

Christian Life: Mentor Centre



CALVARY
ACADEMICS

***Church Training Programmes:
Christian Life Certificate & Diploma***
(Starting with the Certificate in Christian Discipleship)

Church Life Prospectus

2011

CLP

Utilizing advanced e-learning technology

Prospectus Index

Prospectus Index (This page)	1	Learning Steps	22
CLT Introduction	2	Threefold Assessment	23
Mission Statement	3	Tuition Centre Facilities	24
Calvary Advantages	4	Research Library	25
Recognition	5	Tuition Centre Agreement	26
Church Life Programme	6	Student Counselling	27
Programme Design	7	Organisational Structure	28
Certificate in Discipleship	8	Staff Functions	29
Our Textbook Topics	9,11	Financial Information	30
Christian Life Certificate	10	Fees & Refunds	31
Christian Life Diploma	12	The Mentored Student	32
Diploma in Shepherding	13	The Distance Mentor	34
Bachelor of Ministry	14,15	Student Records	36
B.Min / Honours Tutor	16	Recognition of Prior Learning	37
List: Student Fees	17	Bachelor of Ministry (Flowchart)	38
Programme Structure	18	Bridging Courses (BC1, BC2)	39
Objective Directed (learning)	19	Expected Standards	40
Practical Learning	20	Copying – Plagiarism	41
Tuition Method	21	Rules & Regulations	42
		Statement of Faith	Back Cover

CLT Introduction

CHRISTIAN LIFE TRAINING (CLT) — publishing as Calvary Academics

Christian Life Training (CLT) is one of the most dynamic and rapidly growing educational institutions in South Africa. CLT was established in 1985 when training material was prepared and published for the church. A series of short courses were launched in 1990 to enable local churches country-wide to operate their own Bible Schools. We call these Tuition Centres.

ACCEPTANCE AND GROWTH

Overwhelming acceptance by churches and denominations was shown when 200 Bible Schools with over 7,000 students were started in the first 40 months of introduction. We now have over 12,000 students.

In late 1998 courses were restructured, and finalized in 2003, to form our short course basis for pastoral ministry training (390 credits in total) and to train Bible School lecturers. These courses are credit banked through RPL into qualifications conferred by an e-Learning University and Colleges. Students intending to do post-graduate studies should contact the Calvary Academics mentor centre in order to plan their academic path and choose suitable academic courses.

ACCREDITATION — CLT

In 1999, CLT lodged their registration as a Private Higher Educational Institution with SAQA which gave conditional accreditation for the B.Min degree in 2000. When legislation changed in 2003, CLT started offering short courses and stopped issuing whole programme certificates. Earned credits (however earned) are protected through RPL (by legislation). Accreditation is neither available nor required for short courses. Quality learning through contact **mentoring** is preferable and Biblical.

CLT, since August 2003, enjoys accreditation from **Christian Quality Assurance (CQA)**, an international accreditation standard for higher educational institutions. However, **we do not use this status** to offer our own programmes for qualifications.

CENTRE FOR MINISTRY TRAINING

We have invited many other organizations to house their own CQA quality learning under our umbrella. The use of qualified academics has enabled us to be successful in its short course delivery and its post-graduate **mentoring** services.

The purpose of a Tuition Centre is to present and administer ministry courses (Mentored for a Certificate and Diploma) and in some cases to act as tutors to **B.Min** (Bachelor of Ministry) students, as well as directing **M.Min** and doctoral students directly to a suitable local or international University Faculty.

Mission Statement

Purpose

Our purpose is to assist the local church in training believers to develop and grow as Christian workers and Church leaders – to be obedient to the **Great Commission**.

Mission

Being a Mentoring Centre for Ministry and Divinity, a service institution which uses e-learning technology to equip Training Centres to offer quality education, whilst adhering to a **Christian value system**.

Our aim is to develop knowledge of the Word of God — to be able to communicate and defend it — and to prepare for the continual study of it.

We provide quality academic and sound professional training to equip members of the local church to do the work of ministry, duplicate themselves through leadership training, and to become managers of these leaders to encourage maturity. We base our courses on uniquely balanced **five-fold ministry** learning outcomes for **Ministry** which are locally accessible, technically supported, and financially affordable.

Objectives

1. To promote personal spiritual growth.
2. To establish understanding of the church, its life and its ministries.
3. To provide training in that particular ministry to which the student is called.
4. To prepare for leadership through on-the-job skills training.
5. To develop an applicable **Objective Directed Learning (ODL)** programme for the local Church.
6. To establish strategically situated **Tuition Centres (TC's)** which will facilitate academic support and student mentoring, using academically qualified and professionally trained facilitators with relevant practical experience in their field of specialisation.
7. To provide affordable and practical **ODL** training that is sensitive to the personal needs, aptitudes, individual potential and value system of every student; to develop the whole person for **a lifetime of learning**.

Calvary Advantages

WHY SHOULD THE CALVARY CURRICULUM BE USED?

The CLT and now the Calvary Academics courses have been very well received by pastors. Often students experience a transformation in their lives and receive a personal calling into ministry. A few very **fundamental differences** are at the root of this success:

CHURCH LIFE & MINISTRY IS THE PRIORITY

Since ODL is the contemporary approach, our emphasis is on skills, ability to perform, and academic knowledge applied in its Church Life context. A pastor is also a manager. **Ministry leadership training** is therefore a careful balance of **academic theological input** and **applied practical training**. The Church Life programme with its **life skills** should therefore not be confused with a pure Theological course which is offered by universities and seminaries.

CONTACT TUITION

Student-mentor interaction is still the best way of learning. This is the basis of discipleship learning. Whilst we use modern technology, we have not attempted to do away with the lecturer. For each short course the student will attend 100+ live lecture-sessions of 40 to 60 minutes each – in 3 lectures, 1 night per week. Where possible, the sessions include group discussions.

PRACTICAL EXPERIENCE

Students get hands-on experience by being involved **in the life of the church**. This learning method is a form of on-the-job training. They encounter real needs and problems, are involved in group-work, do projects or short-term missions, work with other cultures, encounter challenges and find solutions.

COUNTRY-WIDE AVAILABILITY

The fact that **Tuition Centres** are situated in the student's home-town (in about 240 localities), allow the students to remain in their daily work whilst studying part-time. Each Tuition Centre has the final say about college fees.

Recognition

UNIVERSITIES

When a student presents any qualification to a University or College (locally or abroad) for evaluation, four factors are usually considered:

- What was the student's **school qualification** (e.g. Matric)
- What was the **content and purpose** of the programme (character and field)
- Is the institution accredited to align to internationally **accepted standards**
- Can the University determine the **content of the curriculum** for RPL

We have made our short courses in Ministry known to various universities. We have developed a set of short courses equivalent to Bachelor and Honours programmes which are recognised by Calvary University (an e-Learning University) and Oral Roberts University: our students holding these excellent qualifications may continue with an Honours or Masters. Since the B.Min. is a very practical course, it would need a theoretical bridging course into a Theological course. Vice versa, a B.Th. would need supplementing with a Ministry bridging course to slot into our typical Ministry training.

The approach that most universities take is that every student is considered on his or her own merit. The arrangement with all co-operating institutions is that for selection they would refer any Calvary student back to us, and we would respond with our recommendation.

Each course has its specific application, and is therefore best suited to train members to be **workers** and **leaders** in a church. Many pastors feel that, having trained their own **leaders**, the B.Min is an excellent finishing course, particularly for **Pastors** of the Pentecostal-Charismatic persuasion.

CHURCHES

Most churches are now very aware of Calvary's programmes; which some institutions have recognised or accredited through RPL into qualifications. It is up to each Denomination to determine which **induction course** is expected from a pastoral candidate before his or her ordination. As time goes by, more and more students achieve the outcomes of our excellent material. The conferred **Bachelor of Ministry** qualification has taken its rightful place as acceptable training for ordained ministers across the world.

Church Life Programme

COURSES OFFERED FOR CHURCH MINISTRY

We have pioneered the **Ministry Training** and **Church Life** concepts in South Africa. More than 240 Tuition Centres are offering courses to equip the local church with qualified workers, leaders and pastoral managers.

Our advanced Ministry mentoring has been especially designed to meet the needs of a vibrant church which is Holy Spirit led through a **five-fold leadership structure**. The principle followed is found in Ephesians 4:11,12 which states the purpose of this leadership is to “**equip the saints for the work of ministry**”. When learners train each other in a group situation, we apply "social constructivist" learning principles. The most up-to-date learning, referred to in Ex 12:26.

Church **members** (Cert) are trained to minister (Dip) and take leadership (H.Dip). The five-fold ministry church should facilitate and direct such learning. In the Bachelor years we train potential leaders in the knowledge and skills of the five-fold ministry, which includes the skill of **training** others. 2Tim 2:2

THE FIELD OF STUDY

Effective Church ministry has a broader study focus than the narrow and critical theological direction provided by traditional seminaries. Theology is, however, not left out of our Church Life training courses. A careful balance is struck by using the objectives approach as a point of departure. To achieve the **outcome** to be five-fold ministry, we direct our learning by objectives to build **five specific abilities** which enhance **Church life ministry**:

- Leading – **Apostolic** training (Entrepreneurs, strategists)
- Speaking – **Prophetic** training (Spiritual & vision advisors)
- Equipping – Teacher training (Logical thinking, implementing)
- Proclaiming – Evangelist training (Marketing, relations, communicatn.)
- Caring – Pastoral training (Human resource management)

This approach has been freely accepted by many active Pentecostal, Charismatic and Renewal communities. Since 1990 many local churches have significantly benefited from the abilities developed by our students.

Programme Design

We will help students to make the right choice when registering at a University

MENTORED MINISTRY PROGRAMME DESIGN

We offer courses used by students **as building blocks for qualifications.**

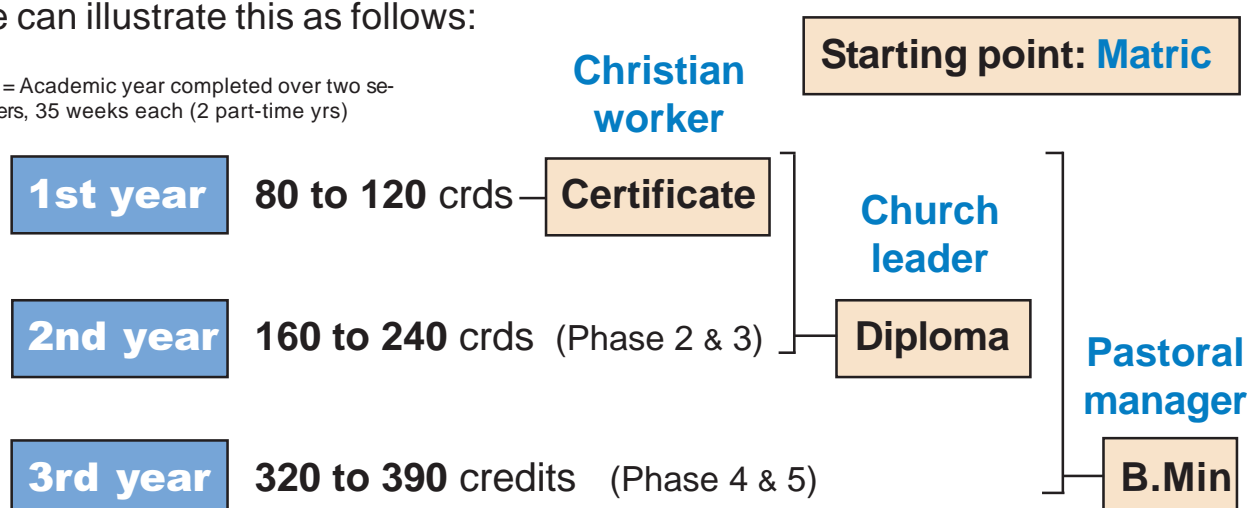
Our Church Life Diploma has been carefully planned to fit into the complete programme leading to a Bachelor of Ministry and its Honours programme.

Note: Bachelor of Ministry = B.Min; Bachelor of Ministry (Honours) = B.Min(Hons).

