



BACHELOR OF PASTORAL MINISTRY

PROGRAM PROSPECTUS

(STUDENTS OUTSIDE OF NORTH AMERICA)



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LETTER FROM THE PRESIDENT

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



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

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

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

A handwritten signature in black ink, appearing to read "Jay Klopfenstein".

Jay Klopfenstein, MDiv, DMin



Offer of Admission



Date: _____

Dear T-Net Training Center Student,

Congratulations, you have met the first requirement for admission to Teleo University-- participation in a T-Net Training Center. Therefore, I am pleased to present to you **this official invitation to apply** to Teleo University to complete this distance education, disciple making program for academic credit. See the school catalog on our website for more information. Please accept my congratulations on this offer of admission.

Located in Minneapolis, Minnesota, USA, Teleo University offers distance education to those currently serving as pastors, church leaders, and church planters. In this program, you will receive thousands of pages of lectures, labs, curriculum, and practical field assignments created by our expert faculty. Also, you will receive the encouragement and support of a facilitated study group called a T-Net Training Center. T-Net staff and facilitators will assist you by providing coaching and support as you complete your studies.

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

STUDENT INFORMATION:

Name: _____

Student Cohort ID: _____ / _____ / _____
(two-letter country code or name / center code or name / student # 1, 2, 3, etc.)

PROGRAM INFORMATION:

Program: Pastoral Ministry
Program Length: 10 terms (40 months)
Status: Distance Education Student
Admission Status: Invitation to Apply to Teleo University
Cohort Start Date: _____

CONDITIONS:

This is your offer to apply for admission to Teleo University. Your **acceptance is contingent upon submitting** the 1) completed application, 2) \$50 application fee (MDiv and BPM only), 3) three recommendation forms, and 4) copies of transcript(s) documenting degrees or course credit awarded for previous studies (NOTE: Diploma and Certificate students are **NOT required** to pay the \$50 application fee). You may obtain the forms through your T-Net center or at www.teleouniversity.org and return them through your T-Net Training Center cohort facilitator.

Students must currently be active in ministry, and they are required to apply what they learn within a local church. Therefore, students must have permission to complete the ministry assignments within their church to complete the pastoral ministry program.

Sincerely,



David D Durey, BA, MDiv, DMin
Provost

Signature of the T-Net Training Center Facilitator

ABOUT TELEO UNIVERSITY

MISSION

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

DISTINCTIVES

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

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

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

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

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

Trained as Trainers—The Disciple Making Model

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

INSTITUTIONAL GOALS

To accomplish our mission, Teleo University seeks to...

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

ADMISSION POLICIES

GENERAL ADMISSION REQUIREMENTS

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

SPIRITUAL REQUIREMENTS: BELIEF AND CHARACTER

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

CHRISTIAN SERVICE REQUIREMENTS

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

STATEMENT OF FAITH

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

We Believe:

1. The Scriptures, both Old, and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men and women and the Divine and final authority for Christian faith practice.
2. In one God, creator of all things, infinitely perfect and eternally existing in three persons—Father, Son, and Holy Spirit.
3. That Jesus Christ is true God and true man having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross as a sacrifice for our sins, according to the Scriptures. Further, He arose bodily from the dead, ascended into heaven, where at the right hand of the Majesty on High, He is now our High Priest and Advocate.
4. The ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age, to convict men and women, regenerate the believing sinner, and indwell, guide, instruct, and empower the believer for godly living and service.
5. That mankind was created in the image of God but fell into sin and is, therefore, lost and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.
6. That the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe. That the new birth comes only by grace through faith in Christ alone and that repentance is a vital part of believing, but is in no way in itself a separate and independent condition of salvation; nor are any other acts such as confession, baptism, prayer, or faithful service to be added to believing as a condition of salvation.
7. In the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord; of the unbeliever to judgment and everlasting conscious punishment.

ADMISSIONS PROCESS

Step 1: Join a T-Net Training Center Study Group

As a distance education institution, Teleo University does not offer traditional classroom education. Teleo University expects all students to participate in a local study group facilitated by T-Net International, where students collaborate with group members and complete directed instructional activities. Visit www.finishprojectzero.com/transform to find a training center in your country or contact info@teleouniversity.org to find a T-Net Training Center study group in your country.

Step 2: Submit the Application, Fee, Three Recommendations, and Transcripts

Applicants must submit the following items through their T-Net Training Center study group facilitator in their country or directly to the Office of Admissions if so directed:

1. **Admission Application:** Begin the application process by completing and submitting a paper application to your T-Net Training Center study group facilitator in your country. Click on the "Admissions" tab at www.teleouniversity.org to download an application.
2. **Application Fee:** Submit the \$50 (USD) non-refundable application fee through your T-Net Training Center study group facilitator, or for further assistance, contact admissions@teleouniversity.org. (NOTE: Diploma and Certificate students are **NOT required** to pay the \$50 application fee.)

3. **Acknowledge Agreement:** Affirm agreement with Teleo University's Statement of Faith and agree to abide by the school's policies and program requirements by checking the appropriate boxes on page two of the application form.
4. **Recommendations:** Teleo University requires three recommendation forms for all new applicants. Provide the following forms to the appropriate references. Have your references return the recommendation forms to your T-Net Training Center facilitator to submit to Teleo University along with your application and other required documents.
 - Recommendation 1: T-Net Training Center Trainer-Facilitator.
 - Recommendation 2: Personal Reference.
 - Recommendation 3: Ministry Reference.
5. **Transcript Evaluation:** Secondary school (high school), college, or university transcripts must be evaluated and reviewed for eligibility when you apply. The evaluation confirms if the student qualifies to begin the program for which the student has applied. To submit transcripts for evaluation:
 - Option 1: If your previous school offers official electronic (secure PDF) transcripts, this will be your fastest method. Request that your school send a copy to admissions@TeleoUniversity.org
 - Option 2: Submit a valid copy of your official transcript(s): 1) scan (PDF only) and upload the transcript document(s) through your tnetcenter.com online account, or 2) provide the transcript document(s) to your T-Net Training Center facilitator for document upload, or 3) if requested to do so, email the scanned (PDF only) transcript document(s) directly to admissions@teleouniversity.org.
 - Option 3: (USA only) If mailing a hard copy is the only option offered, have your official transcript sent to:
 Teleo University
 ATTN. Transcripts Department
 4879 West Broadway Ave
 Minneapolis MN 55445 USA

Step 3: Receive a Notice of Acceptance

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

Step 4: Access Your Student Account

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

Step 5: Pay Your Tuition and Proceed Through the Program

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

TUITION AND FEES

1. **Tuition for a student in the United States:** (Students outside the USA pay tuition unique to their country.)
 - Certification Credits (T-Net School of Ministry) \$25 per term credit
 - Undergraduate Credits (diploma and bachelor's degree)–\$70 per term credit
 - Graduate Credits (master's degree)–\$80 per term credit
2. **Degree Fees:** Certificate and diploma students pay the required tuition but are exempt from degree fees. Bachelor's, master's and doctoral degree students (USA and International) must pay the following:

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

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

SCHOLARSHIPS

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

BACHELOR OF PASTORAL MINISTRY

PROGRAM REQUIREMENTS

BY TERM

T-NET INTERNATIONAL SCHOOL OF THEOLOGY

Through T-Net International School of Theology (TISOT), Teleo University offers a bachelor's degree program for pastors and church leaders who live outside of the United States.

BACHELOR OF PASTORAL MINISTRY (FOR STUDENTS LIVING OUTSIDE OF THE USA)

Program Description

This TISOT Bachelor of Pastoral Ministry (BPM) is designed for pastors and church leaders living outside of the United States. The program will increase their effectiveness in leading the local congregation to finish the Great Commission and impacting their nation or people group with the Gospel of Jesus Christ. Students will direct a process of revitalization within their congregation that includes forming sequential disciple making small groups, church planting, apprenticing leaders, and teacher training. Students will improve their skills in Bible study, sermon preparation and delivery, and learning to teach their whole congregation Bible survey, evangelism, church history, and doctrine. Finally, students will be trained as trainers and will serve as part of a team to train a cohort of pastors in these foundational principles.

Program Outcomes

Students who complete the requirements for this program will have met the following objectives:

1. Develop skills in Bible study methods, preaching, and teaching
2. Learn to revitalize the church to become an intentional disciple making church
3. Gain knowledge and skill in directing sequential disciple making small groups
4. Experience personal transformation and spiritual formation as a disciple who seeks to make disciples
5. Implement an intentional disciple making philosophy of ministry for the local church
6. Develop the skills and knowledge required to be an effective pastoral leader
7. Multiply ministry by training and developing lay leaders, church planters, and other pastors

Program Requirements: International Bachelor of Pastoral Ministry

Students must complete a total of 120 semester credits for graduation, where each credit hour represents 40 learning hours or 2,000 minutes of academic engagement for each semester credit.

Course #	Title	Credits
BT321s	Finishing the Great Commission	8
ML331s	Planting and Multiplying Churches	5
PM341s	Evangelism and World Religions	8
BT323s	Bible Study Methods	9
SF451s	Balancing Life and Ministry	10
BT442s	Biblical Disciple Making	9
ML432s	Whole-Church Disciple Making	8
PM443s	Growing a Healthy Church	11
BT423s	Survey of Old and New Testaments	9
BT424s	Survey of Bible Doctrine	5
TP471s	Teaching Practicum: Finishing the Great Commission	2.25
TP472s	Teaching Practicum: Planting and Multiplying Churches	2.25
TP473s	Teaching Practicum: Evangelism and World Religions	2.25
TP474s	Teaching Practicum: Bible Study Methods	2.25
TP475s	Teaching Practicum: Balancing Life and Ministry	2.25
TP476s	Teaching Practicum: Biblical Disciple Making	2.25
MP461s	Coaching and Supervising a 1st Generation Training Center	3.5
MP462s	Coaching and Supervising 2nd Generation Training Centers	1
FP351s	Field Project Formation: Local Church Revitalization	1
FP452s	Field Project Implementation in the Local Church	3
FP453s	Field Project Report	1
IS200s	Independent Study or Transfer Credits	15
Total Course Program Credits		120

Admission Requirements

1. Successful completion of 12 years of schooling or its equivalent. In certain countries, this standard may vary. NOTE: Two years of diploma credit may be counted to meet the grade 12 university entrance requirement for a student who graduated at grade 10 then earned a diploma in theology or another field of study.
2. In exceptional cases, mature candidates (aged 30 and above with at least five years of ministry experience) who have not completed the prerequisite schooling may be admitted on a probationary status based on the Recognition of Prior Learning Policy (see the school catalog).
3. An applicant must be active in *ministry and authorized to implement assignments within a local church.
*Active in Ministry typically is reflected by the following roles: Senior Pastor, Associate/Assistant Pastor, Church Planter, Elder/Church Leader, Pastor's Spouse, Bishop or Denominational Leader.

