

METRO
ATLANTA
SEMINARY

CURRICULUM
PORTFOLIO

PART I - HEAD

PART II - HEART

PART III - HAND

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INTRODUCTION AND ACKNOWLEDGEMENTS

The most significant times of spiritual growth as believers involve another individual personally investing in them. Most *leaders* would agree their greatest impact on others in ministry has occurred when they have taken time to invest personally in the life of another. Doesn't it make sense the same dynamic is in effect with regard to ministry training? As you will see in the following pages, relational, mentor-based training finds its imperative in Scripture and is desperately needed for effective ministry training. The following materials have been developed over the course of more than twenty years to assist those who are committed to relational ministry training. The bulk of the materials have been time-tested as hundreds of students have been required to be involved in Mentored Ministry training as students at Westminster Theological Seminary in Philadelphia. I am deeply grateful to them and to their mentors, from whom I continue to learn.

I was invited by my dear friend, Dr. Mark Sarracino, to write the mentoring materials for a training program for urban leaders in Philadelphia. This gave me the opportunity to expand the materials and contextualize them to this new setting. This new collaboration led to the development of the Guided Learning Experience and Evaluation, which is very helpful in providing accountability throughout the mentoring process. I am deeply appreciative of Dr. Sarracino's heart for training others and for his encouragement to make these materials accessible to a wider audience.

In addition to my former students and their mentors, my gratitude is also extended to the administration of Westminster Seminary who not only granted permission but encouraged me to participate in and share my resources and expertise in the development of these materials. Acknowledgement is due to Jerry McFarland for permission to use his "Spiritual Life" and "Family Life" Inventories. My greatest thanks is due to our Chief Shepherd who has called us and given us the privilege of partnering in the Advance of His Kingdom by equipping others for His service.

*Dr. Tim Witmer
Westminster Theological Seminary
Philadelphia, PA*



**THREE-FOLD
CURRICULUM
PORTFOLIO**

PART I - HEAD

Classroom Instruction

THE CLASSROOM CURRICULUM

The seminary classroom should never have as its goal to educate just the head. We have stated this part of the curriculum is aimed at head-knowledge, but it is more than that. Seminary is here to help every student to see God personally and intimately, and to fall in love with His Word. There is no true way to study God and not be changed. He gave us His Word so we can know Him. When Moses saw even a glimpse of God (Ex.33) it drove him to his knees in recognition of God's goodness. The same happened to the apostle John (Rev.1) when he saw the risen Christ. Therefore, our aim is to help every student see God as He reveals Himself not only in His Word, but in all creation.

Every class is structured so the student learns the academics involved in each subject, but it is also structured to help develop a biblical world and life view.

To accomplish this, classes are designed so a student does not primarily write academic papers, which will sit in files and rarely, if ever, be used. Instead, students will learn to construct sermons and Bible studies which can be put into use right away in their home churches.

Your three-year course of study will consist of the following courses:

FIRST YEAR

Old Testament Survey
New Testament Survey
Doctrine of Scripture
Hermeneutics
God, Man, and Sin
Person & Work of Christ
Sermon Construction
Making & Equipping
Disciples

SECOND YEAR

Greek & 2 NT Exegetical
Book Studies
Holy Spirit & Salvation
Survey of the Covenants
Ecclesiology
The Catechism for all
Apologetics

THIRD YEAR

Hebrew & 2 OT Exegetical
Book Studies
Eschatology
Ethics and Leadership
Theology of John's Gospel
Survey of Church History 1&2

Criteria for Evaluation of Part I:

A (90-100) = work done by the student *exceeds* what was required in the syllabus

B (80-89) = the student has completed every requirement in the syllabus

C (70-79) = all work was completed, but could have been better

I = the student has not *yet* completed all required work and has been granted extra time to finish

F = the student has failed to complete *all* the required work in the time permitted

See more details on this in the Student Handbook, page 6-7.