The 3-year B.Min. programme has three exit points: two Certificates and a Diploma. Each academic phase matches **a complete qualification**: in the first year the student is trained as a **disciple**. The training is focused on this specific outcome and is as such complete. When the other phases are added, the same is true: the student has been trained in a wholesome **worker** or **leadership** programme.

We can illustrate this as follows:

Year = Academic year completed over two semesters, 35 weeks each (2 part-time yrs)



Any B.Min programme may also contain a specialist component such as Counselling, Theology, Messianic Studies, Communication or Management. This component should be ± 70 credits in order that a Bachelor of Ministry (**460** credits) with an endorsement (e.g. in Biblical Counselling) be applied for.

If the specialist field is also the same as the specialisation of the higher qualification, the B.Min(Honours) degree, the credits are **portable**. A **major (two courses)** is required for this. The endorsement therefore may be used as portable credits towards the B.Min. (Hons). Enquire at your University.

We do **not** offer or confer qualifications but issue an attendance certificate indicating the earned credits. This can be conferred by other accredited institutions (such as an e-Learning University or College) as a **qualification**.

Church Life Programme

Use CA and CLT courses in the new A4 format books within an e-learning environment.

1 Year part time: **Cert. in Christian Discipleship**

Entry level: **Grade 10. Matric only required if not over 22 years**

Mentored through the following 7 modules: **Credits** **Orders**

● Christian Basics Vol 1	CHB1	12	}	1
Ministry Praxis (Evaluation)	MPX1	9		
● Old Testament (a Survey) Vol 1	OTS1	5	}	2
Computer Basics	CMB	2		
● Values of Christ	VCH	7	}	3
How to Listen	LSN	2		
● Christian Basics Vol 2	CHB2	12	}	4
● The Gospels and Acts	GSA	8		
How to Learn	LRN	2	}	5
● Discipleship Growth Vol 1	DGR1	10		
● Survey of the Letters	SLT	9		
Use Spare Time Effectively	UST	2	}	7

Students **attend** these lectures in order to complete the course. Self-study is a vital component. A Tuition Centre **Tutor** or a Distance **Mentor** provides contact. A learning guide sets out the work to be done. CDs are available.

Note: The main modules are: **12** The other material is from the **Mini Bible College** and should be read beforehand by the learner. Each of the MBC modules is coupled with (a skill), one of them an **IT skill**. Apply for a:

- **Certificate in Discipleship** 80 credits

Should the student have sufficient IT experience **CMB** may be evaluated by **RPL**.

This is followed by a **Christian Life Certificate** (see page 10)

All lecture books are prepared by **Calvary Academics** and are provided by us as part of the tuition offered. This programme makes use of advanced e-learning technology of Calvary which we use to mentor students for higher education.

Our Textbook Topics

Themes and modules offered in the various A4 format text books: arranged per phase

CHB1 Christian Basics 1 (Old Book No's)

THE GODHEAD	01 ⁴
FOUNDATION DOCTRINES	02 ³ 03 ³
PERSONAL DEVELOPMENT	20 ³ 21 ³
CHRISTIAN CHARACTER	24 ⁴ 25 ³

CHB2 Christian Basics 2

NEW COVENANT	06 ⁴
FINANCIAL WISDOM	37 ³ 38 ⁴
PRIORITIES OF LIFE	39 ²
PRAYER (3 Volumes)	26 ³ 27 ³ 28 ²

DGR1 Discipleship Growth 1

THE WHOLE MAN – SSB	19 ³
HOLY SPIRIT – FRUIT	30 ³ 31 ⁴
FAITH	04 ³ 15 ⁴
HOLY SPIRIT – LEADING	22 ³ 23 ³

QPV1 Equipping for Victory 1 (Phase 2)

THE NAME OF JESUS	18 ³
ARMOUR OF GOD	09 ³ 10 ³
CONFESSION	05 ³
BELIEVER'S AUTHORITY	16 ² 17 ²
HEALING	13 ³
MUSIC MINISTRY	64 ³

CHM1 Christian Maturity 1

THE LOVE WALK	29 ²
FAMILY LIFE	33 ³ 34 ³
RAISING CHILDREN	56 ³ 57 ²
LIFE OF ADORATION	35 ³ 36 [*]
SPIRITUAL FATHERING	32 ¹⁰

MPR1 Ministry Principles & Praxis

ANALYSIS OF MINISTRY	53 ³
SUPPORTIVE GIFTS	54 ⁵
PRACTICAL MINISTRY	61 ³ 62 ²
EVANGELISM TRAINING	V1 ² V2 ³
SOULWINNER'S GUIDE	V3 ³ V4 ²

CHL1 Christian Leadership 1 (Phase 3)

BASIC LEADERS COURSE	72 ³ 73 ⁴ 74 ⁵
MINISTRY OF LEADERSHIP	66 ² 67 ³
CHURCH ADMINISTRATION	68 ³
MOTIVATION	69 ³

CHL2 Christian Leadership 2 (Phase 3)

LEADERSHIP PROFILE	75 ² 76 ²
EXCELLENCE OF MINISTRY	79 ³ 80 ³
SCHOOL OF OBEDIENCE	81 ⁴ 82 ⁴
THEOL OF PRAISE & WORSHIP	77 [*] 78 ⁰⁸

PTR1 Pastoral Training 1 (Phase 3)

IMPORTANCE OF HEBREW ROOTS	83 ⁰⁸
THE GREEK LANGUAGE	84 ⁰⁸
THE ART OF INTERPRETATION	85 ³ 86 ³
THE ART OF PREACHING	87 ³
COMMUNICATION TODAY	88 ⁰⁸
EFFECTIVE PASTORING	89 ³ 89B ²

Mini Bible College Material

OTS1 Old Testament (a Survey) Vol 1

The Bible, Genesis to Joshua 86 pages

VCH Values of Christ

31 Values and Sermon on the Mount 130 pg

GSA The Gospels and Acts

Matthew, Luke, John & Acts 140 pg

SLT Survey of the Letters

122 pg

OTS2 Old Testament Vol 2

Judges to Song of Solomon (Phase 2) 122 pages

MRF Marriage & Family

70 pg

SRM Study of Romans

197 pg

GJH1 Gospel of John Vol 1

106 pg

OTS3 Old Testament Vol 3

The Prophets, Isaiah to Malachi (Phase 3) 104 pages

PCH Principles of Christ

142 pg

SCR Study of Corinthians

101 pg

GJH2 Gospel of John Vol 2

106 pg

(Superscript numbers³ indicate no of lectures or* not av.)

Church Life Programme

Use CA and CLT courses in the new A4 format books within an e-learning environment.

1 Year part time: **Christian Life Certificate**

Entry level: **Grade 10** (over 22) **or Matric + Certificate in Discipleship**

Mentored through the following 7 modules: **Credits** **Orders**

● Equipping for Victory Vol 1	QPV1	11	}	1
Ministry Praxis (Evaluation)	MPX2	8		
● Old Testament (a Survey) Vol 2	OTS2	7	}	2
Improve your Conversation	ICV	2		
● Marriage and Family	MRF	5	}	3
Improve Personal Relations	IPR	2		
● Study of Romans	SRM	11	}	4
Increase your Self-confidence	ISC	2		
● Christian Maturity Vol 1	CHM1	11	}	5
● Gospel of John Vol 1	GJH1	6		
e-Mail Basics	EMB	2		
● Ministry Principles & Praxis Vol 1	MPR1	13		7

Students **attend** these lectures in order to complete the course. Self-study is a vital component. A Tuition Centre **Tutor** or a Distance **Mentor** provides contact. A learning guide sets out the work to be done. CD's are available.

Note: The main modules are: **11** The other material is from the **Mini Bible College** and should be read beforehand by the learner. Each of the MBC modules is coupled with (a skill,) one of them an **IT skill**. Apply for a:

- **Christian Life Certificate** +80 credits: total **160** credits

Should the student have sufficient IT experience **EMB** may be evaluated by **RPL**.

This is followed by a **Christian Life Diploma** (see the page 12)

This Certificate called "Christian Life Certificate" is the first qualification since it provides for more than 120 credits. For international recognition the student may apply for a Certificate to be issued by Calvary University. Apply at the Tuition Centre.

Our Textbook Topics

Themes and modules offered in the various A4 format text books: arranged per phase

Diploma in Shepherding, (B.Min)

DGR2 Discipleship Growth 2 (Phase 4)

HOLY SPIRIT – GIFTS	07 ⁴ 08 ⁶
HOLY SPIRIT – ANOINTING	40 ⁴
SPIRITUAL AUTHORITY	41 ³ 42 ²
THE KING AND HIS KINGDOM	45 ⁶

QPV2 Equipping for Victory 2

CREATION “EX NIHILO”	44 ³
TABERNACLE OF MOSES	47 ³
FEASTS (3 Volumes)	48 ³ 49 ³ 50 ²
CHRISTIAN ETHICS	46 ³

CHM2 Christian Maturity 2

THE REALITY OF HEAVEN	43 ³
THE TEN COMMANDMENTS	118 ⁵
PROPHETIC MINISTRY	65 ³
POTENTIAL OF MINISTRY	51 ³ 52 ³

MPR2 Ministry Principles & Praxis

ANGELS & DEMONS	11 ² 12 ³
DELIVERANCE	14 ²
WOMEN IN MINISTRY	55 ⁴
CHILDREN'S MINISTRY	58 ³ 59 ³
UNDERSTANDING YOUTH	60 ³

PTR2 Pastoral Training 2

CHURCH HISTORY	90 ⁴ 91 ⁴
WORLD RELIGIONS	92 ³
CULTS AND OCCULTS	93 ⁵ 94 ³
MINISTRY OF INTERCESSION	63 ⁴
COUNSELLING	70 ³ 71 ²

STH1 Systematic Theology B.Min (Phase 5)

INTRODUCTION TO THEOLOGY	95 ⁴
DOCTRINE OF GOD	96 ⁵
ANTHROPOLOGY – MAN AND SIN	97 ⁵
THE LORD JESUS CHRIST	98 ⁴
THE ATONEMENT	99 ³
SALVATION OF GOD	100 ⁵

STH2 Systematic Theology B.Min (Ph. 5)

THE HOLY SPIRIT	101 ⁵ 102 ⁵
THE NEW TESTAMENT CHURCH	103 ⁴
THE LAST THINGS	104 ³
HISTORY OF CHRISTIAN DOCTRINE	105 ⁰⁸
CROSS CULTURAL COMMUNICATION	106 [*]

Second half of B.Min (Phase 5)

BBI Bible Introduction

THE BIBLE – GOD'S WORD	122 ³
OLD TESTAMENT SURVEY	123 ⁰⁸
BACKGROUND TO THE NT	124 ⁰⁸
THE CENTRALITY OF CHRIST	142 ⁴ 143 ⁵
PAUL THE APOSTLE	130 ⁴

NTB1 New Testament Books

GOSPEL SURVEY	125 ³ 125B ⁴
GOSPEL OF JOHN	126 ³ 127 ³
ACTS IN ACTION	128 ³
ROMANS – GOOD NEWS FOR ALL	129 ⁴

Bachelor Ministry (Honours)

NTB2 New Testament Books (Phase 6)

1CORINTHIANS	131 ⁴
GALATIANS – BOOK OF LIBERTY	132 ⁴
EPHESIANS – CHRIST'S BODY ON EARTH	133 ⁴
PHILIPPIANS – A HAPPY FELLOWSHIP	134 ⁴
COLOSSIANS – CHRIST CENTRED FAITH	135 ⁴
THESSALONIANS – THE RETURNING LORD	136 ⁶

NTB3 New Testament Books

PASTORAL EPISTLES	137 ⁴ 138 ³
HEBREWS – GLORIOUS SAVIOUR	139 ³ 140 ³
JAMES – PRACTICAL THEMES	141 ³
THE REVELATION OF JOHN	144 ⁰⁸

OTB1 Old Testament Books

GENESIS – BOOK OF FIRSTS	107 ³ 108 ³
EXODUS – BOOK OF REDEMPTION	109 ³ 110 ³
LEVITICUS – BOOK OF SERVICE	111 ³ 112 ³
JUDGES – FAITHLESSNESS AND DELIV.	113 ³

OTB2 Old Testament Books

SAMUEL – BOOK OF MONARCHY	114 ³ 115 ²
KINGS – 3RD & 4TH BK OF MONARCHY	116 ⁵
NEHEMIAH – GOD'S BUSINESS MAN	117 ³
INTRODUCTION TO PSALMS	119 ⁷
MAJOR & MINOR PROPHETS	120 [*] 121 [*]

Church Life Programme

Use CA and CLT courses in the new A4 format books within an e-learning environment.

