



POST-GRADUATE DIPLOMA IN CHURCH GROWTH PROGRAM PROSPECTUS



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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". The signature is fluid and cursive, with a large initial "J" and "K".

Jay Klopfenstein, DMin, DMin



Offer of Admission Church Growth Programs



Date: _____

Dear T-Net Tier 1 Training Center Graduate,
Congratulations, by completing the T-Net Tier 1 Training Center program you have met the first requirement for admission to the Church Growth programs at Teleo University. Therefore, I am pleased to present to you **this official invitation to apply** to Teleo University to complete the church growth distance education program for academic credit. 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 Church Growth program, you will receive over 100 tutorials 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 required documents 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: Church Growth
Program Length: 9 terms (36 months plus time to complete and present a thesis or field project report)
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 one the three Church Growth programs at Teleo University. Your **acceptance is contingent upon** successful graduating from the prerequisite Teleo University Pastoral Ministry program, and **submitting** 1) a completed application which must document 2nd and 3rd generation multiplication of T-Net Training Centers, 2) the \$50 application fee (BMin, MMin and DMin only), 3) a T-Net Trainer recommendation form, and 4) MMin and DMin applicants must submit an original 10-25 page academic paper (typed and double spaced) on the topic of Disciple Making Church Revitalization that demonstrates research skills and correct parenthetical citation with a Works Cited page as outlined in the Teleo University Style Guide (you are encouraged to submit your Bachelor of Pastoral Ministry (BPM) Capstone Project Report or MDiv Field Project Report). 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 an active T-Net Training Center facilitator and a coach to a 2nd and 3rd generation of T-Net Training Center facilitators.

Sincerely,



David D Durey, BA, DMin, 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 exposure 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. Training 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 – CHURCH GROWTH PROGRAMS

Step 1: Complete the Prerequisite T-Net Training Center Pastoral Ministry Program

To apply for acceptance into any of the three Church Growth programs a student must complete the prerequisite Teleo University Pastoral Ministry program through participation in a T-Net Training Center study group and must be a lead trainer-facilitator or an assistant trainer-facilitator actively coaching 3-5 Pastoral Ministry students. The applicant must currently be coaching and supporting a 2nd and 3rd generation multiplication of T-Net Training Centers.

Step 2: Submit the Application, Fee, a Recommendation Form, and an Academic Paper

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 the application located in this Student Guide, from Core Module 1, Disciple Making Church Saturation manual, or download the application from My Teleo www.TeleoUniversity.org. The application must verify that the applicant has coached students that have multiplied training centers.
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. **Trainer Recommendation Form:** Teleo University requires a Trainer Recommendation form for all Church Growth program applicants. The trainer must Your T-Net Training Center facilitator may submit your reference form to Teleo University along with your application and other required documents.
5. **Academic Paper:** For admission to the Master of Ministry and Doctor of Ministry programs, Teleo University requires submission of an original 10-25 page academic paper (typed and double spaced) on the topic of Disciple Making Church Revitalization. This paper must demonstrate research skills and correct parenthetical citation with a Works Cited page as outlined in the Teleo University Style Guide. To satisfy this requirement, students should submit their BPM Capstone Project Report or MDiv Field Project Report.

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 (post-graduate diploma, master's and doctoral degrees)–\$80 per term credit
2. **Fees:** Certificate and diploma students are exempt from fees, but all 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 / Core Module 4
Graduation Fee	\$50.00	Paid at Term 7 / Core Module 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.

POST-GRADUATE DIPLOMA IN CHURCH GROWTH REQUIREMENTS

T-NET INTERNATIONAL SCHOOL OF THEOLOGY (SINGAPORE)

Through T-Net International School of Theology (TISOT), Teleo University offers a post-graduate diploma program for pastors and church leaders who live outside of the United States.

POST-GRADUATE DIPLOMA IN CHURCH GROWTH (PGDIP)

Program Description

The TISOT Post-Graduate Diploma in Church Growth provides expertise to those serving full-time in ministry. With its emphasis on church growth and finishing the Great Commission, this program gives special attention to equipping students to oversee the expansion of disciple making training and saturation church planting. Further, to support a lifetime of sustained ministry, students will also experience growth in personal spiritual formation, reading and research methods, cross-cultural engagement, and theologically thinking grounded in biblical study. Teleo University's Post-Graduate Diploma in Church Growth builds on the 90 credit hour prerequisite Bachelor of Pastoral Ministry (BPM) or higher degree. In this program, students learn practical principles of church growth. They also apply their learning to a real-life ministry project intended to result in ministry expansion toward finishing the Great Commission in their region and sphere of influence.