Program Structure and Delivery

Students participate in this program year-round by completing three 16-week terms each year for 10 terms. Students are independent learners but participate in regularly scheduled study groups called T-Net Training Centers led by experienced facilitators.

TISOT Singapore - Bachelor of Pastoral (BPM) Ministry Schedule (10 Terms = 40 months)													
	Year 1			Year 2			Year 3						
10 Course Student: Student	(C-1) BT321s Finishing the Great Commission	(C-2) ML331s Planting and Multiplying Churches	(C-3) PM341s Evangelism and World Religions	(C-4) BT323s Bible Study Methods	(C-5) SF451s Balancing Life and Ministry	(C-6) BT442s Biblical Disciple Making	(C-7) ML432s Whole-Church Disciple Making	(C-8) PM443s Growing a Healthy Church	(C-9) BT423s Survey of Old and New Testaments	(C-10) BT424s Survey of Bible Doctrine			
Trainer: Teaching Practicum 1G Center					(C-1) TP471s Teaching Practicum: Finishing the Great Commission	(C-2) TP472s Planting and Multiplying Churches	(C-3) TP473s Evangelism and World Religions	(C-4) TP474s Bible Study Methods	(C-5) TP475s Balancing Life and Ministry	(C-6) TP476s Biblical Disciple Making			
Ministry Practicum					MP461s Coaching and Supervising a 1 st Generation Training Center (C-1 to C-6)								
Coach: 2G Center										MP462s Coaching and Supervising a 2 nd Generation Training Centers (C-1 and C-2)			
Field Project	FP351s Project Formation: Local Church Revitalization	FP452s Field Project Implementation in the Local Church						FP453s Field Project Report					
Additional 15 Credit Hours Required for 120 hour Bachelor's Degree (for Non-USA Residents only)													
Earn 15 Credit Hours beyond the core program	Option 1: Transfer undergraduate credits earned before starting the BPM program.	Option 2: Using Library Resources for reading and research complete 15 credit hours of Independent Study courses anytime during the three years: Old Testament Books (3 credits) Theology (3 credits) Spiritual Formation (3 credits) Preaching (3 credits) Hermeneutics/Biblical Interpretation (3 credits) Apologetics/Philosophy (3 credits) New Testament Books (3 credits) Biblical Studies & Exegesis (3 credits) Practical Theology/Christian Living (3 credits) Church History (African, Asian, or Latin American) (3 credits) Leadership & Discipleship (3 credits)											

Graduation Requirements

The student completes all the requirements presented in the T-Net Tier 1 Auxiliary Manual, including:

- Successfully earn of 105 credits by completing the ten core T-Net curriculum courses and the Auxiliary Manual assignments.
- Successfully earn 15 additional credits hours through either of two options:
 - Option 1: Transfer undergraduate credits earned before starting the Bachelor of Pastoral Ministry program. Students have often completed one or more diploma programs. Diploma credits that were not used to meet the grade 12 admissions requirement may be transferred to meet the 15 additional credit hours to meet the 120 bachelor's degree international standard.
 - Option 2: Using library resources for reading and research, complete 15 credit hours of independent study courses anytime during the three years of the program (see the Independent Study (IS) syllabus below). This international bachelor's degree is only for non-residents of the United States. (Residents of the USA must complete the 30 credits of general education specified in the General Studies Policy.)
- Complete field education/practical ministry requirements.
 - Implementation of the Disciple Making Revitalization Project in the Local Church and record the results in the Ministry Data Sheets as outlined in the T-Net Tier 1 Auxiliary Manual
 - Completion of six Teaching Practicums (facilitate T-Net Courses 1-6 in a Training Center)
 - Completion of the two Ministry Practicums (coaching your students during Courses 1-6 and as they teach new students in a next generation in Courses 1-2)
- Model of the Student Life Character and Conduct and mastery of the Institutional Learning Outcomes.

REQUIRED ASSIGNMENTS FOR EACH TERM

TERM 1/COURSE 1: FINISHING THE GREAT COMMISSION

- Tier 1 Auxiliary Manual Assignments:** Participate in the T-Net Training Center study group and complete all the assignments listed in the Tier 1 Auxiliary Manual to meet most of the requirements for the following:
 - BT321s (C-1) Finishing the Great Commission
 - FP351s Field Project Formation: Local Church Revitalization
- Reading and Research Assignment:** visit www.teleouniversity.org/readinglab for suggested resources
 - Reading and Research:** Read 2 or 3 books from this term's recommended reading list (8-10 journal or web articles equal one book) and complete one Reading and Research Report for each book or article. Collect and document the author, publishers, and other information to create a proper source citation. Photocopy the Reading and Research forms in the Appendix or download the forms from My Teleo www.TelcoUniversity.org.

TERM 2/COURSE 2 APPRENTICING DISCIPLE MAKERS AND CHURCH PLANTERS

- Tier 1 Auxiliary Manual Assignments:** Participate in the T-Net Training Center study group and complete all the assignments listed in the Tier 1 Auxiliary Manual to meet most of the requirements for the following:
 - ML331s (C-2) Apprenticing Disciple Makers and Church Planters
 - FP451s Field Project Formation: Local Church Revitalization
- Reading and Research Assignment:** visit www.teleouniversity.org/readinglab for suggested resources

- **Reading and Research:** Read 2 or 3 books from this term's recommended reading list (8-10 journal or web articles equal one book) and complete one Reading and Research Report for each book or article. Collect and document the author, publishers, and other information to create a proper source citation. Photocopy the Reading and Research forms in the Appendix or download the forms from My Teleo www.TeleoUniversity.org.

TERM 3/COURSE EVANGELISM AND WORLD RELIGIONS

1. **Tier 1 Auxiliary Manual Assignments:** Participate in the T-Net Training Center study group and complete all the assignments listed in the Tier 1 Auxiliary Manual to meet most of the requirements for the following:
 - PM341s (C-3) Evangelism and World Religions
 - FP452s Field Project Implementation in the Local Church
2. **Reading and Research Assignment:** visit www.teleouniversity.org/readinglab for suggested resources
 - **Reading and Research:** Read 2 or 3 books from this term's recommended reading list (8-10 journal or web articles equal one book) and complete one Reading and Research Report for each book or article. Collect and document the author, publishers, and other information to create a proper source citation. Photocopy the Reading and Research forms in the Appendix or download the forms from My Teleo www.TeleoUniversity.org.

TERM 4/COURSE 4 BIBLE STUDY METHODS AND SERMON PREPARATION

1. **Tier 1 Auxiliary Manual Assignments:** Participate in the T-Net Training Center study group and complete all the assignments listed in the Tier 1 Auxiliary Manual to meet most of the requirements for the following:
 - BT323s (C-4) Bible Study Methods and Sermon Preparation
 - FP452s Field Project Implementation in the Local Church
2. **Reading and Research Assignment:** visit www.teleouniversity.org/readinglab for suggested resources
 - **Reading and Research:** Read 2 or 3 books from this term's recommended reading list (8-10 journal or web articles equal one book) and complete one Reading and Research Report for each book or article. Collect and document the author, publishers, and other information to create a proper source citation. Photocopy the Reading and Research forms in the Appendix or download the forms from My Teleo www.TeleoUniversity.org.

TERM 5/COURSE 5 COACHING LEADERS AND MULTIPLYING MINISTRY

1. **Tier 1 Auxiliary Manual Assignments:** Participate in the T-Net Training Center study group and complete all the assignments listed in the Tier 1 Auxiliary Manual to meet most of the requirements for the following:
 - SF451s (C-5) Coaching Leaders and Multiplying Ministry
 - FP452s Field Project Implementation in the Local Church
 - TP671s Teaching Practicum: Finishing the Great Commission
 - MP661s Coaching and Supervising a 1st Generation Training Center
2. **Reading and Research Assignment:** visit www.teleouniversity.org/readinglab for suggested resources
 - **Reading and Research:** Read 2 or 3 books from this term's recommended reading list (8-10 journal or web articles equal one book) and complete one Reading and Research Report for each book or article. Collect and document the author, publishers, and other information to create a proper source citation. Photocopy the Reading and Research forms in the Appendix or download the forms from My Teleo www.TeleoUniversity.org.

TERM 6/COURSE 6 FOUNDATIONS FOR A DISCIPLE MAKING CHURCH

1. **Tier 1 Auxiliary Manual Assignments:** Participate in the T-Net Training Center study group and complete all the assignments listed in the Tier 1 Auxiliary Manual to meet most of the requirements for the following:
 - PM442s (C-6) Foundations for a Disciple Making Church
 - FP452s Field Project Implementation in the Local Church
 - TP672s Teaching Practicum: Apprenticing Disciple Makers and Church Planters
 - MP461s Coaching and Supervising a 1st Generation Training Center
2. **Reading and Research Assignment:** visit www.teleouniversity.org/readinglab for suggested resources
 - **Reading and Research:** Read 2 or 3 books from this term's recommended reading list (8-10 journal or web articles equal one book) and complete one Reading and Research Report for each book or article. Collect and document the author, publishers, and other information to create a proper source citation. Photocopy the Reading and Research forms in the Appendix or download the forms from My Teleo www.TeleoUniversity.org.

