

# CALVARY

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## A C A D E M I C S

*Sept 2015 Update*



***Ministry Training Programmes:***

***Certificate in Christian Discipleship***

*(Followed by the Diploma in Leadership & Adv. Dip. Min.)*

# ***Ministry Prospectus***

**2016**

**MPR**

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***Mentoring through Advanced e-Learning Technology***

# Prospectus Index

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## Ministry Training Programmes

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# ***Calvary Introduction***

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## **CALVARY LIFE TUTORS (CLT)** — publishing as Calvary Academics

Calvary Life Tutors (CLT) is one of the most dynamic, rapidly growing educational institutions in South Africa. CLT was established in 1985 (then known as Christian Life Training) when training material was published for church use. A series of short courses were launched in 1990 to enable churches country-wide to operate their own Bible Schools. We call these **Tuition Centres**, as we regard **contact mentoring** as a Biblical learning concept — to build character.

## **ACCEPTANCE AND GROWTH**

In late 1998, courses were restructured, and finalized in 2003, to form our short course basis for pastoral ministry training (400 credits in total) and to train Bible School lecturers. 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 have trained over **57,000 students**.

## **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. In 2003, CLT started offering short courses instead, with attending certificates for part-time students studying at Bible Schools.

CLT, a founder member of **AMTP** (a professional body started by 50 training institutions) supports the registration of **Vocational Certificates** which are then accredited by **SAQA** as training for the Ministry profession. The first certificate of 120 credits is earned after Phase 2, and the second after Phase 3.

## **CALVARY UNIVERSITY IN AFRICA**

CLT short courses are accepted through RPL by the e-Learning Institution **Calvary University**. Students intending to do post-graduate studies may contact any **CU Support Centre** to plan their academic path and choose to continue a suitable academic directions through them. CLT can facilitate.

**Tuition Centres** in South Africa, for instance, act as satellite learning centres offering the first 240 credits of learning which is the foundation of all training programmes. Bible Schools are offering credits such as **Phase 1 to 3** which fully count towards a range of Bachelor programmes which give entry to Post graduate studies.

Calvary University, since February 2012, also has South African accreditation from the **Department of Education**, as a higher educational institution. CLT only handles the provision of material and administration of qualification certificates.

# Mission Statement

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## 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** to make disciples.

## Mission

Being a Mentoring Centre for Practical Ministry, as well as other fields, 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 or profession.
7. To provide **affordable** and **practical** 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

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## WHY SHOULD THE CALVARY CURRICULUM BE USED?

CLT, who promotes and distributes the **Calvary Academics** curriculum, has been very well received by pastors. Often students experience a **transformation** in their lives and receive a personal calling into ministry. Some very **fundamental differences** are at the root of this success:

## CHURCH LIFE & MINISTRY IS THE PRIORITY

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

## CONTACT TUITION

Learner-Tutor interaction is still the best way of learning. This is the basis of **disciple-making learning**. Whilst we use modern technology, we have not attempted to do away with the lecturer. For each 80-credit course the student will attend 120+ live **lecture-sessions** of 40 to 60 minutes each – in 3 lectures, during 1 night per week. In addition students will have **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. Students encounter real needs and problems, are involved in ministry, do **projects** or short-term missions, work with **other cultures**, encounter **challenges**, and through **prayer** 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 **learning fees**.

# Church Life Programme

## COURSES OFFERED FOR CHURCH MINISTRY

We have pioneered the **Ministry Training** and **Church Life** concepts in South Africa. More than 140 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 the most up-to-date learning principle, where the student is **guided** to discover knowledge in ministry.

Church **members** (Cert) are trained to take leadership (Dip) and minister (Adv.Dip). The five-fold ministry church facilitates and directs such learning. We train leaders in the knowledge and skills of the five-fold ministry, which includes the skill of **training** others (2Tim 2:2) through our **Disciple Making** emphasis.

## 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     | – | <b>Apostolic</b> training  | (Starters, entrepreneurs, strategists)  |
| ● Speaking    | – | <b>Prophetic</b> training  | (Spiritual listeners & vision-advisors) |
| ● Equipping   | – | <b>Teacher</b> training    | (Logical thinking, implementing)        |
| ● Proclaiming | – | <b>Evangelist</b> training | (Marketing, relations, communicatn.)    |
| ● Caring      | – | <b>Pastoral</b> training   | (Human resource, counselling)           |

This approach has been freely accepted by many active Pentecostal, Charismatic and Renewal communities. Since 1990, local churches have significantly benefited from the abilities developed by our 57,000+ students.

