: _____ # on training team _____ # of active students _____

Training Center # where your students are Tier 1 trainers: _____ # on training team _____ # of active students _____

Training Center # where your students are Tier 1 trainers: _____ # on training team _____ # of active students _____

Training Center # where your students are Tier 1 trainers: _____ # on training team _____ # of active students _____

Training Center # where your students are Tier 1 trainers: _____ # on training team _____ # of active students _____

Training Center # where your students are Tier 1 trainers: _____ # on training team _____ # of active students _____

(If there are more than six centers, provide a separate list)

## ADDITIONAL INFORMATION

**Required Recommendation:** *(Provide the name and email address of the T-Net Training Center Facilitator that you have asked to complete a* **required** *Recommendation Form.):*

T-Net Training Center Facilitator Name: _____

Training Center #/Name:_____Trainer/Facilitator's Email:

Center Location: City:_____State/Province:_____Country:_____

Course 10 Completion Date (Date of Final Interview and Grading): _____

## DESCRIBE YOUR T-NET TRAINING CENTER ROLE: *(Briefly describe your T-Net Training Center role (lead trainer, assistant trainer). List the names students you were assigned to coach, the names of their churches, and the T-Net Training Center # they have begun):*

## ACKNOWLEDGMENTS

☐  I have read the **Statement of Faith** and affirm my agreement with it. I will respect, adhere to, and support these essential doctrines.

☐  As outlined in the school catalog, I understand the Teleo University Pastoral Ministry (Tier1) degree is a prerequisite for this Church Growth program.

☐  I understand that to apply for the MMin or DMin, I must submit a 15-45 page typed Tier 1 BPM or MDiv Field Project Report including Ministry Data Sheets or an academic paper of similar length that includes a citation of sources and Works Cited or References.

☐  **Christian Service Requirement:** Teleo University trains pastors and church leaders currently serving in ministry. I understand that to be accepted in the Church Growth Program, I must continue as a Trainer/Facilitator and oversee and coach next-generation trainers.

☐  I agree to abide by the school's policies and program requirements, including the **Standards of Conduct and Academic Integrity Policy.**

☐  I affirm that the information submitted in this application is correct and complete. I understand that misrepresenting required application materials may result in rejection of my application or dismissal after acceptance.

☐  I acknowledge that I must submit a **$50.00 non-refundable fee** before my application, transcript, academic paper, and reference will be processed (Diploma students are not required to submit this fee).

I hereby apply for admission to Teleo University's (Tier 2) advanced degree in church growth. I understand that I must be an active T-Net Trainer/Facilitator to qualify for this program. *(NOTE: students may be accepted into the Tier 2 program four months after completing Tier 1 Course 10 on a probationary status. When they graduate from Tier 1 the probationary status is removed.)*

**Change of Degree:** I hereby acknowledge that as a Doctor of Ministry or Master of Ministry candidate, if I fail to write a dissertation or ministry project report that meets accreditation standards for page length, depth of research, or quality of writing, I can request a change from a doctorate or master's degree to graduate with a post-graduate diploma (PGDip) in church growth.

The academic and financial requirements (country tuition plus $150 degree fees: Application, Administration, Graduation) have been fully explained to my complete satisfaction. I understand that all fees and tuition must be paid in full prior to graduation. I also understand that Teleo University is a private seminary and college and that as a student of Teleo University, the hours that I academically earn may or may not transfer to the college of my choice

## TRUTH STATEMENT

I hereby certify and affirm that all information is accurate and correct. I acknowledge that deliberate falsification or misrepresentation of information or documentation will be sufficient grounds to nullify and void any credit/degrees awarded or granted by this institution.

**Signature:**_____  **Date:** _____/_____/_____
                                                                                                                                    Month  /  Day  /  Year

**Nondiscrimination Policy:** *T-Net International, in its employment, educational, and admissions policies, does not discriminate by race, color, gender, nationality, age, disability, or ethnic origin.*

# TIER 2 CHURCH GROWTH - TRAINER RECOMMENDATION FORM

*(Teleo University partners with T-Net Training Centers to provide fellowship, student life, and a context for collaboration as facilitated study groups. This form must be completed by your T-Net Training Center study group facilitator. Contact your country director if your T-Net Trainer is not currently available to submit this recommendation.)*

## APPLICANT'S INFORMATION *(To be completed by the applicant)*

Name: _____
　　　　　First/Given　　　　　　　Last/Family/Surname　　　　　　Former/Maiden Name

Email:_____Phone:_____

**Special Note:** Public law gives you the right to review this reference form after you enroll at Teleo University. You may retain this right under the law, or you may choose to waive this right in order that the answers given your reference may remain confidential. Please sign below if you wish to waive your right to review this form and ensure confidentiality.