TERM 7/COURSE 7 DEVELOPING LEADERS AND LAUNCHING MINISTRIES

1. **Tier 1 Auxiliary Manual Assignments:** Participate in the T-Net Training Center study group and complete all the assignments listed in the Tier 1 Auxiliary Manual to meet most of the requirements for the following:
 - ML432s (C-7) Developing Leaders and Launching Ministries
 - FP452s Field Project Implementation in the Local Church
 - TP473s Teaching Practicum: Evangelism and World Religions
 - MP461s Coaching and Supervising a 1st Generation Training Center
2. **Reading and Research Assignment:** visit www.teleouniversity.org/readinglab for suggested resources
 - **Reading and Research:** Read 2 or 3 books from this term's recommended reading list (8-10 journal or web articles equal one book) and complete one Reading and Research Report for each book or article. Collect and document the author, publishers, and other information to create a proper source citation. Photocopy the Reading and Research forms in the Appendix or download the forms from My Teleo www.TeleoUniversity.org.

TERM 8/COURSE 8 MANAGING AND MULTIPLYING DISCIPLE MAKING CHURCHES

1. **Tier 1 Auxiliary Manual Assignments:** Participate in the T-Net Training Center study group and complete all the assignments listed in the Tier 1 Auxiliary Manual to meet most of the requirements for the following:

- PM443s (C-8) Managing and Multiplying Disciple Making Churches
 - FP452s Field Project Implementation in the Local Church
 - TP474s Teaching Practicum: Bible Study Methods and Sermon Preparation
 - MP461s Coaching and Supervising a 1st Generation Training Center
2. **Reading and Research Assignment:** visit www.teleouniversity.org/readinglab for suggested resources
- **Reading and Research:** Read 2 or 3 books from this term's recommended reading list (8-10 journal or web articles equal one book) and complete one Reading and Research Report for each book or article. Collect and document the author, publishers, and other information to create a proper source citation. Photocopy the Reading and Research forms in the Appendix or download the forms from My Teleo www.TeleoUniversity.org.

TERM 9/COURSE 9 HOW TO TEACH THE WHOLE BIBLE TO THE WHOLE CONGREGATION

1. **Tier 1 Auxiliary Manual Assignments:** Participate in the T-Net Training Center study group and complete all the assignments listed in the Tier 1 Auxiliary Manual to meet most of the requirements for the following:
 - BT423s (C-9) How to Teach the Whole Bible to the Whole Congregation
 - FP453s Field Project Report
 - TP475s Teaching Practicum: Coaching Leaders and Multiplying Ministry
 - MP461s Coaching and Supervising a 1st Generation Training Center
 - MP462s Coaching and Supervising 2nd Generation Training Centers
2. **Reading and Research Assignment:** visit www.teleouniversity.org/readinglab for suggested resources
 - **Reading and Research:** Read 2 or 3 books from this term's recommended reading list (8-10 journal or web articles equal one book) and complete one Reading and Research Report for each book or article. Collect and document the author, publishers, and other information to create a proper source citation. Photocopy the Reading and Research forms in the Appendix or download the forms from My Teleo www.TeleoUniversity.org.

TERM 10/COURSE 10 HOW TO TEACH BIBLE DOCTRINE TO THE WHOLE CONGREGATION

1. **Tier 1 Auxiliary Manual Assignments:** Participate in the T-Net Training Center study group and complete all the assignments listed in the Tier 1 Auxiliary Manual to meet most of the requirements for the following:
 - BT424s (C-10) How to Teach Bible Doctrine to the Whole Congregation
 - FP453s Field Project Report
 - TP476s Teaching Practicum: Foundations for a Disciple Making Church
 - MP461s Coaching and Supervising a 1st Generation Training Center
 - MP462s Coaching and Supervising 2nd Generation Training Centers
2. **Reading and Research Assignment:** visit www.teleouniversity.org/readinglab for suggested resources
 - **Reading and Research:** Read 2 or 3 books from this term's recommended reading list (8-10 journal or web articles equal one book) and complete one Reading and Research Report for each book or article. Collect and document the author, publishers, and other information to create a proper source citation. Photocopy the Reading and Research forms in the Appendix or download the forms from My Teleo www.TeleoUniversity.org.
 - **Capstone Project Report:** Write a 12-20 page (3000-5000 word) report that describes the 36-month disciple making church revitalization field project implementation as recorded in the Ministry Data Sheets. Visit www.teleouniversity.org/writinglab for writing tools and templates.

BACHELOR OF PASTORAL MINISTRY - CAPSTONE PROJECT REPORT GUIDE

STYLE GUIDE

Students must submit a report that follows the Teleo University Style Guide. Download and use the Word document report template found at My Teleo www.teleouniversity.org/writinglab.

GENERAL DESCRIPTION AND OUTLINE FOR THE BPM CAPSTONE PROJECT REPORT:

Write a 12-20 page (3000-5000 word) typed report that describes the 36-month disciple making church revitalization field project implementation as recorded in the Ministry Data Sheets. The report should use the following outline:

- Section 1 The Challenge Overview of the Study (2 pages)
- Section 2 Vital Signs 1-2: Attendance and Stewardship Growth (2-3 pages)
- Section 3 Vital Signs 3-4: Disciple Making Leaders and Groups (2-4 pages)
- Section 4 Vital Signs 5-7: Evangelism and Church Planting (3-4 pages)
- Section 5 Summary and Conclusions (2-4 pages)
- Appendix:
 - Vital Signs Summary Data for Disciple Making Church Revitalization
 - Final Ministry Data Sheets (4 pages)
- Works Cited

INSTRUCTIONS AND REQUIRED CONTENT FOR THE BPM CAPSTONE PROJECT REPORT:

Section 1 The Challenge Overview of the Study (2 pages)

- Background: About the author
- Problem/Need for intentional discipleship (cite general sources and T-Net curriculum using parenthetical citations as illustrated in the Teleo University Style Guide)

- Challenge: such as helping church members gain an “outreach” vision to finishing the Great Commission in the surrounding “neighborhood” of 1000.
 - Challenge: of engaging members in sequential disciple making structures such as small groups.
 - Context of Study
 - Describe the church
 - Describe the cultural context: neighborhood; city; region; nation?
 - Initial Interview Data Worksheet info
- Church Attendance Figures:**
1. On the average week, how many persons attend your church (or network of churches)? _____
 2. Twelve months ago, how many persons attended your church (or network of churches)? _____
 3. Ten years ago, how many persons attended your church (or network of churches)? _____
 4. Or if your church is not yet ten years old, how old is it _____ and what was its attendance after the first full year? _____
 5. How long have you been a pastor (or other position) in this church? _____
 6. How many persons did your church win to Christ in the last 12 months who now regularly attend your church? _____
- Contextualization:**
1. Dominant language(s) and ethnicity of your neighborhood and area surrounding the church:
 2. Dominant language(s) and ethnicity of your congregation:
 3. Dominant religion and culture of the area that surrounds the church.
 4. Add a further description of your church.
- Course 1 PSJE (optional)
 - Statement of Purpose
 - Vital Signs (defined, explained, and why they are important)
 - Vital Signs 1-2: Attendance and Stewardship Growth
 - Vital Signs 3-4: Disciple Making Leaders and Groups
 - Vital Signs 5-7: Evangelism and Church Planting
 - Definition of Terms

Section 2 Vital Signs 1-2: Attendance and Stewardship Growth (2-3 pages)

- Vital Sign 1: Church Attendance Growth
 - Report initiatives and results for each based on Data Sheets
 - What will you do in the future to sustain your progress or improve this vital sign?
- Vital Sign 2: Giving Growth
 - Report initiatives and results for each based on Data Sheets
 - What will you do in the future to sustain your progress or improve this vital sign?

Section 3 Vital Signs 3-4: Disciple Making Leaders and Groups (2-4 pages)

- Vital Sign 3: Equipping, Mobilizing and Multiplying Disciple Making Leaders
 - Report initiatives and results for each based on Data Sheets
 - What will you do in the future to sustain your progress or improve this vital sign?
- Vital Sign 4: Mobilizing Adult Participation Sequential Disciple Making Groups
 - Report initiatives and results for each based on Data Sheets
 - Course 9 PSJE (optional)
 - What will you do in the future to sustain your progress or improve this vital sign?

Section 4 Vital Signs 5-7: Evangelism and Church Planting (3-4 pages)

- Vital Sign 5: Culturally Effective Evangelism Resulting in Engaged Disciples (Converts)
 - Report initiatives and results for each based on Data Sheets
 - What will you do in the future to sustain your progress or improve this vital sign?
- Vital Sign 6: Church Planters Apprenticed to lead Outreach Discovery Bible Studies
 - Report initiatives and results for each based on Data Sheets
 - What will you do in the future to sustain your progress or improve this vital sign?
- Vital Sign 7: House Church Plants using Outreach Discovery Bible Studies
 - Report initiatives and results for each based on Data Sheets
 - What will you do in the future to sustain your progress or improve this vital sign?

Section 5: Summary and Conclusions (2-4 pages)

- Summarize Principles that help revitalize a local church as a DM church
- Summarize Thoughts to help improve local church revitalization in your cultural context
- Present your conclusions as a result of this 40-month ministry project

Appendix:

- **Vital Signs Summary Data for Disciple Making Church Revitalization**
- **Final Ministry Data Sheets (4 pages)**

Works Cited

COURSE DESCRIPTION

Through independent study, this course applies reading, research, and reflection to further the student's knowledge, spiritual development, or particular ministry skills. The student learns to engage as an independent learner by identifying and using learning resources to further their knowledge and skills relating to a particular topic. Finally, the student will apply what they learn to their life and ministry and share what they have learned with others. Students may complete one or more of the following independent study courses during any term.