1 Year part time: **Christian Life Diploma**

Entry level: **Grade 10** (over 22) **or Matric + Christian Life Certificate**

Mentored through the following 7 modules: **Credits** **Orders**

● Old Testament (a Survey) Vol 3	OTS3	6	}	1
Say a Few Words Effectively	SWE	2		
Ministry Praxis (Evaluation)	MPX3	7		
● Christian Leadership Vol 1	CHL1	12	}	2
● Prescriptions of Christ	PCH	8		
MicroSoft Word	MSW	4	}	3
● Gospel of John Vol 2	GJH2	8		
Managing People	MNP	2	}	4
● Christian Leadership Vol 2	CHL2	11		
● Pastoral Training Vol 1	PTR1	12	}	6
● Study of Corinthians	SCR	6		
Improve your English	ENG	2	}	7

Students **attend** these lectures in order to complete the course. Self-study is a vital component. A Tuition Centre **Tutor** or a Distance **Mentor** provides contact. A learning guide sets out the work to be done. CD's are available.

Note: The main modules are: **11** The other material is from the **Mini Bible College** and should be read beforehand by the learner. Each of the MBC modules is coupled with (a skill), one of them an **IT skill**. Apply for a:

- **Christian Life Diploma** +80 credits: total **240** credits

Should the student have sufficient IT experience **MSW** may be evaluated by **RPL**.

This is followed by a **Diploma in Shepherding** (see the page 13)

This concludes the Diploma programme prepared by us in three parts of 80 credits each. This Diploma may now serve as a platform for a variety of studies including a Bachelor of Ministry which consists of the following two Diplomas. (see pg. 13 & 15)

Church Life Programme

Use CA and CLT courses in the new A4 format books within an e-learning environment.

1 Year part time: **Diploma in Shepherding**

Entry level: **Grade 10** (over 22) **or Matric + Christian Life Diploma**

Mentored through the following 6 modules: **Credits** **Orders**

● Discipleship Growth Vol 2 MicroSoft Excel	DGR2 MSE	11 5	}	1
● Equipped for Victory Vol 2	QPV2	12		
● Christian Maturity Vol 2	CHM2	12	}	3
● Ministry Principles & Praxis Vol 2 How to be a Self-starter	MPR2 SST	11 2		
● Pastoral Training Vol 2 Solving Problems	PTR2 SPR	12 2	}	5
● Old Testament Books Vol 2 Increase your Word Power	OTB2 IWP	11 2		

Students **attend** these lectures in order to complete the course. Self-study is a vital component. A Tuition Centre **Tutor** or a Distance **Mentor** provides contact. A learning guide sets out the work to be done. CD's are available.

Note: The main modules are: **11** Four of the modules are coupled with a **skill**, one of them an **IT skill**. The practical material should be read by the learner and applied in suitable but real-life situations. Apply for an advanced:

- **Diploma in Shepherding** +80 credits: total **320** credits (part of B.Min)

Should the student have sufficient IT experience **MSE** may be evaluated by **RPL**.

This is followed by a **Bachelor of Ministry** (see the page 14,15)

The Diploma in Shepherding is the first part of the Bachelor of Ministry. Upon completion the student received the Diploma certificate of 320 credits in total (adding 80 credits to 240 previously achieved). The student must then register with Calvary University to receive the Bachelor qualification at the end of studies.

Bachelor of Ministry

We are not accredited to offer our own degrees, but mentor Bachelor students.

ADMISSION TO THE B.MIN COURSES

The learner who is registered with Calvary University enrolls at a Tuition Centre to be mentored. The local TC only supplies a suitable Tutor, but the 27 reports (assignments) are finally marked by a CU moderator. The TC does the administrative work of determining entry level, RPL (prior learning), filling in the Student Progress card, receiving the mentor fees and making their library available.

WHAT ARE THE MENTORING FEES for 2010?

The following mentoring fee for the B.Min. course (27 reports) applies:

- **R5,840** (25% on registration, and 3 x R1460 during studies with submissions) (Hand in the yellow page)

These fees are paid through the Tutor or the Bible School to us **upon submission** of each of the four stages of documents that are sent in; including documents during the registration stage. Of this amount the Tutor receives 40% in his/her account as was provided for on the Tutor registration form.

WHAT ARE THE REQUIREMENTS?

The candidate must hold a Diploma in Ministry, or obtain one by doing one of two bridging courses (see pages 37 & 39). The candidate must also have Matric or grade 10, be over 22 or, alternately, be older than 40, regardless of qualification. He/she should have access to a computer, be computer literate, have a good grasp of English and understand the basics of research.

HOW DOES A STUDENT STUDY?

A total of 27 major fields are presented, each having about 7 sub-fields of study. These must be read and a required number of reports must be handed in to be evaluated. Four practical tasks are also performed and marked.

HOW LONG DO THESE SHORT COURSES TAKE?

Since these courses are completed on a part-time basis, the candidate is granted 24 months for handing in the 27 reports. Extension of 2 months is granted if the student applies through the Tutor or TC, giving reasons for the delay.

Bachelor Programme

Use CA and CLT courses in the new A4 format books within an e-learning environment.

1 Year part time: Bachelor of Ministry

Entry level: **Grade 10** (over 22) **or Matric + Diploma in Shepherding**

Mentored through the following 4 modules: **Credits** **Orders**

● Systematic Theology Vol 1	STH1	8	}	1
	Handling Responsibility	HRP		
● Systematic Theology Vol 2	STH2	7	}	2
	MicroSoft PowerPoint	MPT		
● Bible Introduction	BBI	8	}	3
	Plan & Lead Meetings	PLM		
● New Testament Books Vol 1	NTB1	7	}	4
	How to Teach Others	TCH		

Note: The main modules are: **8** Four of the modules are coupled with a skill, one of them an **IT skill**. The practical material should be read and applied in suitable but real-life situations. Also do one of the following groups: (**BM1** or **BM2**)

- | | | |
|---------------------------------|-----------------|---|
| 1. Leadership History | 30 Crdts | 5 |
| 2. General Management | | 5 |
| 3. Business Management | | 5 |
| 4. Administrative Management | | 5 |
| 5. Human Resource Management | | 5 |
| 6. Basic Accounting (Non-prof.) | | 5 |

- | | | |
|------------------------------|-----------------|----|
| 1. Shepherding | 30 Crdts | 4 |
| 2. Organisational Behaviour | | *6 |
| 3. Psychology Introduction | | 6 |
| 4. Pastoral Psychology | | *5 |
| 5. Counselling Praxis | | 5 |
| 6. Making Decisions (Skill) | | 2 |
| 7. Business Meetings (Skill) | | 2 |

Apply for a: Choose the final **30 credits** by completing either the left hand block OR the right hand group.

- **Bachelor of Ministry** +70 credits: total **390** credits (part of B.Min)

Should the student have sufficient IT experience **MSP** may be evaluated by **RPL**.

This is followed by a **Bachelor of Ministry (Honours)** (see the page 16)

Students must register with **Calvary University** to obtain the qualification.

B.Min/Hons. Tutor

The role of a qualified person facilitating contact learning at degree level

DEFINITION OF A TUTOR

A private teacher, typically one who teaches a single pupil or a very small group. A university or college teacher responsible for assigned students. USA: An assistant lecturer in a college or university. – Concise Oxford Dictionary.

WHAT IS EXPECTED OF A TUTOR?

The personal tutor can walk an academic distance with the graduate student, to assist in the learning process. The student needs someone to give guidance, advice, be a sounding board, offer a wise opinion. Such a person has to have a thorough familiarity with the field of Ministry, and preferably understand the charismatic/Pentecostal way of thinking. Throughout the B.Min guide, references are made to the task of the Tutor.

PRACTICAL MARKING

The Tutor is the appointed person responsible for marking, or to oversee the (self/group) marking as is prescribed in the guide for practical Tasks. Marking schedules are used for the practical assessments.

TAKING ORAL TESTS

In order to gauge the depth of understanding arising from the student's reading, the Tutor needs to have regular interviews with the student. These interviews may also take the form of a group discussion, and are beneficial to the student's ability to reason, interact and participate in logical thinking. A mark is allocated to each student during these sessions. The Tutor will also know whether the material was, indeed, read.

FEEDBACK SOUNDING BOARD

The B.Min candidate should ask specific questions drawn up for assignments in order to get feedback on how well the reports were written. If necessary the report or essay is then re-written, incorporating the indicated corrections. When the required number of assignments has been completed under Tutor supervision, the student or Tutor must send them in for marking.

Ministry Modules – 2011 Courses fees for students

The **Christian Life Certificate** and **Christian Life Diploma** is achieved over 3 phases:

Certificate in Christian Discipleship

First Phase

Text Book	TC Cost	Extra Item	TC Cost	Credits
MSG	R43	CVD1	R54	-
MPX1	R63	P1Ra	R54	7
CHB1	R344	WCHB1	R72	12
OTS1	R153	ROTS1	R29	5
CMB	R65			2
VCH	R226	RVCH	R29	7
LRN	R90	P1Rb	R54	2
CHB2	R366	WCHB2	R72	12
GSA	R244	RGSA	R29	8
LSN	R90			2
DGR1	R341	WDGR1	R72	10
SLT	R291	RSLT	R29	9
UST	R90			2
	R 2,406		R 494	[80]

Christian Life Certificate

Second Phase

Text Book	TC Cost	Extra Item	TC Cost	Credits
CVD2	R54			-
MPX2	R63	P2Ra	R54	8
QPV1	R316	WQPV1	R80	11
OTS2	R214	ROTS2	R29	7
EMB	R65			2
MRF	R144	RMRF	R29	5
ICV	R90	P2Rb	R54	2
SRM	R355	RGSA	R29	11
IPR	R90			2
CHM1	R316	WCHM1	R90	11
GJH1	R183	RGJH1	R29	6
ISC	R99			2
MPR1	R397	WMPR1	R120	13
	R 2,386		R 514	[80]

Third Phase

Christian Life Diploma

Text Book	TC Cost	Extra Item	Centre Cost	Credits
CVD3	R56			
MPX3	R65	P3Ra	R56	7
OTS3	R196	ROTS3	R30	6
SWE	R93			2
CHL1	R381	WCHL1	R75	12
PCH	R269	RPCH	R30	8
MSW	R158	P3Rb	R56	4
GJH2	R269	RGJH2	R30	8
IPR	R93			2
CHL2	R349			11
SCR	R190	RSCR	R30	6
MNP	R93			2
PTR1	R381	WPTR1		12
	R 2,593		R 307	[80]

Diploma in Shepherding

Fourth Phase

Text Book	TC Cost	Extra Item	TC Cost	Credits
CVD1	R30			-
MPX4	R35	P1Ra	R50	6
DGR2	R293	WDGR2	R120	10
MSE	R235			5
QPV2	R380	RQPV2	R120	11
CHM2	R350	RCHM2	R120	11
MPR2	R348	RMPR2	R120	10
SST	R90	P1Rb		2
PTR2	R350	RPTR2	R120	11
SPR	R90			2
OTB2	R440	ROTB2	R120	10
IWP	R90			2
	R 2,956		R 770	[80]

All the above codes first indicate the **Text Book** and then the code for the CD. Courses are colour coded to indicate the course family: **Blue** for the **ministry topical courses** and **orange** for the **Mini Bible College**. Each **CD** when available sells for **R27** to the student.

Programme Structure

MAIN FEATURES OF A PROGRAMME

The **short courses** for a Ministry Curriculum have been carefully balanced around sound educational principles, and conform to internationally accepted structures described by **CQA**. A student can offer a transcript of earned credits which may form **the basis of a qualification** which a University or College can issue through **Recognition of Prior Learning**.