Applicant's Signature:_____Date: _____/_____/_____
　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　Month　/　Day　/　Year

## T-NET TRAINER-FACILITATOR RECOMMENDATION RESPONSES *(To be completed by the T-Net Tier 1 Training Center Study Group Trainer-Facilitator)*

1.　My T-Net Training Center relationship with the applicant is:
　❑ Lead Trainer/Facilitator　❑ Assistant Trainer/Coach

2.　I have served as the monthly coach for the applicant:
　❑ less than 1 year　❑ 1- 2 years　❑ 2 - 3 years　❑ Another training team member coached this student

3.　I know the applicant:
　❑ well (personally)　❑ very well (personally)　❑ extremely well (personally and professionally)

4.　The applicant's marital status is:
　❑ single　❑ married　❑ divorced　❑ separated　❑ widowed

5.　The applicant has:
　❑ completed all Tier 1 assignments and the final interview
　❑ some incomplete assignments for Tier 1 but is expected to finish within _____ months

6.　The applicant:
　❑ was part of a training team that has started a new T-Net Training Center with _____# of students
　❑ was responsible for recruiting _____ # of students for this T-Net Training Center
　❑ is actively coaching _____ # of students for this T-Net Training Center

7.　The applicant's role in this new T-Net Training Center is:
　❑ Lead Trainer/Facilitator　❑ Co-lead Trainer/Facilitator　❑ Assistant Trainer/Coach

8.　The applicant's Training Center students:
　❑ have begun _____ next generation of T-Net Training Centers

9.　The applicant is actively responsible in coaching and overseeing _____ next generation T-Net Training Centers.

10.　Is the applicant living a consistent Christian life?　❑ Yes　❑ No

11.　How would you rate the applicant's dedication to God and devotion to Christian principles?
　❑ extremely high　❑ above average　❑ low or inconsistent　❑ I do not know

12.　How would you rate the applicant's commitment to a life of ministry?
　❑ extremely high　❑ above average　❑ low or inconsistent　❑ I do not know

13.　How would you rate the applicant's commitment to disciple making and finishing the Great Commission?
　❑ extremely high　❑ above average　❑ low or inconsistent　❑ I do not know

14.　How would you rate the applicant's ability to train, equip, support and oversee other pastors and disciple making church leaders resulting in multiplication of disciple making churches to finish the Great Commission?
　❑ extremely high　❑ above average　❑ low or inconsistent　❑ I do not know

15. Is the applicant mentoring and overseeing pastors and church leaders, or assisting someone else who is providing the leadership and oversight from ministry multiplication?

❑ the applicant is mentoring and overseeing pastors and church leaders

❑ the applicant is assisting someone else who is mentoring and overseeing pastors and church leaders

16. What degree would the applicant pursue (check the appropriate box)? Do you believe the applicant can complete the level of research and writing demanded for that degree (circle yes or no)?

❑ Doctor of Ministry (200 page / 50,000 word dissertation)                               Yes / No

❑ Master of Ministry (80-120 page / 30,000 word ministry project report)                 Yes / No

❑ Post-Graduate Diploma in Church Growth (15-page Ministry Project Summary Report)       Yes / No

❑ Bachelor of Ministry - Degree Completion (15-page Ministry Project Summary Report)     Yes / No

❑ Diploma in Church Growth (15-page Ministry Project Summary Report)                     Yes / No

17. If you wish to provide any further comments about the applicant, please do so in the space provided below:

## CONTACT INFORMATION FOR T-NET TRAINING CENTER REFERENCE *(To be completed by T-Net facilitator)*

Name (T-Net Trainer-Facilitator): _____

First/Given                                Last/Family/Surname

Training Center Name:_____Training Center #:_____

State/Province:_____ Country:_____

Email:_____Phone:_____

T-Net Reference Signature:_____Date: _____/_____/_____

Month    /    Day    /    Year

*Please scan the completed reference form and email the form to admissions@TeleoUniversity.org*

NOTES