Credits: 3 credit hours (40 hours of designated learning activity or academic engagement per credit hour)

Prerequisite: BT321s Finishing the Great Commission

COURSE OBJECTIVES

As a result of this course, the student will be able to

- Expand their knowledge of a specific subject through independent reading and research selected from eleven ministry topics include theology, biblical studies, church history, spiritual formation, preaching, and more.
- Write a paper with citations using the Modern Language Association (MLA) format guidelines.
- Identify, examine, and reflect upon a book's themes, main points, and ideas.
- Gain awareness of a broader range of Christian academic works.
- Find learning resources and initiate research on their own.

INDEPENDENT STUDY COURSES

- IS201s - Old Testament Books (3 credit hours)
- IS202s - New Testament Books (3 credit hours)
- IS203s – Theology (3 credit hours)
- IS204s - Biblical Studies & Exegesis (3 credit hours)
- IS205s - Spiritual Formation (3 credit hours)
- IS206s - Practical Theology/Christian Living (3 credit hours)
- IS207s – Preaching (3 credit hours)
- IS208s - Church History (African, Asian, or Latin American) (3 credit hours)
- IS209s - Hermeneutics/Biblical Interpretation (3 credit hours)
- IS210s - Leadership & Discipleship (3 credit hours)
- IS211s - Apologetics/Philosophy (3 credit hours)

IV. CLASS REQUIREMENTS/ASSIGNMENTS

1. Read Three Books

The student selects and reads three books focused on the independent study subject. For reading and research, the combined length of these books must be between 500-600 pages. Students may select from the pre-approved books listed in this syllabus and access the works through the Teleo University online library resources (usually in English) or local library resources (required for non-English local language research). The student may also select other appropriate books of approximately 200 pages. The student will record the pages read by completing "Reading and Research Report Forms."

2. Complete Reading and Research Reports

Students will complete three **four-page** "Reading and Research Report Forms," one set of forms for each book. (For example, in a 200-page book, the student will complete one page of the Reading and Research form for pages 1-50, one for pages 51-100, another for pages 101-150, and yet another for pages 151-200).

3. Write a Reflection Paper

The student will complete a reflection paper on the course subject based on their Reading and Research notes. The reflection paper should be both personal and practical and approximately two to four pages in length. Therefore, the reflection paper, based on reading these three books, must answer the following questions:

- What have I learned on this subject? (The student must include at least one parenthetical citation from each source as a quote or summary of an idea).
- Why is it important to me or my ministry context?
- How will I apply what I have learned in my life or ministry?
- What questions need further study?

4. Modern Language Association (MLA) Formatting

In their reflection paper, the student will use MLA parenthetical citations and bibliography as presented in the Teleo University "Style Guide."

5. Verbally Present the Reflection Paper

The student will verbally share the reflection paper. There are two convenient ways to complete this assignment:

- Present and discuss your paper in a triad with fellow T-Net Training Center students.
- Present and discuss your paper in a triad with disciple making leaders from your local church.

IV. GRADING

Independent study courses are completed on a pass/fail basis and do not affect the student's GPA (grade point average). No assignment can be left incomplete. Assignments are graded as follows:

1. **Read Three Books.** The student reads three books focused on the independent study subject with a combined 500-600 pages.
 - Three books with 600 total pages read = 4
 - Three books with 500 total pages read = 3
 - Three books with 400 total pages read = 2
 - Less than three books or less than 400 total pages read = incomplete

Assignment 1 score _____
2. **Complete Reading and Research Reports.** Students will complete three **four-page** "Reading and Research Report Forms," one set of forms for each book (see forms in the Appendix or download at TeleoUniversity.org).
 - Three "Reading and Research Report Forms," each with four pages of notes = 4
 - Three "Reading and Research Report Forms" with at least three pages of notes = 3
 - Three "Reading and Research Report Forms" with two pages of notes = 2
 - Less than three "Reading and Research Report Forms" or fewer than two pages of notes for each = incomplete

Assignment 2 score _____
3. **Write a Reflection Paper.** The student will complete a reflection paper on the course subject based on their Reading and Research notes.
 - Answers all four questions and includes citations of three sources = 4
 - Answers three of the questions and includes citations of three sources = 3
 - Answers most questions but only includes citations from two sources = 2
 - Answers less than two questions and cites less than two sources = incomplete

Assignment 3 score _____
4. **Use MLA Formatting.** The student will use MLA parenthetical citations and bibliography in their reflection paper as presented in the Teleo University "Writing Guide."
 - Includes parenthetical citations and bibliography for three sources = 4
 - Includes parenthetical citations for two but bibliography for all three sources = 3
 - Includes parenthetical citations and bibliography for at least two sources = 2
 - Includes fewer than two parenthetical citations and bibliography sources = incomplete

Assignment 4 score _____
5. **Verbally Present the Reflection Paper.** The student will verbally share the reflection paper.
 - Verbally presented the reflection paper to fellow students or church leaders = 4
 - Did not verbally present the reflection paper = incomplete

Assignment 5 score _____

Total score for all five assignments: _____

Calculating the Grade: (A score of 15 or higher is required to pass the course)

- To calculate the pass/fail grade, add the five assignment scores, then divide by five. The student must have a total score of "15" or higher to pass the course.
- If the student has an "incomplete" for any assignment, the course remains "incomplete." The student cannot receive a final passing grade without completing all assignments.

COURSE POLICIES:

1. **Academic Honesty:**

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

The Teleo University "Style Guide" has adopted the [MLA](#) as the foundation for the citation guide used in writing papers for all courses. Download a copy at "My Teleo," TeleoUniversity.org.
3. **Spelling and Grammar Checker Setup:**

Teleo urges students to use the Free version of Grammarly and, when available, use Microsoft Office products with the grammar and spelling checker functions active. These two grammar and spell checkers will not always agree. The student is responsible for making the final determination on grammar and punctuation.

Students need to know that the grammar checker will often mark phrases in a bibliographic entry as incorrectly formatted. That is because the entry does not contain complete sentences. The same is often true of outlines. Outlines and bibliographies are not necessarily incorrect just because the grammar checker shows a possible error. Keep in mind that the grammar checker will not necessarily help students find every error.

Independent Study: Course # IS2__s Topic: _____

Grading Scale for Evaluation Is as Follows:

- 4 = Exceptional work.
- 3 = Good work – represents the top half of students. Meets the grade expected for this assignment at a master's degree level.
- 2 = Acceptable work – meets all minimum requirements for this assignment at certificate, diploma, and bachelor levels.
- Incomplete - Assignment must be completed or re-submitted to receive a grade and credit. Student must re-do or complete assignment or face probation.

Independent study courses are completed on a pass/fail basis and do not affect the student's GPA (grade point average). No assignment can be left incomplete. Assignments are graded as follows:

Independent Study Assignment 2__.1 Read Three Books	
Evaluation: Read Three Books The student selects and reads three books focused on the independent study subject. For reading and research, the combined length of these books must be between 500-600 pages. Students may select from the pre-approved books listed in this syllabus and access the works through the Teleo University online library resources (usually in English) or local library resources (required for non-English local language research). The student may also select other appropriate books of approximately 200 pages. The student will record the pages read on the "Reading and Research Report Form" to verify they completed reading.	How to grade: Read Three Books The student reads three books focused on the independent study subject with a combined 500-600 pages. 1. Three books with 600 total pages read = 4 2. Three books with 500 total pages read = 3 3. Three books with 400 total pages read = 2 4. Less than three books or less than 400 total pages read = incomplete
Assignment 2__.1 grade _____	
Date completed _____	Printed name of grader _____
Assignment 2__.2 Complete Reading and Research Reports	
Evaluation: Students will complete three four-page "Reading and Research Report Forms," one set of forms for each book. (For example, in a 200-page book, the student will complete one page of the Reading and Research form for pages 1-50, one for pages 51-100, another for pages 101-150, and yet another for pages 151-200).	How to grade: Students will complete three four-page "Reading and Research Report Forms," one set of forms for each book. 1. Three "Reading and Research Report Forms," each with four pages of notes = 4 2. Three "Reading and Research Report Forms" with at least three pages of notes = 3 3. Three "Reading and Research Report Forms" with two pages of notes = 2 4. Less than three "Reading and Research Report Forms" or fewer than two pages of notes for each = incomplete
Assignment 2__.2 grade _____	
Date completed _____	Printed name of grader _____
Signature of grader _____	

Independent Study Assignment 2___.3 Write a Reflection Paper

The student will complete a reflection paper on the course subject based on their Reading and Research notes. The reflection paper should be both personal and practical and approximately two to four pages in length.

<p>Evaluation: The reflection paper, based on reading these three books, must answer the following questions:</p> <ul style="list-style-type: none">• What have I learned on this subject? (The student must include at least one parenthetical citation from each source as a quote or summary of an idea).• Why is it important to me or my ministry context?• How will I apply what I have learned in my life or ministry?• What questions need further study?	<p>How to grade: The student's reflection paper does the following:</p> <ol style="list-style-type: none">1. Answers all four questions and includes citations of three sources = 42. Answers three of the questions and includes citations of three sources = 33. Answers most questions but only includes citations from two sources = 24. Answers less than two questions and cites less than two sources = incomplete
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Assignment 2___.3 grade _____

Date completed _____ Printed name of grader _____ Signature of grader_____

Assignment 2___.4 MLA Formatting

<p>Evaluation: The student will use MLA parenthetical citations and bibliography in their reflection paper as presented in the Teleo University "Style Guide."</p>	<p>How to grade: The student will use MLA parenthetical citations and bibliography in their reflection paper as presented in the Teleo University "Writing Guide."</p> <ol style="list-style-type: none">1. Includes parenthetical citations and bibliography for three sources = 42. Includes parenthetical citations for two but bibliography for all three sources = 33. Includes parenthetical citations and bibliography for at least two sources = 24. Includes fewer than two parenthetical citations and bibliography sources = incomplete
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Assignment 2___.4 grade _____

Date completed _____ Printed name of grader _____ Signature of grader_____

Assignment 2__.5 Verbally Present the Reflection Paper

Evaluation: Verbally Present the Reflection Paper

The student will verbally share the reflection paper. There are two convenient ways to complete this assignment:

- Present and discuss your paper in a triad with fellow T-Net Training Center students.
- Present and discuss your paper in a triad with disciple making leaders from your local church.