IT THEREFORE HAS THE FOLLOWING CHARACTERISTICS:

- semester credits that add up to 120/150 credits per qualification level
- provides a qualification exit point after each academic year (two semesters)
- subjects are classified as majors, electives and skills
- more advanced courses are taken in a year following basic courses
- the courses that belong together are grouped in semesters and, through RPL, form meaningful qualifications at accredited institutions

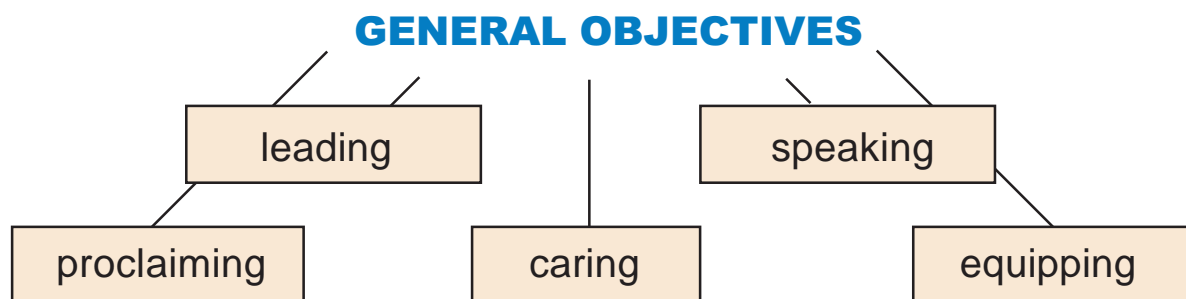
PRINCIPLES BUILT INTO OUR SHORT COURSES:

- Our short courses are **integrated** with **life skills**, **social skills** and **leadership management** as required for church and community environments, and will be of great advantage in all spheres of life.
- We offer **a standard** accredited by CQA. This gives **credibility** to its national and international acceptance of credits and course mentorship.
- **Access** is provided to enter the level of education and training appropriate to all prospective students – in such a way that they will be able to make progress towards qualifications at accredited institutions.
- Our courses indicate **portable credits**, and students can transfer them from one learning institution to another for eventual further studies.
- We subscribe to the principle of “**Recognition of Prior Learning**” (RPL). Through assessment we will give credit to learning which has been acquired in different ways (e.g. life-skills, on-the-job experience, and previously attended courses or whole learning programmes).

Objective Directed

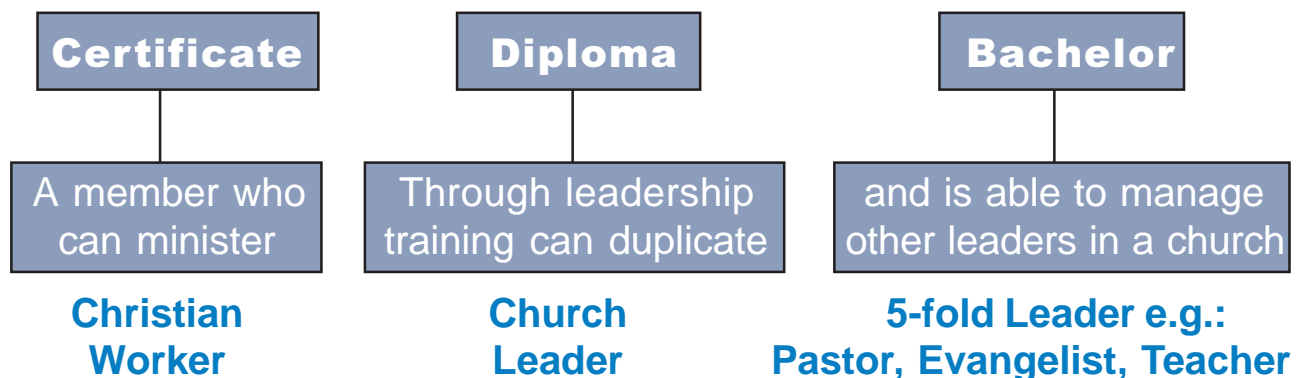
REACHING OUTCOMES THROUGH OBJECTIVES

All courses which students may offer as credits towards qualifications are directed by appropriate objectives. A student will have academic knowledge and understanding, but most important of all – he or she **will develop certain abilities** i.e. To plan, communicate, speak, prophesy, work with people, proclaim the gospel, care for members of a congregation and prove able to equip others for ministry.



SPECIFIC OUTCOMES

Each year is aimed at **a specific level of ministry**. Every student will receive deeper insight into the kind of ministry he or she is suited for. It is generally true that more basic or fundamental knowledge and skills are imparted in the first courses, and more advanced ones are acquired later.



Calvary is regarded as being on the forefront of mentoring, from Bachelor up to Doctorate.

Practical Learning

Location of Training

With regard to the training environment, the modern trend is moving away from a seminary training environment **towards short course training in the church**, which allows for experiential learning in a real **Church-life** environment. This method is a form of on-the-job training.

This brings about a specific advantage: A **larger percentage** of students study a basic and general set of learning objectives; they then progress into more advanced learning. **Members** begin to train as **workers** then become **leaders** and finally may even enrol for pastoral training. These naturally layered objectives have greater appeal to a wide student base.

Practical Work Environment

At the same time this has an advantage for the church in that its group of new believers is **established in the principles** of discipleship training, and the workers of the church are trained **to support the pastor** in his work, while they become leaders. They may also discover their own ministry to enhance church life.

In the beginning stages, students study courses that have a **general application** which adds to the **portability** of their credits. Studies take place in the **practical Church environment**. This is where they will learn discipleship and sharpen necessary skills for the work of ministry such as **Christian leadership, church management** and a **pastoral calling**.

The student does not learn through intellectual conjecture or an academic searching through theological concepts, but will rather gain **experience from real life in the Church**.

Project/Mission Experience

Students may even submit proposals for community projects. These projects can be discussed, consolidated, and improved upon in discussion groups. A portfolio or mission plan can be drawn up to convey the idea to role-players in commerce and industry for possible financial support. The students should also participate in a mission trip to a near or distant mission field to acquire **practical experience** of ministry in Church life.

Tuition Method

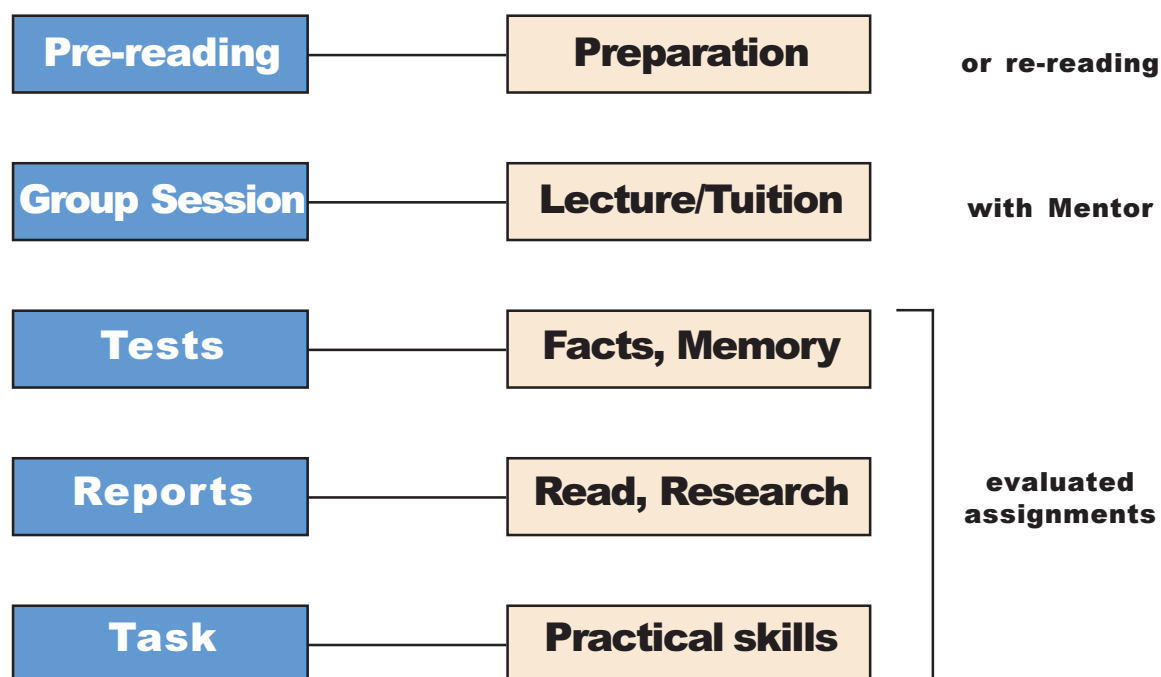
SPECIFIC METHOD OF TUITION

Each Tuition Centre follows a 5-phase tuition method. By following this method, we can **justify the ± 80 credits** (each 10 notional hours) a student earns by studying each Phase. To complete enough credits towards a qualification a student must complete at least 120 credits per **academic year**.

The Student:

1. Prepares by **Reading** the lecture material (making notes with underlining)
2. Participates in the **Lecture** and/or contributes in a group discussion
3. Uses the **Work Book** to internalise the material and write the test
4. Prepares a **Report(s)** through research reading, analysing and writing
5. Ministers and does the practical **Task** – being group- or self-assessed

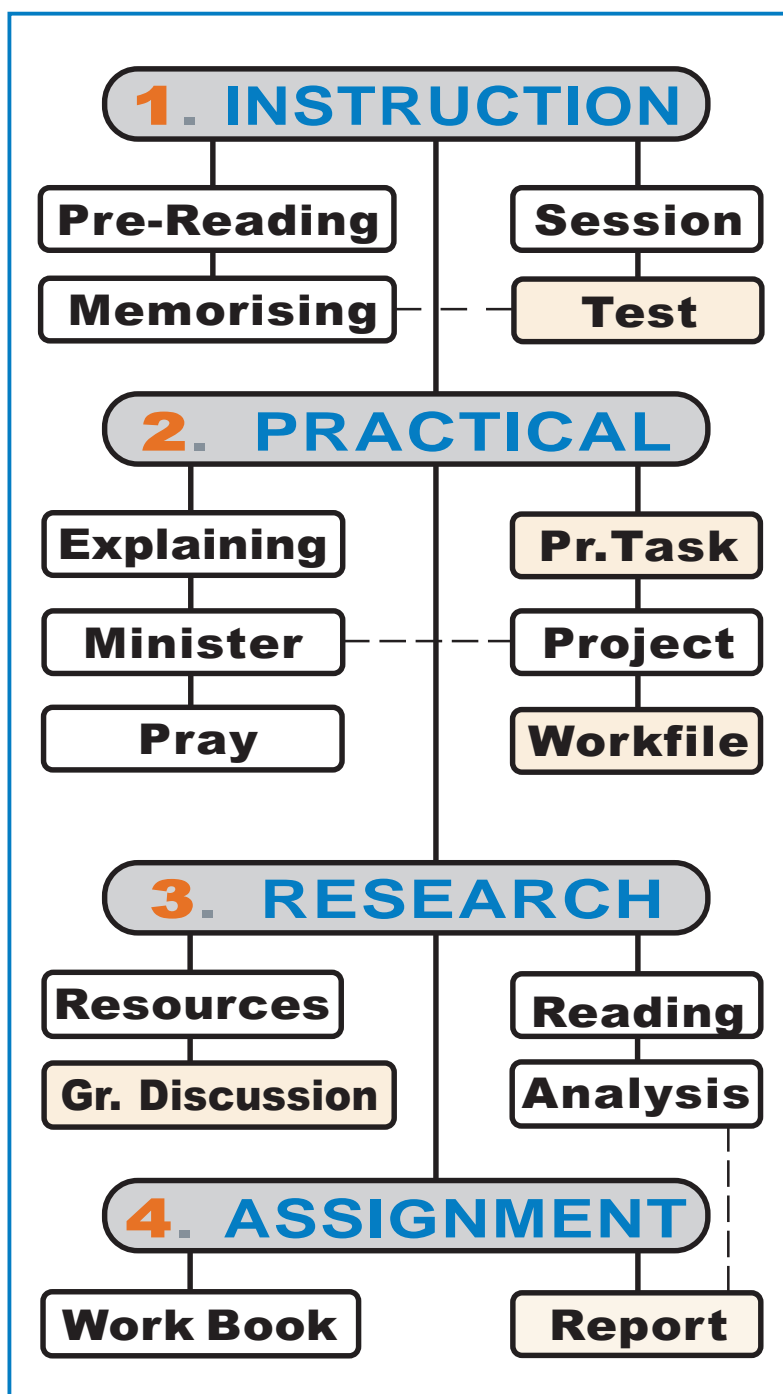
ILLUSTRATION: 5-PHASE METHOD



If this method is followed, the material from the more than 120 lectures will have been **processed** by the student during ± 800 hours of academic activity to earn ± 80 credits for any given semester programme.

