

# TRIVIUM

THE TRIVIUM INSTITUTE FOR LEADER DEVELOPMENT

LOVE . LIFE . LEADERSHIP .

*a ministry of*

*The Praxis Center for Church Development*

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# STUDENT HANDBOOK

## 2024

*All information in this document is subject to change without notice.*

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## LETTER FROM THE PRESIDENTS

Greetings! Since 2003, Praxis has been providing training and educational resourcing for the global Body of Christ. This has been through both Praxis-sponsored and denominational events, as well as in our own local churches. To this point, our work has been more in the area of continuing education. Sensing a call from God for a broader and deeper influence in His Kingdom efforts through a more formal educational process, we are organizing our efforts under The Trivium Institute for Leader Development.

Join us as we walk with Jesus in this great adventure of discovering your future and developing you to walk with Him in it!

In His love,

Tom Johnston  
*Co-President*

Mike Chong Perkinson  
*Co-President*

## THE PRAXIS CENTER FOR CHURCH DEVELOPMENT

The Praxis Center for Church Development began out of a relationship between two very different Christian brothers who shared a common journey with Jesus. Tom Johnston and Mike Chong Perkinson - the former on the East Coast of the U.S.A. and the latter on the West Coast - came together as colleagues with a passion to see the Church in the West renewed and Christian leaders developed around the simplicity of the New Testament and the Jesus way of discipleship.

Founded in 2003, Praxis has worked with pastors, leaders and churches from over sixty different denominational groups in the areas of leader development, church development, and church multiplication. The Praxis team has provided coaching, training, mentoring, and strategic consultations with churches and denominational groups, with a special focus on church and leader multiplication systems, by *resourcing through relationship*.

The Trivium Institute for Leader Development is a ministry of Praxis, and embodies the fullness of both learning and experience that the Praxis team has gleaned from decades of field experience in both ministry and education. The Trivium Institute is the next step in the work of Praxis, serving as a cutting-edge platform for Christian leader development.

# THE TRIVIUM INSTITUTE FOR LEADER DEVELOPMENT

## THE IRREDUCIBLE CORE

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We believe that Jesus is calling us into a *way of life*, going beyond simply believing in God to embracing His lordship in our lives and receiving all the benefits of His Kingdom rule (Luke 4:16-21). Jesus made some very powerful summary statements about all of this, recorded in the Gospel of Matthew. First, in Matthew 22:34-40 it says—

*But when the Pharisees heard that he had silenced the Sadducees, they gathered together. And one of them, a lawyer, asked him a question to test him. “Teacher, which is the great commandment in the Law?”*

And he said to him, “You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself. On these two commandments depend all the Law and the Prophets.”

In answering the man’s question, Jesus quotes from Deuteronomy 6:5 and Leviticus 19:18b, joining together the loving of God with our whole life and our loving of others. By saying “a second is like it,” Jesus makes them of equal importance, indicating that one cannot truly love God if they do not have love for the people whom God has created. The man came to Jesus asking what the *greatest rule* was, and Jesus speaks instead of the commandments of God being about *two relationships*—our relationship with God and our relationships with others—all rooted in the love He has already showed us (1 John 4:19). Indeed, we often call the passage *The Great Commandments*, as it sums up what God is seeking in His people. In fact in John 13:34-35, Jesus said He was giving all who followed Him a new commandment—

*Little children, yet a little while I am with you. You will seek me, and just as I said to the Jews, so now I also say to you, ‘Where I am going you cannot come.’ A new commandment I give to you, that you love one another: just as I have loved you, you also are to love one another. By this all people will know that you are my disciples, if you have love for one another.”*

Jesus told the Pharisee who came to him that all of the Hebrew scripture was summed up in these two things—*loving God with everything we are and loving and caring for our neighbor even as we would love and care for ourselves*. Everything the Lord God was trying to communicate to people was how we could be restored back into relationship with our Father in Heaven and with each other. That’s good news! And that’s what Jesus came to teach us as being central to the way of life He was calling us to—a way of love. These “great commandments” are the heart of all that Jesus wanted us to know and to live.

The second aspect of Jesus’ call to His way of life was His commission to His followers to, as they journeyed through life, make more disciples, as we see in Matthew 28:18-20—

*And Jesus came and said to them, “All authority in heaven and earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age.”*

Jesus' instruction was that what He had commanded His followers to embrace, they were now to teach others how to do, so they too might come back into relationship with God and join the way of life Jesus had set out for us. Jesus commissioned these disciples to tell people about Him, share His teaching and to show people what following Him looks like—how to live the way of Jesus. The “go therefore” could be translated “in going from here” or “as you go from here” —basically, as you go through life, make disciples. Share the good news of Jesus, showing people how to live His *way of love* as their *way of life*. Christians often refer to this passage in Matthew 28 as *The Great Commission*, the sending forth of His disciples, which extends to all Christians even in our day. We believe we too are to join Christ Jesus in His mission of seeing His Kingdom extended and more people reconciled with their Father, everywhere we go.

As we look at these two passages in Matthew we see a summary of the life Jesus called us to—we are to love God with everything we are, to love others as we would ourselves and to make more disciples of Jesus as we go through life. The Great Commandments and the Great Commission are at the heart of the Jesus way. We refer to this as the “Irreducible Core of the Christian Life,” or “IC.” We believe that you can do more than this, but we don't believe Jesus asks us to do less than this. The “IC” is the place where everything in Trivium starts and shapes everything we do within the Institute, building on the commands and commission of Jesus Christ. It is from here that we draw our defining statement: “*Love. Life. Leadership.*” God's love, experienced and lived out in the totality of life in community with others, learning to give leadership to Kingdom endeavors He engages us in.

## OUR VISION

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Our vision is to develop a generation of leadership illuminated and led by the Spirit who will work in partnership with Him for the expansion of the Kingdom of God, seeing the holistic integration of the Irreducible Core into every aspect of life.

## OUR MISSION

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The Trivium exists to holistically develop leaders through whom the Lord can work to bring transformation to their families, churches and societies through incarnational living. Through a focus on developing leaders for service in the Church. We seek to see the presence of the Kingdom of God expressed in wholeness, reconciliation, and peace for all God's created order.

## OUR VALUES

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These are the things that are most important to the leadership of the Trivium Institute, and consequently shape both the purpose and means used by the Institute.

### Imago Dei

*All people should be valued because they are image bearers – the image of God*

**Wholeness**

*The Father's heart of love desires for us to become whole through Christ in body, mind and spirit and for us to bring His wholeness to others, our society and our world*

**Reconciliation**

*Christ came to reconcile His creation to the Father, and has included us in the ministry of reconciliation*

**Transformation**

*Personal and societal transformation is possible and a desired outcome of the Gospel*

**The Kingdom of God**

*His Kingdom is the centerpole of our lives, its extension a primary focus of our lives*

**OUR PHILOSOPHY OF EDUCATION**

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Oddly enough, there is no one agreed upon definition of education. The word “*educate*” comes from the Latin, *educare*, which means *to lead out*. All educational processes are driven by a *philosophy of what education is*, and there are many. All such philosophies of education have as their goal the shaping of an individual for some aspect of life in a particular society. The goal is to shape the society through education. Trivium is no different, as the goal is to educate leaders from a Kingdom-centered worldview, receptively shaping both the person and the larger society around them. Along with our vision, mission, and values, these seven key elements shape our philosophy of education and guide our educational process:

1. **Irreducible Core:** Loving God, loving others, and as you go, making disciples
2. **Rabbinical Process:** Embracing a discipleship-based apprenticeship model
3. **Holistic Development:** development, not just education, of the whole person
4. **Integrated Learning unto a Way of Life:** Life is the curriculum
5. **Life-giving Relationships and Community:** The environment God uses to shape us
6. **Scriptural Genesis:** Everything is rooted in the Scripture
7. **Spirit-Empowerment:** Grace-empowerment is essential for effective living

**OUR STATEMENT OF FAITH**

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Essentially, our view of God, the nature and work of Christ, and the person and work of the Holy Spirit, as well as our view of the Church, can most be summed up in the ancient creeds, specifically *The Apostle's Creed* and its expansion, *The Nicene Creed*, and our view of the Holy Scriptures.



## THE APOSTLE'S CREED

In its earliest form, The Apostle's Creed was used by the early Church father Hippolytus (c. 215 A.D.) as a series of questions and responses used to prepare new converts for water baptism.