Program Outcomes

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

1. Design and execute a plan using disciple making church saturation to finishing the Great Commission in a specific region
2. Write and implement a personal plan to ensure success in both personal life and ministry priorities
3. Learn to mentor ministry leaders for personal and professional integrity
4. Develop skills for leading, directing, and equipping ministry volunteers and other pastors
5. Experience spiritual disciplines to help sustain personal spiritual wellbeing
6. Expand ministry by training and developing church planters and other pastors
7. Seek to measurably finish the Great Commission within a specified and limited scope through disciple making church saturation
8. In a written ministry project, identify and document problems, solutions, principles, and issues that will assist others in finishing the Great Commission within the same or similar cultural context

Program Requirements: Post-Graduate Diploma in Church Growth

This program offers the following courses.

Course #	Title	Credits
ML233	Disciple Making Church Saturation	3.5
SF252	Life and Ministry Development	3.5
SF253	Mentoring Ethical Leaders	3.5
PM245	Personal and Ministry Accountability	3.5
ML234	Effective Christian Leadership	3.5
PM246	Sustaining Strong Ministry Relationships	3.5
SF354	Personal Spiritual Development	3.5
ML335	Equipping God's People for Effective Ministry	3.5
FP363	Ministry Project Report	2
Total Course Program Credits		30

Admission Requirements

1. **Admission Application:** Begin the application process by completing the application located in this Student Guide or from Core Module 1, Disciple Making Church Saturation manual.
2. Successful completion of the prerequisite Bachelor of Pastoral Ministry or higher award.
3. Continued involvement as a facilitator and coach for a T-Net Training Center (study group).

Note: There are no degree fees of \$150 for Diploma students and no assignments in addition to those listed in the T-Net Tier 2 Core Module Course Manuals.

Graduation Requirements

The student passes an assessment of his or her achievement of the graduate profile for this award, including:

1. Successful completion of 30 credit hours.
2. Writing and presenting a Ministry Project Summary Report for Peer Review.
3. Ministry involvement in training, equipping, mentoring, and coaching ministry leaders.
 - Completion of eight Teaching Practicums
 - Completion of a Ministry Practicum in Mentoring Leaders
 - Coaching and Overseeing Ministry Multiplication to 2nd and 3rd Generation Training Centers
4. Model of the Student Life Character and Conduct and mastery of the Institutional Learning Outcomes.

Program Structure and Delivery

Students participate in this program year-round by completing three 16-week terms each year for 9 terms. Students are independent learners but participate in regularly scheduled study groups called T-Net Training Centers led by experienced facilitators.

Post-Graduate Diploma in Church Growth (PGDip)									
	Year 1			Year 2			Year 3		
Core Modules (CM)	(CM-1) ML533 Disciple Making Church Saturation	(CM-2) SF552 Life and Ministry Development	(CM-3) SF553 Mentoring Ethical Leaders	(CM-4) PM545 Personal and Ministry Accountability	(CM-5) ML534 Effective Christian Leadership	(CM-6) PM546 Sustaining Good Ministry Relationships	(CM-7) SF654 Personal Spiritual Development	(CM-8) ML635 Equipping God's People for Effective Ministry	(CM-9) FP663 Ministry Project Report
Trainer: Teaching Practicum 1G Center	(C-7) Developing Leaders and Launching Ministries	(C-8) Managing and Multiplying Disciple Making Churches	(C-9) How to Teach the Whole Bible to the Whole Congregation	(C-10) How to Teach Bible Doctrine to the Whole Congregation	Teaching Practicum: Core Modules 1-5 (CM-1) Disciple Making Church Saturation (CM-2) Life and Ministry Development (CM-3) Mentoring Ethical Leaders (CM-4) Personal and Ministry Accountability (CM-5) Effective Christian Leadership				
Ministry Practicum	Coaching and Supervising a 1 st Generation Training Center (C-7 to C-10)								
Coach: 2G Center	Coaching and Supervising a 2 nd Generation Training Centers (C-3 to C-10)								
Overseer: 3G Center			Coaching and Supervising a 3 rd Generation Training Centers (C-1 to C-7)						
Overseer: 4G Center							Coaching and Supervising a 4 th Generation Training Centers (C-1 to C-3)		
Ministry Project	Ministry Project Formation: Multiplication of Pastor Training		Ministry Project Implementation and Documentation						Ministry Project Report

(CM-1) CM signifies a T-Net Tier 2 Core Model cohort meeting, and the # indicates the sequence in which the course is presented.

