

Starter Quick Tips

Use the Admin Pack, the Centre Guide and the Church Life Prospectus to get further details

Admin Pack

How to start at the beginning of the year: a few tips to get you going ...

Advertise and Inform

Let people know what you are offering by means of a brochure. The minimum information should be the name of the qualification, a list of topics, and it should give them an idea of the fees. Also, you should tell them the payments, venue, times and duration of the programme.

UNDERGRADUATE QUALIFICATIONS

Programme Name	Skills Modules + IT	Credits
Certificate in Discipleship	4 Courses: 3 Skills: 1 IT	80

Undergraduate: (Bible School classes, determine own fees)

Certificates: R 2,900 + R2,900 = R5,800 80 Creds each

Take Names and Register

As people indicate that they are interested, list their names to show them they are 'on the list' and you will then know whom to contact when you start with formal registration. Leave registration for the beginning of the year as you must also get their first payment at registration.

Use this form when recruiting for next year. Issue new students with numbers. Enrol more fully later.

Student Pre-Registration List		TC No.
Student Names and Surname	Phone No.	Student No.
		TC No. Range is

Registration: Student Details

Personal

Title:

Initials:

Preferred Name:

First Names:

Last Name:

ID No:

Date of Birth:

Country:

Skills: Unique to the Course

The students will grow as they study. One of the most remarkable changes will take place through the skills training which is part of the course. You may make a point of it when you advertise. Here is a list of the first phase skills. We include an IT skill in each phase.

Certificate Qualifications

	Code	Credits	Module Fee
How to Learn	LRN	2	50
How to Listen	LSN	2	50
Use Spare Time Effectively	UST	2	50
Computer Basics (IT Module)	CMB*	2	36

Plan the Lectures

To run the Bible School, one of the most important things to do is to plan the lectures and arrange for lecturers to offer them. Here is a list of the first 11 weeks, should you offer three lectures per night, during one night of the week.

Church Life Schedule: First Phase Lectures

WEEK	LECTURE 1	LECTURE 2	LECTURE 3
1	The Godhead 1	Foundation Doc1	Personal Dev 1
2	The Godhead 2	Foundation Doc2	Personal Dev 2
3	The Godhead 3	Foundation Doc3	Personal Dev 3
4	The Godhead 4	Foundation Doc4	Personal Dev 4
5	Christian Char 1	Foundation Doc5	Personal Dev 5
6	Christian Char 2	Foundation Doc6	Personal Dev 6
7	Christian Char 3	Christian Char 4	Christian Char 5
8	Christian Char 6	Christian Char 7	CHB1 Test
9	OT Survey 1 - 1(1)	OT Survey 1 - 7(13)	CMB Introduction
10	OT Survey 1 - 11(25)	OT Survey 1 - 16(37)	OT Survey 1 - 20(51)
11	OT Survey 1 - 23(63)	OT Survey 1 - 26(75)	OTS1 Test CMB Concl

The same schedules are available for Phase 2 and 3

Order the First Books

Each student should have their own books. The lecturer uses the same books (as they are very comprehensive). Module one and two could be ordered together. **Four** books are not part of the modules:

First Phase		Church Life Prospectus p17		
Text Book	TC Cost	Extra Item	TC Cost	Credits
MSG	R24	CVD1	R30	-
MPX1	R35	P1Ra	R30	9
CHB1	R192	WCHB1	R40	12
OTS1	R85	ROTS1	R16	5
CMB	R36	<i>Centre Prices</i>		2

Student Guide [MSG]: Contains a lot of study information and the complete list of Christian Virtues, Bible Chapters to read and Memory verses.

Calvary Disciple [CVD1]: Contains seven articles of a Christian nature and seven on educational matters. One of each of these should be worked through during each module, perhaps as a topic in the discussion groups.

The Practical Aspects of the Programme

Ministry Praxis 1 [MPX1]: The practical workbook in which all the written aspects of the required tasks are to be done. It also calls for reading ...

Phase 1 Reader [P1Ra]: Students must read 4 Bible chapters per Phase. These are prescribed in MPX1 and printed out in the **Reader**. It is a translation especially meant for students: The **Calvary Literal Translation** [CLT]. It also contains commentary, graphics and explanatory (theological) poems.

The Second Order – for Week 12

Centre Guide Price List page 15

The main body of the course consists of A4 books containing five or six of the old CLT A5 books (three of these coloured in blue); Reading curriculum from the Mini Bible College (four of them coloured in orange); four Skills, one of them an IT skill (Computer Basics **CMB**).

VCH	R126	RVCH	R16	7
LRN	R50	P1Rb	R30	2
CHB2	R204	WCHB2	R40	12
		<i>Centre Prices</i>		

Modules — Combined items

The same code principles apply for Phase 2 and 3

The three CLT books are **CHB1**, **CHB2** and later in the year **DGR1**. They each have a WorkBook with an added 'W' added to the code: **WCHB1**, **WCHB2** and later **WDGR1**. These are ordered each together with their workbook. *See the list of modules on page 8 of the Church Life Prospectus.*

The four MBC reading-type curriculum are each grouped together with a Skill (as they do not have a workbook). Therefore **OTS1** is ordered together with **CMB**. We plan to (and working on) a resource CD for **OTS1** and the letter 'R' is added to the code: **ROTS1**

All this information is available in the **Admin Pack** you received by e-mail.