*I believe in God, the Father almighty, creator of heaven and earth.  
I believe in Jesus Christ, God's only Son, our Lord,  
who was conceived by the Holy Spirit,  
born of the Virgin Mary,  
suffered under Pontius Pilate,  
was crucified, died, and was buried;  
he descended into hell.*

*On the third day he rose again;  
he ascended into heaven,  
he is seated at the right hand of the Father,  
from where he will come again to judge the living and the dead.*

*I believe in the Holy Spirit,  
the holy catholic church,  
the communion of saints,  
the forgiveness of sins,*

*the resurrection of the body,  
and the life everlasting. AMEN.*

## THE NICENE CREED

Originally written at the First Ecumenical Council at Nicene (325 A.D.) and expanded and clarified at the Council of Carthage (381 A.D.)

*We believe in one God the Father Almighty, Maker of heaven and earth, and of all things visible and invisible.*

*And in one Lord Jesus Christ, the only-begotten Son of God, begotten of the Father before all worlds, God of God, Light of Light, Very God of Very God, begotten, not made, being of one substance with the Father by whom all things were made; who for us men, and for our salvation, came down from heaven, and was incarnate by the Holy Spirit of the Virgin Mary, and was made man, and was crucified also for us under Pontius Pilate. He suffered and was buried, and the third day he rose again according to the Scriptures, and ascended into heaven, and sits on the right hand of the Father. And he shall come again with glory to judge both the living and the dead, whose kingdom shall have no end.*

*And we believe in the Holy Spirit, the Lord and Giver of Life, who proceeds from the Father and the Son, who with the Father and the Son together is worshiped and glorified, who spoke by the prophets. And we believe in one holy catholic and apostolic Church. We acknowledge one baptism for the remission of sins. And we look for the resurrection of the dead, and the life of the world to come. Amen.*

## THE HOLY SCRIPTURE

Beyond these two Creeds, we consider the Bible to be the Holy Scriptures. Our acceptance of the Creeds is based on their biblical genesis and are simply a way to make some definitive statements about God and His working in the affairs of humanity. We have a very high regard for Scripture, and we think that the Lausanne Covenant expressed it well when they stated:

*We affirm the divine inspiration, truthfulness and authority of both Old and New Testament Scriptures in their entirety as the only written word of God, without error in all that it affirms, and the only infallible rule of faith and practice.*

Trivium is a definitively an orthodox Christian school with a Kingdom-centric world-view.

## GLOBAL FACULTY & STAFF

### FACULTY

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#### **REV. DR. THOMAS B. JOHNSTON, CO-PRESIDENT**

Rev. Dr. Tom Johnston is the co-founder and Executive Director of The Praxis Center for Church Development. He is an ordained minister and has been in pastoral ministry for over thirty years. He currently serves as the Lead Pastor of The Trinity Life Community, in Bedford, NH. Tom holds a Ph.D. in education, with a specific focus on adult leader development. Tom and his wife Cathy have started four churches in New Hampshire, and from within these churches have raised up over 40 pastors into credentialed ministry within the Foursquare denomination, along with twelve more churches planted out of those congregations. Tom has a passionate commitment to the Body of Christ, which is expressed in his leading and caring for a local congregation as well as serving in regional, national, and global contexts to see God's people mature into the fullness of Christ. He is also an author, educator, and mentor through Praxis. Praxis works with pastors and denominational leaders from over 70 different denominations within the global Body of Christ.

#### **REV. MIKE CHONG PERKINSON, MA, CO-PRESIDENT**

Mike Chong Perkinson is the co-founder and Senior Developer of Praxis. He has planted four churches and has created extensive church networks in Northern California, Arizona and the Philippines. Currently Mike is the Network Lead and Superintendent of the PCJC Conference in the Free Methodist Church. Mike is at the forefront of leadership training and development in the greater body of Christ, having created various schools of ministry throughout the western United States. He holds an MA from Fuller Theological Seminary in Historical Theology: Patristics. Mike and his wife, Teresa have been married since 1983 and have two intelligent and beautiful daughters.

#### **REV. LINDA BRADY, MSED, DIRECTOR OF PROGRAM DEVELOPMENT**

Linda Brady is the Director of Program Development for The Trivium Institute for Leader Development. Linda is a doctoral candidate at Walden University; she is currently researching the perceptions of female leaders about mentoring strategies. Linda is an educationist whose experience includes the founding and development of two Christian middle-high schools in

Massachusetts, and serving as a professor for the three Bible Institutes in Massachusetts. She received her Masters of Adult Education and Training from Saint Joseph's College of Maine. Linda has authored two books on research and writing. Linda and her husband Jack reside in New Hampshire where they serve as assisting ministers in a Foursquare church. They have two wonderful sons Matthew and Patrick, two daughters-in-love Lindsay and Tracey, and two beautiful granddaughters Anabelle and Lilah.

#### **REV. JOHN RUNYON, MDiv, Th.M., FACULTY INSTRUCTOR**

John Runyon lives in Lynn, Massachusetts, with his wife, Eliana Marques Runyon, and their two children, Christopher and Daniela. Ordained ministers in the Foursquare Church, they currently pastor the Woburn Foursquare Church, a mostly Brazilian congregation in Woburn, Massachusetts. John and Eliana both work in administration at a university in the Greater Boston area, and serve as adjunct professors in urban ministry at Gordon-Conwell's Boston Campus, the Center for Urban Ministerial Education, as well as direct the Foursquare Theological Institute, a Portuguese-language Bible Institute serving the Brazilian Foursquare churches in the United States. John holds a Master of Divinity and a Master of Theology (Th.M.) from Gordon-Conwell Theological Seminary.

#### **REV. TIM MCGINNIN JR., MS, FACULTY INSTRUCTOR**

Tim is an ordained minister with the International Church of the Foursquare Gospel and has been serving in pastoral ministry since 2009. He currently serves as the Executive Pastor of The Trinity Life Community in Bedford, NH as well as the Area Pastor for NH Foursquare churches where he provides pastoral care and support to other pastors. He has over 10 years of experience in the nonprofit sector in various leadership roles and as an adjunct professor at Manchester Community College where he taught human services and behavioral sciences. He has a Bachelor of Science in Human Services and a Master of Science in Management and Non-Profit Leadership; and is a Certified Mentor with Trivium. Tim and his wife have 5 children and live in Merrimack, NH

#### **REV. DERYK RICHENBURG, MDiv, Th.M., FACULTY INSTRUCTOR**

Rev. Deryk Richenburg is an ordained pastor with over 25 years experience of pastoral ministry in both small and large size churches. He received his B.S. at Gordon College, holds an M. Div. from Gordon-Conwell Theological Seminary and a Th. M. from the University of Edinburgh. He enjoys working alongside other leaders and ministries to see God's Kingdom flourish in New England. He and his wife, Christy have two wonderful sons and a dog to rule them.

### **STAFF**

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#### **REV. JODIE MCCAY, BA, REGISTRAR**

Jodie McCay is the Registrar for the The Trivium Institute of Leader Development and is also the Operations Coordinator at Praxis. Jodie facilitates all that is going on in and through the ministry of Praxis. She and her husband J. Alan are part of the pastoral team at The Trinity Life Community with Tom and Cathy Johnston. They have two daughters, and a son, and have been married since 2001.

## CONTACT INFORMATION

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You may contact Trivium through the office of The Praxis Center of Church Development.

By Mail: The Trivium Institute for Leader Development, PO Box 4878, Manchester, NH, 03108

By Phone: 603-518-5007

By email: registrar@triviuminstitute.net

## LOCAL COMMUNITY LIFE

### MENTOR

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The Mentor holds one of the most important positions in the entire Trivium process because he or she has the most frequent contact with the student. The mentor initiates the student's engagement with Trivium by inviting him or her into the educational/developmental process. The mentor partners with the Lord in shaping the individual's life through shared life with the protégé through intentional weekly engagement.

The mentor will also seek such leadership opportunities for students as part of their development, working with the students to find proper ministry assignments within the congregation according to the gifting and grace of the student.

