



# **BACHELOR OF MINISTRY 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 subject experts. 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:

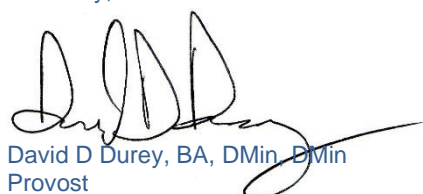
**Program:** Church Growth  
**Program Length:** 9 terms (36 months plus time to complete and present a ministry project report)  
**Status:** Distance Education Student  
**Admission Status:** Invitation to Apply to Teleo University  
**Cohort Start Date:** \_\_\_\_\_

### CONDITIONS:

This is your offer to apply for admission to one of the Church Growth programs at Teleo University. Your **acceptance is contingent upon** successful graduating from the prerequisite Teleo University Pastoral Ministry program and **submitting the following:** 1) a completed application which must document 2<sup>nd</sup> and 3<sup>rd</sup> generation multiplication of T-Net Training Centers, 2) the \$50 application fee (BMin, MMin and DMin only), and 3) a T-Net Trainer recommendation form. MMin and DMin applicants must also submit an original 10-45 page academic paper (typed and double-spaced) demonstrating research and academic writing skills. Include 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](http://www.teleouniversity.org) and return them through your T-Net Training Center cohort facilitator.

Students must currently be active T-Net Training Center facilitators and a coach to a 2<sup>nd</sup> and 3<sup>rd</sup> 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 educators. 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 educators, 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 2<sup>nd</sup> and 3<sup>rd</sup> 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](http://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](mailto:admissions@teleouniversity.org).

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:

<b>Teleo University Fees</b>	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)
<b>Total Fees Due</b>	<b>\$150.00</b>	<b>(all fees are non-refundable)</b>

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

## SCHOLARSHIPS

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

**BACHELOR OF MINISTRY  
IN CHURCH GROWTH  
(DEGREE COMPLETION)  
REQUIREMENTS**



# T-NET INTERNATIONAL SCHOOL OF THEOLOGY (SINGAPORE)

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

## BACHELOR OF MINISTRY IN CHURCH GROWTH (BMIN) DEGREE COMPLETION

### Program Description

The TISOT bachelor of ministry 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 Bachelor of Ministry in Church Growth builds on the 90 credit hour prerequisite Diploma of Pastoral Ministry (DPM) to provide the credits needed to award a bachelor 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 finish 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: Bachelor of Ministry in Church Growth (Degree Completion)

This program offers the following courses.

Course #	Title	Credits
ML333	Disciple Making Church Saturation	3.5
SF352	Life and Ministry Development	3.5
SF353	Mentoring Ethical Leaders	3.5
PM345	Personal and Ministry Accountability	3.5
ML334	Effective Christian Leadership	3.5
PM446	Sustaining Strong Ministry Relationships	3.5
SF454	Personal Spiritual Development	3.5
ML435	Equipping God's People for Effective Ministry	3.5
FP463	Ministry Project Report	2
<b>Total Course Program Credits</b>		<b>30</b>

### Admission Requirements

1. **Admission Application:** Begin the application process by completing the application located in this Student Guide or from Tier 2 Auxiliary Manual.
2. **Application Fee:** Submit the \$50 (USD) non-refundable application fee.
3. Continued involvement as a facilitator for a T-Net Training Center (study group).
4. Successful completion the Teleo University Diploma in Pastoral Ministry Program with the following results:
  - ✓ Two or more Outreach DBS house churches.
  - ✓ Personally recruited at least two Tier 1 Training Center participants from the prospect list.
  - ✓ Coached two Tier 1 students at least twice during each term.
  - ✓ Training Center team member and taught/facilitated at least 10% of Tier 1.
  - ✓ Taught Course 6 or CM C-6 to 3 total or 2 students from the applicant's prospect list.
  - ✓ Your T-Net Training Center students have multiplied to at least two (2) centers or two (2) times the number of students.

