
LEADERSHIP AND PASTORAL TRAINING PROGRAM

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Leadership and Pastoral Training Program

Handbook

This student handbook is deemed to serve as a contract between the LPTP and the student. All activities will be governed by the wording of the handbook.

Mission Statement

The LPTP seeks to equip those presently serving in pastoral and leadership ministry and those who seek to prepare for such ministry within the CBOQ

Value

The program seeks to provide affordable training for bi-vocational pastors of smaller churches and those serving in other specialized church or parachurch ministries. It fulfills the academic requirement leading toward level 2 accreditation with CBOQ. Upon graduation the student receives a Certificate of Achievement conferred jointly by LPTP and CBOQ. The program fulfills the academic requirement leading toward level 2 accreditation. Accreditation and/or ordination within CBOQ is conferred in conjunction with student's local church, association and CBOQ.

COURSES

1. Understanding the Bible.

An introductory study on hermeneutics.

2. The Church and Mission

This course will reflect upon the the calling of the Church to the missionary task of proclaiming the Gospel of the Kingdom of God to the world in which we live. We will reflect upon the biblical teaching in order to develop a framework for designing the outreach of the local Church.

3. Introduction to Biblical Preaching.

An introduction to biblical and expository preaching. The student will be afforded an opportunity to preach or conduct a bible study for evaluation before a select group of his/her peers within their local church.

4. Biblical Theology for the Church

This course will seek to provide an overview of the main storyline of the Bible as unfolded in God's plan of redemptive history. Its goal is to facilitate preaching and teaching that affirms the whole Bible as Christian Scripture.

5. Pastoral Practice

This course will provide a biblical foundation of each of the six pastoral practices considered along with practical resources for conducting each of them.

6. Worship and its Conduct

An introduction to the biblical, theological and historical foundations of worship and how to plan, prepare and conduct worship services.

7. Theological foundations for Ministry

A survey of Christian doctrine concerning the nature and method of theology, doctrine of revelation, the attributes and works of God, the Trinity, humanity, and sin.

8. Biblical Survey

An introductory survey of Old and New Testaments

TEXT BOOKS

Students are required to order their own texts books. Before ordering see the current syllabus that is posted on the web page under courses. All Text books required for each course may be ordered through:

Amazon.ca

Christianbook.com

R.E.A.D. ON book store at CBOQ <http://www.books@readon.ca>

PRPROGRAM OVERVIEW

The program is two years in duration and consists of 8 courses taught over 4 semesters. All applicants must be recommended to the program by the pastor and/or Board of Deacons in the church of which they are a member. The fall semester runs between September to December and the winter semester runs between January to April. Students will complete two assignments per course: one due on the course weekend seminar and one at the completion of the course. All courses are taught by ordained and/or credentialed CBOQ pastors.

Each student is required to submit the name of a potential mentor who will be approved by the executive committee on acceptance of the application. It is preferable that the mentor have a minimum of five years ministry experience within CBOQ.

ADMISSIONS TO THE PROGRAM

Admission to the LPTP will be open to all members of CBOQ churches and those churches making application to join CBOQ.

Applicants registering for the program must:

- submit an official Application form posted in “student resources” on the web page and when accepted make
- obtain a letter of recommendation to the program from the Pastor or Board of Deacons of their home church, or the Board of Deacons in the church of which they are serving. This letter must accompany the application form.

All applicants will be reviewed by the executive Committee who will consult with the applicant’s references before acceptance into the program. Students admitted into the program must be registered in full prior to the start date of the semester. Tuition fees for the semester must be paid in full by cheque or credit card by that time unless special arrangements have been made.

Continuing Education. Program alumni interested in taking individual courses may apply to do so provided that they have completed the application process. The cost will be \$25 per course.

FINANCIAL INFORMATION

Tuition

Tuition paid by students helps to cover the costs of instruction, printed handouts, the noon meal on Saturday and coffee breaks. It does not include travel costs, accommodation or costs for books. Tuition is \$500 per semester. Financial assistance is available through the CBOQ and the student's association and local church. The student is responsible for arranging financial assistance when needed.

COHORT LEARNING

The entire program will be taught in the context of cohort learning when possible. Cohort learning may be defined as the formation of a group of 5 or more students who, from the commencement of the program, through to completion and graduation move through the entire curriculum of courses together using the power of interpersonal relationships, interaction and support. Students may not enter the program midway through the cohort cycle. Should an additional minimum of 5 new students register for the program prior to the second September of an existing program, a new cohort will commence.

WEEKEND SEMINARS

Weekend Course Schedules

Friday	6:30 - 6.45 pm 6.45 - 7.45 pm 7.45 - 8.00 pm 8:00 - 9:00 pm	Orientation Seminar Break Seminar
Saturday	8:30 – 11:30 am 11:30 – 12:30 12:30 – 3:30	Seminar Lunch (provided) Seminar

Teaching sessions will **normally** be held on the first weekends of October and November (Fall Term) and the last weekend in January and first weekend March (Winter Term). **Exact dates** will be posted on the web page. Syllabi for each course will be posted on the web page. Each weekend will be comprised of lectures for **one course**. Each course will include one required text. The Instructor may suggest, but not require, alternative and supplementary reading.