*Concerning the Mentor:* It is to be understood that mentors working with students within the Institute are neither employees nor legal agents of The Trivium Institute for Leader Development. Students association with the mentor, while a required part of the Institute program, is voluntary. The Trivium Institute provides mentor orientation, training and certification to prepare and equip mentors for service within the program, however the Institute cannot warrant the personal practices of the mentors as they engage with the students, or the ability of a mentor to maintain their mentoring relationship with a student due to unforeseen circumstances. If a mentor is unable to continue with a student for whatever reason, a new mentor will be assigned by the Institute so that the student may complete their program. However, the new mentor may not be in the locale the student resides within.

### LOCAL CHURCH ENGAGEMENT

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Students invited to participate in The Trivium Institute are Christians who have already demonstrated the potential for leadership in a local Christian church community. Because it is through the relationships found in local Christian community that the Lord shapes and develops us, *all* Trivium Institute students are expected to be engaged in the life and mission of a local congregation. This community engagement is seminal to the holistic development and formation of the individual. To that end, there are a number of expectations concerning living life together in such a community. The specifics of these expectations can be found within the Student Covenant at the end of this section.

## STUDENT CODE OF CONDUCT

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Students within the Institute are expected to maintain a high level of personal integrity in their conduct because the servant-leader in the Church of Jesus Christ is held to high accountability. All students are expected to take responsibility for maintaining their personal moral and character integrity.

Therefore all students are expected to:

- Regularly and consistently participation in a local church
- Seek to engage to the fullest extent possible in the life and ministry of the church, under the direction of their mentor
- After prayerful consideration and discussion with their mentor, engage in servant-leadership within their congregations.

### **Relational Standards**

The core commands of Jesus Christ are about love: loving God and loving others. Students within the Institute are expected to walk in love, honoring others above themselves through their behavior, speech and actions. This other-orientation is at the heart of the Trivium ethos of Love, Life and Leadership.

### **Marital Standard**

Christ teaches that God as our Creator defined marriage to be an unconditional covenant between one man and one woman that unites them into one corporate body. Married students are expected to walk in the integrity of this covenant, both emotionally and physically. Students encountering marital problems should seek the loving, compassion support of their mentor in working through such difficulties.

### **Sexual Standards**

The Trivium Institute for Leader Development believes that sexual activity must be reserved for marriage, which is the covenant union between one man and one woman, and that abstaining from sexual activity prior to marriage is required. The Institute believes that premarital, extramarital, and homosexual sexual activity, as well as the use of pornographic materials, to be inconsistent with the teaching of Scripture. All students are expected to abstain from what the Institute believes to be such unbiblical sexual practices.

### **Substance Abuse & Addiction**

The use and abuse of drugs and alcohol is a growing problem within the culture. Illicit drug use, misuse of prescription medication, alcohol abuse and drunkenness are not permitted at any time by Trivium students. Students who may be struggling with these issues should seek the help of their mentor and other qualified professionals for help in overcoming these problems.

### Submission to Civil & Spiritual Authorities

Scripture teaches that we are to be subject to civil authorities and we are to abide by all laws governing our societies when they do not grossly conflict with the teaching of Scripture. Students are to honor such authorities, praying for them as persons and in their governmental role. Likewise, we are to honor and submit to those spiritual leaders in our lives. This includes our pastors, the Trivium Faculty and Staff, as well as the student's mentor, as well as other the Lord may have in our lives.

### STUDENT COMMUNITY LIFE COVENANT

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As part of the Registration Process, you will receive a Student Community Life Covenant which will require signature. The expectations are as follows:

We affirm that the Scriptures of the Old and New Testaments are the definitive guide for our way of life, seeking to be not only hearers, but doers of the Word.

We believe that Jesus Christ gave His followers two Great Commandments which summarized the teaching of Scripture – to love the Lord our God with all of our heart and with all our soul and with all our mind, and to love our neighbor as ourselves, and that He has commissioned us to share His way of love with others as we walk through daily life. It is in the context of this “*Irreducible Core*” that we will live and minister.

We accept and affirm the Doctrinal Statement of The Trivium Institute for Leader Development in its entirety and seek to live it out through the values of the Institute:

Imago Dei – valuing all of humankind as we all bear the image of God

Wholeness – seeking personal wholeness through Christ, and sharing His wholeness with others

Reconciliation – having been reconciled to God through Christ, we will seek to be agents of His reconciliation with all humankind

Transformation – embracing spiritual disciplines, we will continually seek transformation in Christ, and we will seek such transformation for our families, our Church and our society

The Kingdom of God – we will seek to live Kingdom-centric lives, as there is nothing more important than the Kingdom of God

We will live life together with others in Kingdom community and we will seek to maintain the unity of the Spirit in the bond of peace through living out the “Five Relational Words” of Ephesians 4:2 (humility, gentleness, patience, forbearance and love) within the contexts of all our relationships – home, Church and world.

We are devoted to Christ, His Church and His mission of Kingdom extension and consequently affirm and bless all denominations within the universal Church who affirm Christ as Lord and Savior and will seek Kingdom partnerships whenever possible for the extension of the Kingdom of God.

We believe that the Kingdom mission of Jesus Christ extends to all creation, and that the redemption and reconciliation for all that He has made is His ultimate goal. Consequently, Christian mission is the extension of His Kingdom through the proclamation of the Gospel, working for the transform of society and its institutions and engaging in care for the creation.

As such, each student must agree to abide by Student Code of Conduct and the Academic Policies and Procedures (as described in the Student Handbook) of The Trivium Institute for Leader Development.

## ADMISSION REQUIREMENTS

### ADMISSION

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#### **First Time Students**

The Trivium Institute offers rolling enrollment in each of the Certificate, Non-Certificate, Personal Development and Continuing Education programs.

Those student candidates who have been invited to participate in The Trivium Institute under the Certificate Program will receive from the Registrar Office:

- An email with confirmation of a Letter of Invitation from the Mentor
- Transcript Request Instructions
- A request to complete a Student Information Form (SIF)
- An invoice for the Application Fee
- The Trivium Course Catalog

Candidate students should complete the SIF, and complete payment for the application fee. Each student candidate is to request an official transcript from their high school or GED program, and have the transcript forwarded directly to the Registrar. The Trivium Institute will not make the request. Upon receipt of all transcript documents, the student candidate's records will be reviewed by a member of The Institute Faculty/Staff.

Once all transcripts, forms and fees have been received, the candidate student will receive a information to access courses, and the Student Covenant for signature.

#### **Transfer Students**

Those student candidates who have been invited to participate in The Trivium Institute who have had prior college credits/degrees will follow the same process for Admission as stated above. A student who wishes to transfer a course taken at another college or university must receive approval from Trivium. Only the course transfers, grades do not.

The Trivium Institute will transfer-in courses from other globally-accredited institutions as long as the course material is evaluated to be equivalent to The Trivium Institute course and the grade

received in the course(s) is a C or above. You will receive a Transfer Evaluation indicating which courses will transfer into your selected Trivium program of study.

*Note:* Trivium reserves the right not to approve transfer of courses.

### **Non-Certificate Students**

Those individuals who would like to take a course(s) from the Certificate Program or Continuing Education Program as part of your life-long learning plan without receiving a certificate must complete a Non-Certificate Student Registration Form. Upon completion of these forms and payment of the course fee (see Fee Schedule), you will have access to the online content and course syllabus; however, you are not required to complete any course work nor will any coursework be graded. Non-certificate courses completed for personal development are not transferable to a Certificate Program.

### **Student Seeking Re-Admittance**

Individuals who were previously enrolled in The Trivium Institute and have either voluntarily withdrawn or been dismissed, but desire to be considered for re-enrollment, must reapply through their mentor. Upon receipt of a letter from the mentor, a letter of explanation from the student, a new Student Information Form (SIF), a new Student Covenant and a non-refundable application fee, the student candidate's request for re-enrollment will be reviewed by a member or members of The Trivium Staff. Each request will be considered on a case-to-case basis, and may include an Academic Review and/or Ethics Review.

## **STUDENT INFORMATION FORM**

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All students are required to submit a Student Information Form prior to participating in any and all course and certificate programs. A registration fee must accompany the form in order for registration to be complete. It is pertinent that all parts of the form be completed. Non-Certificate and Continuing Education Courses require a general registration with no registration fee.