(C-7) C signifies a T-Net Tier 1 Course cohort meeting, and the # indicates the sequence in which the course is presented

REQUIRED ASSIGNMENTS FOR EACH TERM

TERM 1/CORE MODULE 1: DISCIPLE MAKING CHURCH SATURATION

- Core Module Assignments:** Participate in the T-Net Training Center study group and complete all the assignments listed in the Course Manual to meet most of the requirements for the following:
 - (CM-1) Disciple Making Church Saturation
 - Teaching Practicum: (C-7) Developing Leaders and Launching Ministries
 - Ministry Practicum: Coaching and Supervising a 1st Generation Training Center (C-7 to C-10)
 - Ministry Practicum: Coaching and Supervising a 2nd Generation Training Center (C3 to C-10)
 - Ministry Project Formation: Multiplication of Pastoral Training
- Reading and Research Assignments:** Complete the reading and research assignments listed in the course materials. Photocopy the Reading and Research forms in the course manual or download the forms from My Teleo at www.TeleoUniversity.org.

TERM 2/CORE MODULE 2: LIFE AND MINISTRY DEVELOPMENT

- Core Module Assignments:** Participate in the T-Net Training Center study group and complete all the assignments listed in the Course Manual to meet most of the requirements for the following:
 - (CM-2) Life and Ministry Development
 - Teaching Practicum: (C-8) Managing and Multiplying Disciple Making Churches
 - Ministry Practicum: Coaching and Supervising a 1st Generation Training Center (C-7 to C-10)
 - Ministry Practicum: Coaching and Supervising a 2nd Generation Training Center (C-3 to C10)
 - Ministry Project Implementation and Documentation
- Reading and Research Assignments:** Complete the reading and research assignments listed in the course materials. Photocopy the Reading and Research forms in the course manual or download the forms from My Teleo at www.TeleoUniversity.org.

TERM 3/CORE MODULE 3: MENTORING ETHICAL LEADERS

- Core Module Assignments:** Participate in the T-Net Training Center study group and complete all the assignments listed in the Course Manual to meet most of the requirements for the following:
 - (CM-3) Mentoring Ethical Leaders
 - Teaching Practicum: (C-9) How to Teach the Whole Bible to the Whole Congregation
 - Ministry Practicum: Coaching and Supervising a 1st Generation Training Center (C-7 to C-10)
 - Ministry Practicum: Coaching and Supervising a 2nd Generation Training Center (C-3 to C10)
 - Ministry Project Implementation and Documentation
- Reading and Research Assignments:** Complete the reading and research assignments listed in the course materials. Photocopy the Reading and Research forms in the course manual or download the forms from My Teleo at www.TeleoUniversity.org.

TERM 4/CORE MODULE 4: PERSONAL AND MINISTRY ACCOUNTABILITY

- Core Module Assignments:** Participate in the T-Net Training Center study group and complete all the assignments listed in the Course Manual to meet most of the requirements for the following:
 - (CM-4) Personal and Ministry Accountability
 - Teaching Practicum: (C-10) How to Teach Bible Doctrine to the Whole Congregation
 - Ministry Practicum: Coaching and Supervising a 1st Generation Training Center (C-7 to C-10)
 - Ministry Practicum: Coaching and Supervising a 2nd Generation Training Center (C-3 to C10)
 - Ministry Project Implementation and Documentation
- Reading and Research Assignments:**

Complete the reading and research assignments listed in the course materials. Photocopy the Reading and Research forms in the course manual or download the forms from My Teleo at www.TeleoUniversity.org.