# Programme Design

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

## 5-PHASE MINISTRY PROGRAMME DESIGN

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

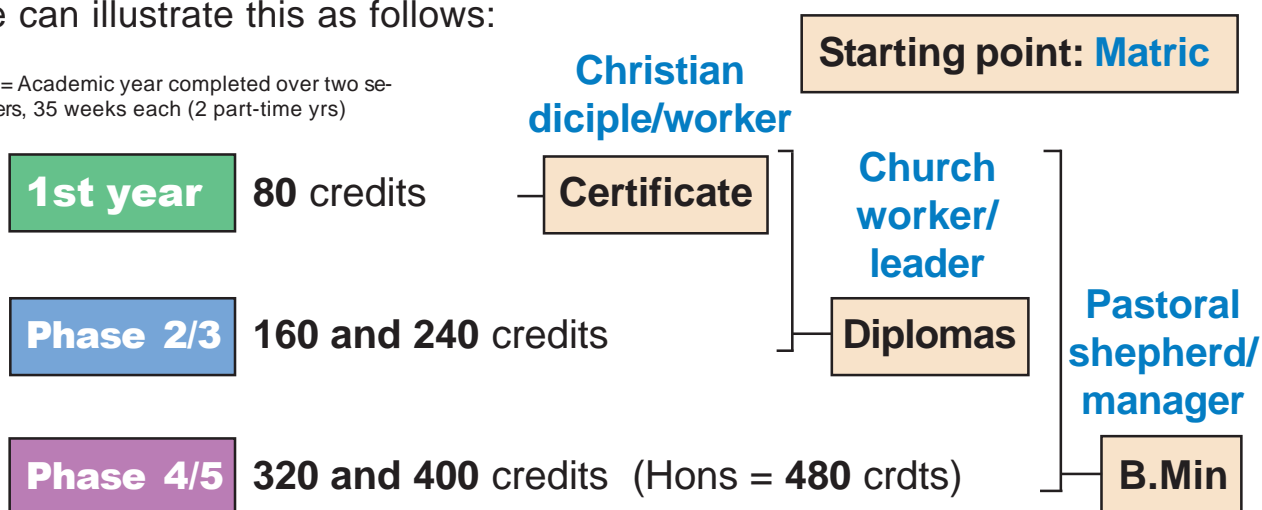
Our Certificates and Diplomas have been carefully planned to fit into the complete programme leading to a Bachelor of Ministry and its Honours programme.

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

The 5-year B.Min. programme has exit points: a Certificate and three Diplomas. Each academic phase **qualifies the student for something**: 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 as **worker, leader, or shepherd**.

We can illustrate this as follows:

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



Other Bachelor programmes concentrate on specialist components such as Counselling, Education, Business Leadership or Management. These programmes are only available after the first two phases (160 credits) of our Church Life foundation programme have been completed.

The specialist field must also be the same as that of the higher qualification when the student decides to do postgraduate studies. The B.Min(Honours) follows the Bachelor of Ministry and a Master of Counselling can only be enrolled for after the student has specialised in a degree of Counselling.

CLT does **not** offer or confer qualifications but issue an attendance certificate indicating the earned credits. This can be conferred by other accredited institutions (i.e. through e-Learning at Calvary University) as a **qualification**.



# Programme Structure

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## 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 Calvary University issues through **Recognition of Prior Learning**.

## IT THEREFORE HAS THE FOLLOWING CHARACTERISTICS:

- phase credits that add up to 80/160/240 credits during three years
- provides a qualification exit point after two study years (second & third phase)
- 7 modules are classified as majors, themes and skills (with praxis)
- more advanced courses are taken in a year following basic courses
- the courses that belong together are grouped in phases and can, 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, SAQA and AMTP. This gives **credibility** to its international acceptance of credits and course mentorship.
- **Access** is provided to prospective students to enter the training phases appropriate to various academic directions – they can use learning credits to progress towards qualifications at accredited institutions.
- Our courses indicate **credit values**, 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, previously attended courses, or even whole learning programmes).



# Phase 1

Everyone starts here!

CCD1

Using Calvary Academics courses in A4 format books within an e-learning environment.

1st Year:

**Certificate in Christian Discipleship**

Starting books:

80 credits

**Study Guide** (Phase 1-3)

MSG

**Ministry Praxis Vol 1 + CVD1**

MPX1

7

**Phasebook Ministry 1** (tutor)

PBM1

**Ph 1 Reader A** (Bible chapters)

P1Ra

Credits

Module

1

**Christian Basics 1**

Companion Workbook

CHB1

11

WCHB1

[BCB1]

2

**Old Testament Survey 1**

How to Listen

OTS1

5

LSN

2

[OTG1]

3

**Values of Christ**

IT Skill: Microsoft Word

VCH

7

MSW

4

4

**Christian Basics 2**

Companion Workbook

**Ph 1 Reader B**

CHB2

11

WCHB2

P1Rb

[BCB2]

5

**The Gospels and Acts**

How to Learn

GSA

8

LRN

2

6

**Discipleship Growth 1**

Companion Workbook

DGR1

12

WDGR1

[GRD1]

7

**Survey of the Letters**

Use Spare Time Effectively

SLT

9

UST

2

Resource **DVD/USB Flash Drive** (Phase 1) **RPH1** (Optional)

80

Afrikaanse kodes

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

# Textbook Topics: Ph1

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

- **Christian Basics** Vol 1 **CHB1**  
[BCB1]

THE GODHEAD	01 <sup>4</sup>	
FOUNDATION DOCTRINES	02 <sup>3</sup>	03 <sup>3</sup>
PERSONAL DEVELOPMENT	20 <sup>3</sup>	21 <sup>3</sup>
CHRISTIAN CHARACTER	24 <sup>4</sup>	25 <sup>3</sup>
- **Old Testament** (a Survey) Vol 1 **OTS1**  
[OTG1]

The Bible, Genesis to Joshua	86 pages
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- **Values of Christ** **VCH**

31 Values and Sermon on the Mount	130 pg
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- **Christian Basics** Vol 2 **CHB2**  
[BCB2]

NEW COVENANT	06 <sup>4</sup>	
FINANCIAL WISDOM	37 <sup>3</sup>	38 <sup>4</sup>
PRIORITIES OF LIFE	39 <sup>2</sup>	
PRAYER (3 Volumes)	26 <sup>3</sup>	27 <sup>3</sup> 28 <sup>2</sup>
- **The Gospels and Acts** **GSA**

Matthew, Luke, John & Acts	140 pg
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- **Discipleship Growth** Vol 1 **DGR1**  
[GRD1]

THE WHOLE MAN – Spirit Soul Body	19 <sup>3</sup>	
HOLY SPIRIT – FRUIT	30 <sup>3</sup>	31 <sup>4</sup>
FAITH	04 <sup>3</sup>	15 <sup>4</sup>
HOLY SPIRIT – LEADING	22 <sup>3</sup>	23 <sup>3</sup>
- **Survey of the Letters** **SLT**

The letters of Paul & the general letters	164 pg
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Students **attend** the lectures, do self-study using readers, group discussion as guided by the CVD1 book and engage in practical ministry. A Tutor oversees the discipleship of the student to be complete and effective. UFD (stick) is available.