How to grade: The student will use MLA parenthetical citations and bibliography in their reflection paper as presented in the Teleo University "Writing Guide."

1. Includes parenthetical citations and bibliography for three sources = 4
2. Includes parenthetical citations for two but bibliography for all three sources = 3
3. Includes parenthetical citations and bibliography for at least two sources = 2
4. Includes fewer than two parenthetical citations and bibliography sources = incomplete

Assignment 2__.4 grade _____

Date completed _____ Printed name of grader _____ Signature of grader _____

Final grade calculation for Independent Study IS 2____ Topic: _____

1. Enter the grades for the assignments in the blanks below:

Assignment 2__.1 grade = _____

Assignment 2__.2 grade = _____

Assignment 2__.3 grade = _____

Assignment 2__.4 grade = _____

Assignment 2__.5 grade = _____

2. Add the 5 grades..... Sum = _____

3. Divide the sum by "5" (sum/5 =) _____ - This is the numeric course grade. _____ Pass / _____ Fail

- Independent Study courses are pass / fail and do not affect the student's grade point average.
- Students must have no incomplete assignments and must earn a course grade of "3" or higher to pass this course.
- To the right on line 3 above, indicate if the student passed or failed this course.

PRE-APPROVED READINGS FOR EACH COURSE

Students may use but are not limited to the following pre-approved books to complete Reading the Research Reports for independent study. Access to these books will vary by country and translation.

IS201s - Old Testament

The Pentateuch (Genesis-Deuteronomy)
Historical Books I (Joshua-2 Samuel & 1 Chronicles)
Historical Books II (1 & 2 Kings, 2 Chronicles, Ezra, Nehemiah, Esther)
Wisdom Literature (Job-The Song of Solomon)
The Major Prophets (Isaiah, Jeremiah, Ezekiel)
Minor Prophets, Lamentations, Daniel (Hosea-Malachi, Daniel, Lamentations)

IS202s - New Testament

The Gospels (Matthew-John)
The Pauline Epistles (Romans-Philemon)
Acts, Hebrews, Petrine Epistles, Johannine Epistles, & Revelation (Acts, Hebrews- Revelation)

IS203s - Theology

Calvin, John. *Institutes of the Christian Religion* (Read 200 pages)
Carson, D.A. *Scandalous: The Cross and Resurrection of Jesus*
Edwards, Jonathan. *Religious Affections*
Edwards, Jonathan. *Freedom of the Will*
Gilbert, Greg. *What is the Gospel?*
Grudem, Wayne. *Systematic Theology* (Read 200 pages)
Luther, Martin. *The Bondage of the Will*
McKnight, Scot. *Jesus Creed*
Owen, John. *Communion with God*
Owen, John. *The Death of Death in the Death of Christ*
Packer, J.I. *Knowing God*
Piper, John. *Providence* (Read 200 Pages)
Stott, John. *The Cross of Christ*
Tozer, A.W. *The Knowledge of the Holy*
Sproul, R.C. *The Holiness of God*
2 Shorter Books: Carson D.A., *Difficult Doctrine of the Love of God*,
Packer, J.I. *Evangelism and the Sovereignty of God*

IS 204s - Biblical Studies

Bloemberg, Craig L. *Can We Still Believe the Bible?*
Carson, D.A. *Basics for Believers*
Carson, D.A. *Jesus's Sermon on the Mount and His Confrontation with the World*
Carson, D.A. *Showing the Spirit*
Carson, D.A. *The Farewell Discourse and Final Prayer of Jesus*
Carson, D.A. *Introducing the New Testament*
Longman, Tremper III. *How the Read the Psalms*
Longman, Tremper III. *Introducing the Old Testament*
Ortlund, Ray. *Proverbs: Wisdom That Works*
Ortlund, Ray. *God's Unfaithful Wife*
Piper, John. *A Peculiar Glory*

IS205s - Spiritual Formation

Augustine, *Confessions* (first 200 pages)
Bonhoeffer, Dietrich. *The Cost of Discipleship*
Carson, D.A. *How Long O Lord?*
Kempis, Thomas. *The Imitation of Christ*
Ortlund, Dane. *Gentle & Lowly*
Owen, John. *The Mortification of Sin*
Owen, John. *Spiritual-Mindedness*
Packer, J.I. *A Quest for Godliness*
Piper, John. *Desiring God*
Piper, John. *Think: The Life of the Mind and the Love of God*
Ryle, J.C. *Holiness*
Two Smaller Books: Brother Lawrence. *The Practice of the Presence of God*
 Bunyan, John. *Grace Abounding to the Chief of Sinners*

IS206s - Practical Theology/Christian Living

Bonhoeffer, Dietrich. *Life Together*
Bunyan, John. *The Pilgrim's Progress*
Carson, D.A. *Praying with Paul*
DeYoung, Kevin. *Men and Women in the Church*
Finney, Charles. *The Spirit-Filled Life*
Keller, Tim. *Prayer*
Keller, Tim. *The Meaning of Marriage*

Owen, John. *Indwelling Sin in Believers*
Owen, John. *Overcoming Sin and Temptation*
Packer, J.I. *Keep in Step with the Spirit*
Petty, James. *Step by Step*
Piper, John. *Let the Nations Be Glad*
Piper John. *A Hunger for God: Desiring God through Fasting and Prayer*

IS207s - Preaching

Chapel, Bryan. *Christ-centered Preaching*
Goldsworthy, Graeme. *Preaching the Whole Bible as Christian Scripture*
Keller, Tim. *Preaching*
Lloyd-Jones, Martin. *Preaching & Preachers*
Piper, John. *The Supremacy of God in Preaching*
Robinson, Haddon. *Biblical Preaching*
Spurgeon, Charles. *Lectures to My Students*

IS208s - Church History

Foxe, John. *Foxe's Book of Martyrs*
Gonzales, Justo. *Christianity on Latin America: A History*
Hedlund, Roger. *Christianity Made in India?*
Jenkins, Phillip. *The Lost History of Christianity*
Moffett, Samuel. *A History of Christianity in Asia*
Needham, Nicholas. *2,000 Years of Christ's Power* (200 pages of any volume)
Oden, Thomas. *How Africa Shape the Christian Mind*
Reeves, Michael. *The Unquenchable Flame*

IS209s - Hermeneutics/Biblical Interpretation

Carson, D.A. *Exegetical Fallacies*
Fee, Gordon D., and Douglas Stuart. *How to Read the Bible for All It's Worth*
Hendricks. *Living by the Book*
Longman, Tremper III. *Reading the Bible with Heart and Mind*
Schreiner, Thomas. *Interpreting the Pauline Epistles*
Stein, Robert H. *Basic Guide to Interpreting the Bible*

IS210s - Leadership & Discipleship

Anyabwile, Thabiti M. *The Faithful Preacher*
Anyabwile, Thabiti M. *Finding Elders and Deacons*
Baxter, Richard. *The Reformed Pastor*
Carson, D.A. *The Cross and Christian Ministry*
Carson, D.A. *A Model of Christian Maturity*
Carson, D.A. *The God Who is There*
Carson, D.A. & John Piper. *The Pastor as Scholar and the Scholar as Pastor*
Dever, Mark. *Nine Marks of a Healthy Church*
Hettinga, Jan David. *Follow Me*
Pierre, Jeremy & Deepak Reju. *The Pastor and Counseling*
Piper, John. *Brothers, We Are Not Professionals*
Strauch, Alexander. *Biblical Eldership*
Tripp, Paul David. *Lead: 12 Gospel Principles for Leadership in the Church*

IS211s - Apologetics/Philosophy

Augustine, *The City of God*
Blomberg, Craig L. *Can We Still Believe in God?*
Bruce, FF. *The Canon of Scripture*
Carson, D.A. *Christ and Culture Revisited*
Chesterton, G.K. *Orthodoxy*
Frame, John. *Apologetics to the Glory of God*
Lewis, C.S. *Mere Christianity*
Lewis, C.S. *The Screwtape Letters*
Lewis, C.S. *The Weight of Glory*
Keller, Tim. *The Reason for God*
Krueger, Michael. *The Question of Canon*
Schaeffer, Francis. *How Should We Then Live?*
Sproul, R.C. *The Consequence of Ideas*
Trueman, Carl R. *The Rise and Triumph of the Modern Self*

APPENDIX

1. Project Report Required Appendix Items
2. Recommended Reading
3. Reading and Research Reports
4. Teleo University Application Form
5. T-Net Training Center Reference Form
6. Ministry Reference Form
7. Personal Reference Form

PROJECT REPORT REQUIRED APPENDIX ITEMS

The Bachelor of Pastoral Ministry - Capstone Project Report Guide and Master of Divinity - Field Project Report both require that the following two data summaries be included in an appendix.

Appendix:

- **Vital Signs Summary Data for Disciple Making Church Revitalization**
- **Final Ministry Data Sheets** (4 pages)

Vital Signs Summary Data for Disciple Making Church Revitalization

Use the "Final Ministry Data Sheets" from the T-Net Tier 1 Auxiliary Manual Version 7.1 to complete the following vital signs summary for the church you sought to revitalize as a disciple making church.