TERM 5/CORE MODULE 5: EFFECTIVE CHRISTIAN LEADERSHIP

1. **Core Module Assignments:** Participate in the T-Net Training Center study group and complete all the assignments listed in the Course Manual to meet most of the requirements for the following:
 - (CM-5) Effective Christian Leadership
 - Teaching Practicum: (CM-1) Disciple Making Church Saturation
 - Ministry Practicum: Coaching and Supervising a 2nd Generation Training Center (C-3 to C10)
 - Ministry Project Implementation and Documentation

2. **Reading and Research Assignments:**

Complete the reading and research assignments listed in the course materials. Photocopy the Reading and Research forms in the course manual or download the forms from My Teleo at www.TeleoUniversity.org.

TERM 6/CORE MODULE 6: SUSTAINING GOOD MINISTRY RELATIONSHIPS

1. **Core Module Assignments:** Participate in the T-Net Training Center study group and complete all the assignments listed in the Course Manual to meet most of the requirements for the following:
 - (CM-6) Sustaining Good Ministry Relationships
 - Teaching Practicum: (CM-2) Life and Ministry Development
 - Ministry Practicum: Coaching and Supervising a 2nd Generation Training Center (C-3 to C10)
 - Ministry Project Implementation and Documentation

2. **Reading and Research Assignments:**

Complete the reading and research assignments listed in the course materials. Photocopy the Reading and Research forms in the course manual or download the forms from My Teleo at www.TeleoUniversity.org.

TERM 7/CORE MODULE 7: PERSONAL SPIRITUAL DEVELOPMENT

1. **Core Module Assignments:** Participate in the T-Net Training Center study group and complete all the assignments listed in the Course Manual to meet most of the requirements for the following:
 - (CM-7) Personal Spiritual Development
 - Teaching Practicum: (CM-3) Mentoring Ethical Leaders
 - Ministry Practicum: Coaching and Supervising a 2nd Generation Training Center (C-3 to C10)
 - Ministry Practicum: Coaching and Supervising a 3rd Generation Training Center (C-1 to C-3)
 - Ministry Project Implementation and Documentation

2. **Reading and Research Assignments:**

Complete the reading and research assignments listed in the course materials. Photocopy the Reading and Research forms in the course manual or download the forms from My Teleo at www.TeleoUniversity.org.

TERM 8/CORE MODULE 8: EQUIPPING GOD'S PEOPLE FOR EFFECTIVE MINISTRY

1. **Core Module Assignments:** Participate in the T-Net Training Center study group and complete all the assignments listed in the Course Manual to meet most of the requirements for the following:
 - (CM-8) Equipping God's People for Effective Ministry
 - Teaching Practicum: (CM-4) Personal and Ministry Accountability
 - Ministry Practicum: Coaching and Supervising a 2nd Generation Training Center (C-3 to C10)
 - Ministry Practicum: Coaching and Supervising a 3rd Generation Training Center (C-1 to C-3)
 - Ministry Project Implementation and Documentation

2. **Reading and Research Assignments:**

Complete the reading and research assignments listed in the course materials. Photocopy the Reading and Research forms in the course manual or download the forms from My Teleo at www.TeleoUniversity.org.

TERM 9/CORE MODULE 9: MINISTRY PROJECT THESIS

1. **Core Module Assignments:** Participate in the T-Net Training Center study group and complete all the assignments listed in the Course Manual to meet most of the requirements for the following:
 - Teaching Practicum: (CM-5) Effective Christian Leadership
 - Ministry Practicum: Coaching and Supervising a 3rd Generation Training Center (C-1 to C-3)
 - Ministry Project Summary Report (10-15 pages including the following attachments):
 - Appendix A: Country or People Group Demographic Data
 - Appendix B: Training Center/Target Area Demographic Data
 - Appendix C: Finishing the Great Commission in Your Region
 - Appendix D: Goals: Three-Year Projections
 - Appendix E: Results: A Three-Year Report

2. **Reading and Research Assignments:**

Complete final reading and research reports to strengthen your final project report.