**Note:** The main modules are encircled: **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**. The old A5 book numbers are indicated with the number of lectures.

At the completion of phase 1 the Tuition Centre will apply for a:

- **Certificate in Christian Discipleship** 80 credits

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

This is followed by a **Diploma in Leadership** (see page 10,11)

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

# Phase 2

Church Life – New A4

HCL2

Using Calvary Academics courses in A4 format books within an e-learning environment.

2nd Year:

**Diploma in Leadership**

Total of 160 credits

Starting books:

**Writing Guide** (Academic Skill)

WRG1

**Ministry Praxis Vol 2 + CVD2**

MPX2

7

**Phasebook Ministry 2** (tutor)

PBM2

**Ph 2 Reader A** (Bible chapters)

P2Ra

Credits

Module

1

**Equipping for Victory 1**

Companion Workbook

QPV1

12

WQPV1

[TGO1]

2

**Old Testament Survey 2**

Improve your Conversation

OTS2

7

ICV

2

3

**Marriage and Family**

Improve Personal Relations

IT Skill: Windows Basics

MRF

5

IPR

2

WNB

4

4

**Christian Maturity 1**

Companion Workbook

**Ph 2 Reader B**

CHM1

11

WCHM1

P2Rb

[CHV1]

5

**Study of Romans**

Increase your Self-confidence

SRM

11

ISC

2

6

**Christian Leadership 1**

Companion Workbook

CHL1

11

WCHL1

[CRL1]

7

**Gospel of John 1**

GJH1

6

Resource DVD/USB Flash Drive (Phase 2) RPH2 (Optional)

80

Afrikaanse codes

Note: Entry level: **Matric or over 22 + Certificate in Christian Discipleship**

# Textbook Topics: Ph2

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

- **Equipping for Victory** Vol 1 **QPV1**  

THE NAME OF JESUS	18 <sup>3</sup>	[TGO1]
ARMOUR OF GOD	09 <sup>3</sup> 10 <sup>3</sup>	
CONFESSION	05 <sup>3</sup>	
BELIEVER'S AUTHORITY	16 <sup>2</sup> 17 <sup>2</sup>	
HEALING	13 <sup>3</sup>	
MUSIC MINISTRY (still outstanding)	64 <sup>3</sup>	
- **Old Testament (a Survey)** Vol 2 **OTS2**  
 The Bible, Judges to Song of Songs 122 pages
- **Marriage and Family** **MRF**  
 Biblical perspectives on marriage 70 pg
- **Study of Romans** **SRM**  
 The Gospel of Jesus as explained in Romans 190 pg
- **Christian Maturity** Vol 1 **CHM1**  

THE LOVE WALK	29 <sup>2</sup>	[CHV1]
FAMILY LIFE	33 <sup>3</sup> 34 <sup>3</sup>	
RAISING CHILDREN	56 <sup>3</sup> 57 <sup>2</sup>	
LIFE OF ADORATION	35 <sup>3</sup>	
SPIRITUAL FATHERING (still outst.)	32 <sup>3</sup>	
- **Christian Leadership** Vol 1 **CHL1**  

BASIC LEADERS COURSE	72 <sup>3</sup> 73 <sup>4</sup> 74 <sup>5</sup>	
MINISTRY OF LEADERSHIP	66 <sup>2</sup> 67 <sup>3</sup>	
CHURCH ADMINISTRATION	68 <sup>3</sup>	
MOTIVATION	69 <sup>3</sup>	[CRL1]
- **Gospel of John** Vol 1 **GJH1**  
 A verse by verse study of the first half of John's Gospel 130 pg

Students **attend** the lectures, do self-study using readers, group discussion as guided by the CVD2 book and engage in practical ministry. A Tutor oversees the discipleship of the student to be complete and effective. UFD (stick) is available.

**Note:** The main modules are encircled: **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**.

The old A5 book numbers are indicated with the number of lectures.

At the completion of phase 2 the Tuition Centre will apply for a:

- **Diploma in Leadership** 80 credits

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

This is followed by an **Advanced Diploma in Ministry** (see page 12,13)

CLT provides **Calvary Academics** books and promotes the use of advanced e-learning technology which is being developed under supervision of Calvary University.

# Phase 3

Church Life – New A4

DM3

Using Calvary Academics courses in A4 format books within an e-learning environment.

**3rd Year: Advanced Diploma in Ministry** 240 credits

Starting books:

[Study Guide (Phase 1-3)	MSG from phase 1]	
Ministry Praxis Vol 3 +CVD3	MPX3	7
Phasebook Ministry 3 (tutor)	PBM3	
Ph 3 Reader A (Bible chapters)	P3Ra	Credits

Module

1	<b>Ministry Principles &amp; Praxis 1</b> Companion Workbook New life in Jesus Workbook	<b>MPR1</b> <b>WMPR1</b> <b>NLJ</b>	12  	[BBP1]
2	<b>Old Testament Survey 3</b> Say a Few Words Effectively	<b>OTS3</b> <b>SWE</b>	6 2	
3	<b>Prescriptions of Christ</b> IT Skill: Basic Computer Training	<b>PCH</b> <b>CMB</b>	8 3	[PSO1]
4	<b>Pastoral Training 1</b> (Workbook inside) <b>Ph 3 Reader B</b>	<b>PTR1</b> <b>P3Rb</b>	11	
5	<b>Study of Corinthians</b> Improve your English	<b>SCR</b> <b>ENG</b>	6 2	[CRL2]
6	<b>Christian Leadership 2</b> Companion Workbook	<b>CHL2</b> <b>WCHL2</b>	12	
7	<b>Gospel of John 2</b> Managing People	<b>GJH2</b> <b>MNP</b>	8 3	
Resource DVD/USB Flash Drive (Phase 3) RPH3 (Optional)			80	Afrikaanse codes:

Note: Entry level: Matric or over 22 + Diploma in Leadership

# Textbook Topics: Ph3

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

## ● Ministry Principles & Praxis Vol 1 **MPR1**

ANALYSIS OF MINISTRY	53 <sup>3</sup>	
SUPPORTIVE GIFTS	54 <sup>5</sup>	
PRACTICAL MINISTRY	61 <sup>3</sup>	62 <sup>2</sup>
EVANGELISM TRAINING	V1 <sup>2</sup>	V2 <sup>3</sup> [BBP1]
SOULWINNER'S GUIDE	V3 <sup>3</sup>	V4 <sup>2</sup>

## ● Old Testament (a Survey) Vol 3 **OTS3**

The Prophets, Isaiah to Malachi 104 pages

## ● Prescriptions of Christ **PCH**

Various prescriptions for handling situations 116 pg

## ● Pastoral Training Vol 1 **PTR1**

THE GREEK LANGUAGE (outstanding)	84 <sup>3</sup>	
THE ART OF INTERPRETATION	85 <sup>3</sup>	86 <sup>3</sup> [PSO1]
THE ART OF PREACHING	87 <sup>3</sup>	
COMMUNICATION IN CONTEXT (A4)	83 <sup>3</sup>	
EFFECTIVE PASTORING	89 <sup>3</sup>	89B <sup>2</sup>
COMMUNICATION TODAY (A4)	88 <sup>3</sup>	

## ● Study of Corinthians **SCR**

An in-depth study of 1st Corinthians 80 pg

## ● Christian Leadership Vol 2 **CHL2**

LEADERSHIP PROFILE	75 <sup>2</sup>	76 <sup>2</sup>
EXCELLENCE OF MINISTRY	79 <sup>3</sup>	80 <sup>3</sup> [CRL2]
SCHOOL OF OBEDIENCE	81 <sup>4</sup>	82 <sup>4</sup>
CHRIST-LIKE LEADERSHIP (A4)	77 <sup>*</sup>	78 <sup>08</sup>

## ● Gospel of John Vol 2 **GJH2**

A verse by verse study of the second half of John's Gospel 134 pg

Students **attend** the lectures, do self-study using readers, group discussion as guided by the CVD3 book and engage in practical ministry. A Tutor oversees the discipleship of the student to be complete and effective. UFD (stick) is available.

**Note:** The main modules are encircled: **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**. The old A5 book numbers are indicated with the number of lectures.

Only students who have completed Phase 3 may continue to a **Phase 4/5 Bachelor programme**. A5 students must do the **27 assignment B.Min.**

At the completion of phase 3 the Tuition Centre will apply for an:

- **Advanced Diploma in Ministry** +80 credits: total **240** credits

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

This is followed by a **Higher Diploma in Shepherding** (see B.Prospectus)

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 a Higher Diploma and completion of the B. Min.

# ***Practical Learning***

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## **Location of Training**

With regard to the training environment, the modern trend is moving away from a seminary training environment **towards local part-time 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 disciple making, 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 their calling.

In the beginning stages, learners 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**. It may also form the basis of professional studies.

## **Group Discussion and Mission Experience**

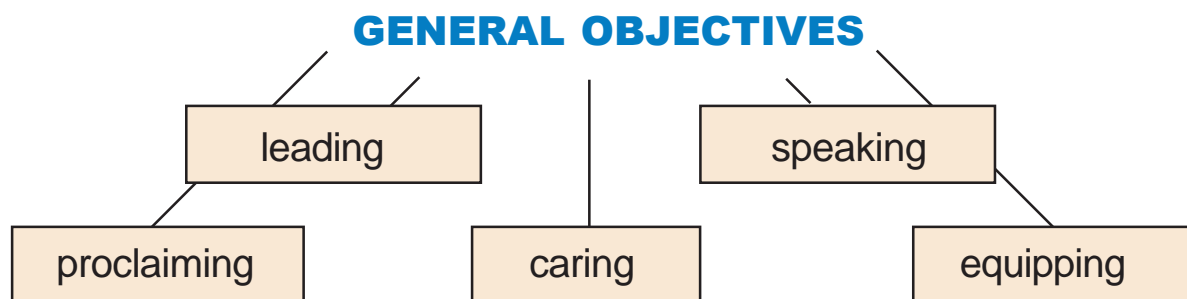
Students will also exercise their leadership, logical thinking, and an intellectual argumentation skills in discussion groups. This may include a think-tank environment to draw up a mission plan or for ministry and training in the community, for which local industry could give financial support. The students should also participate in a mission trip to a near or distant mission field to acquire **practical experience** of ministry in Church life.



