



• 2302 SW Third Street • Ankeny, Iowa 50023
 • Telephone: (515) 289-9200 • Fax: (515) 289-9201 • E-mail: inste@inste.edu

LEVEL TWO Application

1. PERSONAL DATA [See INSTRUCTIONS on page two]

Your Student ID# _____ Graduation date, Level One: _____ Level 1 Group Leader _____
 First Name _____ Initial _____ Last Name _____
 Address _____ E-mail: _____
 _____ Home Phone (____) _____
 City _____ ST __ Zip _____ Cell Phone (____) _____
 City, ST, (Country) of Birth _____ Date of Birth ____/____/____ Gender: Male Female
mm dd yyyy
 Marital Status: Single Married (Spouse's name _____) Widowed Divorced
 Church: _____ City _____ ST _____

2. PROGRAM DATA

Mark the program to which you are applying:* (See the requirements in the attached brochure, *A Short Guide...*)

| | |
|--|---|
| <input type="checkbox"/> Leadership Development | <input type="checkbox"/> Ministry Development |
| Prerequisite: Presently in a leadership position | This program is designed for those not presently in leadership but who wish to serve the Lord faithfully in their church, home and community. |
| What is it? _____ | |

*INSTE reserves the right to reassign you, based on your answer here and the two recommendations attached to your application.

3. DEGREE PROGRAM If you are also applying for admission to a degree program, complete the following:

| Bachelor of Arts in Bible and Theology | | | |
|--|----------------|--------------|--|
| Prerequisite: 36 semester credit hours transferred to INSTE from an accredited college or University. See the catalog. | | | |
| College or University | Years attended | Major/Degree | I have had an official* transcript sent to INSTE |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| *Official means the college or university sends your transcript directly to INSTE. This must be done and your evaluation approved before you are admitted to Level Two. | | | |
| All degree program students must also purchase the <i>Scholar's Library</i> from LOGOS BIBLE SOFTWARE before beginning the first semester of studies. All collateral reading assignments are made in that Library. LOGOS will notify us by e-mail of your purchase. Your admission to the degree program will not be complete until your transcripts are received and evaluated. You will receive an e-mail notification of your acceptance. | | | |

4. MINISTRY MENTOR AND GROUP LEADER

First and Last Name of your Ministry Mentor: _____
 First and Last Name of your Group Leader: _____

I agree to the regulations set forth in the INSTE catalog valid at the time of my signing this application. I understand that my completion of this study program does not guarantee my acceptance for any position by any church or organization. I agree that it is my responsibility to verify the applicability of INSTE's credits

toward any educational goal that I may have. I hereby affirm my commitment to the Lord and His Kingdom. I commit myself to the study of the Word and to putting it into practice in my life and ministry.

Signature _____ Date _____

INSTRUCTIONS

1. Attached to this application for admission form is the brochure *A Short Guide to the Diploma and Degree Programs: Level Two*. Additional information is available in the catalog and on-line. Begin by reading these documents carefully and prayerfully as you make your decision to study.
2. You have also received a copy of the ***Beyond Academics*** booklet. Read it, and with the help of your group leader, choose a candidate to be your ministry mentor. Share with him/her the requirements and responsibilities of a ministry mentor, as described in detail in the *Beyond Academics* booklet. If s/he consents to be your ministry mentor, give him/her the ministry mentor data sheet included with this application form.
3. Give a recommendation form to your Level One group leader and the other to your Pastor. Be sure to include an envelope with each recommendation.
4. Fill out the course enrollment form.
5. When everything is in order—your application, the ministry mentor data sheet plus the two recommendations—submit them to your group leader. Don't forget to also give him/her the fees for tuition, books, semester enrollment and shipping / handling.
6. Your group leader will send INSTE the following:
 - Your application-semester enrollment, completely filled out, signed and dated
 - The two recommendations
 - The ministry mentor data sheet
 - Your payment of fees (see the semester enrollment form — last sheet of this admissions packet.)

INFORMATION

The accompanying brochure gives you an introduction to the programs available in Level Two. Additional information is available in the Catalog and on-line. Read these documents carefully and prayerfully as you make your decision.

TOTAL PROGRAM COSTS

Prices subject to change

The total program cost (tuition, books, enrollment fees plus shipping and handling) for each program is as follows:

DIPLOMA PROGRAM: \$4,082

DEGREE PROGRAMS (Bachelor of Arts in Bible and Theology) \$5,282

*Additional fees are as follows: \$75 Transfer Evaluation Fee and \$472 for the *Scholar's Library* from LOGOS Bible Software.