ACADEMIC YEAR 2021-2022

6/30/2021

August 3 - Faculty and Student Registration for ALL Faculty and Students

<p style="text-align: center;"><u>Mondays</u> Summer 2021 <u>Aug 9—Sept 27, 2021</u></p> <p><u>First Year Students (in person)</u> OT Survey (2) Lutz Doc. of Scripture (1) Means</p>	<p style="text-align: center;"><u>Tuesdays</u> Summer 2021 <u>Aug 10—Sept 28, 2021</u></p> <p><u>First Year Students (only on Zoom)</u> OT Survey (2) Lutz (Only on Zoom) Doc. of Scripture (1) Means (Zoom)</p> <p><u>Resident Students (in person)</u> Teaching & Learning (1) Bennett</p> <p><u>Second & Third Year Students</u> Survey of the Covenants (1) Click Hebrew for Bible Study (2) Rasmussen</p>	<p style="text-align: center;"><u>Thursdays</u> Summer 2021 <u>Aug 12—Sept 30, 2021</u></p> <p><u>Second Year</u> Counseling Interpersonal Issues (1) Sherrill God, Man, Sin (2) Bennett</p>
<p style="text-align: center;">Fall 2021 Oct 11—Dec 6</p> <p><u>First Year Students (in person)</u> NT Survey (2) Lutz Hermeneutics (1) Means</p>	<p style="text-align: center;">Fall 2021 Oct 12—Dec 7</p> <p><u>First Year Students (only on Zoom)</u> NT Survey (2) Lutz Hermeneutics (1) Means</p> <p><u>Resident Students (in person)</u> Survey of Church History I (1) Carter</p> <p><u>Second & Third Year Students (in person)</u> Eschatology (1) Caston OT Exegesis (2) Rasmussen</p>	<p style="text-align: center;">Fall 2021 Oct 14—Dec 9</p> <p><u>Second Year</u> Mental Disorder and Additions (2) Sherrill Person of Christ (1) Bennett</p>
<p style="text-align: center;">Winter 2022 <u>Jan 3—Feb 21</u></p> <p><u>First Year Students (in person)</u> Making Disciples (1) Schlichting God, Man, & Sin (2) Bennett</p>	<p style="text-align: center;">Winter 2022 <u>Jan 4—Feb 22</u></p> <p><u>First Year Students (only on Zoom)</u> Making Disciples (1) Schlichting God, Man, & Sin (2) Bennett</p> <p><u>Resident Students (in person)</u> Survey of Church History II (2) Carter</p> <p><u>Second & Third Year Students (in person)</u> Making Disciples (1) Schlichting Holy Spirit & Salvation (2) Caston</p>	<p style="text-align: center;">Winter 2022 <u>Jan 6—Feb 24</u></p> <p><u>Second Year</u> Miscellaneous Life Conflicts/ Practical Approaches (2) Sherrill Work of Christ (1) Dunahoo</p>
<p style="text-align: center;">Spring 2022 <u>Mar 7—May 2</u></p> <p><u>First Year Students (in person)</u> Person & Work of Christ (2) Bennett/Dunahoo Preaching OR Teaching (1) Means/Bennett</p>	<p style="text-align: center;">Spring 2022 <u>Mar 8—May 3</u></p> <p><u>First Year Students (only on Zoom)</u> Person & Work of Christ (2) Bennett/Dunahoo Preaching (1) Means</p> <p><u>Resident Students (in person)</u> New Testament Survey (2) Lutz</p> <p><u>Second & Third Year Students (in person)</u> OT Books Exegesis (2) Rasmussen Ethics & Leadership (1) Caston</p>	<p style="text-align: center;">Spring 2022 <u>Mar 10—May 5</u></p> <p><u>Second Year</u> Holy Spirit/Salvation (2) Caston Practicum/Supervision/ Review & Testing (1) Sherrill</p>

Metro Atlanta Seminary Track I - Student Course Record

Name: _____

Rev. 7/31/2021

Course	Credits	Grade	Date	Instructor/Mentor	Certified
BIBLE					
Greek for Bible Study	2				
NT Survey	2				
NT Book Study	2				
NT Book Study	2				
Hebrew for Bible Study	2				
OT Survey	2				
OT Book Study	2				
OT Book Study	2				
THEOLOGY					
Doctrine of Scripture	1				
Hermeneutics	1				
God, Man and Sin	2				
Person/Work Christ	2				
Holy Spirit and Salvation	2				
Ecclesiology	1				
Eschatology	1				
Survey of the Covenants	1				
Catechism for all	1				
Theology of John's Gospel	1				
HISTORY					
Church History	1				
	2				
MINISTRY					
Ethics/Leadership	1				
Making Disciples	1				
Sermon Preparation	1				
Apologetics	1				
Evangelism	0				
Mentoring	12				
Practicum	36				
TOTAL	84				

T R A C K S I I A N D I I I					
Practicum/Mentoring Yr1/1	3				
Practicum/Mentoring Yr1/2	3				
Practicum/Mentoring Yr1/3	3				
Practicum/Mentoring Yr1/4	3				
Practicum/Mentoring Yr2/1	3				
Practicum/Mentoring Yr2/2	3				
Practicum/Mentoring Yr2/3	3				
Practicum/Mentoring Yr2/4	3				
Practicum/Mentoring Yr3/1	3				
Practicum/Mentoring Yr3/2	3				
Practicum/Mentoring Yr3/3	3				
Practicum/Mentoring Yr3/4	3				
TOTAL	72				