Learning Steps

These are the **activities** which will equip the learner with the required balance of academic **knowledge** and practical **skills** and the ability to **integrate** learning inputs. Different **elements** of these activities earn marks which add up to the **module mark**.



Material provided in the lecture book is **read** before attending the session. Each session of 45 to 60 minutes includes:

- 1. Presentation** of study materials
- 2. Group Activities** involving individual learners in group situations (research). The factual content retention of session material is assessed in a **test**.

The practical work will **develop skills**. Each learner **talks** about it with associates and others and **prays** about the material while listening to the Lord. They **explain & minister** wherever they can. These activities prepare them for performing the **task** or **project** which counts for practical marks. All the evidence is gathered in a **Workfile**.

Through research, other relevant material is found. This is an important learning activity. **Key terms** and **concepts** are provided. These are helpful **definitions** and **studying** them will improve "word power".

Reading books and articles on the same topic will add greatly to the learner's knowledge and is helpful for writing reports. A list of recommended books is given. Surfing and **searching** the Internet will provide more than enough resources for **research** and **groupwork**.

To help students to work through the lecture again, and to evaluate how well they grasped the material, they must complete and mark the **Work Book**. The theoretical **Test** is compiled from these questions.

One or two **assignments** or **Reports** are completed per module for a mark.

Threefold Assessment

ASSESSMENT USED IN MENTORING

To prepare for exams, we have devised a learning and assessment model that is truly effective and will reflect the **level of achieved objectives** in three areas:

- Cognitive **retention** (memory) and grasp of academic knowledge
- **Integration** of learned facts, principles and models through *writing*
- **Skills** and abilities to perform realistic and practical ministry tasks

All short courses are divided into modules of 7 to 12 credits each. The student will be assessed in each module by means of four types of instruments:

		(per module)
Tests	Memory	30%
Reports	Integration	40%
Tasks	Skills	20%
Group Work	(Mission) Project	10%
		<hr/> 100%

The first three assessments usually count for 20% to 40% (or 30%) and the group work 10% of the total module mark. The modules are all added up and their total weight determines the mark for the whole programme.

Pass-mark for courses at **Certificate** level is 50%.

Pass-mark for courses at **Diploma** level is 55%.

Pass-mark for courses at **Bachelor** level is 60%.

The class average should be about 68-72%

A *distinction* is earned only at 80% and it receives the description **Cum Laude**. A **Cum Laude** is given for exceptional work – we expect the marking to be strict in order to result in about 20% of a 1st year class attaining this distinction.

Tuition Centre Facilities

THE PHYSICAL SIDE OF THE TC

As students you have the right to make an informed decision about where you will study to better your life and significantly improve your future. Your TC will inform you of facilities they have, and how you will have access to them.

CLASS & GROUP FACILITIES

There will be sufficient room for all students to be able to concentrate on the presentation of the sessions. They will be in a safe and healthy environment. Learners will be able to divide into discussion groups, and all classes will be able to assemble somewhere simultaneously.

TECHNICAL EQUIPMENT

This includes audio (when the number of students require sound amplification) and video (when occasionally absent students need to catch up or videos are shown), an overhead projector (if the lecturer wants to use PowerPoint slides), and lights (if the lecture hall demands improved lighting) etc.

RESEARCH: RESOURCE CENTRE

Academic learning is as important as practical experience. Use of a Library is an absolute must. A sufficient number of suitable books, which number should be expanded in a planned way, be well managed (made available and protected), and facilitated professionally (somebody will help students to find books).

COMPUTER AND THE INTERNET

A computer, equipped with CD-ROM, will be made available to access suitable CD data disks or DVD and, if possible, controlled Internet access should be made available where learners do not have other means of access.

MISSION OR PROJECTS

Students may participate in a church's regular mission trips, for which suitable equipment has been purchased. This may include localised programmes or evangelistic outreaches. Students should make use of whatever the TC can offer for suitable Ministry and Church life experience.

Research Library

The Library Category System is based on available books and the function of the five-fold ministry.

Note: The local Bible School may allocate these numbers ³² to categories of books for indexing their shelves.

BIBLE SCHOOL LIBRARIES: (The order has changed slightly)

Bible Schools gradually build up their libraries and should **categorise** them:

Referencing

BIBLES, ⁰¹ PARALLEL BIBLES ⁰¹
NEW TESTAMENTS ⁰¹
STUDY BIBLES ⁰²
DEVOTIONAL BIBLES ⁰²
CONCORDANCES ⁰³
TOPICAL REFERENCE ⁰⁴
BIBLE DICTIONARIES ⁰⁵
BIBLE HANDBOOKS ⁰⁶
BIBLE TIMES CUSTOMS ⁰⁶
ARCHAEOLOGY ⁰⁷
BIBLE LANDS ATLAS ⁰⁷
DICTIONARIES & THESAURUS ⁰⁸
OTHER SECULAR REFERENCE ⁰⁹

1 Leading

BIBLE DEVELOPMENT ¹¹
CHURCH HISTORY ¹²
CREEDS & AFFIRMATIONS ¹³
TEXTUAL CRITICISM ¹⁴
THEOLOGIANs ¹⁵
PIONEERS ¹⁶
LEADERSHIP (CHURCH) ¹⁷
LEADERSHIP (GENERAL) ¹⁸
MANAGEMENT ¹⁹

2 Speaking

OLD TESTAMENT (INTRO) ²¹
NEW TESTAMENT (INTRO) ²¹
COMMENTARIES (OT) ²²
COMMENTARIES (NT) ²²
ETHICS ²³
10 COMMANDMENTS ²³
HOLINESS ²³
GREEK, ²⁴ HEBREW ²⁴
HERMENEUTICS ²⁵
HOMILETICS ²⁶
PREACHING HELPS ²⁶
APOLOGETICS ²⁷
PROPHECY ²⁸
CLASSICS, ²⁹ NOVELS ²⁹
TESTIMONIES ²⁹

3 Proclaiming

MISSIONS (PRINCIPLES) ³¹
MISSIONS (TARGETS) ³¹
EVANGELISM, ³² REVIVAL ³²
SALVATION, ³³ BAPTISM ³³
CHURCH ³⁴
CHURCH DEVELOPMENT ³⁴
DEVOTIONS, ³⁵ PRAYER ³⁶
WORSHIP, ³⁷ MUSIC ³⁷
SPIRITUAL WARFARE ³⁸
FASTING ³⁸
RELIGIONS, ³⁹ CULTS ³⁹
THE OCCULT ³⁹ SATAN ³⁹

4 Caring

DISCIPLESHIP, ⁴¹
SHEPHERDING ⁴²
CELL GROUPS ⁴³
WOMEN & MEN ⁴⁴ MARRIAGE ⁴⁴
CHILDREN, ⁴⁵ YOUTH ⁴⁵
COUNSELLING (GENERAL) ⁴⁶
COUNSELLING (SELF-HELP) ⁴⁶
HEALING, ⁴⁷ FAITH ⁴⁷
CHRISTIAN LIVING ⁴⁸
FINANCES ⁴⁹

5 Equipping

THEOLOGY – CLASSICS ⁵¹
SYSTEMATIC THEOLOGY ⁵¹
DOCTRINE (SINGLE TOPICS) ⁵²
GOD, ⁵³ CREATION ⁵³ ISRAEL ⁵²
JESUS ⁵³
HOLY SPIRIT ⁵⁴
END TIMES ⁵⁵
DISPENSATIONALISM ⁵⁵
BIBLE/GROUP STUDIES ⁵⁶
ADULT EDUCATION ⁵⁶
CHRISTIAN EDUCATION ⁵⁶
ENGLISH (GRAMMAR/USAGE) ⁵⁷
WRITING SKILLS ⁵⁷
IT (COMPUTER), ⁵⁸ RESEARCH ⁵⁹
THEOLOGICAL JOURNALS ⁵⁹

Tuition Centres

UNDERTAKING OF A TUITION CENTRE

The following is an extract from the agreement:

Tuition Centre Agreement

To offer tuition ...

- Upholding the objectives of **Christian Life Training**.
- Subscribing to the **student rules** and other **guidelines** of the **CEO Handbook** as updated from time to time.
- Using the **Christian Life Training & Calvary Academics** lecture books (or approved alternatives) in order to **set a high standard**.
- Following the standard **Method of Tuition** ... (see page 19-23)
Provide **Lecture Books** and/or lectures for each student ...
Make provision for **discussion** of the course contents
- Have a long-term plan **to promote a learning ambience** typical of a higher educational environment, at the Tuition Centre.
- Encourage students to pursue **further studies**.
- Convey to lecturers the need for their furtherance of skills and qualifications, through **Calvary**, for the sake of the students' upliftment. To **encourage research** and to develop **writing skills**.
- Promote the **establishment of facilities** such as access to books, tapes, CDs, the Internet and the like; to research material with a ministry content which would be of benefit to the learners.
- Have a plan for **bursaries** or similar support for students who, at the discretion of the local Tuition Centre, would need this help in order to fulfil their **calling to the ministry**.
- Honour the Lord Jesus Christ in all they do, **obeying His command to teach** in order to make **disciples**, workers, leaders, pastors, evangelists and teachers.

Student Counselling

THE TUITION CENTRE PROVIDES STUDENT CONTACT

A student must have access to the lecturers or the Dean. Every Bible School will have its own arrangements for making appointments, or asking questions about work. Several elements for student help has been built in:

THE STUDENT LEADER

If a class is divided into smaller groups, the leader of such a group is called the **Student Leader**. This leader is usually also a student, but often more mature, with ministry experience, or has a better grasp of the subject. A Student Leader is appointed by the Bible School for every 4 to 7 students.

THE LECTURER

The class lecture should be interactive giving the students the opportunity to ask questions during the course or, preferably, at the end of each lecture. Group discussion opens up excellent opportunities to learn interactively. There may be occasions when a student wishes to meet privately with the lecturer. An appointment should be made.

THE DEAN, PASTOR, Quality Officer

Usually the Dean handles all student matters in the Tuition Centre. This is also the first line of discipline or complaint resolution. Serious cases are then referred to the **Pastor** (discipline) or the **Quality Officer** (test marks). On request a set of local TC rules may be made available to the student.

LIBRARY ASSISTANCE

To help students select appropriate books in the library, a person experienced in Church life and ministry, and familiar with the library stock, must be available to assist students when doing research for assignments.