### 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 Practicum
  - Completion of a Ministry Practicum in Mentoring Leaders
  - Coaching and Overseeing Ministry Multiplication to 2<sup>nd</sup> Generation Training Centers
4. Model of the Student Life Character and Conduct and mastery of the Institutional Learning Outcomes.

## Note: There are no assignments in addition to those listed in the T-Net Tier 2 Auxiliary Manual.

### 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.

Bachelor of Ministry in Church Growth (BMin)										
	Year 1			Year 2			Year 3			
Core Modules (CM)	[CM-1] ML333 Disciple Making Church Saturation	[CM-2] SF352 Life and Ministry Development	[CM-3] SF353 Mentoring Ethical Leaders	[CM-4] PM345 Personal and Ministry Accountability	[CM-5] ML334 Effective Christian Leadership	[CM-6] PM446 Sustaining Good Ministry Relationships	[CM-7] SF454 Personal Spiritual Development	[CM-8] ML435 Equipping God's People for Effective Ministry	[CM-9] FP463 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 Coach:	Coach Training Center Students (C-7 to C-10)									
Supervise: 2G Centers	Supervising a 2 <sup>nd</sup> Generation Training Centers (C-3 to C-10)									
Oversee: 3G Center			Oversee a 3 <sup>rd</sup> Generation Training Centers (C-1 to C-7)							
Support: 4G Center							Support a 4 <sup>th</sup> Generation Training Centers (C-1 to C-3)			
Ministry Project Report	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 Your Training Center Students (C-7 to C-10)
  - Ministry Practicum: Supervise Your 2nd Generation Training Centers (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](http://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 Your Training Center Students (C-7 to C-10)
  - Ministry Practicum: Supervise Your 2nd Generation Training Centers (C3 to C-10)
  - Ministry Project Implementation and Documentation
- Reading and Research Assignments:** Employ the Teleo University online library resources or use local library resources made know to you by your Core Module facilitator to complete the reading and research assignments.

### 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 Your Training Center Students (C-7 to C-10)
  - Ministry Practicum: Supervise Your 2nd Generation Training Centers (C3 to C-10)
  - Ministry Project Implementation and Documentation
- Reading and Research Assignments:** Employ the Teleo University online library resources or use local library resources made know to you by your Core Module facilitator to complete the reading and research assignments.

### 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 Your Training Center Students (C-7 to C-10)
  - Ministry Practicum: Supervise Your 2nd Generation Training Centers (C3 to C-10)
  - Ministry Project Implementation and Documentation
2. **Reading and Research Assignments:**  
Employ the Teleo University online library resources or use local library resources made know to you by your Core Module facilitator to complete the reading and research assignments.

#### **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: Supervise Your 2nd Generation Training Centers (C-3 to C10)
  - Ministry Project Implementation and Documentation
2. **Reading and Research Assignments:**  
Employ the Teleo University online library resources or use local library resources made know to you by your Core Module facilitator to complete the reading and research assignments.

#### **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: Supervise Your 2nd Generation Training Centers (C-3 to C10)
  - Ministry Project Implementation and Documentation
2. **Reading and Research Assignments:**  
Employ the Teleo University online library resources or use local library resources made know to you by your Core Module facilitator to complete the reading and research assignments.

#### **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: Supervise Your 2nd Generation Training Centers (C-3 to C10)
  - Ministry Project Implementation and Documentation
2. **Reading and Research Assignments:**  
Employ the Teleo University online library resources or use local library resources made know to you by your Core Module facilitator to complete the reading and research assignments.

#### **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: Supervise Your 2nd Generation Training Centers (C-3 to C10)
  - Ministry Project Implementation and Documentation
2. **Reading and Research Assignments:**  
Employ the Teleo University online library resources or use local library resources made know to you by your Core Module facilitator to complete the reading and research assignments.