Coursework, practicum and mentoring complete on: _____

Mentor Signature

Dean of Academics

Board Signature

Fees paid in full on _____

Dean of Administration



PART II - HEART

Guided Mentoring

GUIDE FOR TRAINEES

I. INTRODUCTION

Here is a trustworthy saying: If anyone sets his heart on being an overseer, he desires a noble task. 1 Timothy 3:1

One of the greatest responsibilities and privileges of every Christian is to identify his or her gifts and calling. There are some among God's people whom He is calling to the remarkable responsibility of servant-leadership among His people. If you are reading these words you are undoubtedly entering a phase of your life in which you are asking God to confirm whether this is the calling He has placed upon your life.

Likewise, you sense a desire to reach out to others and share the gospel in ministering in the Kingdom but lack direction. There are so many ministries like working with children, unwed mothers, fighting against abortion, caring for the sick, soup kitchens...the list seems endless. With your mentor, you can explore and talk about your gifts. Select reading material that will speak to your heart and walk with Christ. Coupled with the practicum, we hope the Spirit will lead you to find your passion.

God calls us to all walks of life. For many that means putting in eight hours at a "secular" job. God has ordained work. Even before the "fall," Adam was charged with caring for the garden. How do people minister in the workplace? Again, you and your mentor can talk about what that means. Read material that will enlighten you to your vocation and its wonderful and necessary place in His Kingdom.

This guide is designed to help you test your gifts and calling under the guidance of a mentor. It will introduce you not only to the biblical principles but also to the practical dimensions of mentor-based training. Our prayer is the Lord will use your involvement to enable you to identify your place of maximum usefulness in the advance of His Kingdom!

A. WHY "MENTOR-BASED" TRAINING?

The mentor-trainee relationship focuses not merely on knowledge, but also on **five pillars including calling, character, competence, content, and credentialing**. This holistic approach is crucial in effective equipping for ministry. For this reason, the most effective ministry training has always been *relational*. It is an *incarnational* approach as you see the very principles of servant leadership modeled in the life of your mentor. There are several roles in which your mentor will serve you.

Teacher: Your mentor will be serving you as a teacher in the best sense of the word. As indicated above, the mentoring experience is designed to provide holistic equipping for the individual who is preparing for Kingdom leadership.

Model: Your mentor will strive to model not only ministry skills, but attitudes toward His work and His people. In 2 Thessalonians 3:9, Paul described himself as a "model" for the believers to imitate. The word translated "model" originally referred to the "visible impression of a stroke or pressure."³ Undoubtedly, you will carry a deep impression from your mentor into your life and area of ministry.

Trainer: One of the most important commitments of your mentor is to train you in practical ministry experience. Your mentor has had years of experience in ministry and he/she will strive to share godly *wisdom* they have gained through that experience. This approach is designed to move you from being a mere observer to being a fruitful participant in your call to ministry. This is training and equipping at its best!

Discipler: Ultimately, what your mentor is providing for you is discipleship in the context of a ministry be it pastoral, outreach or a workplace setting. Your mentor is committed to encourage your growth in Christ, ministry skills, and confirmation of gifts and calling. All of these are important elements of what it means to follow Christ.

B. QUALIFICATIONS AND COMMITMENTS OF A TRAINEE

1. **FAITHFUL** *“Let a man regard us in this manner, as servants of Christ and stewards of the mysteries of God. In this case, moreover, it is required of stewards that one be found trustworthy. 1 Corinthians 4:1-2*

a. In your life and ministry. In order to maximize your ministerial development, it is crucial your life reflects faithfulness to the Lord, your family, and your ministry. You must seek the God’s strength to be faithful with all of the gifts entrusted to you and faithful to all the commitments you have made, including those you have made to complete this training.

b. To your mentor and the equipping process. Your mentor has made an extraordinary commitment to you. It is important you respect your mentor’s guidance, in order to make the most of your experience. Your mentor will remain your constant source of guidance, encouragement, and support.