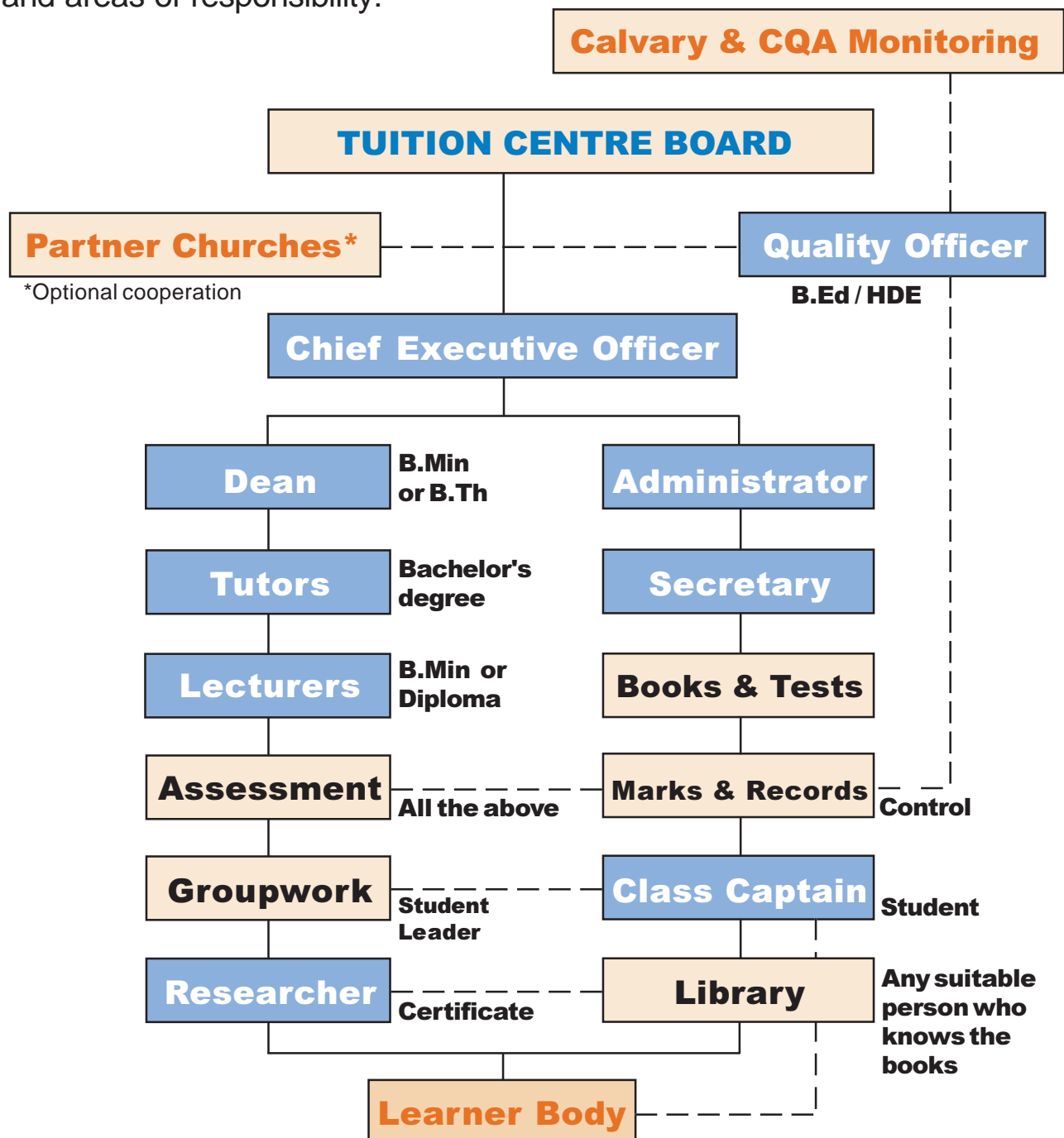
CALVARY INTERNET ASSISTANCE

The CA Website will be of help to B.Min. students. All questions **must**, at all times, be asked at the local Tuition Centre level. Students should not phone us directly. See our updated Website at: **www.clt.org.za**

Organisational Structure

ORGANISATION OF A TUITION CENTRE

The Church board is ultimately responsible for the Tuition Centre and appoints a **Chief Executive Officer** who places all role players into a clear organisational structure. The following example indicates lines of authority and areas of responsibility:



Staff Functions

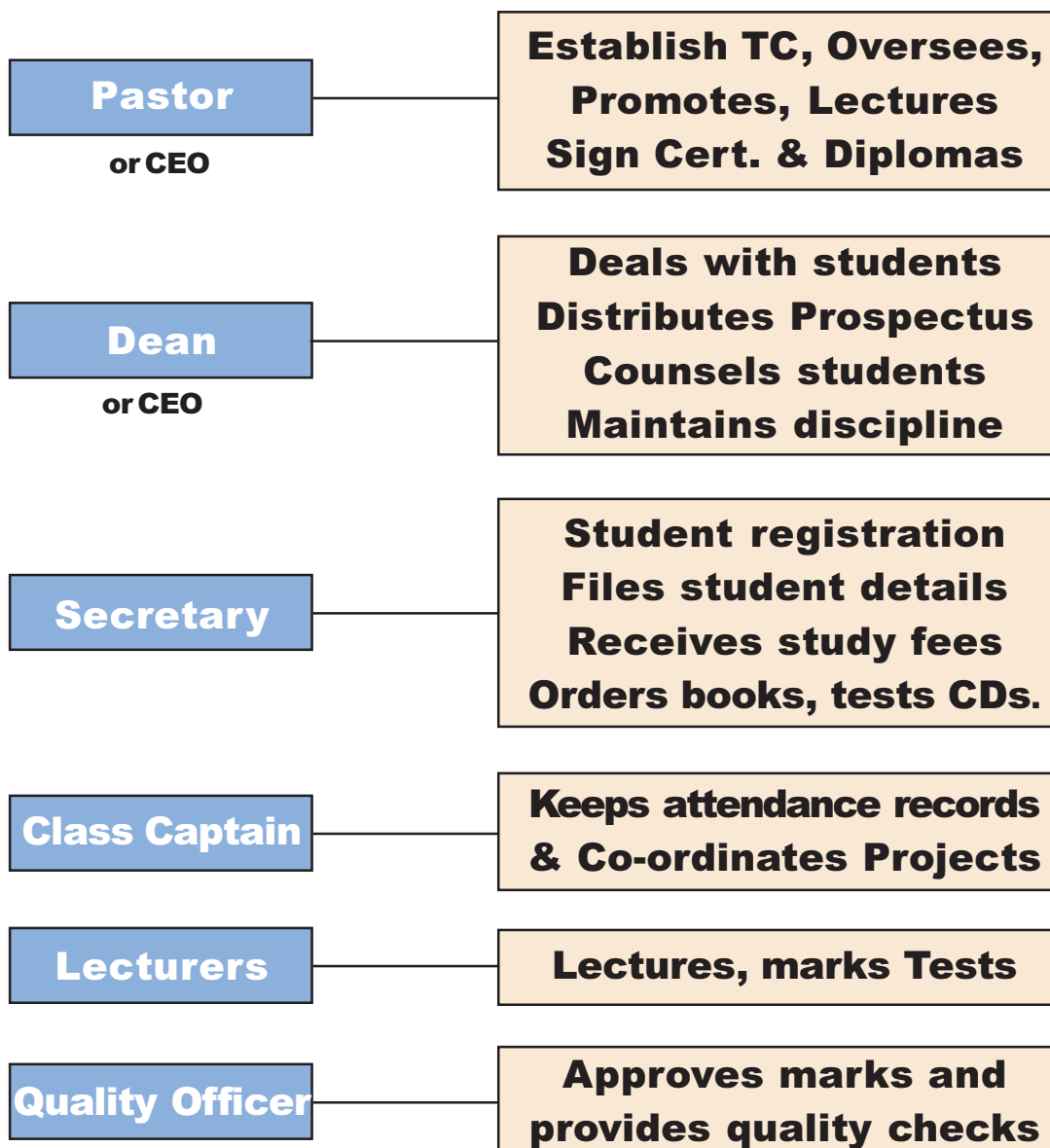
A diagrammatic illustration of the delegation of tasks in the Bible School

JOB DESCRIPTIONS FOR TUITION CENTRE STAFF

The **CEO** of the Tuition Centre (who could be the Dean) appoints a Dean (with academic qualification - Ministry or Theology), Quality Officer (Education), Lecturers (who can teach), an Administrator and a Class Captain. These officers each have a job description which can be outlined as follows:

OFFICERS

FUNCTIONS



Financial Information

The rules governing financial arrangements as students understand them

Our policy is to provide instructional materials at the lowest possible cost to students. The majority of church members should, therefore, be able to study in order to fulfil their calling.

1Tim 4:13; 2Tim 2:14,15; 3:16,17; Rom 15:4; Heb 5:12

APPLICATION AND TUITION FEES

A registration fee, as determined by the Registrar of the local TC, must accompany the application form. When a student is accepted for mentoring, this fee becomes non-refundable.

The monthly fee per single student, and for couples, is determined by local administration (TC) and is paid off over ten months, or as otherwise arranged.

The fees include tuition, lecture books, work books, tests and certification (but not gowns). This excludes the cost of recommended books, which is an optional choice of books. Since these books were often used when compiling the lecture books it may be wise to consider obtaining such books as well.

CANCELLATIONS AND REFUNDS

We believe that each student will be completely satisfied with their studies. If it is necessary for a student to discontinue studies, the following refund policy will apply:

1. A **written request** for a refund must be received by the office of the registrar.
2. A valid **reason** must be given for the discontinuation.
3. The student will be refunded for monthly fees for months in **which he has not yet started** studying. The registration fee is non-refundable.
4. No refund will be made more than **three months** after the date of withdrawal from studies.

Fees & Refunds

FINANCIAL ARRANGEMENTS

Ministry training also involves **character building**. How we handle our financial business is a very important dimension of a Christian's life. The student receives very clear guidelines as to his or her financial commitment during the academic year. Before committing to a series of payments, the students must be sure of their ability to follow through on their undertaking.

RECOMMENDED FEES PAID TO THE TUITION CENTRE

Most students study part time – completing one phase per year, equivalent to a qualification after a year and a half and a Diploma after three years. Our fee for each year is split up as a registration fee, and ten monthly payments during the year. This is then repeated for each subsequent year of study.

FEES STRUCTURE 2011: (All fees are finalized at the TC)

The costs **per semester** (Cert/Dip) are determined by the Centre, e.g.:

- **R2,900** tuition fees, (for example: R200 registration + 10 x R 270)

This brings the total for mentorship for the CL Cert. and the CL Dip. to:

- Three phases: **Cert.Dis. + CL.Cert. + CL.Dip.:** $R2900 \times 3 = R\ 8,700$

The B.Min (not issued by us) is mentored by our tutors in two parts:

The **Shepherding** course and the completion of the **B.Min** course:

- **R5,840 total** (25% on registration, and 3 payments of 25% - R1460)

Note: These fees do not include any extra offerings a school may arrange

REFUND POLICY

Students are not made liable for their **whole tuition fee** in the event of early cancellation. Only their registration and any past monthly fees are **not** refunded. Should they decide to stop their studies at any time, and for any reason, they will be able to do so **without paying any future payments**, but will relinquish past payments and must still pay amounts owing up to that date. Books may be withheld if a student is constantly in arrears with tuition fee payments.

The Mentored Student

Correspondence training is not a Biblical concept – Mentoring is

e-Learning

DESCRIPTION OF A MENTORED STUDENT

A student enrolled for a Certificate or Diploma in a **Church Life (or Ministry) Programme** where there is no Tuition Centre available for lecture contact sessions.

STUDY MATERIAL

The **Church Life** study material outlined on page 8 to 12 is also used for *mentored students*. It forms the basis of a prescribed set of academic activities which, due to the absence of some of the formal lectures, is **different** in principle.

METHOD OF LEARNING

These academic activities or elements of learning are brought in through a **Mentor** to compensate for the lack of lectures. Several activities are added:

- **Personal & Study Skills***
- **Grammar Tuition**
- **Vocabulary Building**
- **Character Building**
- **Practical Ministry**
- **Communication Training***
- **Human Relations***
- **Extra Academic Reading**
- **Planned Bible Reading**
- **Scripture Memory Plan**

MENTORED SESSIONS

*Life Skills Courses

The Mentor oversees the progress made by the student by completing the **Module Report** and the **Course Material Order**. These worksheets prescribe activities that must take place in order to complete the curriculum (programme of modules), and in the end to receive the **certificate** or **qualification**. The Mentor facilitates the study process to satisfy the **credit requirements** (hours of activities) prescribed to reach the set **objectives**.

ADDITIONAL ACADEMICS

To make up for the lack of lectures, the learner should **read** relevant books and articles, which are of *a suitable nature* with respect to the topics being studied. These may come from the Mentor's personal library or the student's own personal book acquisitions. The **Internet** and each **module CD** also provides an excellent source of research and suitable reading material.

PRACTICAL TASKS

The student completes the prescribed Tasks called for in the **Practical** section: **Work** (in Church context), **Ministry** (in the community), **Mission** (in other area), and **Personal work** (caring for an individual for some time).

SKILLS DEVELOPMENT

Life skills development suitable for Ministry such as: Study Skills, Grammar (oral/written) and Inter-personal Communication form part of the curriculum. This is studied in parallel with the other work.