## **ACADEMIC POLICIES & PROCEDURES**

### **PLAGIARISM AND HONESTY POLICY**

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Here at The Trivium Institute for Leader Development, we expect our students to conduct themselves with the highest standard of ethics in their written and oral assignments, presenting original work to the instructors, as part of their Student Covenant. *Plagiarism* is the presentation of another person's words, ideas, outlines, illustrations, artwork, pictures or graphs as your own without quotation marks, footnotes or internal citation. When you do not give credit to the work of another, you have committed a serious form of academic dishonesty that carries serious consequences.

Therefore, we have established the following policy in regard to plagiarism and academic misconduct.



If an instructor suspects plagiarism or cheating:

1. The student will be contacted by the instructor to discuss the situation at hand. The instructor will determine if an offense has occurred and may ask the student to redo the work.
2. If the instructor determines that the offense is blatant, he/she will notify the student, the student's mentor, and the Director of Program Development at The Trivium and disciplinary action will be as follows:
  - 1st offense: Assignment will receive a zero grade.
  - 2nd offense: The student will fail that course.
  - 3rd offense: The student will be dismissed from The Trivium Institute.
3. The student may appeal the offense before the Ethics Committee of The Trivium Institute.
4. Documentation of each offense will be part of the student's permanent record.

## TIMELINES

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Students enrolled in the certificate programs take only one course at a time. The courses must be taken in the sequence as listed under each certificate program. The student should expect that each course (other than continuing education courses) will take about ten weeks and about 100 hours to complete. Each course is offered as a self-paced study program; students can anticipate completing each certificate in approximately 18-24 months.

## WITHDRAWAL & DISMISSAL

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Sometimes in the life of a student, situations arise that make it difficult for them to continue in their academic endeavor, and a student might choose to voluntarily withdraw from, or be involuntarily dismissed from, The Trivium Institute.

### Voluntary Withdrawal

Students may choose to voluntarily withdraw from The Trivium Institute either temporarily or permanently for a variety of reasons, such as ill health, financial difficulties, academic difficulties, changes in work or family situations, etc. If a student feels that voluntary dismissal is an option, he or she should *first* contact the mentor for an appointment to discuss the situation. If, after this meeting, the student still wishes to withdraw, the student must complete a Program Withdrawal Form which states the type of voluntary withdrawal and reason for withdrawal. Upon completion, this will be sent to the Registrar's Office and become part of the student's permanent record.

### Voluntary Academic Suspension

This form of voluntary withdrawal is possible only when the student the student has good

academic standing, but needs to suspend his or her academic pursuit for a season because of life circumstances. If a student feels this necessary, he or she should first contact the mentor for an appointment to discuss the situation. If, after this meeting, the student still wishes to withdraw, the student must complete a Program Withdrawal Form which states the type of voluntary withdrawal and reason for withdrawal. Upon completion, this will be sent to the Registrar's Office and become part of the student's permanent record. When the student is ready to continue with his or her studies, he or she should contact the mentor as the initial part of the process of return.

### **Involuntary Dismissal**

The Trivium Institute reserves the right to either temporarily or permanently dismiss a student for a variety of reasons, such as failing to meet financial obligations, failing to meet academic competencies (including non-participation in a course for more than 35 consecutive days), breaking the Student Covenant, or behaving in a manner unbecoming of a leader professing to be a disciple of Christ. Requests for dismissal can be initiated by the mentor or a member of The Trivium Institute staff by contacting the Director of Program Development. If The Trivium Institute feels that dismissal is necessary, the student and the mentor will be contacted by the Director to discuss the situation. If, after this meeting, a decision is made to either temporarily or permanently dismiss the student, the student and the mentor will receive an official letter of dismissal that states the length and reason(s) for dismissal. Upon completion, this will be sent to the Registrar's Office and become part of the student's permanent record.

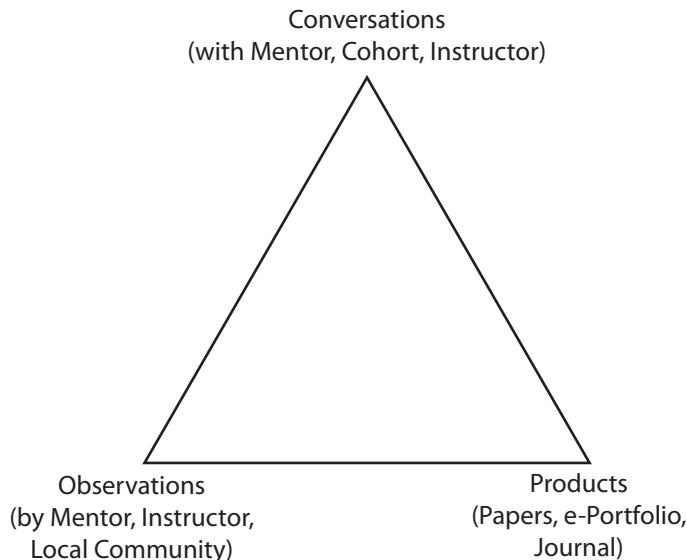
## **GRADING**

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The Trivium Institute has as its goal to educate from a Kingdom-centered worldview, receptively shaping both the person and the larger society around them based on seven key elements of our philosophy of education, therefore, all educational processes including grading and assessments are shaped by these elements. Because "*life is the curriculum*" and learning occurs both inside and outside the classroom, The Trivium Institute employs formative assessment and competency-based assessment.

### **Formative Assessment**

Formative assessment employs a range of formal and informal procedures employed by instructors, mentors and students during the learning process in order to modify teaching and learning activities to improve student attainment by providing continual feedback. Based on principles of formative assessment and adult education, students are assessed based on the completion/mastery of learning objectives; therefore, assignments are not given specific weights. Instead assessment is based on a triangulation of conversations, observations and products for which specific objectives have been established (see the following diagram).



### **Competency-Based**

Transitioning away from seat time, in favor of a structure that creates flexibility, competency-based strategies allow students to progress as they demonstrate mastery of academic content and life and ministry skills regardless of time, place, or pace of learning. Competency-based assessment provides a way that credit can be earned or awarded with personalized learning opportunities. These strategies include online academics, project-based and community-based learning. This type of learning leads to better student engagement because the content is relevant to each student and tailored to their unique needs (<http://www.ed.gov/oii-news/competency-based-learning-or-personalized-learning>).

### **Final Grading**

Final Grading is, therefore, based upon the success with which a student has met pre-established objectives as determined by formative and competency-based assessment tools. Students will receive a “C” for competent if the objectives have been met, a “U” for unsatisfactory if the objectives have not been met (yet), and “I” for incomplete for work that fails to meet the objectives or has not been turned in within the specific deadlines.

### **Assignment Extensions**

If a student anticipates not completing a paper or project on time, or has received a “U” for unsatisfactory on an assignment, he or she should contact the course instructor *before* the assignment is due or soon after receiving an unsatisfactory grade to discuss the possibility of an extension of that assignment. Whether or not the student is given an extension is at the discretion of the instructor. If a student does not satisfactorily complete the assignment/project after this grace period, he or she will be given an Incomplete as a grade. At that point, the student, The Trivium Institute, the Site Director and the Mentor will be included in a conversation about proceeding further.

**Course Extensions**

If you experience a need to extend the length of time for your course of your study, you must contact the instructor of your current course and the Registrar at Trivium. Your course may be extended for a period of five weeks at no additional cost. If more time is needed, you may file for a Course Extension which will incur a fee of \$50 for an additional 5 weeks (as listed in Tuition & Fees section).

**Repeating Courses**

Because each course is a pre-requisite to the one following, students must meet all the outcomes of a course and receive a satisfactory grade before proceeding to the next course. In the event that a student does not receive a satisfactory grade for a particular course, the student must contact the Registrar's Office and apply to retake the same course for an additional fee (see Tuition & Fees). Students may only repeat the same course once.

**Advancement**

Advancement in a student's chosen school of study, particular degree program and within a module is contingent upon evidence of satisfactory completion of all objectives in academics, projects, e-portfolio and local community life.

**Incomplete**

A student will receive an Incomplete for a course or a module if assignments or projects are not turned in or have not met the objectives, or if the student's e-portfolio is not maintained. At this point, the student and the mentor will be contacted by The Trivium Institute to discuss the student's desire or ability to continue (see Withdrawal and Dismissal).