Church name: _____ **Your Name/Position:** _____

Country: _____ **Location/Center #:** _____

Vital Signs: Calculate the following from your Ministry Data Sheets (DS = Data Sheets; Q2 = Question 2):

1. **Attendance Growth** (DS Q2) Using Data Sheet Question #2,
 - a. Write the total number of adults recorded as attending at Course 1 _____
 - b. Write the total number of adults recorded as attending at Course 10 _____
2. **Giving Growth** (DS Q5) Using Data Sheet Question #5,
 - a. Write the average weekly giving as recorded at Course 1 _____
 - b. Write the average weekly giving as recorded at Course 10 _____
3. **Number of Disciple Making Leaders** (DS Q7/Q11)
 - a. Write the number of primary leaders presently serving in the church as recorded in Data Sheet Question #7 _____
 - b. Use Data Sheet Question #11 and enter the total number of current disciple making group leaders _____
4. **Number of Disciple Making Groups** (DS Q14/Q15)
 - a. Use Data Sheet Question #14 and enter the total number of disciple making groups at this course _____
 - b. Use Data Sheet Question #15 and enter the total number of adults currently attending a disciple making group _____
5. **Number of Converts** (DS Q19) _____ Use Data Sheet Question #19 and enter the total number of converts brought into the mother church and all Outreach Come and See Discovery Bible Study house church plants.
6. **Number of Church Planting Apprentices** (DS Q23) _____ Use Data Sheet Question #23 to enter the current number of church planting apprentices.
7. **Number of Church Plants** (DS Q24 + Q25) _____ Add Data Sheet Questions #24 and #25 and enter the current number of house church plants (Outreach Come and See Discovery Bible Study house church plants).

Course 10 Final Interview Ministry Data Sheets

(Trainer Copy – Tear out and submit at Course 10 Grading Interview)

Trainer – scan as a PDF and upload this document to tnetcenter.com or send it to your country director.
Country Director – scan as a PDF and upload this document to tnetcenter.com if the trainer cannot do so.

Name _____ Date completed _____

Church Name _____ Country _____ Training center # _____

Worship Attendance

1. If you are senior pastor of a network of churches, how many local churches are a part of it? _____
NOTE: For this and all future data, pick just one local church to report on in this Data Sheet.

The name of the local church I will report on is _____

2. On the average week, how many persons (Adults and Children) attended this local church?

- The number of **adults** age 18 and older attending at:

Course One _____	Course Two _____	Course Three _____
Course Four _____	Course Five _____	Course Six _____
Course Seven _____	Course Eight _____	Course Nine _____
Course Ten _____		

- The number of **children** birth through age 17 attending at:

Course One _____	Course Two _____	Course Three _____
Course Four _____	Course Five _____	Course Six _____
Course Seven _____	Course Eight _____	Course Nine _____
Course Ten _____		

3. Please give the following statistics for your church right now:

1. Average weekly church attendance reported at the start of the last T-Net course _____
2. Number of persons who quit regularly attending since last T-Net course _____
3. Number of new (already Christian) persons who started attending since last course _____
4. Number of new (newly converted) persons who started attending since last course _____
5. Average weekly church attendance at the start of this T-Net course _____

Stewardship

4. Have implemented all nine steps to increase giving in the church? (Yes / No) _____. If not, please explain:

5. What was the average weekly giving at the church, including the value of gifts of all kinds at:

Course One _____	Course Two _____	Course Three _____
Course Four _____	Course Five _____	Course Six _____
Course Seven _____	Course Eight _____	Course Nine _____
Course Ten _____		

6. Have re-taught the Stewardship Module to the church a second time? (Yes / No)

Leader Training

7. How many primary leaders are serving in the church (church staff, elected leaders, adult influencers, adult group leaders and disciple makers)?

Course One _____	Course Two _____	Course Three _____
Course Four _____	Course Five _____	Course Six _____
Course Seven _____	Course Eight _____	Course Nine _____
Course Ten _____		

8. How many primary leaders (were or) are still in the first Model Follow Me group?

Course Two _____ Course Three _____
Course Four _____ Course Five _____ Course Six _____
Course Seven _____ Course Eight _____

9. How many total persons are attending the first Model Follow Me group?

Course Two _____ Course Three _____
Course Four _____ Course Five _____ Course Six _____
Course Seven _____ Course Eight _____

10. How many of these persons (#9 above) have graduated from this first Model Follow Me group?

And have finished the 1) Follow Me Discovery Bible Study lessons, 2) the two disciple making apprentice manuals (from Course 2), 3) Evangelism Training Course, 4) Steps Toward Spiritual Growth (from Course 3), and the 5) Bible Study Methods (from Course 4)?

Course Six _____ Course Seven _____ Course Eight _____ Course Nine _____

11. How many persons are presently leading:

Outreach Come and See Groups _____ Level 2 Come and See Groups _____
Follow Me Groups _____ Be with Me Groups _____

12. What is the total number of persons being apprenticed by Disciple Making Group leaders

(those listed in question #11 above) to lead new disciple making small groups? (Do not include persons being apprenticed by you in your first Model Follow Me group)

Course Four _____ Course Five _____ Course Six _____
Course Seven _____ Course Eight _____ Course Nine _____ Course Ten _____

Disciple Making Group Multiplication

13. Has the church done the congregational launch? (Yes / No)

14. How many of the following kinds of groups does the church now have?

Outreach Come and See Groups _____ Level 2 Come and See Groups _____
Follow Me Groups _____ Be with Me Groups _____

15. How many (give a number) of the adult worship attendees are presently also attending one of the kinds of disciple making groups listed in question #14 above?

Course Two _____ Course Three _____
Course Four _____ Course Five _____ Course Six _____
Course Seven _____ Course Eight _____ Course Nine _____ Course Ten _____

16. How many (give a number) of adults have progressed from one disciple making phase group to the next level (from an Outreach Come and See (CS) to Level 2 CS. +from a Level 2 CS to a Follow Me (FM), + from a FM into a Be with Me group) in the last 12 months before:

Course Four _____ Course Five _____ Course Six _____
Course Seven _____ Course Eight _____ Course Nine _____ Course Ten _____

Evangelism Training and Bible Study Methods (BSM)

17. How many of the church attendees have you now trained to share the gospel through the Evangelism Training Course? (use the grand total, not just new people trained between courses)

Course Three _____ Course Four _____ Course Five _____ Course Six _____
Course Seven _____ Course Eight _____ Course Nine _____ Course Ten _____

18. The Follow Me groups are now teaching personal evangelism as part of their curriculum
(Yes / No) _____

19. How many persons have been both converted to Christ and now attend the church? Or, they attend one of the Outreach Come and See house church plants? (This does not include persons who were already Christians before they began to attend the church.)

- Added Between Courses One and Two _____
- Added Between Courses Two and Three _____
- Added Between Courses Three and Four _____
- Added Between Courses Four and Five _____
- Added Between Courses Five and Six _____
- Added Between Courses Six and Seven _____
- Added Between Courses Seven and Eight _____
- Added Between Courses Eight and Nine _____
- Added Between Courses Nine and Ten _____

20. There are _____ primary leaders in the church. How many of these primary leaders have now started the Bible Study Methods training course? (number) _____.

21. The number of primary leaders who have finished the BSM course _____.

22. The number of church members and attendees who have finished the BSM course _____.

Outreach Come and See DBS (Church Planter) Apprentices

23. The number of persons presently being apprenticed in a Model group to launch Outreach Come and See DBS (house church plants) is:

Course Three _____ Course Four _____ Course Five _____ Course Six _____
Course Seven _____ Course Eight _____ Course Nine _____ Course Ten _____

24. The number of Outreach Come and See DBS (house churches) planted by the apprentices listed in question #23 above:

Course Four _____ Course Five _____ Course Six _____
Course Seven _____ Course Eight _____ Course Nine _____ Course Ten _____

25. The number of Outreach Come and See DBS (house churches) planted by new leaders recruited and apprenticed from within the new Outreach DBS groups listed in question #24 above:

Course Five _____ Course Six _____
Course Seven _____ Course Eight _____ Course Nine _____ Course Ten _____

26. The number of Outreach Come and See DBS leaders (house church planters) being apprenticed to organize a new church location using the **Church Planter Apprentice Manual**:

Course Six _____ Course Seven _____
Course Eight _____ Course Nine _____ Course Ten _____

Legacy, Definition of a Disciple Recipe, and Group Curriculum

27. I have written, reviewed, and refined my legacy statement (Yes / No) _____

28. The number of times I have communicated with my accountability partner is:

Between Courses Five and Six _____ Between Courses Seven and Eight _____
Between Courses Six and Seven _____ Between Courses Nine and Ten _____
Between Courses Eight and Nine _____

29. The church has finished a phased biblical definition of a disciple “recipe.” (Yes / No) _____

30. Every primary leader has a printed copy of this phased biblical definition of a disciple “recipe,” and they have trained how to use it as a disciple making tool. (Yes / No) _____

31. A phased biblical definition of a disciple “recipe” has been given to (almost) every member. And training on how to use it has been provided. (Yes / No) _____

32. A disciple making curriculum has been selected for Come and See, Follow Me and Be with Me groups and all these groups are using it. (Yes / No) _____

Ministry Community, Philosophy of Ministry (POM)

33. The church has a complete written disciple making philosophy of ministry. (Yes / No) _____

34. The church leaders and congregation have approved this POM (Yes / No) _____

35. A Ministry Community is now functioning in the church (Yes / No) _____

36. The small group leaders and mid-size group leaders should meet at least twice a month **for their personal discipleship growth** by attending Ministry Community meetings or another approved disciple making meeting? The number of leaders meeting at least twice a month:

Course Six _____

Course Seven _____ Course Eight _____ Course Nine _____ Course Ten _____

Teacher Training

37. There are _____ small group and mid-sized group leaders. _____ of them have been trained in _____ of the *Teacher Training Course* lessons from Course 9. _____ of these leaders have been trained how to teach Bible doctrines from Course 10.

Great Commission Expansion

38. I have recruited the following number of pastors to be trained in my training center:

Course One _____ Course Two _____ Course Three _____

Course Four _____ Course Five _____

39. I have now finished teaching Course _____ to _____ students on (Date) _____ in (Location) _____. I plan to teach Course _____ to _____ students on (Date) _____ in (Location) _____. _____.