INSTE Online students (Diploma/Degree) have a \$240 Technology Fee (\$10 per course).

Level Two students must have also successfully completed Level One, the total cost of which is \$336.

COURSES

All Level Two students complete the following courses. See the catalog or the web-site for a description of these courses. Each course earns 2 semester hours (Diploma program) or 3 semester hours (Degree program).

Semester 1:

Mn201e Church Leadership
Th202e Ecclesiology
Hi203e Church History 1
Hi 204e Church History 2
Mn209e Beyond Academics 1

Semester 2:

Th205e Christology
Bi206e Luke-Acts
Bi207e John and His Epistles
Bi208e Colossians and Ephesians
Mn210e Beyond Academics 2

Semester 3:

Th301e Soteriology
Bi302e Romans and Galatians
Bi303e Hebrews
Mn304e Teaching the Bible
Mn309e Beyond Academics 3

Semester 4:

Th305e Theology/Pneumatology
Bi306e The Pentateuch
Bi307e Hebrew History
Mn308e Homiletics
Mn310e Beyond Academics 4

Semester 5:

Th401e Anthropology/Hamartiology
Hu402e Cults and Religions
Bi403e Poetic Books
Mn404e Counseling
Mn409e Beyond Academics 5

Semester 6:

Th405e Eschatology
Bi406e Daniel and Revelation
Bi407e Prophetic Books
Mn408e Church Administration
Mn410e Beyond Academics 6



INSTE

BIBLE COLLEGE

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Ministry Mentor Data Sheet

Student:

Write your data below and give it to the person who will be your ministry mentor.

First and last name of the student: _____ Student ID# _____

This student is applying for the Leadership Track Ministry Track

Level Two Group Leader: _____

Ministry Mentor:

Please fill out this data sheet and return it to the student named above. By signing this sheet, you affirm your commitment to oversee the spiritual, ministry, and strategic development of this student.

Personal Data

First and Last Name _____

Address _____

City _____ ST _____ Zip _____

Telephone (____) _____ FAX (____) _____ Cell Phone (____) _____

E-mail: _____

Ministry Data

Your present ministry position _____

Church or Ministry _____

Address _____

City _____ ST _____ Zip _____

Telephone (____) _____ FAX (____) _____

Past ministry experience: _____

Your Relationship to the Applicant/Student _____

How long have you known him/her? _____

What ministry or leadership gifts have you observed in the applicant? _____

Have you read the Beyond Academics booklet? Yes No If not, ask the student to give you a copy of Beyond Academics. Thank you for being a part of the team to help this student develop spiritually, in ministry skills, and in the developing of the values that will form the foundation of his/her ministry.

Mentoring is simply

- one person (the mentor)
- sharing resources (experience, insight, counsel, skills, prayer, knowledge)
- with someone who needs it (the student.)

Ministry Mentor Commitment

Before signing the Ministry Mentor Data Sheet, the group leader, student and mentor must thoroughly review the *Beyond Academics* booklet. The candidate for Level Two and the mentor should know what is required of them. Please make sure you have discussed the following questions before signing at the bottom.

For the student:

- a) What is it that you see in the prospective mentor that you'd like to develop in your own life?
- b) Will you be responsive to the mentor's advice and counsel even when it is difficult?
- c) Will you personally take responsibility for learning through *Beyond Academics*?
- d) Will you be open and honest with your mentor and seek his/her advice and counsel?

For the mentor:

- a) What leadership (or ministry) qualities do you see in the candidate for admission? What potential do you see in him/her?
- b) What ministry experience do you have that will benefit the emerging leader/minister?
- c) Will you be able to sponsor i.e., open doors of opportunity for this leader in formation as he or she develops ministry skills and character?
- d) Will you promise to pray every day for this student and be available for consultation, counsel and encouragement?
- e) Will you be an example for this leader-in-formation to follow?
- f) Will you hold the student accountable for growth in the areas of spiritual formation, ministry formation and strategic formation?
- g) Will you be sure to initial and date the tracking sheet after each meeting with the student?

The group leader and the ministry mentor are partners in the task of forming the student. Make sure that you have each other's telephone numbers so that you can keep in touch. Pray together for God's leading in the lives of each person involved in this great venture.

After having read the requisites for being a Ministry Mentor, as they are described in the ***Beyond Academics*** booklet, and understanding the duties involved, I affirm my commitment to the task of developing, to the best of my ability, a personal relationship with the above named student with the view of helping him/her to develop those gifts, skills, values and attitudes that will help him/her be an effective, anointed servant of the Lord for the honor and glory of the Kingdom of God.

I will be an example for him / her, in word, attitude, and deed. I also affirm by commitment to pray daily for this student.