**STYLE GUIDELINES**

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Writing papers is an important part of any college course because it allows the student the opportunity to communicate what they have learned with clarity, precision, conciseness and elegance. Standardized formatting of papers also aides in the communication and presentation of the student's message; therefore, The Trivium Institute has decided to follow the format of style established by the American Psychological Association (APA) for citation and formatting of all papers. Students may purchase either a hard copy (suggest spiral bound) or online copy from Amazon Books. Title: *Publication Manual of the American Psychological Association, 7th Ed.* American Psychological Association. (2019). Washington DC: APA.

You can also access a free online version via Purdue University's Writing Lab at <https://owl.english.purdue.edu> (perform a search for the manual on the Purdue webpage)

# ACADEMIC ENGAGEMENT

## TECH PLATFORM & REQUIREMENTS

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The official Platform for Course Content is **trivium.instructure.com** and requires a secure login. The initial access to “Canvas” will be set up by the Registrar and an email will be sent to the student that they have been set up as a user. The student will not be able to view courses until they are officially registered for that course.

### **Supported Browsers**

Because it’s built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

We do recommend the usage of a laptop or desktop computer for courses, as opposed to using a mobile phone.

If you have used Canvas for other Institutions, you may need to log out of those instances in order to access Canvas for Trivium. It requires a different log in.

### **Operating Systems**

Instructure products require an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

### **Computer Hardware Requirements**

Instructure products require an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Along with compatibility and web standards, Instructure products have been carefully crafted to accommodate low bandwidth environments.

It is recommended to have a minimum Internet speed of 512kbps.

### **Mobile Devices**

Instructure products are optimized for desktop displays. However, if you are using a mobile device, you can access Instructure products using a mobile application (app) or mobile browser.

### **Mobile Apps**

For the best user experience, please download the product mobile apps. Mobile apps are currently available for Canvas.

### **Mobile Browsers**

Visit the Apple store or the Play store to download mobile browsers. The following major browsers are compatible with mobile devices:

iOS

Safari (default browser with limited Canvas support)

Chrome

Android

Chrome (default browser with limited Canvas support)\*

Internet

Firefox

\*Android default browser varies per mobile device.

### **PROJECTS**

At The Trivium Institute, module projects are a part of all certificate programs, and each project is designed to give students the opportunity to apply their learning and leadership skills in the community (see Course Catalog). All projects *must* be approved prior to beginning any project. Students must obtain a Project Approval Form from the Registrar's Office and return the completed form to the Registrar's Office. A Faculty Project Committee will review the project and contact the student when approved. Any incomplete forms will be returned before approval is granted. It is recommended that students seek approval of projects well before the certificate program.

### **CERTIFICATE COMPLETION**

Because The Trivium Institute is a global endeavor and student enrollment is "rolling", traditional completion ceremonies are not possible. However, as every student is an active member of a local community, we strongly recommend that the local community celebrate each student's achievement as they see fit. Issuing of certification is contingent upon successful completion of each certificate program and project, and fulfillment of all financial obligations. Students will receive their official certificate or degree directly from The Trivium Institute prior to any local celebration. Official transcripts will be available sixty days after certificate or degree completions. Of course, The Trivium Institute staff would be glad to be a part of your local celebration, if time and travel permit.

## ACADEMIC SUPPORT SERVICES

### TECH SUPPORT

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Please contact the Registrar if you are in need of technical support for Canvas.

### RESOURCE LINKS

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Below are some links to help students in their course of study, particularly around APA style and writing elements.\*

**For APA Style/Writing Lab:** You may access Purdue University's Writing Lab that will not only help you with APA Style, but also grammar, genre of papers and oral presentations. Access: <https://owl.english.purdue.edu>

**For Grammar help:** If you need some brushing up on grammar and parts of speech, Grammar Bytes is a great interactive adult site. This site uses humor and encouragement to remind you of parts of speech and good grammar. Access: <http://www.chompchomp.com/>

*\*If these sites become unavailable, please contact Linda Brady, Director of Program Development at The Trivium Institute at [lbrady@praxiscenter.org](mailto:lbrady@praxiscenter.org) so that the sites may be updated. Also if you find any sites that are helpful, please forward the link so that the global student community can benefit.*

### DISABILITY SUPPORT SERVICES

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The Trivium Institute for Leader Development is distance education endeavor and does not have a physical student campus. Student who need disability support services need to contact their local site director and local community for accommodations. The online platform supports Screen Readers for Mac and PC devices (see *Tech Platform & Requirements*).

## FINANCIAL INFORMATION

### RATIONAL BEHIND FEE STRUCTURE

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Why do we want graduates to be debt free? Student debt is a growing problem in the United States with more than 1.2 Trillion dollars owed by students, many who never graduate from the programs in which they enroll. It is the largest single category of personal debt in our nation. Many Christian students have been prevented from fully and passionately pursuing their God-given calling in vocation and mission due to such debt load.

The development of the Institute has been a labor of love from a team of professionals engaged in real-world activities represented by each school. They have sacrificed and donated their time, knowledge, creative abilities and experience to keep the cost to the student at a minimum. In addition, artisans, technical staff and donors have partners with us to make The Trivium Institute for Leader Development a reality, seeking to provide to you the student the development and education you need to pursue your calling while freeing you from the burden of debt. Your

response to God's gracious gift to you through these people is to be diligent to keep your financial obligations in the program and work hard at your coursework.

Our goal with this financial arrangement is that students graduate debt-free from the Institute. To that end each course must be paid-in-full before starting each course in the program or have a payment plan established with the Trivium Registrar.

## TUITION & FEES

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### **Tuition per certificate course:**

Certificate in Christian Leadership	\$100.00/course
Certificate in Christian Ministry	\$150.00/course
Advanced Certificate in Christian Ministry	\$200.00/course

\*The tuition rate is subject to the approval of the Board of Directors and is subject to change without notice.

### **Fees (Required)**

Student Information Form/Application Fee	\$35.00
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### **Other Tuition & Fees**

Non – Certificate (Per Course)	\$45.00
Continuing Education	
CE900	\$100.00
CE901	\$300.00
CE902	\$300.00
CE903	\$600.00
CE940	
CE950	\$750.00
CE951	\$300.00
CE960	\$500.00
Course Extension Fee (after initial free 5 week extension)	\$50.00
Return Check Fee	\$25.00
Transcript Fee	\$10.00



## PAYMENT

Billing for tuition and fees is coordinated through the Registrar's Office. Students can choose to pay their bills by check, phone, in person, or directly online. Payment plans for tuition are available to students. Payment or arrangement for payment must be made before a student can begin taking courses. Once payment or arrangement for payment has been received, the course will begin. Cash, check, debit, credit, and ACH are accepted as payment.

## BOOKS & SUPPLIES

Books and supplies are not included in the certificate fees. Students must obtain books and supplies at their own expense. Required reading for each course will be found in each course syllabus, with suggested methods for acquisition. The Trivium Institute does strongly suggest that each student obtain a Logos base package - an interconnected theological online library that contains the Word and study tools. Access at <https://www.logos.com>

## STATEMENTS OF LEGAL COMPLIANCE

### NON-DISCRIMINATION

In accordance with ARTICLE IX of the Bylaws of The Praxis Center for Church Development, the parent corporation, the Trivium Institute for Leader Development shall not discriminate against any person in any manner on the basis of race, age, handicap, or ethnic origin.

### ACADEMIC PRIVACY

In compliance with the Family Rights and Privacy Act of 1974, it is the policy of The Trivium Institute for Leader Development to protect the educational/academic records of its learners, former learners and alumni. All personally identifiable information in a learner's education record is considered confidential. Other than that referred to as "directory information," no one will have access to such records without written consent of the learner.

### NO GUARANTEE OF EMPLOYMENT

The Trivium Institute for Leader Development does not make guarantees regarding employment to prospective students [Hedc 304.02(a)].

### SCHOOL CLOSURE

Please be advised that pursuant to Hedc 304.05(a), Trivium is required to notify the NH Department of Education--Office of Career School Licensing (OCSL) no less than 30 days prior to the closing date. As defined in Hedc 302.01(m), "school closure" means a school exiting New Hampshire, closing its doors, or changing programs making it exempt from career school licensing rules. The transition plan will include, but not be limited to:

1. All current and former students, as well as the OCSL will be provided with one original transcript or certificate and an electronic copy of each within 30 days of closing.
2. The OCSL will be provided with one original or electronic copy of a Trivium catalog for each year of existence within 30 days of closing.
3. A public disclosure of closing and student notification of the same.
4. A written plan for the discontinuation of programs or courses.
5. The OCSL Licensing will be provided with students records with a unique identifier that includes the students date of birth and last four numbers of social security number.
6. The OCSL will be provided with a teach-out schedule detailing program and course completion.
7. The OCSL will be provided with any correspondence to and from an accrediting agency in regard to closure.