#### **TERM 9/CORE MODULE 9: MINISTRY PROJECT REPORT**

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 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

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

The following material provides 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 crucial part of the research process because it helps you internalize the concepts you are learning, and it enables you to preserve and organize that information. There are many ways to take notes, but a sound notes system will provide the following:

- Bibliographic information about the source so you can cite it correctly so 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 topics, keywords, or search terms.
- Space to 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 what you have read.

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. 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](http://www.advice.writing.utoronto.ca)*)

### Citation of Sources for Reading Reports and Research Papers

It is critical to avoid plagiarism by citing 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.

#### 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. **Teleo University provides a Style Guide with citation formatting at [teleouniversity.org/writinglab](http://teleouniversity.org/writinglab).** Also, you may reference the current MLA formatting and citation guidelines online at [owl.purdue.edu](http://owl.purdue.edu). We will focus only on gaining the information required for the "Works Cited" section.

#### Works Cited List

References cited in the text of a research paper must appear at the end of the paper in a Works Cited list or bibliography. This list provides the information necessary to identify and retrieve each source that 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" below asks you to identify the source information you need to include in a "Works Cited" list. 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](http://owl.purdue.edu).

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

## RECOMMENDED READING

A list of recommended reading for each term is posted at My Teleo ([www.teleouniversity.org](http://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 overseeing students who are trainers.

<b>PERSONAL DATA</b> (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	
<b>PREREQUISITE DEGREE</b> (Completion of the Tier 1 Pastoral Ministry program is required for acceptance for a Tier 2 advanced degree)				
<b>Tier 1 prerequisite Teleo University Pastoral Ministry program:</b>		<b>Tier 2 Church Growth degree for which you may apply:</b>		
_____ 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 ministry project report		
		_____ *Doctor of Ministry (DMin) 50,000 word research dissertation		
<i>*Only a select few top applicants are admitted into the Doctor of Ministry program. Most Tier 1 MDiv graduates qualify for the MMin or PGDip.</i>				
<b>PREREQUISITE TRAINING CENTER AND MONTHLY COACHING REQUIREMENT</b> (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? _____				
<b>LIST TRAINING CENTERS TAUGHT BY YOUR STUDENTS</b> (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 _____				
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 _____				
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 there are more than six centers, provide a separate list)				

## ADDITIONAL INFORMATION

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**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

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- I have read the **Statement of Faith** and affirm my agreement with it. I will respect, adhere to, and support these essential doctrines.
- As outlined in the school catalog, I understand the Teleo University Pastoral Ministry (Tier1) degree is a prerequisite for this Church Growth program.
- I understand that to apply for the MMin or DMin, I must submit a 15-45 page typed Tier 1 BPM or MDiv Field Project Report including Ministry Data Sheets or an academic paper of similar length that includes a citation of sources and Works Cited or References.
- Christian Service Requirement:** Teleo University trains pastors and church leaders currently serving in ministry. I understand that to be accepted in the Church Growth Program, I must continue as a Trainer/Facilitator and oversee and 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, transcript, academic paper, and reference will be processed (Diploma students are not required to submit this fee).

I hereby apply for admission to Teleo University's (Tier 2) advanced degree in church growth. I understand that I must be an active T-Net Trainer/Facilitator to qualify for this program. (NOTE: students may be accepted into the Tier 2 program four months after completing Tier 1 Course 10 on a probationary status. When they graduate from Tier 1 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 ministry project report 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 is accurate and correct. I 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. Please sign below if you wish to waive your right to review this form and ensure confidentiality.

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 (check the appropriate box)? Do you believe the applicant can complete the level of research and writing demanded for that degree (circle yes or no)?
- Doctor of Ministry (200 page / 50,000 word dissertation) Yes / No
  - Master of Ministry (80-120 page / 30,000 word ministry project report) 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:

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

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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

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

## NOTES



**Teleo University**  
7849 West Broadway Ave.  
Minneapolis MN 55445  
TeleoUniversity.org - 763-220-8850

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