Signature of the Ministry Mentor

Date

Signature of the Group Leader

Date



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LEVEL TWO Recommendation

To the applicant: I understand this recommendation is to be received and maintained in confidence by INSTE. I hereby expressly waive any and all rights I have of access to this evaluation under the Family Education Rights and Privacy Acts of 1974, and any/or all other laws, regulations or policies. I understand that the rights I am waiving include, but are not limited to, the right to inspect and review this recommendation; the right to have a copy of this recommendation made for my use; the right to request an amendment of this recommendation.

_____ I agree to waive access to this recommendation. _____ I do not agree to waive rights to this recommendation.

Applicant's signature: _____ **Date:** _____

Name of applicant: _____

Applying for: [] Leadership Development [] Ministry Development

To the person who is recommending this student: In INSTE we say that all leaders are ministers but not all ministers are leaders. By that we mean that all are called to serve the Lord in some capacity, but not all are called to be leaders. If the above applicant is applying for the Leadership Development, consider him/her in that capacity. If he/she is applying for the Ministry Development (non-leader track) evaluate the applicant in light of his/her ministry/service and spiritual growth.

We would appreciate your taking a few moments to fill out this form. When you finish, please place it back into an envelope and seal it. Sign the envelope on the back flap, and return it to the applicant.

Thank you for filling out this recommendation. We depend on your evaluation of the applicant with respect to his or her capacity and gifting to be admitted to Level Two.

Your First and Last Name _____ Date _____

Your relationship to the applicant (Pastor, Level One Leader...) _____

1. What signs of spiritual maturity are evident in the applicant? _____

2. What is his or her attitude toward authority? _____

3. What character trait most describes the applicant? _____

4. What leadership and/or ministry gifts have you observed in the applicant? _____

5. How would you evaluate the applicant's spiritual capacity for leadership and/or ministry? _____

6. How would you evaluate the academic capacity of the applicant? _____

7. What is the applicant's greatest strength (potential) for leadership and/or ministry? _____

8. In what area would the applicant need most to grow to be able to minister effectively? _____

9. What is the ministry passion of the applicant? _____

10. How would you evaluate the applicant in light of the following requisites for entrance to the Second Level? (Mark your evaluation on a scale of 1 to 10).

The applicant demonstrates maturity and discipline in his/her personal and spiritual life.

Not mature There are signs of growth Very mature/disciplined

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|----|

Comments: _____

The applicant demonstrates his/her calling to leadership and/or ministry through his/her ministry in the church.

Not presently in leadership and/or ministry His/her giftedness for leadership/ministry is obvious

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|----|

Comments: _____

The applicant demonstrates in his/her life the leadership qualities of I Timothy 3 and Titus 1.

Immature character Mature and holy character

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|----|

Comments: _____

The applicant is viewed as a leader and/or minister by other believers in the congregation.

Not so viewed By some believers His/her leadership and/or ministry is widely recognized

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|----|

Comments: _____

I recommend this applicant for admission to Level Two (mark one) Ministry Development

Leadership Development (requirement: currently filling a leadership position)

Not recommended with reservations unconditionally

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|----|

Comments: _____

Signature _____ Church _____

Address _____

City _____ ST _____ Telephone _____



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_____ I agree to waive access to this recommendation. _____ I do not agree to waive rights to this recommendation.

Applicant's signature: _____ **Date:** _____

Name of applicant: _____

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Your First and Last Name _____ Date _____

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The applicant demonstrates maturity and discipline in his/her personal and spiritual life.

| | | | | | | | | | |
|------------|---|---|---------------------------|---|---|---|-------------------------|---|----|
| Not mature | | | There are signs of growth | | | | Very mature/disciplined | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Comments: _____

The applicant demonstrates his/her calling to leadership and/or ministry through his/her ministry in the church.

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|
| Not presently in leadership and/or ministry | | | | His/her giftedness for leadership/ministry is obvious | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Comments: _____

The applicant demonstrates in his/her life the leadership qualities of I Timothy 3 and Titus 1.

| | | | | | | | | | |
|--------------------|---|---|---|---------------------------|---|---|---|---|----|
| Immature character | | | | Mature and holy character | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Comments: _____

The applicant is viewed as a leader and/or minister by other believers in the congregation.

| | | | | | | | | | |
|---------------|---|---|-------------------|---|---|---|---|---|----|
| Not so viewed | | | By some believers | | | | His/her leadership and/or ministry is widely recognized | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Comments: _____

I recommend this applicant for admission to Level Two (mark one) Ministry Development

Leadership Development (requirement: currently filling a leadership position)

| | | | | | | | | | |
|-----------------|---|---|-------------------|---|---|---|-----------------|---|----|
| Not recommended | | | with reservations | | | | unconditionally | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Comments: _____

Signature _____ Church _____

Address _____

City _____ ST _____ Telephone _____



Beyond Academics

How to Learn from Your Ministry Mentor

Second Level: Leadership Development

Nicholas and Leona Venditti

Keep this manual for later use

Beyond Academics: Individualized Learning

Beyond Academics is the individualized part of your education. YOU are in charge of your own learning in Beyond Academics! You take the initiative to learn. Your Group Leader and Ministry Mentor will work with you, but you set the agenda.