40. The training center I am teaching has partnered with the country director and other centers to adopt the following remote part of my country in which to launch a new work to finish the Great Commission: _____. Promotion is scheduled there on the following date: _____ and the start of the first training center there is project to be on the following date: _____.

41. The training center I am teaching has multiplied, and the students have started _____ next-generation training centers with a combined total of _____ students.

42. I have evaluated our church for **Numerical Growth** and made an intentional plan to improve in this area. (Yes / No) _____

43. I have evaluated our church for **Spiritual Growth** and made an intentional plan to improve in this area. (Yes / No) _____

RECOMMENDED READING

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

LIBRARIES

1. **Teleo University provides an online library accessible through www.TeleoUniversity.org**
Students are encouraged to access recommended reading and research books and journal articles related to the course content using the universities online library. The library subscribes to numerous databases to provide access to scholarly and peer-reviewed journal articles, e-books, newspapers, magazines, and much more. Online resources are accessible remotely 24/7 through "My Teleo" at www.TeleoUniversity.org.
2. **Local libraries are additional sources for information and research.** Ask your study group facilitator or country director for a list of libraries available to you in your country. Possibilities include:
 - Local colleges, seminaries, and universities
 - Public libraries
 - Church libraries, pastors' libraries, and other professionals' libraries

SAMPLE RECOMMENDED READING LISTS:

Term 1/Course 1: Finishing the Great Commission

Finishing the Great Commission. Version 7. T-Net International, 2020.

Hull, Bill. Jesus Christ, Disciple Maker. Grand Rapids, MI: Baker 2004.

Coleman, Robert E. The Master Plan of Evangelism. 1963. Old Tappan, NJ: Revell, 1987.

Coleman, Robert E., et al. Disciplemaking: Training Leaders to Make Disciples. Wheaton, IL: Billy Graham Center, 1994.

Eims, Leroy. The Lost Art of Disciple Making. Grand Rapids: Zondervan, 1978.

Wilkins, Michael J. Following the Master: A Biblical Theology of Discipleship. Grand Rapids: Zondervan, 1992.

Term 2/Course 2 Apprenticing Disciple Makers and Church Planters

Apprenticing Disciple Makers and Church Planters. Version 7. T-Net International, 2020.

Watson, David. Contagious Disciple Making: Leading Others on a Journey of Discovery

Trousdale, Jerry. Contagious Disciple Making: Leading Others on a Journey of Discovery

Trousdale, Jerry and Glenn Sunshine. The Kingdom Unleashed: How Jesus' 1st-Century Kingdom Values Are Transforming Thousands of Cultures and Awakening His Church

Garrison, David. Church Planting Movements: How God is Redeeming a Lost World.

Term 3/Course Evangelism and World Religions

Evangelism and World Religions. Version 7. T-Net International, 2020.

Visit My Teleo at www.TeleoUniversity.org/readinglab for the current Recommended Reading List

READING AND RESEARCH REPORTS

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

In the following material you will be provided with a brief introduction to citation of sources for reading reports and research papers and the following tools:

- "Taking Notes From Research Reading" by Dr. Margaret Procter, University of Toronto.
- A "Reading and Research Report Form."

Taking Reading and Research Notes

Taking notes is a key part of the research process because it helps you internalize the concepts that you are learning, and it helps you preserve and organize that information. There are many ways to take notes, but a good notes system will provide the following:

- Bibliographic information about the source so you can cite it correctly so that others can find it. Include items such as, author, title, date published, publisher, and URL (if it is a website).
- A way to organize your notes by summary topic(s), key word(s) or search term(s).
- Space capture key quotes (with page numbers from the source), important information from the text summarized or paraphrased (in your own words) and your questions, comments and thoughts in responses to the text.

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

Taking Notes From Research Reading

Prepared by Dr. Margaret Procter, University of Toronto Coordinator, Writing Support

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

Know What Kind of Ideas You Need to Record

Focus your approach to the topic before you start detailed research. Then you will read with a purpose in mind, and you will be able to sort out relevant ideas.

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

Now formulate your **research question**. It should allow for reasoning as well as gathering of information--not just what the proto-Iroquoians ate, for instance, but how valid the evidence is for early introduction of corn. You may even want to jot down a tentative thesis statement as a preliminary answer to your question. (See the file *Using Thesis Statements* for the defining characteristics of a good thesis statement.)

- Then you will know what to look for in your research reading: **facts** and **theories** that help answer your question, and other people's **opinions** about the value of specific answers.

Do Not Write Down Too Much

Your essay must be an expression of your own thinking, not a patchwork of borrowed ideas. Plan therefore to invest your research time in understanding your sources and integrating them into your own thinking. Use your note cards or note sheets to record only ideas that are relevant to your focus on the topic and summarize rather than copy out or paraphrase.

- Copy out exact words only when the ideas are memorably phrased or surprisingly expressed--on the few occasions when you might use them as actual quotations.
- Otherwise, compress ideas in your own words. Paraphrasing word by word is a waste of time. Choose the most important ideas and write them down as labels or headings. Then fill in with a few subpoints that explain or exemplify.
- Do not depend on underlining and highlighting. Find your own words for notes in the margin (or on "sticky" notes).

Label Your Notes Intelligently

Whether you use cards or pages for notetaking, take notes in a way that allows for later use.

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

Citation of Sources for Reading Report and Research Papers

To avoid plagiarism, it is critical to cite the sources used in your writing. T-Net uses the Modern Language Association (MLA) system of citation. The following MLA citation summary is an introduction to this popular style guide. The MLA system will provide a common style guide to Core Module participants for parenthetical citation of sources in essays and in the ministry project thesis.

Modified MLA Parenthetical Citation Style

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

Works Cited List

References cited in the text of a research paper must appear at the end of the paper in a Works Cited list or bibliography. This list provides the information necessary to identify and retrieve each source that specifically supports your research.

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

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

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

Reading and Research Report Form **Student Name:** _____

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

Course Number: _____

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

Author(s) / Editor(s):

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

Volume # Issue # Place of publication:

Publication date: Publisher:

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

Location: Pages (print or published works): _____

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

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

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

Reading and Research Report Form **Student Name:** _____

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

Course Number: _____

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

Author(s) / Editor(s):

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

Volume # Issue # Place of publication:

Publication date: Publisher:

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

Location: Pages (print or published works): _____

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

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

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

Reading and Research Report Form **Student Name:** _____

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

Course Number: _____

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Author(s) / Editor(s):

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

Volume # Issue # Place of publication:

Publication date: Publisher:

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

Location: Pages (print or published works): _____

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

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

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

TELEO UNIVERSITY APPLICATION FOR ADMISSION

Please complete this application online or submit the printed application through your T-Net Training Center

PERSONAL INFORMATION (Please print clearly)

Name: _____	First/Given	Middle Name(s)	Last/Family/Surname	Former/Maiden Name
Street: _____	City: _____			
State/Province: _____	Postal Code: _____		Country: _____	
Home Phone: _____	Cell Phone: _____			
Email: _____				

Date of Birth: _____ / _____ / _____
Month / Day / Year Male Female Marital Status: Single Married

Ethnic Background: Select one or more of the following races that best describes you (*for government reporting, not for making admissions decisions*)

Languages: Please indicate in which language(s) you are proficient in reading or have used for college or graduate study:

English French Spanish Portuguese Chinese Hindi Other:

PROGRAM INTEREST

Please check the *requested program (*Note: Admissions Department applicant review and program approval are required and binding):

- Master of Divinity
 - Bachelor of Pastoral Ministry (BPM): International Students
 - USA BPM Students (requires 30 additional general studies credits)
 - Diploma of Pastoral Ministry
 - Certificate of Pastoral Ministry
 - Diploma in Christian Ministry
 - Certificate in Christian Ministry

MINISTRY INFORMATION

Church Information: (Students must be active in ministry and authorized to implement assignments within a local church)

Please check the Ministry Position that best describes your role in the local church:

Senior Pastor Associate/Assistant Pastor Church Planter Elder/Church Leader Pastor's Spouse Bishop/Denominational Leader

I have the authorization to implement assignments within the following local church: Yes No

Church Name: _____ Denomination/Network/Independent: _____

Street: _____ City: _____

State/Province: _____ Postal Code: _____ Country: _____

Email: _____ Phone: _____

Describe your responsibilities: _____

EDUCATIONAL BACKGROUND

Please list all secondary schools/colleges/universities attended. Please submit an **official transcript** from each school attended.

School Name _____ **City, State, Country** _____ **Dates Attended/Graduation Year** _____ **# of Credits or Degree Received** _____

ADDITIONAL INFORMATION

Required Recommendations: (Provide the names and email addresses of those you have asked to complete a **required** Recommendation Form. Download the recommendation forms at www.teleouniversity.org/reference-forms and provide them to the following persons):

1. T-Net Training Center Study Group Facilitator's Name: _____

Training Center #/Name: _____ Trainer/Facilitator's Email: _____

Center Location: City: _____ State/Province: _____ Country: _____

Course 1 Start Date: _____

2. Personal Reference: (Name) _____ Description: Friend Family Member

Co-worker Employer Email Address: _____

3. Ministry Reference: (Name) _____ Description: Bishop or Denominational Leader

Head Elder or Church Board Chairman Senior Pastor Mentor Pastor other local church leader (describe) _____

Email Address: _____

YOUR TESTIMONY: (Briefly describe how you became a Christian and how you came to feel called to ministry):

|

ACKNOWLEDGMENTS

- I have read the **Statement of Faith for T-Net International** and affirm my agreement with it. I will respect, adhere to, and support these essential doctrines while associated with T-Net International.
- Christian Service Requirement:** T-Net International trains pastors and church leaders who are currently serving in ministry. I understand that to be accepted and continue as a student, I must have authorization from a local church to implement course assignments.
- I agree to abide by the school's policies and program requirements, including the **Standards of Conduct and Academic Integrity Policy**.
- I affirm that the information submitted in this application is correct and complete. I understand that misrepresenting required application materials may result in rejection of my application or dismissal after acceptance.
- I authorize any schools or colleges that I have previously attended to release my academic record and related materials as required by the Teleo University Admissions Office.
- I acknowledge that I must submit a **\$50.00 non-refundable fee** before my application, transcripts, and references will be processed.