# Objective Directed

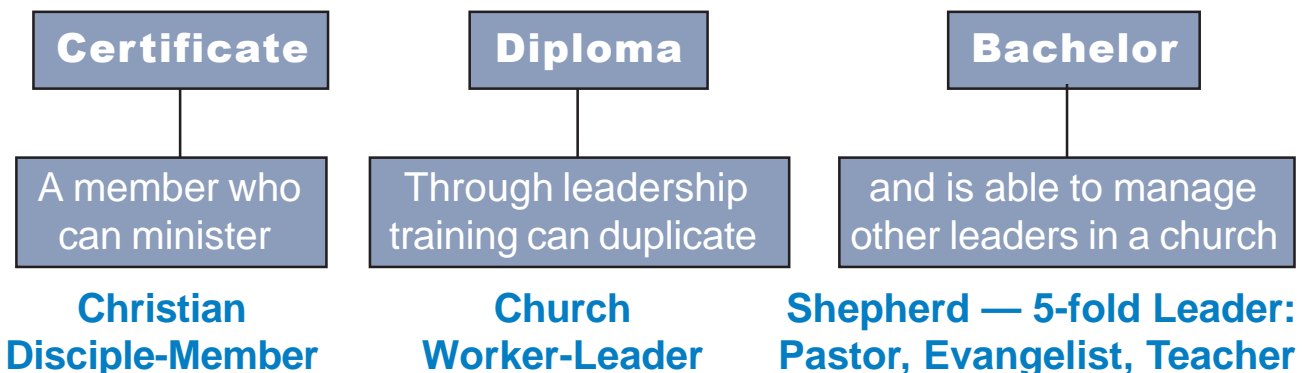
## REACHING OUTCOMES THROUGH OBJECTIVES

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 local 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. More basic or fundamental knowledge and skills are imparted in the first phases, and more advanced ones are acquired later.



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

# Tuition Method

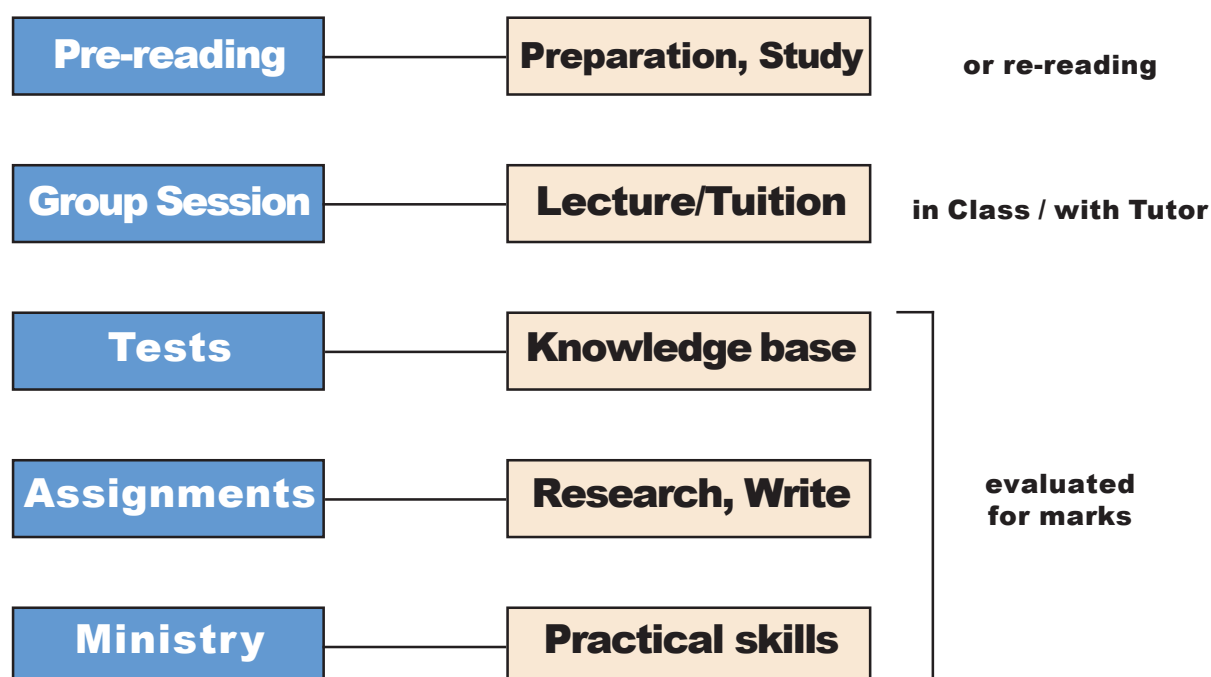
## SPECIFIC METHOD OF TUITION

Mentoring through the phases follows a 5-phase tuition method. Through this method, we can **justify the  $\pm 80$  credits** (each 10 hours of work) a student earns during each Phase. To complete enough credits towards a **qualification**, a student must complete at least 120 credits (Phase 1 & 2) for an **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 **Workbook** to internalise the material, and writes the test
4. Prepares **Assignment(s)** through research reading, analysing and writing
5. Ministers, and does the **Practical task** – being group- or self-assessed