REGISTRATION ON CALVARY ACADEMICS (CA) WEBSITE

All **mentored students** at Certificate and Diploma level, must register on the Calvary Academics (CA) Website to gain student access to on-line resources and for automatic marking of on-line tests. The mentor will also record assessment marks on-line for the student. The cost per student is R120 for 160 credits, which may take up to 36 months (3 years) to complete.

ASSESSMENT METHOD (e-learning)

The Student will be given marks by the **Mentor** for the **written assessments**, the **practical tasks**, **group work** (or discussion sessions) and the **Workfile** which shows proof of activities. Web-based **tests** are written on the CA Website. Tests count for about 34%. Students are to be trained to write the test on the CA Website. The student does the e-Cards that are provided on the CD, recording the page numbers, to help prepare for the random tests. This method provides the necessary proof of preparation.

ADMISSION BY TUITION CENTRE

A mentored student applying for acceptance into the Certificate or Diploma programme receives entry by being registered by a Mentor or Tuition Centre in the normal way by providing **proof of identity** and **Matric** results. If the student cannot attend classes, we will allow the student to be mentored by an **approved Mentor** who is near the student's residence. The TC may charge the student an **admission fee** (recommended R200) per study year, or per semester in a calendar year.

COURSE MATERIAL AND STUDY FEES

The **course material** is obtained for a **fee** as indicated per module. Mentor fees are paid to the Mentor per session*. (See comment* and **Mentor Guide**) International students applying to study, pay the web fees. They will be allocated to a TC and must submit the details of an acceptable Mentor.

The Distance Mentor

The distance mentor will assure spiritual growth while the student is trained

Making Disciples

DEFINITION OF A MENTOR

An experienced and trusted adviser. An experienced person in an organisation who trains and counsels new employees or students. – Oxford Dictionary.

WHO CAN BE A MENTOR?

A personal mentor will facilitate learning in areas that may be a considerable distance from a Tuition Centre. A Mentor has an appropriate qualification and, preferably, some experience in the field of Ministry. The Mentor is a person the student respects and can trust. Apart from a good reputation and professionalism, the Mentor must be able to handle some of the necessary evaluation of the learner's progress in the **Church Life Programme**.

WHAT IS EXPECTED OF A MENTOR?

The Mentor must be available **in close proximity** to the mentored student who studies for a **Christian Life Certificate** or **Diploma**. Since the teaching model of our Lord Jesus Christ was one of **personal contact** and **spiritual input**, we believe that a student who **cannot** be at a Bible School where interactive sessions are offered, the **personal mentor principle** is acceptable. The student needs someone to give guidance, advice, be a sounding board, and offer wise counsel. Such a person has to have a thorough grasp of **Church Life**, which embraces the Charismatic/Pentecostal way of thinking. The task of the Mentor is further defined in the **Mentor Guide**.

FEEDBACK / SOUNDING BOARD

The mentored student should have regular meetings with the Mentor. The mentor may charge between R60 and R120 per session*. The learner will receive guidance and feedback on, for instance, written assignments, e.g.:

- The general **layout** and usage of fonts, alignment and space in the essay
- The correct usage of a **reference system** for citation and Bibliography
- The **suitability** of books or Websites used as source material
- How the evidence found in the source material was **analysed**
- The way in which a **logical conclusion** was reached

* Recommended fee for two or three learners is R60 each, and with a single learner R120 per session (40 to 80 minutes).

- Formulating and reaching an own **conclusion** or opinion
- How well the work was **formulated** (sentence construction etc.)
- Whether **reasoning** ability was shown
- Whether critical **evaluation** was applied
- Whether the **style** is clear enough for others to read
- Whether an understanding of the meaning of **words** was demonstrated

Since the student does not attend classes to hear live lectures, the Mentor creates a learning environment similar to the group discussions in a Tuition Centre. It is essential that the mentored student **reads** and **studies** the set section of the material before each meeting with the Mentor.

ASSESSMENTS

The Mentor is responsible for the marking of assignments and tasks as required for each module. The evaluations are formative, which means that the student learns through performing of the task or group discussion for which an evaluation mark /% is given. Each Mentor should become familiarised with the **Web-access process** in order to assist the student. The final aim is that all tests will be written on-line by registered students. Each student must first be registered on the Website for a course in order to write the test. The Mentor can help the student with these tests by encouraging the student to use the e-cards that are be provided. Page numbers written on the e-card print-out will serve as proof of required preparation for the Web tests.

COUNSELLING FOR DISCIPLESHIP

Since **Church Life** is not only an academic course, but also preparation for the Ministry, students must have access to counselling on a spiritual level and academic level – preparing someone to work with people within a spiritual (Christian) faith context. The Mentor will be required to steer the student along prepared guidelines for suitable discussions, as well as monitoring appropriate activities.

HOW A MENTOR IS APPOINTED

Mentors are registered at a Tuition Centre to act on their behalf to facilitate more effective learning. A TC representative will examine the suitability of the qualifications as well as the necessary practical experience needed for their mentoring function. A candidate will give proof of **qualification** (an appropriate qualification or being **over 40**) and **identification** by submitting certified copies of these documents. (See following pages) If a personal interview cannot be arranged, a **personal testimony** from a local pastor, or established academic, or professional, is acceptable.

Student Records

Administrative standards to manage basic student records for transcripts

INFORMATION MUST BE PERMANENT

A Tuition Centre staff should not rely on their personal knowledge of students. The TC will put all personal details and earned credits onto a permanent paper-based set of documents. This should be backed up by a computerised database system. There are at least **two basic forms** for recording students' vital permanent information (registration details and course marks):

1. STUDENT APPLICATION FORM (Registration details)

1

All the basic personal information needed. Issue the Student number which depends on TC number, and the follow-up number between 001 and 999.

2. STUDENT AGREEMENT (On the bottom left of the above form)

Students must first read the prospectus, and the agreement, before signing this binding statement. There cannot be any complaints later should you want to withdraw, or claim to be ignorant of the rules.

3. ASSESSMENT RECORD (Certificates & Diploma) (Course marks)

All the marks of the three phases (completed over three years) are recorded. The **modules** are also grouped as **courses** of 80 credits. Should any student wish to register for a B.Min course, this form, together with a copy of the Diploma, will provide the transfer credits.

BRIDGING COURSE REPORT (Green or Buff – for B.Min)

Transfer for students who hold a Diploma from another training organisation and need to complete a bridging course.

TUTOR PROGRESS REPORT: 8 Courses and RPL (Yellow)

2

Used for calculating RPL for a student who has done other courses and degrees, or has years of Ministry experience, to apply for B.Min credits. The Dean/Tutor will examine the B.Min student's claims to help with the application.

STUDENT PROFILE (Optional, Master available as a pdf, see Website)

A self evaluation character profile form for third year students to assist the Tutor in counselling. The Calvary courses also deal with character development.

Recognition for Prior Learning

Applied principles to preserve the learning gains and efforts of the past.

WE ADHERE TO THE PRINCIPLE OF RPL

Recognition for Prior Learning assures that students do not lose credits for completed courses or valuable life experience when applying for courses for the third academic year, the Bachelor of Ministry. For recognition one can only count training and experience **relevant** to *Ministry* as valid.

MINISTRY AND THEOLOGY

Ministry is a much wider field than **Theology**. It is also more practical. A student who already has a traditional seminary Diploma in Theology has usually missed these vital elements. To make up the difference, for the certificate phase we have a **Workers' Training** emphasis. For the second and third phase we have a **Leadership Training** emphasis. These form the **core curriculum** of those two academic years (completed in three phases).

INCOMPLETE ACADEMIC PRIOR LEARNING – BC1

If students have completed a course, without the required academic outcomes, or if it was completed more than 7 years ago, **Bridging Course no 1: code BC1** must be prescribed. This contains our Systematic Theology, some advanced general subjects and three OT & NT modules.

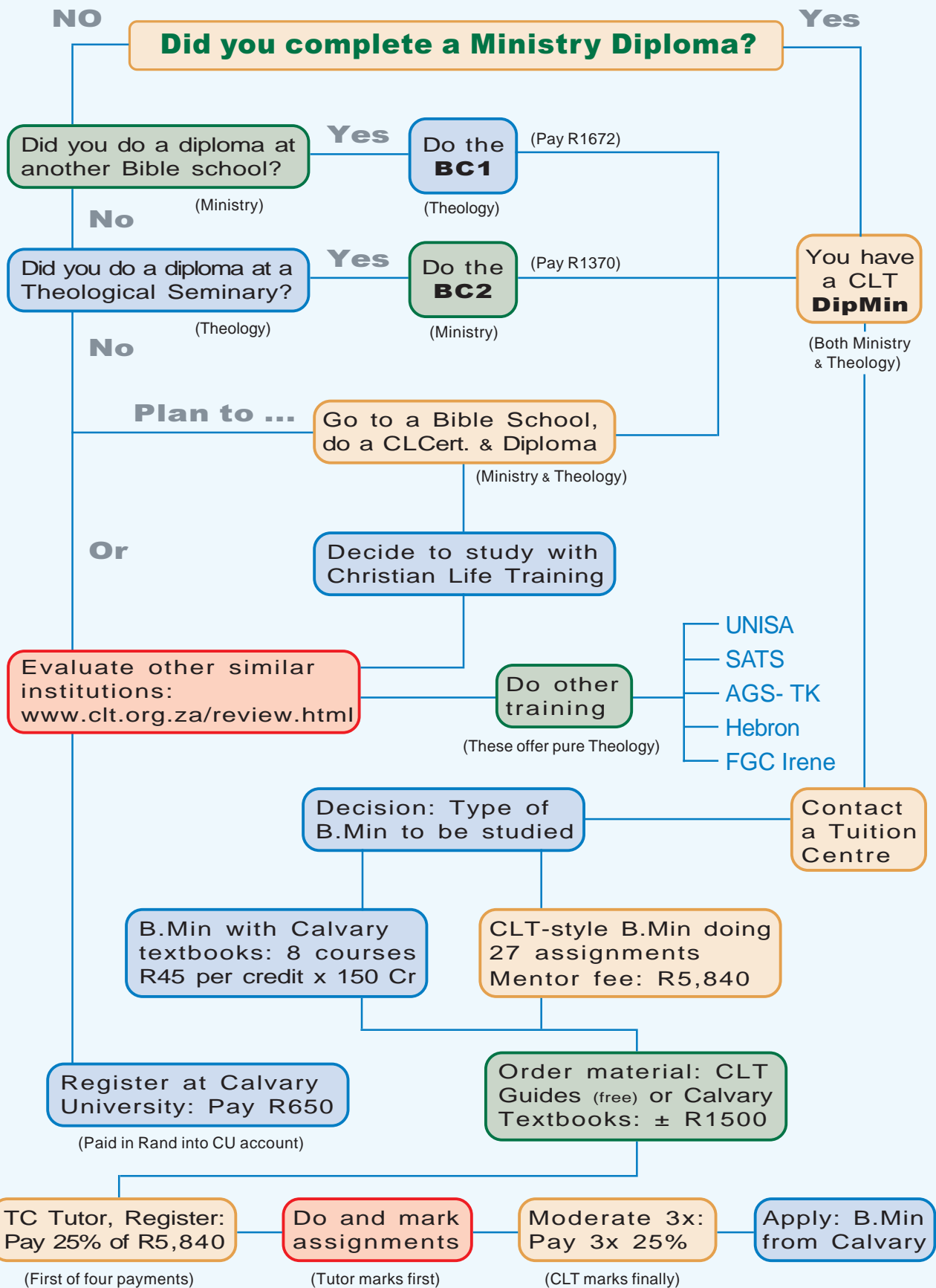
BRIDGING FOR PRACTICAL EXPERIENCE – BC2

The **core curriculum** is used to construct **Bridging Course no 2: code BC2** for theology students. They do the **BC2** and then, if applicable, will get further **RPL** credits for the Bachelor year. This is determined by the Tutor in an interview using the **RPL yellow section on the form** as indicated. Lecturers and Pastors who lecture in the Bible School are also given credit for the lecturing experience. What they have lectured, they do not need to study again.