3. **Comprehensive Exams:**

Review the 8 Core Modules to prepare for comprehensive exams in the following areas:

Ministry Leadership

- Disciple Making Church Saturation
- Effective Christian Leadership
- Equipping God's People for Effective Ministry

Pastoral Ministry

- Personal and Ministry Accountability

- Sustaining Strong Ministry Relationships
- Spiritual and Personal Formation
- Life and Ministry Development
 - Mentoring Ethical Leaders
 - Personal Spiritual Development

APPENDIX

1. Reading and Research Reports
2. Teleo University Church Growth Application Form
3. T-Net Training Center Reference Form

READING AND RESEARCH REPORTS

During your university studies you will need to preserve important quotes and concepts from reading and research and document the sources of that information as you write essays and your final Ministry Project Report. Taking and organizing notes from reading is an important part of research.

In this tutorial 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

Citing sources is required in 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. At this point we will focus only on gaining the information required for the "Works Cited" section. In the next Core Module, we will give a brief introduction to parenthetical citation within the text of your writing. Visit <https://style.mla.org/> for further information on MLA guidelines.

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.

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.

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



Application for Teleo University Programs in “Church Growth”



Students who meet the following pre-requisites may apply along with the required \$50 fee for the Tier 2 degree program (bachelor, master, and doctorate only).

- The applicant has completed the Tier 1 Pastoral Ministry program courses and graduated or is a candidate for graduation.
- The applicant is a current Tier 1 trainer and is coaching students and is overseeing students who are trainers.

PERSONAL DATA (Please Print Clearly)					
Name (First/Given)		(Middle)		(Surname)	
					Date
Address					
City			State	Zip	Place of Birth
Date of Birth	Age	Sex	Marital Status		Number of Dependents
Phone ()			Email Address		
Present Church			Position		
Address of Church			City	Country	
Training Center Location (City, Country) where you are a student				Center Number (if known sample: A1b3)	
Name of your trainer				Your Trainer's Home Country	
PREREQUISITE DEGREE (Completion of the Tier 1 Pastoral Ministry program is required for acceptance for a Tier 2 advanced degree)					
Tier 1 prerequisite Teleo University Pastoral Ministry program:			Tier 2 Church Growth degree for which you may apply:		
_____ Certificate of Pastoral Ministry (CPM)			_____ Diploma in Church Growth (Dip)		
_____ Diploma of Pastoral Ministry (DPM)			_____ Bachelor of Ministry (BMin) (degree completion)		
_____ Bachelor of Pastoral Ministry (BPM)			_____ Post-Graduate Diploma (PGDip) no thesis requirement		
_____ Master of Divinity (MDiv)			_____ Master of Ministry (MMin) 30,000 word thesis required		
			_____ Doctor of Ministry (DMin) 50,000 word dissertation required		
PREREQUISITE TRAINING CENTER AND MONTHLY COACHING REQUIREMENT (Applicants must be active trainers and coaches)					
Training Center # where you are a Tier 1 trainer: _____ # on training team _____ # of active students _____					
The number of students you directly recruited to the Training Center _____					
The number of students you directly coach each month _____					
Your Training Team Position: ___ Lead Trainer ___ Co-Leader ___ Training Team Member					
Percent of sessions facilitated. At least _____ %					
Taught Course 6 to _____ number of students.					
How many of the total number of Course 6 students were from your prospect list? _____					
LIST TRAINING CENTERS TAUGHT BY YOUR STUDENTS (Only list centers started by those you directly coach):					
Training Center # where your students are Tier 1 trainers: _____ # on training team _____ # of active students _____					
Training Center # where your students are Tier 1 trainers: _____ # on training team _____ # of active students _____					
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Training Center # where your students are Tier 1 trainers: _____ # on training team _____ # of active students _____					
Training Center # where your students are Tier 1 trainers: _____ # on training team _____ # of active students _____					
(If more than six centers provide a separate list)					

ADDITIONAL INFORMATION

Required Recommendation: (Provide the name and email address of the T-Net Training Center Facilitator that you have asked to complete a required Recommendation Form.):

T-Net Training Center Facilitator Name: _____

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

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

Course 10 Completion Date (Date of Final Interview and Grading): _____

DESCRIBE YOUR T-NET TRAINING CENTER ROLE: (Briefly describe your T-Net Training Center role (lead trainer, assistant trainer). List the names students you were assigned to coach, the names of their churches, and the T-Net Training Center # they have begun):

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.
- I understand that this Church Growth program has a prerequisite Teleo University degree as outlined in the school catalog.
- 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 continue as a T-Net Trainer/Facilitator, and oversee/coach next generation trainers.
- 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 acknowledge that I must submit a **\$50.00 non-refundable fee** before my application, transcripts, and references will be processed (applies to bachelor's, masters and doctorate degrees only).