### STUDENT COMPLAINT PROCESS

In accordance with NH Department of Education-OCSL standards Hedc 304.01(h), The Trivium Institute for Leader Development provides the following policies and procedures for resolving student complaints:

1. Students are advised to proceed as promptly as possible to initiate a written complaint with the appropriate school official. Contact the following based on the type of complaint:
  - a. Instructor: Grade appeals
  - b. Bursar/Registrar: tuition, fees, or registration process
  - c. Director of Program Development: All other complaints
2. The instructors, staff and leadership of The Trivium Institute for Leader Development are advised to acknowledge receipt of the complaint promptly and are to attempt resolution in a timely manner.
3. If a student does not feel that the complaint was adequately addressed, the complaint will be brought before the leadership team; and the Trivium President will seek to address all student concerns. If in the event that a solution cannot be reached between the student and The Trivium Institute for Leader Development the student may file a written complaint with the New Hampshire Department of Education, Office of Career School Licensing at 101 Pleasant Street, Concord, NH 03301, or by phone 603-271-6443.

### STUDENT WITHDRAWAL AND REFUND POLICY

Pursuant to Hedc 304.01 (e)(1), all refunds shall be paid within 30 days upon written notification from a student cancellation or withdrawal.

Pursuant to Hedc 304.01 (e)(2), students receiving benefits from federal programs shall be subject to federal refund policies, rules, and regulations.

Students dismissed for any reasons listed in the Involuntary Dismissal policy will not be eligible for a refund.

## CURRENT PROGRAM OFFERINGS

1. Certificate in Christian Leadership
2. Certificate in Christian Ministry
3. Advanced Certificate in Christian Ministry
4. Continuing Education Courses
5. Non-Certificate Learning

### CERTIFICATE IN CHRISTIAN LEADERSHIP

The Certificate in Christian Leadership will prepare leaders to live out the Irreducible Core (IC) of the Christian life in an integrated fashion through one's life, vocation and ministry.

Students enrolled in the certificate program take only one course at a time. The courses must be taken in the sequence as listed. The student should expect that each course will take about ten weeks and about 100 hours to complete. Each course is offered as a self-paced study program; students can anticipate completing each certificate in approximately 18-24 months.

To successfully complete the program students must:

1. Complete 10 Courses (listed below) including the Local Service Project (MP #1)
2. Create an Online Portfolio to Validate Competencies
3. Engage in a Mentor/Apprentice Relationship

TH101	The Kingdom of God
BS101	Bible Study Methodologies
SF101	Spiritual Formation 1: Spiritual Disciplines (Silence, Solitude, Prayer)
BS102	Old Testament Survey
SF102	Spiritual Formation 2: Physical Disciplines (Body, Finance, Time, Work)
BS103	New Testament Survey
SF103	Spiritual Formation 3: Relational Disciplines (Worship, Family, Church)
TH102	Theology of Work
BS104	The Life & Ministry of Jesus

LD101	Introduction to Spiritual Leadership
MP #1	Local Service Project - 30 hours in an existing secular service organization

### CERTIFICATE IN CHRISTIAN MINISTRY

The Certificate in Christian Ministry will prepare leaders to live out the Irreducible Core (IC) of the Christian life in an integrated fashion through one's life, vocation and ministry. In addition, the particular emphases provided by the certificate program will allow an essential knowledge base along with skill competencies to be acquired and validated in preparation for vocational/ career pursuit.

Students enrolled in the certificate program take only one course at a time. The courses must be taken in the sequence as listed. The student should expect that each course will take about ten weeks and 100 hours to complete. Each course is offered as a self-paced study program; students can anticipate completing this certificate in approximately 24-27 months.

To successfully complete the program students must:

1. Complete the Certificate in Christian Leadership and the following additional courses, including the Local Advocacy Project (MP #2)
2. Create an Online Portfolio to Validate Competencies
3. Engage in a Mentor/Apprentice Relationship

Complete as listed:

BS201	The Gospel According to Mark
SF201	Introduction to Discipleship: The Way of Jesus
TH201	Systematic Theology
TH202	Ecclesiology
TH203	Trinity, Community & Holistic Mission
LD201	Leadership Principles from the New Testament
LD202	Holistic Leader Development
BS 202	The Letter of Paul to the Ephesians
HI201	The Foundations of Western Heritage
HI202	Panorama of Church History
ED201	Introduction to the Rabbinical Method
MP #2	Local Advocacy Project – 30 hours advocating for an individual or group

### ADVANCED CERTIFICATE IN CHRISTIAN MINISTRY

The Advanced Certificate in Christian Ministry will prepare leaders to live out the Irreducible

Core (IC) of the Christian life in an integrated fashion through one's life, vocation and ministry. In addition, the particular emphases provided will allow an essential knowledge base along with skill competencies to be acquired and validated in preparation for vocational / career pursuit.

Students enrolled in the certificate program take only one course at a time. The courses must be taken in the sequence as listed. The student should expect that each course will take about ten weeks and about 100 hours to complete. Each course is offered as a self-paced study program; students can anticipate completing each certificate in approximately 18-24 months.

To successfully complete the program students must:

1. Complete the Certificate in Christian Leadership, and the Certificate in Christian Ministry, and the following additional courses, including 1 Missions Trip (MP #3).
2. Create an Online Portfolio to Validate Competencies
3. Engage in a Mentor/Apprentice Relationship

CO301	Research, Writing & Academic Reading Methods
PH301	Introduction to Logic & Creative Thinking
LG301	Introduction to Biblical Hebrew
LG302	Introduction to Biblical Greek
HI301	The Gospel According to Luke/Acts of the Apostles
PH302	Introduction to Ethics
LD310	Organizational Leadership
SO301	Cultural Exegesis
LD311	Organizational Theory
AN301	Introduction to Missions
MP #3	National Missions Trip - 30 hours, must lead in part

## NON-CERTIFICATE LEARNING

All certificate program courses are available as non-certificate learning for personal development at the cost of \$45 without pre-requisites. After completing a Non-Certificate Learning Registration Form and making appropriate payments, you may view the online course content or attend a live class, and have access to the syllabus. However, you are not required to complete any coursework, nor may any coursework be submitted for grading. Your online access to the course content will be limited to the normal ten-week course period and is not extendable.

## CONTINUING EDUCATION

The Trivium Institute Continuing Education course offerings allows field-based learning for ministry practitioners. Each course is designed to continue the learning for those who wish to

enhance and sharpen their skills. For more information on the availability of these courses, contact the Registrar.

Continuing Education classes/programs can be accessed by completing a registration form to register for the following classes.

CE900	Introduction to Mentoring (30 HOURS)
CE901	Developing a Philosophy of Ministry (30 HOURS)
CE902	Personal Spirituality and Mission (30 HOURS)
CE903	Mentor Certification (100 HOURS)
CE940	Alignment Discipleship Process (100 HOURS)
CE950	Church Multiplication Intensive (100 HOURS)
CE951	Church Multiplication Systems (100 HOURS)
CE960	Church Development Process (100 HOURS)

## COURSE & PROJECT DESCRIPTIONS

### CERTIFICATE IN CHRISTIAN LEADERSHIP

#### **TH101 - THE KINGDOM OF GOD**

There is nothing more important than the Kingdom of God. Central to the scriptural narrative in both the Old and New Testaments, the concept of the Kingdom and the principle of God's dominion are fundamental to the Christian life and faith. Through this course you will explore the Biblical foundation of the Kingdom, understand the various aspects of God's Kingdom rule and discover how to live a Kingdom-centered life.

#### **BS101 - BIBLE STUDY METHODOLOGIES**

In Bible Study Methodologies you will discover the art and science of studying and interpreting the Word of God with a systematic and consistent process. This methodical approach to Bible study will allow you to interpret scripture with an understanding of the hermeneutical realities of history, culture, rhetoric and grammar with an appreciation of the relationship between the author, the text & the audience. You will acquire knowledge of overarching narrative of scripture and be able to identify where individual books and passages fit within the larger narrative.