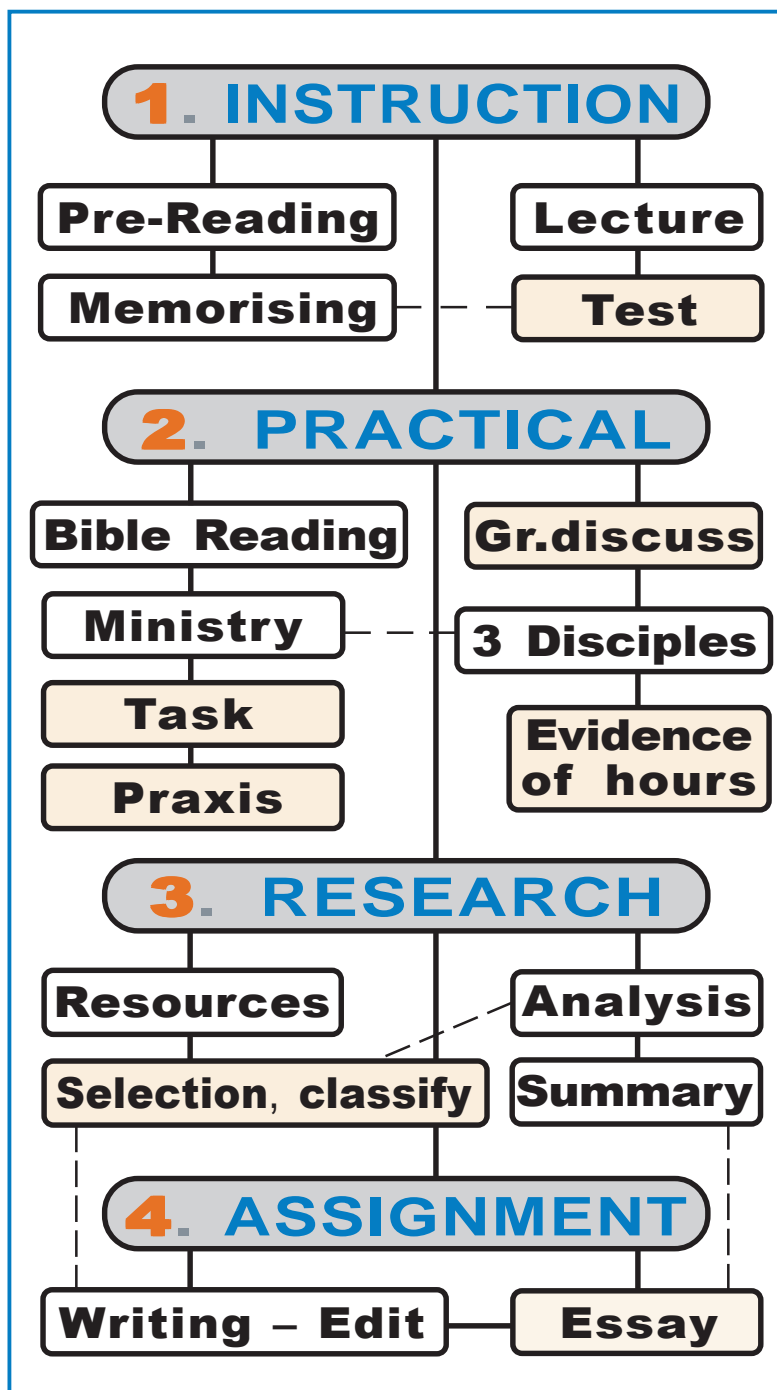
## ILLUSTRATION: 5-PHASE METHOD



If this method is followed, the material from the more than 120 lectures will have been **processed** by the student during  $\pm 800$  hours of **academic activity** to earn the 80 credits for any given phase of the 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** and the year pass-mark.



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

1. **Presentation** of study materials
2. **Group Activities** involving individual learners in group situations (discussions).

The factual content retention of academic material is assessed in a **test**.

The practical work will **develop skills**. Each learner **discusses** it with students (and others), and **reads** the **Bible material** while listening to the Lord. They explain or **minister** wherever they can, learning to make 3 disciples. These activities also prepare them for performing the **tasks** or even a **project** which counts for practical marks. The evidence is gathered in an **Evidence File** of hours.

Through research, other relevant material is found. They learn to select, classify, and analyse. **Key terms** and **concepts** are provided. These are helpful **definitions** and **studying** them will improve "word power".

**Reading** books and Web 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 **summarise**.

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** on Phase 1-3. The theoretical **Test** is compiled from these questions.

One or two **Assignments** or **Essays** are completed per module for a mark.

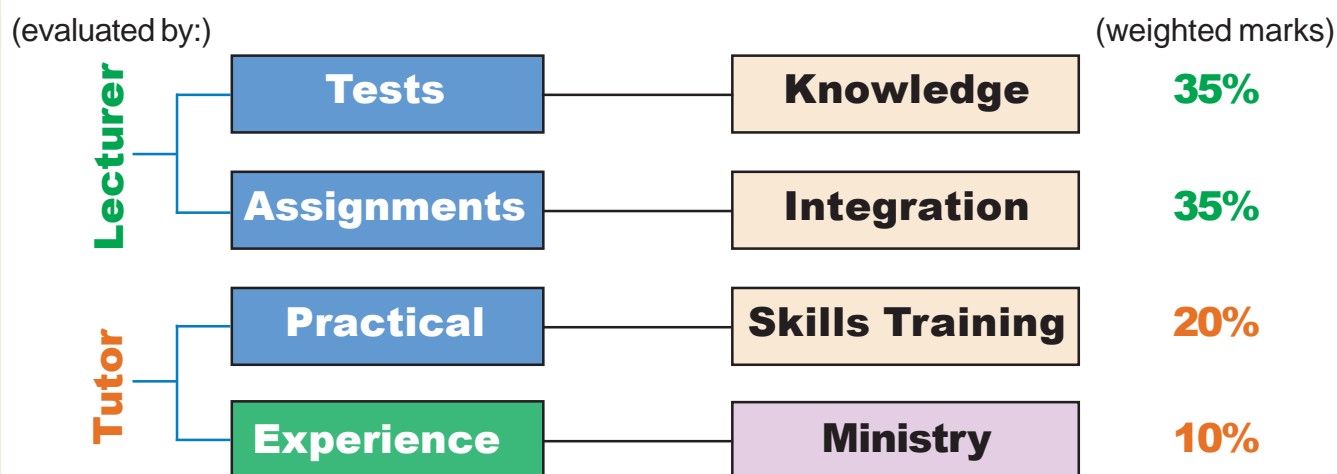
# Threefold Assessment

## ASSESSMENT USED IN CLT MENTORING

For the final pass mark, 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:



The first two evaluations (tests & assignments) count for **35%**. Marks are determined by the credit allocation of each module. Practical (skills training) **20%** and ministry experience **10%** provide the total programme mark.