2. **AVAILABLE** In order to maintain the integrity of the relationship with your mentor and the integrity of the training process, you are asked to be willing to do the following:

a. Attend classes and complete assignments. We are striving to bring the best instructors and practitioners available to guide you in your training. In order to gain the greatest benefit, it is crucial you strive to attend each class and keep up with your assignments. Your classroom instructor will be available, should you have questions about the classroom material. Your mentor will also serve as a resource to you.

b. Meet with your mentor at least for 90 minutes each month. These regular times of interaction are the heartbeat of the mentor-trainee relationship. This is when you will receive the training, teaching, and encouragement from your mentor. These times should include face to face time but can be supplemented with email and telephone calls, perhaps even utilizing Skype.

c. Work with your mentor through each book assigned, the classwork items required to be reviewed and shared with your mentor. You will find that spending time with your mentor guiding you through your practicum, as well as your practical reading is a significant portion of your overall training.

II. THE MENTORING PROCESS

A. RELATIONSHIP: THE KEY TO EFFECTIVE TRAINING IN MINISTRY

Introductory comments: The thread woven throughout this training is the relationship between mentor and trainee. The key element of continuity is the regular meeting and conversations with your mentor. Since the key to effective mentoring is *relationship* it is crucial that mentoring meetings are interactive. Your mentor is committed to *listen* carefully to you, in order to tailor the time for the benefit of your growth.

B. SETTING UP MENTORING MEETINGS

- a. Remember, the goal is to meet face-to-face with your mentor at least once a month and interact for at least 90 minutes during the month.
- b. If possible, have a regular meeting time at a regular place agreed upon for your mutual convenience.
- c. Make sure *your* commitment is clear. Make sure you have prepared for your meeting. This may mean not only reading from the assigned book you are working through, but carefully considering what you grasped from the reading, what it said to you and what thoughts, feelings, questions you have for your mentor.
- d. What is going on in class that you may want to talk about? Did you send your mentor the work ahead of time, so he/she will be ready to discuss it with you?
- e. What is going on in your life at home, or at work since you last met? How has your prayer time been? How much time have you been in the Word?
- f. Avoid rescheduling or postponing meetings, if at all possible. At a minimum, meet once a month and a phone call at least once in between or when something is on your mind. Perhaps you can FaceTime or Skype.

C. MENTORING MEETINGS

- a. The seminary assigns pre-selected books for you and your mentor to read during the first two terms each year. You will work with your mentor to pick out the most appropriate reading material for the remainder of the year. These books can be chosen from a list as examples of books that will give you insight into ministry, the Gospel, and counseling at the practical level. Some of the books will be used to broaden your own faith, to enhance your own time with the King and your walk with Him. Because of your time and relationship with your mentor, the two of you may also find that other books will also be beneficial and tailored better for your season.
- b. At least once a year you will be asked to prayerfully complete a “Spiritual Life Inventory”. Be honest. This inventory is for your review, as well as a tool to help your mentor in guiding you on your walk.
- c. Last but certainly not least, your mentor will constantly want an update on where you are in completing your practicum. In some areas, their involvement will be more of an overseer and guide but there will be certain areas where their involvement is critical.

Discussions on the Five Pillars – During your time with your mentor you can expect that the conversation will include the following pillars.

1) Character

It should be no surprise, qualifications for ministry in the New Testament (1 Timothy 3; Titus 1) focus on the issues of character. Of the qualifications for office listed in 1 Timothy 3, only “apt to teach” refers to a pastoral ministry competency. All others are character traits. John Frame notes “these traits are the same as those required of all Christians; they are not a special morality for the spiritually elite. What will help you grow in character?”

- a) Heart-focused - Remember that it starts with the “heart.” **Proverbs 4:23** “Watch over your heart with all diligence, for from it flow the springs of life.” (cf. Isaiah 29:13; Matt 12:33ff).
- b) Scripturally-Grounded (Hebrews 4:12)
 - 1) Ground your discussion in the Scriptures. The Spirit-empowered Word is the means of transformation for us all.
 - 2) Search and be searched by the Scriptures - The *Spiritual Life Inventory* will aid in the discussion of your personal walk with Christ.
- c) Grace-Filled

“You, therefore, my son, be strong in the grace that is in Christ Jesus.” (2 Timothy 2:1) These are the words that immediately precede Paul’s admonition to Timothy to disciple others. It is ultimately the grace of God and our security in Him that gives us the freedom to honestly assess ourselves. Transparency in the mentor-trainee relationship is possible when grounded in the grace of our Lord Jesus. The mentor will model this security by being transparent in sharing his own character struggles and victories. This contributes to providing a “safe” environmental for you to share your own struggles. Don’t be afraid to share your deepest struggles and concerns with your mentor. He or she is committed to help you grow.

d) Mentor-Modeled

This is one of the greatest challenges to the mentor. Paul could write in 1 Corinthians 11:1, “Be imitators of me, just as I also am of Christ.” (Also see Philippians 3:17; 2 Thess. 3:9.) “The teacher teaches not only by word, but also by life. In a sense this is not a second form of teaching, but rather an extension of the first; for ‘exemplary individuals’ are those in whom the Word of God has taken root – who obey it and proclaim it in power.”¹ Your mentor, by God’s grace will, model not only strengths, but how to acknowledge and address weakness and sin in his or her own heart and life.

e) Holistic Transformation-Purposed (Romans 8:29; 12:1-2)

Remember, the goal is not merely the dissemination of information but the transformation of character.