#### **SF101 - SPIRITUAL FORMATION 1: SPIRITUAL DISCIPLINES (SILENCE, SOLITUDE, PRAYER)**

The life of the spiritual leader has many emotional hazards and pitfalls to spiritual growth. This course will examine these hazards as they pertain to the mental, emotional, physical and spiritual health and maturation of the believer, helping the student understand and practice a life of personal renewal daily with specific emphasis in this course on the disciplines of silence, solitude and prayer.

**BS102 - OLD TESTAMENT SURVEY**

A survey of the books of the Old Testament, with an emphasis on the chronological foundational books, God's providential dealing with His people Israel, poetic and wisdom literature, and the messages of the prophets and their contribution to Israel's history and faith.

**SF102 - SPIRITUAL FORMATION 2: PHYSICAL DISCIPLINES (BODY, FINANCE, TIME, WORK)**

The life of the spiritual leader has many emotional hazards and pitfalls to spiritual growth. This course will examine these hazards as they pertain to the mental, emotional, physical and spiritual health and maturation of the believer, helping the student understand and practice a life of personal renewal daily with specific emphasis in this course on the disciplines for the body, finance, time and work.

**BS103 - NEW TESTAMENT SURVEY**

A survey of the books of the New Testament with an emphasis on author, genre, structural outline, and main teachings of every book of the New Testament that reveal God's plan for the salvation of His people and the world as spoken of by OT prophets and fulfilled with the incarnation of His Son Jesus Christ and the revelation of the promised Holy Spirit.

**SF103 - SPIRITUAL FORMATION 3: RELATIONAL DISCIPLINES (WORSHIP, FAMILY, CHURCH)**

The life of the spiritual leader has many emotional hazards and pitfalls to spiritual growth. This course will examine these hazards as they pertain to the mental, emotional, physical and spiritual health and maturation of the believer, helping the student understand and practice a life of personal renewal daily with specific emphasis in this course on the disciplines for worship, the family and church.

**TH102 - THEOLOGY OF WORK**

Your work matters to God. As our whole lives are meant to be an act of worship, our work – job and career – are significant aspects of our lives. Work has a purpose in extending God's Kingdom and is a creative expression of our partnership with Him. Through this course you will understand the biblical framework for vocation as a significant element of life as well as discern how the practice of your vocation adds to God's Kingdom extension.

**BS104 - THE LIFE & MINISTRY OF JESUS**

This course is a study of the life and ministry of Jesus as recorded in the four gospels, beginning with Jesus' birth and childhood and continuing through his death and resurrection. It examines the life and ministry of Jesus as a Rabbi within His social milieu, as the Son of Man in fulfillment of Old Testament prophecy as written and interpreted by Judaism, as the sacrifice (vicarious death) and administrator of God's eternal plan, and as an example and model for all to follow in life (vicarious life) and ministry.

**LD101 - INTRODUCTION TO SPIRITUAL LEADERSHIP**

Leadership is influence, and the leader's influence is rooted in their own personal spirituality. Through our lives, both in action and in our words, we can influence people towards God's preferred future for their lives. This course will help you understand the biblical concept of leadership, identify your key leadership strengths and develop more fully your own leadership ability.

**MP #1 - LOCAL SERVICE PROJECT: 30 HOURS IN AN EXISTING SECULAR SERVICE ORGANIZATION**

For this certificate, students will find and serve in a local, secular service organization. Students will demonstrate being leaders by being servants and observe and learn leadership principles from existing organizations.

**CERTIFICATE IN CHRISTIAN MINISTRY**

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**BS201 - THE GOSPEL ACCORDING TO MARK**

This course will look at the mission, ministry, and model of Jesus life and leadership as recorded by Mark in relationship to its historical context of Roman persecution under Nero and its theological themes of the Kingdom of God, the wilderness, the restoration of Eden, the heightened power conflict between good and evil, the radical failure of Jesus' followers and Jesus as the suffering Messiah. This course will also explore the clarity of mission, views of people, an empowerment model of leadership, and Mark as a storyteller that leads his readers along certain lines of thought and behavior as he describes what God has done, calling and challenging his readers to respond.

**SF201 - INTRODUCTION TO DISCIPLESHIP: THE WAY OF JESUS**

Jesus, the Master Rabbi, commissioned His disciples to make more disciples everywhere they went in life. In this course you will come to understand the Jesus Way of discipleship, and how you can continue in effective partnership with Him in the contemporary role-of disciple-maker.

**TH201 - SYSTEMATIC THEOLOGY**

One cannot do a living theology without a relationship with the living God. Theology done in the confines of academia that limits the Trinitarian reality of community, unity and mutuality undermines the relational cohesion of the Godhead, reducing the Incarnation to a wrath satisfying atonement for our sins that is expressed more in propositional truths (epistemology) than a relationship with God in and through Jesus Christ. This course, will help the student build a holistic, coherent and cohesive theology based upon the Trinity, the Torah, and the Irreducible Core as it pertains to God's eternal plan and original design for and final consummation of creation.

**TH202 - TRINITY, COMMUNITY & HOLISTIC MISSION**

The keys to effectively understanding the holistic mission of the church lie within our



understanding of God ontologically and economically. How God is within Himself is then the foundation for how we were meant to holistically live as sons and daughters of God the Father, servants and stewards of His Kingdom.

### **TH203 - ECCLESIOLOGY**

What is the Church? What does it exist? Who does it exist for? How should it gather? Does ecclesiology inform mission or does mission inform ecclesiology? This course will help the student be able to biblically answer these questions as well as understand that ecclesiology deals with the origins of Christianity in relationship to Jesus, its role in salvation, its polity, its discipline, its destiny, and how the Church is led.. The focus of the course will aid the student in not only understanding the church in its function, but also in its ontology, being as it flows from and pertains to the relationship of the Trinitarian community.

### **LD201 - LEADERSHIP PRINCIPLES FROM THE NEW TESTAMENT**

The keys to effective spiritual leadership are found within the New Testament Scriptures. Based in the life and ministry of Jesus, as well as the writings of the Apostles, this course will help you identify the essential leadership principles from the New Testament, understand them conceptually and make concrete application in your life, family, vocation and ministry.

### **LD202 - HOLISTIC LEADER DEVELOPMENT**

A leader is someone who influences others towards the God-preferred Kingdom future of the individual or group in which that person resides. Leadership is the action of leading or influencing others; therefore, the leader gives leadership to individual people, groups and organizations based on who they are as a whole person. Therefore leader development must occur in a holistic sense, as the leader gives leadership to others through both who they are and what they do. This course equips the learner to engage in holistic leader development by helping others grow in their identity in Christ, in their capacity of heart, and in their understanding of their unique destiny skillset through which they engage in Kingdom mission.

### **BS202 - THE LETTER OF PAUL TO THE EPHESIANS**

Ephesians has been called the ‘quintessence of Pauline theology’ (F. F. Bruce). It is a prayerful epistle that explores the reality of a lived theology and the ethical ramifications of peace in Christ. This course is an exegetical and theological/ethical study of this remarkable epistle of Paul that will aid the student in grasping the larger, eternal themes contained in Ephesians that pertain to God’s eternal plan, Christ as the full expression of that plan and the mystery of Christ that is now revealed.

### **HI201 - THE FOUNDATIONS OF WESTERN HERITAGE**

This course entails a survey of the major currents in Western civilization from its beginnings in the ancient Near East to the mid-17th Century. Students will learn of the political, economic, military, cultural, and religious developments in the ancient, medieval, and early modern periods that constitute the foundation of modern Western thought. The purpose of this course is to explore the ways in which modern man is indebted to the Greeks for our philosophy, the Romans

for our legal system, and the Hebrews for our religious foundations.

### **HI203 - PANORAMA OF CHURCH HISTORY**

This course will give a large scale overview of the theological and historical life of the Church since its birth with an overview of the major events in the life of the church. A primary method in the course will be the study of individuals who made major contributions to the life of the church over the centuries.

### **ED201 - INTRODUCTION TO RABBINICAL METHOD**

Jesus was the Master Rabbi, and like the Jewish Sages of His era, leading, teaching and developing new leaders happened through a unique methodology. Sharing common elements of leading and educating with other ancient cultures, the rabbinical method engaged those being led, taught and developed in a holistic, whole-life pursuit. Rediscovered in the current era, and perhaps as relevant in leadership application today as it was in Jesus' day, this course will equip you with the basic understanding how Rabbi Jesus lead and taught, and how you can undertake your own leadership engagement through Jesus' rabbinical way.

