

# School of Ministry Licensed Teachers Manual

This document explains what a prospective Licensed Teacher needs to know, and what missions partners need to know, to participate in the program. It will detail the following:

1. The School of Ministry level in relation to the VBI curriculum (higher levels).
2. Vision
3. Licensed Teachers
4. Translations
5. Registration fees and management
6. Teaching
7. Curriculum
8. Memorandum of Understanding

## School of Ministry & higher levels

VBI has a number of levels of education and training. From the highest downwards they are:

- ∞ A *Bachelor of Christian Studies degree* (120 credit program) conferred by St. Stephen's University.<sup>1</sup>
- ∞ An *Advanced Diploma in Christian Studies* (80 credit program) conferred by Vineyard Biblical Institute.
- ∞ A *Diploma in Christian Studies* (28 credit program) conferred by Vineyard Biblical Institute.

The same course texts are used for all three levels, with different assignments required of the different levels. They are mostly about 150 A4 pages (similar to US Letter), and the authors have either PhD or Masters Degrees in theology.<sup>2</sup>

The School of Ministry courses are abridged versions of the original VBI course texts, of roughly 30 A4 sized pages, that contain the core content of the full text. They are designed as

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<sup>1</sup> New Brunswick, Canada

<sup>2</sup> A small percentage of the courses are also written by structural leaders (National Directors or equivalent) in either the Vineyard or New-Wine church networks.

teaching aids for church based training programs and for use in contexts where English is the second or third language.

*School of Ministry courses must be taught by graduates of at least the Diploma level of the course being taught.*

### Vision

- ∞ The Licensed Teacher program exists to empower leaders in emerging church movements to offer affordable and accessible quality education and training.
- ∞ While it is a Vineyard affiliated ministry, its target includes the whole body of Christ. There is no restriction on its availability.
- ∞ The program will normally operate in the context of a partnership between developed associations of churches (generally Associations of Vineyard Churches) and a developing church planting movement. VBI will always attempt to respect such partnerships and look to them to facilitate our relationship with Licensed Teachers.
- ∞ Our policy is to develop indigenous teachers who are the primary vehicles of training in the church planting context, in the national language. We wish to avoid dependency relationships where teachers from developed countries and associations of churches become the primary vehicles of training.

### Licensed Teachers

- ∞ Since VBI seeks to work within existing mission partnership relationships, we will seek the endorsement of all Licensed Teachers from either the emerging leaders in the church planting context (AVC or other church movements), or their partners in developed countries. We reserve the right to withdraw status from a Licensed Teacher if such leaders withdraw their endorsement.
- ∞ To apply to become a Licensed Teacher one must complete the Memorandum of Understanding at the end of this document and return it to [office@vineyardbi.org](mailto:office@vineyardbi.org)
- ∞ A Licensed Teacher must be a graduate of at least Diploma level of the course they intend teaching. This does not mean that they have to be graduates of other courses, or a list of courses, but only of the particular course they wish to teach.
- ∞ Licensed Teachers must teach by utilizing the School of Ministry course (either in English or the national language, or both). While they are strongly encouraged to contextualize the content with their own stories, illustrations and explanations, they should ensure that the main content of the course is communicated to the students.

- ∞ A Licensed Teacher must enable their students to complete the multiple-choice assignment (roughly 30 questions), either online, or through the hard-copy equivalents that they will grade.
- ∞ With each course they teach, Licensed Teachers will complete a Report Form with student grades that will be sent to VBI.

***Each time a Licensed Teacher submits a Report Form for a course – with the grades of at least 10 students they have taught – they obtain the next Diploma level course for free.***

## Translations

Licensed Teachers, or those participating in translation task forces, translate the courses into the required national languages. VBI requires that the initial translation draft should be edited by at least two other persons competent in both English and the language in question. The final draft is then forwarded to VBI and remains the copyright of VBI.

## Registration Fees and Management

Two types of registration are relevant:

1. The registration of Licensed Teachers studying at Diploma level,
2. The registration of School of Ministry students.

Licensed teachers will operate on the following basis.