¹ Ibid. p. 375

2) Call to Ministry

This will be the subject of the first meeting that will provide material for review and discussion with the trainee. Your mentor will largely be monitoring understanding and confirmation of God's call in your life. Your mentor will also share his or her story of God's calling on his or her life which will help remind you that

a) Calling is **Personal**. God moves in different ways (circumstances, people) in each of our lives to confirm the call.

b) Calling is often a **Process**. There is often a series of experiences and a plurality of voices the Lord uses to confirm a call to a certain vocation or ministry.

3) Competence

It is extremely important trainees be given well-balanced exposure to ministry skills and competencies, based on where they believe the Spirit is leading them. As mentioned previously, each year your mentor will walk with you through two books selected for your training. Ideally, your mentor will work through the **Reflection Exercises** as you walk through the reading. Again, growth in ministry competencies cannot be divorced from the knowledge necessary to accomplish these tasks or the character of those doing the ministry.

4) Content

For most of your classes the syllabus will point to required interaction with your mentor. Be sure to anticipate this activity and share right away with your mentor the additional involvement that will be required each term based on the course(s) you are taking. Further,

- a) Do not hesitate to tell your mentor how the course work is going.
- b) Do not hesitate to tell your mentor if you have questions or problems.
- c) Do not hesitate to contact the classroom instructor if you need assistance

5) Credentialing

If you are on the path towards pastoral ministry as in licensure and ordination, one of your early assignments will be to secure the requirements for the position you wish to obtain (or retain), and to prayerfully prepare a timeline for completing the process. Your mentor will help encourage you to progress toward this goal. This can be a very frustrating process, unless it is regularly monitored. Your mentor will regularly nudge and encourage you along the way! Remember, it is **your responsibility** to make the necessary contacts to get the process going.

D. EVALUATIONS

Each term you and your mentor will complete a meeting form which will document your time together. The mentor completes a "Mentor Assessment" report and the student the "Mentor Meeting" report. Based on your participation in reading your book during the term, and your meetings, along with your involvement in discussion on your class involvement (among other things) your mentor will give you a grade. If you have failed to read the assigned book, or enter into an appropriate discussion regarding the book, you cannot receive more than a "C" grade.

READING ASSIGNMENTS FOR CURRICULUM PART II

In order to fulfill the hours required in this part of the curriculum, you will be required to keep track of your reading and discuss each book with your mentor. At the end of each term you will be asked to provide a summary sheet which will include something about the author, the context of the book, highlights of what you found relevant and practical towards your own personal life/walk, and your ministry. Here are some examples of the books that are on the approved list.

Your mentor may also have other books that have been approved subsequent to this date.

Practical Theology	Desiring God – John Piper
Pastor Counseling	How People Change – Timothy Lane & Paul David Tripp The Pastor and Counseling – Jeremy Pierre & Deepak Reju
Gospel in Practice	Measure of a Man – Gene Getz The Shepherd Leader at Home – Tim Witmer
Practical Ministry	Dangerous Calling – Paul David Tripp The Leaders Journey – Robert Creech & Trisha Taylor Resilient Ministry – Bob Burns & Tasha D Chapman
Spiritual Discipline	A Praying Life – Paul Miller Disciplines of a Godly Man – Kent Hughes Disciplines of a Godly Woman – Barbara
Open	God’s Passion for His Glory – John Piper The Meaning of Marriage – Tim Keller

Criteria for Evaluation of Part II:

Although evaluating much of Part II is subjective, students will be evaluated/graded on a similar basis as Part I.