What is it that you need to know how to do to be successful in the ministry to which the Lord as called you? What spiritual habits and exercises do you need to develop to lead God's people effectively? How do you develop the values and attitudes that will keep you balanced in ministry?

Although you will take the initiative to learn in Beyond Academics, your ministry mentor is charged with the task of correcting, exhorting, and directing you in your personal and ministry development. He or she will see areas in your life that you will need to work on. Perhaps it is a character development issue, or a skill you need, or an attitude adjustment. Your ministry mentor has experience in leadership; thus he/she has the perspective you need.

Therefore, your ministry mentor and you will work together in your development as a leader. If you are a young leader or believer, you may need to rely more on direction from your ministry mentor, than would a "second career" person who has had more experience. Whatever the case, the important thing is that you be active in this learning process, and that you respond positively to the counsel and direction of your ministry mentor. You will gain benefit from Beyond Academics to the extent that you invest in it.

Purpose

Beyond Academics individualizes your practical development as a leader/minister according to your giftedness, in three essential areas: spiritual formation, skill (ministry) formation and value (strategic) formation.

Objective

This program is designed to accomplish two goals:

1. To make learning from a mentor as natural as possible so that you will continue to recognize and learn from mentors throughout your lifetime.
2. You will be a mentor to those who come after you.

Three Formations

Your ministry mentor will be helping you develop in three ways: in spiritual formation, ministry skill formation, and strategic value formation.

Character Development: Spiritual Formation

Character formation is part of the informal processing that God takes us all through. First God works in us, then through us. Character growth should be intentional, not just casual. It is the means by which you, the emerging leader, develop an intimate relationship with Jesus and experience more of His presence and power for ministry. This is the *being* part of development. *Ministry flows from being.*

Your ministry mentor will help you develop godly character traits, correct character traits that would hinder your ministry, and affirm good character traits. You will find assessment sheets in your book that will guide you to an evaluation of your character strengths and weaknesses.

But most important will be the relationship you develop with your ministry mentor. This is part of the informal process we have been talking about. These are things that you don't get a grade for, but the absence of which will render you ineffective as a leader. Relationships, talking with your mentor, doing ministry with him or her, fellowshiping—all these and more provide opportunity to focus on the formation of the character of Jesus Christ in you.

Skill Development: Ministry Formation

The second formation is ministry formation, which is just another way of saying skill development. Leadership and ministry require a set of skills that are learned best in an on-the-job setting. We don't have a lot of ministry skill courses in INSTE because of the diversity of cultures in which we are working, each requiring a different skill set. But we do introduce a generic set of skills.

Therefore, most of what you will use in your day-to-day leadership you will learn informally in relationship with your ministry mentor. What you will learn as you go through Level Two is how to evaluate your skills in the light of your ministry and how to find ways to refine your skills and develop new ones as your ministry and circumstances change.

You will use skill assessment sheets and competency lists which will help you and your ministry mentor focus on the skills you have and those you will need. The five ministry courses you will study in INSTE will also help you develop ministry skills.

Value Development: Strategic Formation

We all have a ministry philosophy that affects the way we function in ministry. That ministry philosophy may be either explicit or implicit. As you begin in leadership and ministry, the values that underlie your ministry will most likely be greatly influenced by the leaders/ministers around you, including your ministry mentor. With time and experience, you will form values that the Lord will teach you personally, which will become the basis of your ministry philosophy.

The goal of strategic formation is to help you become aware of the “why” of ministry—why you do what you do. Your ministry mentor will be a great resource in helping you discover your values, both personal and ministerial.

You will articulate your ministry philosophy in your Beyond Academics Portfolio in your last semester. That philosophy will be like a “snap-shot” of your ministry values.

Your Ministry Mentor

Throughout your six semesters in Level Two, you will be accompanied by a ministry mentor who will oversee your development as a leader/minister. Your relationship with the mentor will be individualized to your gifting and calling to leadership or service.