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

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

Pass-mark for courses at **Post-grad.** level is 70%.

Phase 1-3 average marks will be about 68% to 72%

A distinction is earned only at 80% and it receives the description **Cum Laude**

A **Cum Laude** is given for exceptional work – the marking will be strict and will usually result in about 20% of a 1st year class to attain this distinction.

A **first class** is earned at 70% and it receives the description **First Class**.

# ***Student Counselling***

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## **THE TUITION CENTRE PROVIDES STUDENT CONTACT**

A student will have access to a personal Tutor or to the Dean. Every Bible School has its own arrangements for making a Dean appointment, or asking questions about work. Several elements for **student help** has been built in:

### **THE STUDENT GROUP-LEADER**

If a class is divided into smaller groups, the leader of such a group is called a **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 5 to 8 students.

### **THE LECTURER / FACILLITATOR**

The class lecture is 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 social skills interactively. There may be occasions when a student wishes to meet privately with the Tutor or a 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 will be made available to a student.

### **LIBRARY / DVD ASSISTANCE**

To help students select appropriate books in the library, a person experienced in church life and ministry, and familiar with the local library books, is available to assist students when doing research for assignments.

### **CALVARY ACADEMIC PLATFORM — ASSISTANCE**

The **CAP** (website) will be of help to all registered students. All questions **must**, at all times, be asked at the local Tuition Centre level. Students should not phone CLT directly. See our updated Website at: **[www.clt.org.za](http://www.clt.org.za)**

# 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 Programme** registered at a Tuition Centre, attending lectures, having an appointed Tutor.

## STUDY MATERIAL

The **Church Life** study material is outlined on page 8 to 12 for training *TC students*. It forms the basis of a prescribed set of academic activities which **add up** to the required credits. Several elements contribute to our programmes.

## METHOD OF LEARNING

These academic activities or elements of learning are facilitated by **lecturers**, a **Tutor** and **group** activities. The students also complete individual work:

- |   |   |
|---|---|
| ● <b>Character Building†</b>            | ● <b>Personal &amp; Study Skills*</b>             |
| ● <b>Planned Bible Reading†</b>         | ● <b>Communication Skills*</b>                    |
| ● <b>Scripture Memory Plan†</b>         | ● <b>Human Relations Skills*</b>                  |
| ● <b>Church Ministry &amp; Mission†</b> | ● <b>Vocabulary Building* <i>Readers</i></b>      |
| ● <b>Group Discussions† – CVD</b>       | ● <b>Academic Research <i>Assignments DVD</i></b> |

## MENTORED SESSIONS

† **Ministry Praxis Task**

\* **Life Skills Courses**

The Tutor or Dean oversees the progress made by the student by completing a **Module Report** and orders the **Course Material**. The Praxis book prescribes practical activities that must take place in order to complete the curriculum (programme of 7 modules), and in the end to receive the **Certificate** or **Diplomas**. The Tutor and Dean facilitate the study process (lectures) to satisfy the **credit requirements** (hours of activities) prescribed to reach the set **objectives**.

## ADDITIONAL ACADEMICS ACTIVITIES

In addition to the 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 Tutor's personal library or the student's own personal book acquisitions. The **Internet**, **Resource DVD** and **Readers** of each phase also provides an excellent source of research and suitable reading material.



## PRACTICAL TASKS

The student completes the prescribed Tasks called for in the **Praxis** book: **Work** (in Church context), **Ministry** (in the community), **Mission** (in other area), **Personal work** (caring for an individual for some time) and **3 Disciples**.

## SKILLS DEVELOPMENT

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

## REGISTRATION ON CALVARY ACADEMICS PLATFORM (CAP)

All **mentored students** at Certificate and Diploma level, must register on the Calvary Academics Platform (**CAP**) to gain student access to on-line resources and for writing the on-line tests. The tutor will also record assignment and other test marks on-line for the student. The cost per student is included in the study fee. It may take up to 36 months (3 years) to complete a Diploma.

## ASSESSMENT METHOD (e-learning)

The Student will be given marks by the **Tutor** or **Dean** 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 **CAP** (**C**alvary **A**cademic **P**latform). Tests count for 35%. Students are to be trained to write the test on the **CAP** Website. The student studies the PowerPoints that are provided on the Flash Drive/DVD, may listen to selected MP3 recordings, etc, to prepare for the random tests. This method provides the necessary width of preparation and training for Ministry.

## ADMISSION BY TUITION CENTRE

Students apply for acceptance into the Certificate or Diploma programme by registering at a Tuition Centre by providing **proof of identity** and **Matric** results. Students attend at least 90% of the offered classes, and must be mentored by an **approved Tutor** who is near the student's residence. The TC may charge the student an **admission fee** (± R400) per study year, plus a monthly fee, according to the set fees of the local Tuition Centre.

## COURSE MATERIAL AND STUDY FEES

The **course material** is obtained as part of the study **fee** charged per phase. Extra mentoring fees are paid to the Tutor per session. International students applying to study, will pay the higher dollar fees. They will be allocated to a Tuition Centre and must submit the details of an acceptable Tutor.



# ***The Ministry Tutor***

*The personal tutor will assure spiritual growth while the student is trained*

## **DEFINITION OF A TUTOR**

*Disciple Making*

A university or college teacher responsible for assigned students. A private teacher, typically one who teaches a single student or a very small group. – Oxford Dictionary.