A (90-100) = work done by the student *exceeds* what was required by the mentor

B (80-89) = the student has completed every requirement of the mentor

C (70-79) = all work was completed, but could have been better

I = the student has not *yet* completed all required work and has been granted extra time to finish

F = the student has failed to complete *all* the required work in the time permitted

III. Recommended Learning Activities and Resources for the Development of Godly Character²

To Be Discussed at Mentoring Meetings

Date
Completed

_____ The Spiritual Life and Leadership Inventory p.14

_____ The Personal and Family Life Inventories p.20

METRO ATLANTA SEMINARY

SPIRITUAL INVENTORY

I WORSHIP AND SPIRITUAL DISCIPLINES

1. In a given month, how many times do attend worship services?
a) One b) Two c) Three d) Four
2. In a given week, how many days do you engage in some private devotion (i.e. Bible reading, prayer)
a) One b) Three c) Five d) Seven

Describe your “devotional” practices. What do you tend to do? (i.e. Bible reading, prayer)

On a given day, how much time do you spend in intercessory prayer?

- a) 5 minutes or less b) 10-20minutes c) 30 minutes or more

3. What percentage of income (before taxes) do you give to the church and/or Christian work
a) None b) 0-4% c) 5-9% d)10% or more

On a practical level, what do you find to be the biggest challenge in giving to God’s kingdom work?

4. In the areas listed above (worship, devotional practice, and giving) which area do you believe needs most “attention” this coming year? Is there something your mentor could help with?

II CHARACTER

1. To what degree, on a daily basis, do you struggle with the use of your tongue? (i.e. critical spirit, gossip, slander)

Not At All 1 2 3 4 5 Often

If you answered 2-5, how will the negative use of your “tongue” most often be demonstrated?

2. To what degree, on a daily basis, do you struggle with being honest (i.e. telling the truth as opposed to lying or “stretching the truth”) in your dealings with others?

Not At All 1 2 3 4 5 Often

If you answered 2-5, how will your lack of honesty be anger/frustration most often be demonstrated?

3. To what degree, on a daily basis, do you struggle with outwardly demonstrating anger and frustration? (i.e. yelling, cursing, throwing things)

Not At All 1 2 3 4 5 Often

If you answered 2-5, how will the anger/frustration most often be demonstrated?

4. To what degree, on a daily basis, do you struggle with sexual lust and or setting healthy boundaries with the opposite sex?

Not At All 1 2 3 4 5 Often

If you answered 2-5, how will the sexual lust most often be demonstrated?

5. To what degree do you struggle with abuse of alcohol?

Not At All 1 2 3 4 5 Often

If you answered 2-5, how do you drink and how many drinks do you typically drink in one setting?

6. To what degree, does your life demonstrate the “love of money”?

Not At All 1 2 3 4 5 Often

If you answered 2-5, what is it about your lifestyle, which may indicate a tending toward a “love of money”?

7. Is there a specific area, regarding character, you struggle with that has not been mentioned above?

III FAMILY AND OTHER RELATIONSHIPS

If marriage and/or children does not apply to you, you may skip questions 1-2, and go to question 3.

1. If married, describe the quality of your relationship with your spouse?

What does repentance look like for you as it relates to your spouse?

Is there a specific area in your marriage you need to focus attention to? If so, what is it?

2. If you have children, evaluate the quality of your relationship with them?

What does repentance look like for you, as it relates to your children?

Is there a specific area regarding your relationship with your children that you need to give focused attention to? If so, what is it?

3. Do you have “accountable” relationships with other Christians? If so, can you describe, what that looks like and often do you meet?

IV Vocation

1. Evaluate the quality of your work in your vocational call. Do you struggle to give your best to your employer?

2. What do you like or not like about what you do? Is it financially sufficient?

3. What vocational aspirations do you have?

V Health

1. Evaluate your health. Physically, how are you doing? Do you get an annual checkup?

2. What do you do to “re-charge your battery”? What do you do for “fun”?

3. What actions do you need to take to have better health as far as you can?

Here are some specific ways to begin working with your mentor this first year:

PERSONAL LIFE INVENTORY

PRAYER

1. In 50 words or less describe the ideal prayer life
2. Why is prayer critical for the Christian leader?
3. List the top 3 barriers to your prayer life
4. Develop a 3-month plan to enhance your prayer life

WORD

1. List one way God's Word has nurtured you in your faith
2. How would you honestly evaluate the importance of the Word in your life and why
3. What is your greatest need when it comes to God's Word?
4. List two barriers to meeting that need:
5. Develop a 3-month plan to have more consistency in God's Word

CHURCH/FELLOWSHIP

1. What do you see as the greatest need in the Church of Christ today?
2. List one way your fellowship with other believers has been used in your own sanctification.
3. List two barriers that hinder biblical fellowship.
4. What is your greatest need when it comes to fellowship in the church?
5. Develop a 3-month plan to better enhance *your* love for and fellowship in the your local church.