### **MP #2 - LOCAL ADVOCACY PROJECT: 30 HOURS ADVOCATING FOR AN INDIVIDUAL OR GROUP**

Students will identify a need of an individual or group in their local community. Students will then lead a team that will build and execute a ministry designed to meet the need. While students may, as a part of their plan, partner with existing ministries/organizations, the focus is on the creation of something that does not currently exist.

## **ADVANCED CERTIFICATE IN CHRISTIAN MINISTRY**

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### **CO301 - RESEARCH, WRITING & ACADEMIC READING METHODS**

This course had been designed to give the student a solid foundation in research skills, the writing process and academic reading methods that will strengthen their ability to study, research and communicate his or her learning. Research skills include collecting, evaluating and organizing data. Academic reading skills include note-taking skills and PSR reading method. The writing process includes clear thesis development, genre-specific logical order and final paper presentation. Students will write a variety of papers to demonstrate the integration of these skill sets.

### **PH301 - INTRODUCTION TO LOGIC & CRITICAL THINKING**

The Great Commandment instructs us to love the Lord with all of our mind. This course explores the capacity of men and women made in the Imago Dei to think clearly and critically about God, themselves and the world they inhabit. Students will gain the ability to identify and understand classic and modern rules of logic in order to evaluate and produce consistent and clear arguments.

**LG301 - INTRODUCTION TO BIBLICAL HEBREW**

This course will introduce the basics of biblical Hebrew (Classical), including the alphabet, pronunciation, parts of speech, and a small amount of common vocabulary. The focus will not be on mastering syntax or morphology of the language, but gaining a basic foundation in the principal parts and concepts of the language for the sake of better utilizing Old Testament study tools.

**LG302 - INTRODUCTION TO BIBLICAL GREEK**

This course will introduce the basics of biblical Greek (Koine), including the alphabet, pronunciation, parts of speech, and a small amount of common vocabulary. The focus will not be on mastering syntax or morphology of the language, but gaining a basic foundation in the principal parts and concepts of the language for the sake of better utilizing Greek New Testament study tools.

**HI301 - THE GOSPEL ACCORDING TO LUKE/THE ACTS OF THE APOSTLES**

Upon completion of the course, the student will be able to understand the nature and purpose of Luke/Acts with greater clarity and humility. In this course, the student will learn what the heart of Luke was about, the importance of the Holy Spirit in the early church, how to apply the key principles from the book into one's life, and will be better equipped to: (1) Understand the purpose behind Luke's writing; (2) Recognize the critical role of the Holy Spirit in the life of the early church and His importance for any life-giving ministry today; (3) Articulate the mission of the early church in relationship to Jesus and the Irreducible Core; (4) Comprehend just how powerfully the message of the gospel crosses over cultural barriers to bring unity and how desperately the church is in need of such a move today.

**PH302 - INTRODUCTION TO ETHICS**

Too many Christians are concerned with being right rather than being righteous. In Introduction to Ethics you will analyze and interpret the implications of being a follower of Jesus as it relates to how you make moral decisions. Special emphasis will be placed on helping you navigate moral issues with integrity and consistency within a post-modern pluralistic society

**LD310 - ORGANIZATIONAL LEADERSHIP**

Human collaboration expresses itself in organization towards a goal, and leadership is required for such a collaboration to be successful. Understanding leadership in the context of an organization is essential for seeing such success realized. Through this course you will gain both the understanding of the theories behind organizational leadership and key skills sets which will empower you to lead your organization well.

**SO301 - CULTURAL EXEGESIS**

For far too long the church has been answering questions people are not asking. Cultural Exegesis will empower you to understand your community and identify the moral, social, political and relational values that uniquely drive it. This understanding will equip you to adapt and develop strategies and resources that allow you to bring the gospel into the unique cultural reality you live and minister in.

**LD311 - ORGANIZATIONAL THEORY**

In human collaboration there is always a system, a structure – an organization. They come in all shapes and sizes, with a varying degree of complexity. Through this course you will learn the basic theories behind human organizations and the sociological realities of such organizations and their interactions with the environments within which they exist. This course will give you a core understanding of the organization, its components as well as the ability to evaluate existing organization structures for effectiveness.

**AN301 - INTRODUCTION TO MISSIONS**

God's heart is to reclaim and restore His children to Himself. In Introduction to Missions you will study biblical, historical, strategic, and cultural perspectives relative to world missions in light of the redemptive plan of God. The emphasis will be on equipping you to become a world mission's leader by gaining an understanding of God's redemptive plan and an awareness of your inclusion in it.

**MP #3 - NATIONAL MISSION TRIP: MUST LEAD A COMPONENT, 30 HOURS**

Students will participate in and lead a component of a national mission trip. The focus will be on learning to lead in a new environmental context that is similar to their own. Adults learn through discovery and learn best in the context of shared praxis with others. Creating environments for such learning to be realized is essential in all of life's endeavors. Through this course you will acquire the core understanding of what learning is, how it happens and how to create environments where collaborative learning can happen amongst adults.

**CONTINUING EDUCATION COURSES**

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**CE900 - INTRODUCTION TO MENTORING**

Through this course you will gain an understanding of the mentoring methodology of Jesus and its roots in the Hebrew Rabbinic process of His day. Learners will increase both their understanding of the key elements of mentoring in the Jesus model and how to apply this to contemporary life and ministry situations. The course format includes video content, student worksheets, creating a mentoring plan and survey feedback from someone the student engages in mentoring.

**CE901 - DEVELOPING A PHILOSOPHY OF MINISTRY**

Every person serving in leadership in a church has a philosophy of ministry. It can be seen in how they act, think and engage in ministry. However, most of them don't know what it is, or why they do what they do. Consequently, it is impossible to reflect critically on ministry activities or effectively evaluate fruitfulness. Through this course you will learn to develop your personal philosophy of ministry from core principles found in the Scripture.

**CE902 - PERSONAL SPIRITUALITY AND MISSION**

The spiritual vitality of a Christian disciple has a direct impact on their fruitfulness in mission.

Yet today many people are challenged to develop their relationship with God that is the conduit of that vitality. This course will provide you with both the Biblical framework of understanding and the skillset to develop your relationship with God as well as lead others into the same process of discovering a vital life in Christ.

### **CE903 - MENTOR CERTIFICATION**

This course will help learners apprehend the origin and framework of ancient Rabbinical thought and practice and the corollary application today. It will also empower the student to more completely understand, embrace and implement the Jesus way of discipleship and mentoring, understand the interplay of roles, relationships and environments in mentoring as well as transfer and validate competency in mentoring skill sets.

### **CE940 - ALIGNMENT DISCIPLESHIP PROCESS**

The *ALIGNMENT* process has been designed to facilitate the transformational work of the Holy Spirit within an individual. Built on the solid foundation of the Scripture, the discipleship process of *ALIGNMENT* has four key goals that will help the learner jumpstart the pursuit of Christ and His Kingdom. These goals are: to bring a greater awareness of who one is in Christ a son or daughter of God, to facilitate personal wholeness in Christ that empowers the student to live the Jesus way more obediently, to discover and pursue the unique Kingdom contribution for which they were created, and to create a “Jesus culture” in the local church which can impact the larger culture around us.

### **CE950 - CHURCH MULTIPLICATION INTENSIVE**

This course is a late-stage church plant implementation process for those leading church planting teams. It is a working process, facilitating the development of the way of life of a new church community, mapping discipleship pathways, witness and evangelism constructs and operational systems need in a new church. Participants who complete this process will increase both their fruitfulness and the sustainability of their church plant.

### **CE951 - CHURCH MULTIPLICATION SYSTEMS**

Designed for denominational executives and members of denominational multiplication teams, as well as parent churches, who seek to facilitate the development of organic church multiplication movements. Students will learn how to create, facilitate and sustain such movements in partnership with the Lord.

### **CE960 - CHURCH DEVELOPMENT PROCESS**

A working process designed for the senior leadership of a local church or denominational executives, this course takes a unique approach to the organic development of existing local congregations. Based in the ministry of Jesus, participants will walk through a phased discovery learning process to enhance the life of Christ in the congregation and the missional effectiveness of that life lived out together in Christ.