As a candidate for Level Two, you are responsible for finding a ministry mentor. Your group leader may assist you in this task.

Qualities of your Ministry Mentor

Look for a person who has one or more of the qualities listed below:

- A person who has experience in the area of ministry to which God has called you (or to the ministry you are presently leading.)
- A person who recognizes leadership or ministry giftedness in you, and believes in you.
- A person who can ask you the difficult questions, and to whom you will be accountable.

- A “personal trainer”, i.e., a person who can help you develop the necessary skills to fulfill the call that God has placed on your life.
- Your “Barnabas”—that is, a person who functions as your sponsor and encourager.
- A person you can call for consultation and prayer.

Time Commitment

Much of the value of your relationship with your mentor will be realized in spontaneous, informal encounters. The Beyond Academic Tracking Sheets and Assessment Guides you will find in your INSTE books will guide you in that relationship.

You will develop a relationship with your mentor, which will determine the amount of time you will spend with him or her, and the means of communication you will use. Each mentor / emerging leader relationship will be different. However, a rule of thumb is that there should be sufficient relationship between the mentor and the emerging leader to accomplish the purposes of this program.

Persons Who Could Serve as your Ministry Mentor

The following list is only to give you an idea of persons who could mentor you.

- | | |
|---|--|
| 1. The pastor of your church | 8. A retired spiritual leader |
| 2. A staff pastor | 9. A person whose spiritual walk you deeply admire |
| 3. A denominational leader | 10. A missionary or an evangelist |
| 4. The INSTE coordinator | 11. Worship leader, choir director. |
| 5. An elder or deacon in your church | 12. Christian education director, experienced Sunday School teacher. |
| 6. A person who exercises another type of leadership, such as a professor in a Bible College, a chaplain, an administrator. | 13. The INSTE group leader |
| 7. The youth leader | |

If the group leader is your personal trainer, he/she will oversee your development as an individual in the three developmental areas related to Beyond Academics as well as lead your group in the mastery of the academic content of INSTE. Normally a ministry mentor will have **no more than three** leaders-in-training under his/her charge.

How to Choose Your Ministry Mentor

Look for a person in your church or community that has the same ministry or calling you have. It should be someone that knows you and recognizes your potential as a leader or servant minister. For example, if your calling is to disciple others, the INSTE coordinator in your church would be a good ministry mentor. If your calling is to the pastorate, the ideal person to be your ministry mentor would be your pastor. If you are already pastoring, your denominational supervisor, or a pastor from another church in your city or region could serve as your personal trainer. The important thing is to find a person who is successful in ministry who can help you develop the gifts, talents, and skills you have so that you can be all the Lord wants you to be.

If you are looking for a ministry mentor in the context of your studies in the Christian Ministry program, the same applies. Look for someone who is serving the Lord in the area of your calling to ministry/service.

The process is as follows:

1. Based on what you read here, think of a person you could ask to be your mentor.
2. Consult with your group leader if you have a question about whom to ask.
3. Share this document with your prospective mentor.

-
4. If he or she agrees to be your mentor, have him or her fill out the mentor data sheet.
 5. Submit the mentor data sheet to your group leader attached to your application for admission to Level Two.

The Relationship between your Group Mentor and your Ministry Mentor

Your group leader is also called the teaching assistant. His/her major focus is your academic formation. The two hours of the weekly group meeting are dedicated to the review of the lesson studied during the week. The discussion of the lesson revolves around the practical application of what has been studied at a general group level, and the clarification of points not understood in the content of the lesson.

The group mentor is also the coordinator of the personal ministry mentors of the members of your group. It is the responsibility of your group leader to make sure that each student in your group is meeting with a ministry mentor, and that the relationship between the mentors and the emerging leaders/ministers is beneficial to the student's development. If there are any problems, your group mentor is responsible for mediating the conflict, and if not successful, for notifying the INSTE office of the problem.

How your ministry mentor will help you

In the area of spiritual development, your ministry mentor, as a spiritual guide:

- **Will help you:**
 - Identify both strong and weak areas in your spirituality.
 - Believe that you can grow!
 - Gain perspective in how to grow spiritually.
 - Take the initiative for your spiritual growth.
 - Evaluate your spiritual development.
 - Be accountable in your spiritual life.

In the area of ministry development, your ministry mentor, as a counselor and coach:

- **Will help you:**
 - Evaluate the effectiveness of your ministerial skills.
 - Identify your gifts and abilities.
 - Reach your potential as a leader.
 - Learn how to develop ministry skills.
 - Identify resources for skill development.
 - Make wise decisions.
 - Gain perspective in your life and ministry.