FAMILY LIFE INVENTORY

Generally:

1. Describe the role and effect of marriage/family on ministry.
2. How would you rate *your* family life and why?
3. What do you see as the greatest need in Christian marriages today?
4. What is the greatest need in Christian families today?

Specifically: SPOUSE

1. How would you rate your prayer life with your spouse and why?
2. How would you rate your devotional life with your spouse and why?
3. How would you rate your encouragement or discipleship with your spouse and why?
4. How would you rate your overall relationship with your spouse and why?
5. List the top two barriers to a stronger spiritual life in marriage.
6. Develop a 3-month plan to be a better shepherd to your spouse.

Specifically: CHILDREN

1. How would you rate your overall **relationship** with your children and why?
2. How would you rate the **time** spent with your children?
3. What do your children need most from you?
4. What is your prayer for your children?
5. Develop a 3-month plan to better shepherd them

CONCLUSION

1. What is your greatest need in shepherding your family?
2. What is your greatest fear in shepherding your family?

RESOURCES FOR REACHING GOALS

Sample Goals Related to the Five “C’s”.

Providing examples of what we expect in this program is very helpful since it gives the trainee a guideline and template to follow in developing his/her own life and ministry goals.

The Five C’s help all involved to communicate and arrive at a mutually agreed upon outcomes. In order to assist you and your mentor as the mentoring process unfolds, we have included a list of sample goals to be used as a guide. This guide should serve to assist you and your Mentor as you begin the mentoring odyssey together.

These are only SAMPLES for year one and should be applied as appropriate to your calling (Practicum)

1. Calling

- I will be able to articulate what a “call to ministry” means
- I will be able to articulate my present sense of call
- I will have talked to the leadership of my church pastor/elders to give me their input on how they see God leading in my life and “call to the ministry.”

I will evaluate my growth, performance and/or understanding of the area through the following means:

- I will do a Bible study on the word “call” as it relates to God’s calling of someone to a specific task or function (i.e., Moses, Paul).
- I will share my sense of call with at least two other people to whom I am close and ask them to explain to me in their own words what I said about my sense of call.
- I will ask at least two other people who know me well and whom I trust what they perceive to be God’s call on my life.
- I will write out my present sense of God’s call on my life and share it with my mentor asking for his/her input.
- I will meet with the leadership from my church and ask for their input regarding how they perceive my calling.

2. Character Goals - In order to grow in the area of character, I will focus on the following character quality:

A. Humility

- I will do a word study on the words “humble” and “pride”
- I will memorize two verses on humility
- I will teach a six-week Bible study on “humility” using personal examples on what God has been teaching me about being humble
- I will ask my spouse, children and two of my co-workers for their input regarding at least one specific area they see in my life where I need to grow in humility.
- I will keep a diary over the 8-week term of this goal to see how I am progressing and growing in humility
- I will discuss with my mentor how I am doing in this area at our stated meetings

I will evaluate my growth, performance or understanding in this area through the following method(s).

- Every two weeks, I will ask my spouse and children, or closest friend, and two co-workers to give me honest feedback in terms of the progress they see in my life in the area of humility.
- I will share with my mentor what I am learning through the process and ask for feedback.
- I will write a two-page reflection paper on what I have learned about myself and ways in which I have grown in the area of humility.

B. Family

- I will spend at least one hour per week with my spouse praying and reading the Bible together.
- I will hold myself accountable with another brother (or sister) in the area of purity of thought and deed.
- I will go on a date with my spouse at two times per month.
- I will ask my spouse how I can best serve and minister to her (or him) in the ways that will help her (or him)
- I will invite my spouse to hold me accountable to follow through on the above.
- I will keep a diary of how I am feeling/processing my relationship with my spouse as I cultivate intimacy with her (or him).

I will evaluate my growth, performance or understanding in this area through the following means:

- I will ask my spouse on a weekly basis how she (or he) is receiving my commitment to lead and love her/him.
- I will share with my mentor how things are progressing with my spouse and ask for his/her feedback and input.
- Through my diary, I will assess how I am building up my spouse and make adjustments to how I am “being” or what I am “doing” based on my diary reflection.
- I will invite my children to give their input on how they perceive the way in which I am cultivating my relationship with my spouse.

For Singles

- I will do a Bible study on marriage
- I will meet with at least one other single of the same sex and hold myself accountable regarding living a morally pure life.
- I will guard myself against any media and/or literature that could cause me to fall into temptation.
- I will ask at least two people to pray for me on a regular basis that I might live a pure life and keep my focus on the Lord.
- I will teach a two-week Bible study to singles regarding living morally pure lives.
- I will read at least one Christian book on singleness.
- I will memorize at least two Bible verses on living a pure life.