I hereby make application for admission to T-Net International Tier 2 and Teleo University's advanced degree in church growth. I understand that I must complete the T-Net Tier 1 Training Center Course 10 to qualify for admission to this advanced degree program and that I must be an active T-Net Trainer in order to qualify or continue in this program. (NOTE: students may be accepted into the Tier 2 program four months after completing Tier 1 Course 10 on a probationary status until their graduation from Tier 1 when the probationary status is removed.)

Change of Degree: I hereby acknowledge that, as a Doctor of Ministry (or Master of Ministry candidate), if I fail to write a dissertation or thesis that meets accreditation standards for page length, depth of research, or quality of writing, I can request a change from a doctorate or master's degree to graduate with a post-graduate diploma (PGDip) in church growth.

The academic and financial requirements (country tuition plus \$150 degree fees: Application, Administration, Graduation) have been fully explained to my complete satisfaction. I understand that all fees and tuition must be paid in full prior to graduation. I also understand that Teleo University is a private seminary and college and that as a student of Teleo University, the hours that I academically earn may or may not transfer to the college of my choice

TRUTH STATEMENT

I hereby certify and affirm that all information and documentation is true and correct. I do acknowledge that deliberate falsification or misrepresentation of information or documentation will be sufficient grounds to nullify and void any credit/degrees awarded or granted by this institution.

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.

TIER 2 CHURCH GROWTH - TRAINER RECOMMENDATION FORM

(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 your country director if your T-Net Trainer is not currently available to submit this recommendation.)

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 Tier 1 Training Center Study Group Trainer-Facilitator)*

- My T-Net Training Center relationship with the applicant is:
 Lead Trainer/Facilitator Assistant Trainer/Coach
- I have served as the monthly coach for the applicant:
 less than 1 year 1- 2 years 2 - 3 years Another training team member coached this student
- I know the applicant:
 well (personally) very well (personally) extremely well (personally and professionally)
- The applicant's marital status is:
 single married divorced separated widowed
- The applicant has:
 completed all Tier 1 assignments and the final interview
 some incomplete assignments for Tier 1 but is expected to finish within _____ months
- The applicant:
 was part of a training team that has started a new T-Net Training Center with _____ # of students
 was responsible for recruiting _____ # of students for this T-Net Training Center
 is actively coaching _____ # of students for this T-Net Training Center
- The applicant's role in this new T-Net Training Center is:
 Lead Trainer/Facilitator Co-lead Trainer/Facilitator Assistant Trainer/Coach
- The applicant's Training Center students:
 have begun _____ next generation of T-Net Training Centers
- The applicant is actively responsible in coaching and overseeing _____ next generation T-Net Training Centers.
- Is the applicant living a consistent Christian life? Yes No
- 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
- How would you rate the applicant's commitment to a life of ministry?
 extremely high above average low or inconsistent I do not know
- 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
- How would you rate the applicant's ability to train, equip, support and oversee other pastors and disciple making church leaders resulting in multiplication of disciple making churches to finish the Great Commission?
 extremely high above average low or inconsistent I do not know

15. Is the applicant mentoring and overseeing pastors and church leaders, or assisting someone else who is providing the leadership and oversight from ministry multiplication?
- the applicant is mentoring and overseeing pastors and church leaders
 - the applicant is assisting someone else who is mentoring and overseeing pastors and church leaders
16. What degree would the applicant pursue? Do you believe the applicant has the ability to complete the rigorous research and writing demanded for that degree?
- Doctor of Ministry (200 page / 50,000 word dissertation) Yes / No
 - Master of Ministry (80-120 page / 30,000 word thesis) Yes / No
 - Post-Graduate Diploma in Church Growth (15 page Ministry Project Summary Report) Yes / No
 - Bachelor of Ministry - Degree Completion (15 page Ministry Project Summary Report) Yes / No
 - Diploma in Church Growth (15 page Ministry Project Summary Report) Yes / No
17. 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

NOTES



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Minneapolis MN 55445
TeleoUniversity.org - 763-220-8850