In the area of strategic development, your ministry mentor, as a sponsor:

- **Will help you:**
 - Identify your personal and ministry values
 - Begin to integrate your values into a full ministry philosophy
 - Gain perspective on your call to leadership/ministry
 - Develop attitudes about life and ministry that are pleasing to the Lord.

Tracking Your Progress in Beyond Academics

The Beyond Academics section in each INSTE book consists of three principal parts.

1. The tracking sheet
2. The list of competencies
3. The assessment sheets.

The Tracking Sheet

In the back of each course book will be a tracking sheet. The purpose of Beyond Academics is to document your progress in becoming the leader or servant the Lord has called you to be. The tracking sheet is a log of your progress in the three essential areas of Spiritual Formation, Ministry Formation, and Strategic Formation.

You will fill out your tracking sheet as you meet with your mentor. Your mentor will initial your log. *You will use these tracking sheets in your last semester* to construct your Ministry Portfolio, so it is important that you keep good records of what you do in Beyond Academics.

A more important reason for keeping your tracking sheets is that you will develop a level of trust with your ministry mentor. The tracking and assessment sheets will be a spiritual ministry journal, in which you will note topics you talked about, and things you worked on; you may not wish to share with other people. The notes you make on these sheets are for you and your mentor to see. To get credit for Beyond Academics you will submit the Tracking Summary Sheet, which we explain below.

List of Competencies

Also in each book you will find a list of competencies. This is a generalized list of competencies that should characterize a graduate of Level Two. In your relationship with your ministry mentor you will learn to “incarnate” these qualities in your life and ministry. Your question to your ministry mentor will probably begin with “how do I...”

How to Use the List of Competencies

1. Each week, in the section called General Competencies on the Beyond Academics Tracking Sheet, copy one or two of the competencies from the list on the following pages.
2. In the section, Specific Competency, write down other goals you may have. You are uniquely gifted by God for leadership. Therefore, this is your opportunity to individualize your learning in Beyond Academics, according to your gifting and calling. For example, if your calling is to music ministry, you might write something like: “Plan music for worship services.” Your ministry mentor may identify a people skill area you need to work on, such as “Develop confidence in working with parents of the children in Sunday School.”
3. Work with your ministry mentor to develop these competencies. Note that these competencies are classified into the three crucial areas we’ve identified in Beyond Academics: Spiritual Formation, Ministry Formation, and Strategic Formation. In some special cases, a competency may not be appropriate to your calling and ministry. That’s why the specific competencies are so important. If a general competency is not appropriate, you may substitute a specific competency.
4. At the end of each course, you will give your ministry mentor the evaluation form found in your book. Your grade (pass/fail) will be based on your mentor’s evaluation and your summary sheet.

List of Competencies

In the space to the right, checkmark the competencies you have worked on with your ministry mentor. Copy the competency to your tracking sheet. You will work on several competencies multiple times.

Spiritual Formation



CALLING AND MINISTRY

1. Recognize God’s call on your life.
2. Have a clear sense of destiny for your life and ministry.
3. Discern the will of God for your life and for the group you lead.

GIFT DEVELOPMENT

4. Discover your giftedness through service in the Body of Christ.....
5. Plan ways to develop your giftedness to its full potential.
6. Exercise ministry according to your giftedness.....

SPIRITUAL DISCIPLINES

7. Place priority on your personal spiritual development.
8. Develop a consistent, spiritually nurturing devotional life.....
9. Pray consistently and systematically for the ministry God has given you.
10. Value “being”—i.e., Christian character—as the primary source of ministry
11. Develop the habit of regular, effective personal witness.....

SPIRITUAL WARFARE

12. Recognize spiritual attacks.
13. Deal with spiritual warfare according to Scriptural principles

HOLINESS

14. Live a sanctified, holy life
15. Maintain balance with respect to holiness
16. Relate appropriately to persons of the opposite sex

Ministry Formation

MENTOR

17. Recognize the need for a mentor.
18. Find a mentor and learn from a mentor.
19. Form an accountability relationship with another leader/minister

CHURCH RELATIONSHIPS

20. Form healthy relationships with other churches.....
21. Appreciate the contributions of different branches of the Body of Christ.....
22. Work within the organizational structure of your church and/or denomination.
23. Fulfill the financial obligations to your church and/or denomination.

TEAM WORK

24. Work effectively as a team member.....
25. Value the contributions of every member of the team
26. Rejoice in the success of other ministers and ministries
27. Communicate well with superiors and subordinates in ministry.....

EVANGELISM

28. Modify or change evangelism methods to meet the changing needs of your community.....
29. Defend the faith “with gentleness and respect.”.....