ATTENDANCE

Students are required to attend the entire weekend seminar (Friday--Saturday) of each course for successful completion of the course. Failure to attend the entire weekend seminar will require the student to repeat the course.

COURSE WORKLOAD

Instructors will require one assignment due on the date of the weekend seminar and one assignment due at the end of the semester (fall semester: December 1st; winter semester: April 1st). The goal of each assignment is to determine the students' comprehension and ability to interact with the materials presented. Grading will be completed by the 15th of December and the 15th of April.

Students will be required to:

- read the course text and / or reading assignments.
- submit all assignments on the due date. Failure to complete all assignments given by the instructor will result in a failure to pass the course.

Any special arrangements for extensions on assignments must be requested by the student before the due date to the instructor and granted at the discretion of the instructor. **No extensions beyond the seven days of the due date will be considered.**

Grading System

All students must successfully complete all required work in order to graduate from the program. Evaluation will consist of a simple complete /Incomplete grade based on performance and participation in class and completion of all assignments.

GRADUATION

Requirements for graduation are conditioned upon the following:

1. The successful completion of all course work with a passing grade.
2. Satisfactory participation in intentional mentorship over the course of study as prescribed.
3. Fulfillment of all financial obligations relating to tuition, costs of books and other expenses.

ACCREDITATION AND RECOGNITION

All students completing this program will be eligible for Level Two accreditation within the CBOQ. Level 2 allows for consideration of eligibility to receive a Registration to Perform Marriages and CBOQ recognition of ordination.

Requirements for Level Two:

- Member of local CBOQ church, employed at a CBOQ church/ministry for more than 15 hours per week, Recognized by the local church in a ministry position, at least 23 years old
- Completed three+ years of Undergraduate biblical study **OR** Completed 1 year of Graduate training and currently working on a “Continuation plan” **OR** Completed an intentional bi-vocational training plan -- e.g. the Leadership and Pastors Training Program – approved by the CBOQ Credentials Committee
- Supply deacon’s /church leader’s reference, supervisor’s reference, AMC chairperson reference or lead pastor reference

Candidate must have:

- Completed and submitted an Application for Accreditation with CBOQ, including the signed Statement of Ethical Pastoral Conduct.
- Met with and been approved by the association, AMC committee as Candidate for Level 2 accreditation by the Credentials Committee
- Attended the CBOQ Pastor’s Orientation Retreat
- Successfully completed an intentional Supervisory relationship
- Police check

Details for the accreditation process and all relevant documents can be found in the CBOQ Accreditation Manual at http://www.baptist.ca/documents/Transforming_Leaders/LD_Accreditation_Manual_Sept_09.pdf

Intentional Mentoring

Before the first semester of the Program each student will be assigned a Mentor for the two years of study. The student shall propose a mentor of choice at the time of the student’s initial application to the program. The mentor shall be confirmed only upon consultation with agreement by the program executive.

Purpose:

To give directed guidance and leadership to potential pastors and other leaders as they progress into church ministry through a relationship of encouragement, counsel and sharing of common resources.

Objectives:

1. To provide a supportive relationship through the intentional mentoring of a trusted colleague.
2. To provide an opportunity for reflection and guided study.
3. To assist in the developing of a network of pastoral/leadership colleagues for mutual development and friendship.
4. To develop additional skills to more effectively meet the challenges of ministry
5. To provide a forum for developing and applying skills in a broad range of ministry
6. To help develop a strong connection to associations and other CBOQ churches.

Coordinates

- A mentoring program shall be established for each student for the duration of the program
- The individual needs and requirements of the mentee shall be nurtured in an ongoing relationship of support, confidentiality and mutual trust
- Any and all serious concerns of the mentor shall be communicated confidentially to the LPTP executive.
- Mentor and mentee shall meet in person (face to face) a minimum of eight times per year, sixteen time over the two years of the program. Other forms of contact should be considered supplementary.
- Mentors shall keep a record of dates, time, location and the nature of each mentoring meeting.
- It is preferable that the mentor possess five years of ministry experience within CBOQ.

Mentor's Guidelines

At the end of year one, send a brief summary report of the progress of the mentee and record the number of mentoring meetings. At the end of the mentee's graduating year (year two) comment on each or as many of the areas listed below in which you have observed the mentee engaged in actual "hands on" ministry. Appraise their thinking and development in those areas deemed appropriate e.g. how did the mentee preach or lead a Bible study at any time during the past two years? How does the mentee relate to people in general? Highlight strengths and weaknesses. Was there noticeable development shown over the two- year period?

Suggested areas of appraisal and/or theological reflection:

Marriage

Reception of new members

Funeral

Communion

Discipleship

Conflict Resolution

Baptism

CBOQ/Association affiliation

Preaching

Leadership ability

Bible Study

Spiritual and biblical insight

Worship Leader

Personality profile

Time Management

Course assignment interaction

Hospital/Home Visitation

Other

Spiritual formation

Conclude the report with an overall summary of the fitness of the mentee for entering into pastoral/church leadership ministry. On your final visit, share your report with the mentee. Send the report as an email attachment by April 15th of the mentee's graduating year to the administrator.