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

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

T-NET CENTER RECOMMENDATION FORM - TELEO UNIVERSITY

(Teleo University partners with T-Net Training Centers to provide fellowship, student life, and a context for collaboration as facilitated study groups. This form must be completed by your T-Net Training Center study group facilitator. Contact Teleo University if you are not currently being mentored through involvement in a T-Net Training Center.)

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

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

Email: _____ Phone: _____

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

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

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

1. My T-Net training center relationship with the applicant is: Lead Trainer/Facilitator Assistant Trainer/Facilitator
2. I have known the applicant:
 less than 1 year 1-2 years 3-5 years more than 5 years
3. I know the applicant:
 well (personally) very well (personally) extremely well (personally and professionally)
4. The applicant's marital status is:
 single married divorced separated widowed
5. Please rate the applicant in each of the following areas. Circle the number that best represents where the applicant fits on the scale of 1-10 for each category. Or, if you are unsure in a category circle "Do Not Know."

Ministry Commitment: love for people, clear call to ministry, loyal to Christ and His church, a disciple maker

unclear 1 2 3 4 5 6 7 8 9 10 Clear call to ministry Do Not Know

Personal Lifestyle: approachable, appropriate personal appearance, a good manager of time and money

unclear 1 2 3 4 5 6 7 8 9 10 clear Do Not Know

Personality: positive, likable, emotionally stable, self-starter, mature judgment

withdrawn 1 2 3 4 5 6 7 8 9 10 friendly Do Not Know

Family Life: Makes time for family, the spouse is supportive (if married)

poor 1 2 3 4 5 6 7 8 9 10 excellent Do Not Know

Preaching / Teaching Ability: strong biblical content, correct doctrine, clear communication, practical, compelling

poor 1 2 3 4 5 6 7 8 9 10 excellent Do Not Know

Pastoral / People Care: concern for people, confidentiality, Relates to all age levels

unclear 1 2 3 4 5 6 7 8 9 10 clear Do Not Know

Leadership Skills: ability to organize, manages business affairs well, decisive, delegates well

hesitant 1 2 3 4 5 6 7 8 9 10 strong leader Do Not Know

Interpersonal Communication: works well with others, listens well, admits own limitations, accepting

distant/proud 1 2 3 4 5 6 7 8 9 10 friendly/approachable Do Not Know

Honesty / Integrity: good reputation, dependable, trustworthy, not greedy, acts appropriately with the opposite sex

some concerns 1 2 3 4 5 6 7 8 9 10 high integrity Do Not Know

6. Is the applicant living a consistent Christian life? Yes No
7. How would you rate the applicant's dedication to God and devotion to Christian principles?
 extremely high above average low or inconsistent I do not know
8. How would you rate the applicant's commitment to a life of ministry?
 extremely high above average low or inconsistent I do not know
9. How would you rate the applicant's commitment to disciple making and finishing the Great Commission?
 extremely high above average low or inconsistent I do not know
10. Does the applicant have authorization to implement course assignments in a local church? Yes No
11. If you wish to provide any further comments about the applicant, please do so in the space provided below:

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

Name (T-Net Trainer-Facilitator): _____
First/Given _____ Last/Family/Surname _____

Training Center Name: _____ Training Center #: _____

State/Province: _____ Country: _____

Email: _____ Phone: _____

T-Net Reference Signature: _____ Date: _____ / _____ / _____
Month / Day / Year

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

MINISTRY RECOMMENDATION FORM - TELEO UNIVERSITY

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

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

Email: _____ Phone: _____

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

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

MINISTRY RECOMMENDATION RESPONSES *(To be completed by the ministry reference/local church leader)*

1. My relationship with the applicant is:
 Head Elder/Church Board Chairman Senior Pastor Denominational Supervisor Mentor Pastor
 other local church leader (describe) _____
2. I have known the applicant:
 less than 1 year 1-2 years 3-5 years more than 5 years
3. I know the applicant:
 well (personally) very well (personally) extremely well (personally and professionally)
4. The applicant's marital status is:
 single married divorced separated widowed
5. Please rate the applicant in each of the following areas. Circle the number that best represents where the applicant fits on the scale of 1-10 for each category. Or, if you are unsure in a category circle "Do Not Know."

Ministry Commitment: *love for people, clear call to ministry, loyal to Christ and His church, a disciple maker*

unclear 1 2 3 4 5 6 7 8 9 10 Clear call to ministry Do Not Know

Personal Lifestyle: *approachable, appropriate personal appearance, a good manager of time and money*

unclear 1 2 3 4 5 6 7 8 9 10 clear Do Not Know

Personality: *positive, likable, emotionally stable, self-starter, mature judgment*

withdrawn 1 2 3 4 5 6 7 8 9 10 friendly Do Not Know

Family Life: *makes time for family, the spouse is supportive (if married)*

poor 1 2 3 4 5 6 7 8 9 10 excellent Do Not Know

Preaching / Teaching Ability: *strong biblical content, correct doctrine, clear communication, practical, compelling*

poor 1 2 3 4 5 6 7 8 9 10 excellent Do Not Know

Pastoral / People Care: *concern for people, confidentiality, Relates to all age levels*

unclear 1 2 3 4 5 6 7 8 9 10 clear Do Not Know

Leadership Skills: *ability to organize, manages business affairs well, decisive, delegates well*

hesitant 1 2 3 4 5 6 7 8 9 10 strong leader Do Not Know

Interpersonal Communication: *works well with others, listens well, admits own limitations, accepting*

distant/proud 1 2 3 4 5 6 7 8 9 10 friendly/approachable Do Not Know

Honesty / Integrity: *good reputation, dependable, trustworthy, not greedy, acts appropriately with the opposite sex*

some concerns 1 2 3 4 5 6 7 8 9 10 high integrity Do Not Know

6. Is the applicant living a consistent Christian life? Yes No
7. How would you rate the applicant's dedication to God and devotion to Christian principles?
 extremely high above average low or inconsistent I do not know
8. How would you rate the applicant's commitment to a life of ministry?
 extremely high above average low or inconsistent I do not know
9. How would you rate the applicant's commitment to disciple making and finishing the Great Commission?
 extremely high above average low or inconsistent I do not know
10. If you wish to provide any further comments about the applicant, please do so in the space provided below:

CONTACT INFORMATION FOR MINISTRY RECOMMENDATION (*To be completed by the ministry reference*)

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

Street: _____ City: _____

State/Province: _____ Postal Code: _____ Country: _____

Email: _____ Phone: _____

Ministry Reference Signature: _____ Date: _____ / _____ / _____
Month / Day / Year

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

PERSONAL RECOMMENDATION FORM - TELEO UNIVERSITY

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

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

Email: _____ Phone: _____

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

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

PERSONAL RECOMMENDATION RESPONSES *(To be completed by the personal reference)*

1. My relationship with the applicant is:
 friend family member co-worker employer/supervisor other _____
2. I have known the applicant:
 less than 1 year 1-2 years 3-5 years more than 5 years
3. I know the applicant:
 well (personally) very well (personally) extremely well (personally and professionally)
4. The applicant's marital status is:
 single married divorced separated widowed
5. Please rate the applicant in each of the following areas. Circle the number that best represents where the applicant fits on the scale of 1-10 for each category. Or, if you are unsure in a category circle "Do Not Know."

Ministry Commitment: *love for people, clear call to ministry, loyal to Christ and His church, a disciple maker*

unclear	1	2	3	4	5	6	7	8	9	10	Clear call to ministry	Do Not Know
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Personal Lifestyle: *approachable, appropriate personal appearance, a good manager of time and money*

unclear	1	2	3	4	5	6	7	8	9	10	clear	Do Not Know
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Personality: *positive, likable, emotionally stable, self-starter, mature judgment*

withdrawn	1	2	3	4	5	6	7	8	9	10	friendly	Do Not Know
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Family Life: *Makes time for family, the spouse is supportive (if married)*

poor	1	2	3	4	5	6	7	8	9	10	excellent	Do Not Know
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Preaching / Teaching Ability: *strong biblical content, correct doctrine, clear communication, practical, compelling*

poor	1	2	3	4	5	6	7	8	9	10	excellent	Do Not Know
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Pastoral / People Care: *concern for people, confidentiality, Relates to all age levels*

unclear	1	2	3	4	5	6	7	8	9	10	clear	Do Not Know
---------	---	---	---	---	---	---	---	---	---	----	-------	-------------

Leadership Skills: *ability to organize, manages business affairs well, decisive, delegates well*

hesitant	1	2	3	4	5	6	7	8	9	10	strong leader	Do Not Know
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Interpersonal Communication: *works well with others, listens well, admits own limitations, accepting*

distant/proud	1	2	3	4	5	6	7	8	9	10	friendly/approachable	Do Not Know
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Honesty / Integrity: *good reputation, dependable, trustworthy, not greedy, acts appropriately with the opposite sex*

some concerns	1	2	3	4	5	6	7	8	9	10	high integrity	Do Not Know
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6. Is the applicant living a consistent Christian life? Yes No
7. How would you rate the applicant's dedication to God and devotion to Christian principles?
 extremely high above average low or inconsistent I do not know
8. How would you rate the applicant's commitment to a life of ministry?
 extremely high above average low or inconsistent I do not know
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 extremely high above average low or inconsistent I do not know
10. If you wish to provide any further comments about the applicant, please do so in the space provided below:

CONTACT INFORMATION FOR PERSONAL RECOMMENDATION (*To be completed by the personal reference*)

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

Street: _____ City: _____

State/Province: _____ Postal Code: _____ Country: _____

Email: _____ Phone: _____

Personal Reference Signature: _____ Date: _____ / _____ / _____
Month / Day / Year

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NOTES



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