MAKING DECISIONS AT BIBLE SCHOOL LEVEL

The Tuition Centre has contact with the students, knows them personally, and their abilities intimately. By taking all factors into account, the TC is expected to determine which bridging course (or both) each student should follow.

Studying for a B.Min Degree



Bridging Courses

Two courses filling the gaps present in other Ministry or Theological programmes.

BRIDGING COURSE NO 1: BC1 (Academic focus)

By examining a student's previous course material, the Dean of the Tuition Centre decides which material the student must still do. The course may have been completed a long time ago. Some of the topics listed below may be a repetition. Although course topics may be similar, they often teach at a lower level.

CONTENTS OF BC1: (Fees to the student: 5 Books: R ask)

BC1 consists mainly of subjects the student may have done, but if taken a long time ago, offered in an inadequate way or at a lower level then prescribe:

- DGR2** ————— Gifts of the Holy Spirit, Holy Spirit Anointing, Spiritual Authority, The King and His Kingdom.
- STH1,STH2**— Doctrine of God, Man and Sin, The Lord Jesus Christ, The Atonement, Salvation of God, The Holy Spirit, The New Testament Church, End-time Views.
- OTB1** ————— Genesis – Book of Firsts, Exodus – Book of Redemption, Leviticus – Book of Service, Judges – Faithlessness and Deliverance
- NTB1** ————— Gospel Survey, Gospel of John, Acts in Action, Romans – Good News for All.

BRIDGING COURSE NO 2: BC2 (Practical focus)

Our Ministry course is totally different from traditional Theology studies. This different "**core curriculum**" is the material presented through BC2. It contains some of the books from the **Workers' Training Course** and the **Leaders' Training Course**.

CONTENTS OF BC2: (Fees to the student: 4 Books: R ask)

The **Workers'** and **Leaders'** training course consists of:

- CHM2, MPR1** The Reality of Heaven, The Ten Commandments, Prophetic Min., Potential of Ministry, Analysis of Min., Supportive Gifts, Practical Ministry, Evangelism Training, Soulwinner's Guide.
- CHL1, CHL2** Basic Leader's Course, Min. of Leadership, Church Admin., Motivation, Leadership Profile, Excellence of Min., School of Obedience, Theology of Praise & Worship.

After completing a bridging course, we issue a **Christian Life Diploma** to students who already have another Diploma (e.g. in Theology). This will allow them to register for any **Bachelor of Ministry** at a University. These bridging courses are taken as part of the **application process**.

Expected Standards

The role of a qualified person facilitating contact learning at degree level

ACADEMIC STUDIES – Bachelor through PhD.

In the land of "Academia" we learn about a field of knowledge through writing about it. This form of writing usually has a serious style, intended for a critical and informed audience, based on closely-investigated knowledge, and puts forward or suggests ideas or arguments. It has a high standard.

Writing is a process of reading and organising, planning and researching, using a range of sources, giving attention to style, grammar and punctuation.

Objectives for Bachelor Students

Research – Use appropriate strategies to write in an **expository format** employing supporting evidence. Understand and use research methodologies. Formulate research questions, refine topics, develop a plan for research and organize what is known about the topic. Use research to support and develop your own opinion. Collect information to develop a topic and support a thesis. Find a variety of sources such as books, magazines, newspapers, journals, periodicals and the Internet and use them properly.

Organizing – Understand the concept of plagiarism and how to avoid it. Understand rules for paraphrasing, summarizing and quoting sources. Evaluate sources critically, discerning the quality of the materials, qualifying the strength of the evidence and arguments, determining their credibility, identifying bias and perspective of the author. Select relevant sources, appropriately include information.

Writing – Logically introduce and incorporate quotations; identify and describe different perspectives; synthesize information in a logical sequence; identify complexities and discrepancies in information; and offer support for conclusions.

Our Aim for Post-graduate Candidates

To assist candidates to determine their focus of research in a specific field of expertise, completing the planning of life long learning in one field, laying the foundation of an advanced and specialist knowledge base for their research through a selection of courses, mastering the precise requirements of structuring research through a written proposal, and completing a dissertation in its various stages of academic writing.

Copying – Plagiarism

THE AIM OF REPORTS & ESSAYS

A student is assessed on his/her ability to integrate knowledge gained through reading, by means of assignments which require the writing of a Report or an Essay. Aspects of this ability are that:

- The student has a basic knowledge, or fact basis of the field
- Understands relationships between different bodies of knowledge
- Has skills in research, selection of facts and logical arrangement
- Can formulate reports, has a good grasp of language and use of words
- Has a feeling for a pleasant, clean presentation of formatting & lay-out

During the progression of the learning programme, the learner's abilities and skills are shaped and improved in all these aspects of academic learning.

SOURCE MATERIAL

During research the student, having a basic knowledge of the field of learning (in which a report or essay must be written), searches for additional facts; finding materials that are relevant (selection), varied and interesting. This is in itself an achievement – but this only counts for 10% of the mark.

INSUFFICIENT PROOF OF ABILITY

Work that contains large portions of copied material cannot be marked for formulation, practicality, logical thought, presentation, use of language or selection of appropriate words. These are essential components of academic writing. Reading of the Report Writing Guide substantiates this.

QUOTATION REQUIREMENT

The requirement/allowance of included quotations in a report or essay calls for a proper method of quoting the source. Indications as to the volume, frequency or extent of quoting are provided in the above-mentioned guide. Other than excerpts used to enhance a text that is written by the student to show all skills and abilities; any level of plagiarism is unacceptable to Calvary. It is the prerogative of lecturers to provide copied and referenced material to students, as long as this is within the boundaries of the copyright law.

Rules & Regulations

STUDENT'S UNDERTAKING

The Tuition Centre is a ministry of excellence which aims to establish Christian standards. As such, we ask students to act with the same standards of excellence. Each student must commit to the following:

I understand the purpose of **Christian Life Training** courses and I am prepared to engage in serious study and application of GOD'S WORD in my life. I understand the tuition requirements and the responsibility involved.

I have read the **Prospectus** and understand all the policies and rules therein. I make a commitment to the Calvary Programme, and agree to abide by its rules and regulations. I will be an example of **good Christian character and conduct** at all times and in all places whilst I am a student. I understand that studying through Calvary is a privilege, and that the administration has the right to require withdrawal of a student at any time to safeguard the ideals of **discipleship** or **moral atmosphere**. I hereby indemnify the Tuition Centre from any claims of compensation that may occur during my studies.

DISCIPLINE OF STUDENTS

The pastor of the local church will, in a Scriptural manner, handle any severe disciplinary problems that arise. Any student found to be acting in an unworthy manner will be disciplined accordingly, even to the extent that their studies are suspended.

ASSIGNMENTS AND TESTS

All assignments are of a **practical nature** – including written work, practical experience and accomplishment. To enjoy the full benefit of their course, students should discipline themselves regarding punctuality for completion of assignments (workbooks, reports and tasks).

CLASS ATTENDANCE

Commitment to the training programme is essential. Jesus Christ commissioned the church to **make disciples**. Students who are part of this training course are included in this calling.

Full attendance at all classes or study group meetings is a requirement. A **minimum attendance** of 90% is expected for students to maximise the benefit of the class lectures, and be able to qualify for each course.

Lectures will start promptly at scheduled times. Students are required to be seated and ready on time for each lecture or group session.

Statement of Faith

PREAMBLE

Calvary Academics holds to the **fundamental principles of Christian doctrine.**

WE BELIEVE ...

- The Bible, in its entirety, is the fully inspired and only infallible, authoritative Word of God. We accept it as the final authority in all matters of doctrine, faith and life.
- There is one God, who is self-revealed in three persons: the Father, the Son, and the Holy Spirit. These are the three eternal distinctions in one Divine Being.
- The deity of the Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of God the Father in Heaven, His personal future and visible return to reign in power and glory.
- Man was created good and upright in the image of God, but man, by voluntary transgression, fell, and his only hope of redemption is in Jesus Christ, the Son of God.
- The only means of being cleansed from sin is through repentance toward God, and faith in the finished work of the Lord Christ Jesus. Man is justified by grace alone and this through faith.
- Those who receive Jesus Christ as Lord and Saviour by faith, are born again by the Holy Spirit and become children and heirs of God receiving eternal life.
- In sanctification through the Word of God, and by the Holy Spirit; by Whose indwelling the Christian believer is enabled to live a life of righteousness and true holiness.
- The bodily resurrection of both the saved and the lost; those who are saved to the resurrection of life and those who are lost to everlasting damnation.
- The Lord Jesus appointed two ordinances – believer's baptism by immersion in water as a public witness and confession of faith and identification with Christ declaring that we have died with Jesus and have also been raised with Him to walk with Him in union and newness of life, which is also symbolical of our being baptized into one body – and the Lord's Supper is the partaking of the emblems, bread and the fruit of the vine, as a memorial of the suffering and death of our Lord Jesus Christ, and a prophecy of His second coming, by all believers, until He comes.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life, and by Whom the Church, the Body of Christ is edified and empowered to carry out Christ's great commission.
- The redemptive work of Christ on the cross provides healing for the whole man - it is the privilege of all believers and as a sign following to confirm the preached Word of God to unbelievers.
- The Church is the body of Christ, the habitation of God through the Spirit, with divine appointment for the fulfilment of her great commission. Each Christian believer who is redeemed by Jesus Christ and regenerated by the Holy Spirit is part of that body. The new birth and a personal confession of Christ are essentials for membership of the local church.

Key Words

TERMINOLOGY IN THIS DOCUMENT

Certain 'educational' words have been used to bring out specific meanings. These will help you to understand some of the unique Calvary concepts.

TUITION CENTRE (abbreviated TC)

Broadly used in place of Bible School, which is commonly the term used for Church-based centres.

STUDENT(S)

Is used in preference to Learner(s); someone who is enrolled for a course.

MENTOR(S)

Is the single most important descriptor in our vocabulary and methodology. It underscores the very heart of our philosophy and methodology. Every student tutored through Calvary experiences a process of being mentored. To us, the traditional correspondence way of distance learning is unacceptable. It is diametrically opposed to the principle of mentorship, which entails far more than subject tutoring. Various designated role-players are responsible for this aspect of Biblical learning.

LECTURER(S)

Facilitate Certificate and Diploma students in classes. They must, themselves, have a Diploma to lecture to Certificate students, and a Bachelor to lecture to Diploma students.

TUTOR(S)

Mentor classes (or one-on-one) for Bachelor studies, and must have a Bachelor degree themselves.

- The name MENTOR is also used to describe those mentoring students far away from a TC. This prevents those students falling into common errors of distance students. At least a Diploma is required to qualify as such a Mentor (who is registered at a Tuition Centre).
- AREA MENTORS are a few managers appointed country-wide, who are in a servant-leadership capacity – most of them are directly active in the TC system as deans of a successful Tuition Centre, and are available for counselling or advice to new Tuition Centres.

Christian Life Training

The programme offered by *Calvary Academics* consists of about 5,800 pages of material which are used in part time lectures over three years at over 240 local Bible Schools. Three years (phases) lead to a Diploma in Ministry, and open the way to an internationally accredited Degree offered by Calvary University.

This has been developed by a dedicated team whose aim was to provide a practical training course, one which would equip workers and leaders, to make disciples and train pastors for their ministry.

Calvary Academics has also developed a *Church Life* programme which is unique in that it provides a balance between Ministry topics, a Bible survey and a range of accredited life skills courses such as communication and human relations.

With students enrolled throughout SA, courses are now on an accepted standard for a Certificate, Diploma and Bachelor of Ministry. Although SAQA permitted us to issue a Bachelor degree in February, 2000, we have withdrawn from this privilege in favour of running short courses in *multiple centres* according to the Great Commission.

The alternative of distance education without contact was unacceptable to us and is, (in the case of ministry training) not a Biblical model. Calvary, therefore, offers remote students to study with a Distance Mentor where there is no nearby school. Every year more Bible Schools offer these courses that provide many open doors, since the law (101 of 1997) requires credit recognition through RPL by all other institutions.

It is often said: “This is excellent training material. It is practical and thoroughly evangelical and Holy Spirit anointed – just what every pastor needs to start a local Bible School as a basis for training pastors and future leaders.”