## **WHO CAN BE A TUTOR?**

A personal tutor will facilitate learning to students apart from the lectures, group discussions, church ministry, mission trips and praxis as facilitated by a Tuition Centre. A Tutor has an appropriate qualification and, preferably, some experience in the field of Ministry. The Tutor is a person the student respects and can trust. Apart from a good reputation and professionalism, the Tutor must be able to handle some of the necessary evaluation of the learner's progress in the **Calvary Academics Ministry Programme**.

## **WHAT IS EXPECTED OF A TUTOR?**

The tutor must be available **in close proximity** to the mentored student who studies for a **Certificate or the Diplomas**. Since the teaching model of our Lord Jesus Christ was one of **personal contact** and **spiritual input**, we believe that for Ministry training, a student who receives interactive group sessions and lectures, must also be exposed to the **personal mentoring influence** of a Tutor. The student needs someone to give guidance, advice, be a sounding board, and who offers wise counsel. Such a person has to have a thorough grasp of the "**Church Life**", which embraces the Charismatic/Pentecostal way of thinking. The task of the Tutor is further defined in the **Tutor Guide**.

## **FEEDBACK / SOUNDING BOARD**

The mentored student should have regular meetings with the tutor. The tutor may charge between R70 and R100 per session or an agreed fee per year or per academic Phase (±R500). 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

- 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

Additional to the student attending classes to hear live lectures, the Tutor creates a learning environment augmenting the group discussions in a Tuition Centre. It is essential that each mentored student **reads** and **studies** the set section of the material before each meeting with the Tutor and attended lecture.

## ASSESSMENTS

The Tutor or lecturer is responsible for the marking of assignments and tasks as required for each module. Many 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 Tutor should become familiarised with the **Web-access process** of **CAP** 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 Phase in order to write any test. The Tutor can help the student with these tests by encouraging the student to use the e-materials that are be provided. Any written work done will serve as proof of preparation for the Web tests and becomes part of the Portfolio.

## COUNSELLING FOR DISCIPLESHIP

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

## HOW A TUTOR IS APPOINTED

Tutors 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 prior learning) If a personal interview cannot be arranged, a written **personal testimony** from a local pastor, or established academic, or professional, is acceptable.

# Disciple Making: Ph-D

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

## Short Course

Offered in seven modules to teach all the people skills and basic knowledge for answering to the Great Commission. The **first** module imparts to the student principles for new believers such as **Salvation**, the **Holy Spirit as Helper** and **Evangelism**. To this are added 21 first Christian steps in the life of believers.

## People Skills

Three **essential people skills** are taught in this course:

2. Improve Your Conversation (Talking to people)
4. How to Listen (Hear what people really say)
6. Improve Personal Relations (Making friends)

These are the most important skills for learning how to deal with people in the disciple-making process.

## Bible Knowledge

21 of the 40 credits deal with **Biblical content**.

3. Values of Christ (From the teachings of Jesus)
5. Prescriptions of Christ (Jesus' commandments)
7. The Gospel of John Vol. 1 (Verse by verse)

## Practical Aspects

Throughout the programme, students are expected to complete a series of practical tasks in a workbook called **Disciple-Making Praxis**.

These 40 credits fully count for the **same** courses in Phases 1 - 3

Students **attend** the lectures, do self-study using readers, group discussion (as guided by the DMG book) and engage in practical ministry. A Tutor oversees the discipleship of the student to be complete and effective. DVD (disk) is available.

**Note:** The Disciple Making Guide has a unique teaching section on Inter-personal Communication, the Making of a Leader and an analysis on the formation and function of groups and teams.

It also contains 162 valuable clusters of memory verses, a list of values/virtues and many student tips.

At the completion of phase D the Tuition Centre will apply for a:

- **Certificate in Disciple Making** 40 credits

This may be followed by a **Certificate in Chr Discipleship** (see page 8,9)

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

# Phase D

## Disciple Making Course

Using Calvary Academics courses in A4 format books within an e-learning environment.

### Short Course:

### Certificate in Disciple Making

#### Starting books:

Disciple Making Guide (Phase D) DMG

Disciple Making Praxis DPX

Ph 1 Reader A (Bible chapters) P1Ra

9

#### Module

#### Credits

1 New Life in Jesus NLJ 4

2 Improve your Conversation ICV 2

3 Values of Christ VCH 7

4 How to Listen LSN 2

5 Prescriptions of Christ PCH 8

6 Improve Personal Relations IPR 2

7 The Gospel of John (Part 1) GJH1 6

Resource USB Flash Drive (Phase D) RPHD (Optional)

40

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

# Expected Standards

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

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## ACADEMIC STUDIES – Bachelor through Doctorate.

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

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## 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 also called an academic 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 must be written in essay format), 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.

## GIVING 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 quotations included in a report or essay, calls for a proper method of identifying 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 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

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## 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 **Calvary Life Tutor's** 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 Academics programme, and agree to abide by the rules and regulations of CLT. 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 may 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. The Lord 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 be ready – on time for each lecture or group session.



# ***Calvary Life Tutors***

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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 an Advanced Diploma in Ministry, and open the way to six accredited Bachelor degrees (one being Ministry) offered by Calvary University.

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

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

With students enrolled throughout SA, courses are now on an accepted standard for a Certificate, Diplomas and Bachelor of Ministry. We mentor students to earn a Bachelor of Ministry degree and in Bible Schools we offer undergraduate short courses *country-wide*.

The alternative of distance education without contact is unacceptable to us and is, (in the case of ministry training) not a Biblical model. Calvary, therefore, offers remote students to study in contact with a tutor and 40 Support Centres strategically placed throughout SA. Every year more Bible Schools offer these courses that provide many open doors, since Calvary University obtained local accreditation (No 19604/2C/12) We also offer credit recognition for learners through Recognition of Prior Learning (RPL) as required by law (101 of 1997).

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.”

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