MINISTRY SKILLS

- 30. Use Bible study skills in practical ministry..... _____
- 31. Sponsor an emerging leader/minister in ministry..... _____
- 32. Proactively prepare for leadership transition..... _____
- 33. Manage change in an appropriate way in a church organization..... _____
- 34. Assure the financial integrity of your ministry..... _____
- 35. Maintain confidentiality in your ministry..... _____

CROSS-CULTURAL SKILLS

- 36. Develop a Christ-like attitude toward those of another religion..... _____
- 37. Teach others how to evangelize in a pluralistic world. _____
- 38. Explain “with gentleness and respect” to those of other religions the hope we have in Jesus Christ _____

PEOPLE SKILLS

- 39. Encourage and affirm the persons in the group of the people of God you lead..... _____
- 40. When necessary, confront a person with gentleness and respect _____
- 41. Discern gifts in the people of God, and develop them to their potential _____
- 42. Be a listener..... _____
- 43. Accept without prejudice all members of the people of God _____

RELATIONSHIP WITH AUTHORITY

- 44. Exercise the authority of your position with gentleness and respect..... _____
- 45. Relate correctly to those in authority over you..... _____
- 46. Relate correctly to your disciples _____
- 47. Relate correctly to your fellow ministers _____

PERSONAL SKILLS

- 48. Manage your time wisely, i.e., correctly balancing family, work, ministry and study responsibilities..... _____
- 49. Handle your personal finances with integrity..... _____
- 50. Learn from experiences, both positive and negative _____
- 51. React according to biblical principles when opposed by other believers or leaders..... _____
- 52. Maintain healthy family relationships. _____
- 53. Handle stress _____

Strategic Formation

- 54. Demonstrate a Christian worldview in your lifestyle..... _____
- 55. Lead/minister by example. _____
- 56. Commit yourself to integrity and accountability in all areas of your life..... _____
- 57. Demonstrate a high standard of ethics in your life and ministry..... _____
- 58. Value the identification and development of emerging leaders as a priority in your ministry..... _____
- 59. Value relationship as a means of developing people. _____

Assessment Sheets

Following the Tracking Sheet in each book you will find several assessment sheets that will aid you in your development. These sheets are useful in helping you assess your development in the competencies just mentioned. For example, the time management assessment sheet will help you in your assessment of competency number 48.

Try to use every assessment sheet at least once each semester (i.e., every four courses.) You may want to use them more often. The goal is to develop the skills, attitudes, and spiritual disciplines necessary for successful ministry.

Time Management Assessment Sheet

This is a difficult skill to master. The time management assessment sheet will help you establish priorities. Use it at from time to time to evaluate your use of time. Talk with your ministry mentor about the stress of time management in ministry. Remember that your investment of time in INSTE has a long-term goal; that of reaching your potential as a servant of the Lord.

Character Assessment Sheet

The foundation of everything we do for the Lord is who we are in Him. The fruit of the Spirit, as presented in this assessment, is the measure of our maturing in the Lord. Prayerfully use this instrument to assess your growth as a leader/minister. You may wish to talk with your ministry mentor about specific items on this list.

Ministry Skill Assessment Sheet

This assessment sheet looks at already developed skills and needed skills. For example, competency number 24 talks about working with a team. What skills do you need to do that?

Use the front side of this evaluation sheet to check where you are in your skill set and the back side to identify the skills you need to develop. As you grow in ministry, the skills you need will change. This assessment sheet is a useful instrument in keeping you current.

Value Assessment Sheet

Values underlie everything we do in ministry. Use this assessment sheet at least once a semester to consider the “why” of what you do in ministry. Watch for value refinements as you experience ministry. Your ministry mentor is a great resource for helping you identify your values.

These values will be the basis of your ministry philosophy statement in semester six. Your statement of ministry philosophy will be a part of your ministry portfolio.

How to use the Assessment Sheets

1. Fill out one of the assessment sheets.
2. Write on your tracking sheet something like “Discussed the time management assessment sheet.”
3. If there is a competency related to your discussion, also write that competency on your tracking sheet.
4. Make note of any action, attitude, or growth area arising from your reflection with your mentor.
5. Keep the assessment sheet with your tracking sheet. From course to course you will note progress in your development as you respond positively to your mentor’s counsel and the work of the Lord in your life.

At the End of the Course

You will summarize your Beyond Academics experience on the Beyond Academics Summary Sheet. **DO NOT** send in the tracking sheets. Keep them so that you can write your ministry portfolio in your semester.