- ∞ Provided they return the Memorandum of Understanding, the first two courses they study will automatically be free of charge.
- ∞ The third course, and all following courses, will also be for free, on a course-by-course basis, provided the Licensed Teacher submits the grades of at least 10 School of Ministry students per course studied.
- ∞ Free registration for the next course is made available through a coupon supplied by VBI following the return of each Report Form.<sup>3</sup>
- ∞ Study at Advanced Diploma level will not be for free.

VBI will seek no income from School of Ministry students taught by Licensed Teachers.<sup>4</sup> Licensed Teachers will operate on the following basis.

- ∞ They will determine, in consultation with their peers and their national leaders, what a suitable registration fee will be, in the local currency, in the local context.

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<sup>3</sup> Refer to the Help File under *How to purchase a product* to learn how to utilize a coupon.

<sup>4</sup> School of Ministry students in developed countries, usually working through the *Partnership Church* program, have access to the courses on a different basis.

- ∞ Such fees must at least cover the costs of duplicating the courses.
- ∞ Such fees may be designed to cover extra operational costs (food, drinks, venue etc.) but may not be designed to provide an income for the Licensed Teacher.
- ∞ They will keep proper records of student registrations and assignment grades.
- ∞ VBI staff, or those delegated by the VBI office (AVC leaders and/or mission partner leaders) reserve the right to audit the records kept by Licensed Teachers at any time. VBI reserves the right to withdraw status from a Licensed Teacher as a result of such audits.

## Teaching

VBI courses have various media associated with them (DVD, Quick Time videos, Power Point files, Flash files, MP3). Use of such media is to be encouraged, as long as it does not become a substitute for the Licensed Teacher giving live instruction in the national language. This is to be the primary vehicle of instruction.

Team teaching by mission partners with Licensed Teachers is to be encouraged, especially when a new course is released, on the assumption that the goal is to empower and release the Licensed Teacher to continue teaching when the mission partner has left.

Graduates of School of Ministry courses will be encouraged to teach the same material to create an oral tradition. However, assignments can only be written by students taught by Licensed Teachers, with course materials.

As a general rule, roughly four to six hours of teaching should be given per course. Students should only write assignments after they have sat for the class and studied the course text.

## Curriculum

- ∞ The curriculum will be in continual development. The VBI website will show the courses available at any given time.
- ∞ The School of Ministry curriculum will consist of clusters of 5 courses rewarded by a certificate and three such certificates (15 courses) will be rewarded by a School of Ministry Discipleship Award.
- ∞ Sufficient courses will be developed and translated to provide for a measure of subject choice. The entire VBI curriculum will not be translated. Diploma courses supplied free to Licensed Teachers will be those listed in the School of Ministry curriculum.
- ∞ VBI will notify the authors of the original VBI course texts of the School of Ministry level of study and seek their blessing. However, since the School of Ministry courses will be fresh compositions by VBI staff or volunteers, copyright will reside with VBI and not the authors of the original VBI texts.

## Memorandum of Understanding

The MOU governs the relationship between Vineyard Biblical Institute and Licensed Teachers.

- ∞ Licensed Teachers have read the contents of this Teachers Manual and agree to its content.
- ∞ VBI undertakes to supply Licensed Teachers with free Diploma level registration as described above.
- ∞ Licensed Teachers will respect the right of VBI or those it delegates to inspect and audit their records.
- ∞ Licensed Teachers may create their own school identity and add any number of courses and teaching materials to complement VBI School of Ministry courses, but must always communicate accurately as to the distinction between such materials and VBI materials.
- ∞ VBI reserves the right to withdraw Licensed Teacher status on advice from leaders in the missions partnership (either developed or developing country leaders), or as a result of audits.

The text fields below will grow as you type.

I understand this agreement and undertake to respect its terms.

Name

City or town

Country

Date

Names of leaders in your country that endorse your role as a Licensed Teacher

Name and details of partner churches or leaders in more developed church associations.