You send in ONLY the Summary sheet. On the other side of the summary sheet you write a succinct summary of your Beyond Academics experience during the course. Write about your experiences in the three areas of Spiritual Formation, Ministry Formation, and Strategic Formation.

Pass/Fail Credit

Your grade (pass or fail) will be determined by your Summary Sheet and the Ministry Mentor's Evaluation. If you do not receive a Pass on that credit you will have to make up the credit before you graduate.

The Ministry Portfolio

As a result of your six semesters of study in Level Two, you will develop a portfolio of your ministry experiences, skills, plus a statement of your calling to the work of the Lord. The portfolio is the transcript of your development as a leader/minister and will be as individualized as you are.

We include below a sample title sheet and index of the portfolio, as an example of what it should contain. You will write your portfolio in your last semester.

An Explanation of your Portfolio

1. Your portfolio will begin with a résumé. You may follow any standard format for your résumé.
2. Your ministry goal is a clear statement of the calling of God on your life.
3. The section on Spiritual Formation will focus on your development in that area of the competencies you have worked on with your ministry mentor during your studies in Level Two.
4. The Ministry Formation section will focus on the competencies in that area. The assessment sheets you have filled out and the competencies you have acquired will be highlighted in this area. You will use specific examples of your acquisition of skills for ministry.
5. The Strategic Formation section will focus on the values you have learned as you experienced ministry. You will write your philosophy of ministry in this section.
6. Your graded and corrected final exams will be returned to you on disk through your group leader. You will refine your exam answers based on the corrections and place them in your portfolio. The six exams will constitute your academic thesis.
7. The appendices will contain letters of recommendation, certificates and awards you have received and other pertinent material.

Ministry Portfolio of John Christian

Résumé [insert page numbers]

Ministry goal

Spiritual Formation

 Testimony of Personal Spiritual Journey.....

 Summary of gifts, talents and skills.....

 Predominant gift-mix

Ministry Formation

 Ministry Calling and Experience

 Acquired skills

 Skill Development Plan

Strategic Formation

 Personal Ministry Philosophy

 Summary of Underlying Values

Academic Thesis

 Semester 1

 Semester 2

 Semester 3

 Semester 4

 Semester 5

 Semester 6

Appendix of Supporting Documents

 Letter of Recommendation from Ministry Mentor John Wesley Spencer.....

 Transcript, Pacific College

 Transcript, INSTE Level One

 Navigators Scripture Memory Award, 1989

 Teacher of the Year Award, 1997.....

 ESL Certification

The Ministry Portfolio

of

Timothy A. Christian
101 Camino Real
San Justo, CA 99999

Presented on May 12, 2009

Sample Title Page

Ministry Mentor: John Wesley Spencer
1212 Gracia Avenue
San Justo, CA 99999

Approved on _____

Ministry Mentor
President
Academic Dean

Beyond Academics FAQs

Do we have to meet face to face?

It would be good to meet face to face. However, mentoring can also be done by phone or by internet (like Skype, IM, etc.), or e-mail. Learning in Beyond Academics is informal; at times the most dynamic mentoring happens in a moment. Be alert to those moments.

How often do we have to meet?

It depends on you and your mentor and the goals and needs you have. A meeting could be a quick phone call to follow up on something you have talked about, or it could be an afternoon spent together discussing a wide range of topics. It all depends on you.

What do we do when we meet?

A starting point is to look at the list of competencies. Discuss one or two of the competencies. Periodically, choose one of the assessment sheets and go over it together. Also talk about your ministry responsibilities, family, work, etc. Pray together. You will learn much from your mentor.

Can the mentor be from another church?

Yes. However, there should be enough relationship to be able to benefit from informal learning which happens in real-life situations.

What if I can't find a ministry mentor?

In the event that you are having difficulty finding a mentor, consider the following:

1. Review your experience and service to the Lord as to why you feel you have been called to leadership or ministry/service. What is the evidence in your life that the Lord has gifted you? Talk to your group leader about that.
2. Have you faithfully and successfully fulfilled ministry tasks in your church in areas of leadership or ministry in which you have demonstrated giftedness for leadership or ministry?
3. It may be that there exists a misperception about what a ministry mentor does, so that those who could mentor don't feel adequate to the task or fear the time commitment required of a mentor. Have you shared with a potential mentor what is required? Ask for help from your group leader.
4. Consider identifying someone who could serve as your spiritual formation mentor. That's a good place to begin.

Do I have the same mentor for all six semesters?

It's great to have a long-term mentor because you can develop a deep relationship of trust. However, at the minimum, your mentor would need to commit to you for the duration of a course. If you do change mentors, you will need to submit a new mentor data sheet.