I will evaluate my growth, performance and/or understanding in this area through the following methods:

- I will ask my accountability partner/group for input regarding how they perceive my growth and/or walk in the area of moral purity.
- I will share with at least two other people what God is teaching me about living a pure life.
- I will discuss moral purity with my mentor and invite his/her input and feedback.
- I will keep a diary of how I am doing throughout the process.

- C. I will assess my qualifications for being a spiritual leader by:
- asking my spouse for input regarding their perception of my growth during the course of the my studies at MAS
 - dialogue with my mentor regularly about my progress
 - asking two people who know me well for their input regarding my growth

3. Competency Learning Goals

- A. I will seek to develop a greater ability to lead Bible studies using the model taught in the Teaching and Learning Course at MAS by
- facilitating a small group discussion on God's specific "Call" on each of our lives.
 - being an active listener to what is being said.
 - giving each person the opportunity to share during the study
 - encouraging active participation from everyone
 - not dominating the study by talking too much
 - discussing the format of the study with my mentor to solicit his/her input.

I will evaluate my growth, performance and/or understanding in this area by

- recording the study and sharing it with my mentor for review and input.
- asking two participants in the group to give me feedback regarding my facilitation rather than dominance of the discussion time.
- asking for an evaluation by each person in the group at the end of the study.
- asking each person to articulate his/her understanding of his/her sense of God's call on his/her life at this time.

- B. I will ask my pastor about areas in which he would like to see me grow in my ability to minister to God's people.

4. Ministerial Credentialing Goals

- I will speak with my mentor regarding the process of being ordained (if appropriate)
- I will have acquired a copy of the handbook for ordination in my denomination and/or talk with my pastor to find out about ordination in my local church context.
- I will begin working on the first steps for credentialing as described in the handbook from my denomination or church affiliation.
- I will have drawn up a time line for completing the process of credentialing I will have spoken with my mentor and gotten his/her input regarding the best way to organize my time for pursuing credentialing.



PART III – HAND

Practicums

*Pastoral
Ministry (Non-Pastoral)
Workplace*

Hands on Ministry Experience

As you know, what makes Metro Atlanta Seminary (MAS) different is our approach to seminary education. Classroom study is important. It is enhanced by the small classes, the interaction between students and students and teacher, as well as the practical work and assignments. Also key, is the ability for a student to be mentored through their time, which was covered in Part II. Now we go to the practical application - The Practicum.

This section will guide you through the Practicums.

The Pastoral Practicum is designed for those wishing to “pastor” as an ordained minister, elder or deacon, counselor or lay leader in the church. MAS recognizes that the PCA and other denominations, in following Paul’s words in I Timothy and Titus, believe the office of elder applies only to men. However, MAS students, men and women have used this Practicum as a means of meeting some of the requirements for achieving their call to serve as chaplains.

There are students who do not wish to take the pastoral path but want to be involved in the work of the church. The **Ministry Practicum** allows students to explore the many ministries including church, parachurch, and charitable organizations, that serve God’s people in the kingdom.

The **Workplace Practicum** guides men and women through the issues they face in their calling, to serve and “be Christ” in their workplace. To effectively be that “light on the hill,” we must understand how to address our spiritual welfare and how to lead our families well. How do we take the things we learn in seminary and apply them to our everyday activities?

For those taking the Pastoral Track, you will be able to work with your local church in scheduling activities that can meet many of practicum requirements. If you are following the Ministry or Workplace track, you can look to your local church and mentor for guidance on how to achieve the work required. Do not just rush into the practicum and consider it just another list of actions that need to be “checked off” the list. Enjoy them. Take the experience in and listen to God speak to you. After all, you believe you are being called to minister to God’s people, to advance God’s Kingdom. What a great way to put your calling to the “heart test”.

Your mentor has flexibility to work with you in guiding you with the assignments. But at the “end of the day,” the work is up to you. You will need to keep a record of what has been accomplished and your ongoing progress in fulfilling the various categories. There are also forms for you to complete so that you can look back at your actions, and frankly so we can document your participation.

Pace yourself. At best, MAS is designed as a three-year full time program. For some of you, your schedules and commitments will not permit you to finish in three years, but perhaps five (very doable with the second and third year rotation). Pick opportunities that express your “passions,” where possible, in serving your Lord.

Criteria for Evaluation of Part III:

- A (90-100) = work done by the student *exceeds* what was required in the agreed upon practicum work found on the following pages
- B (80-89) = the student has completed every requirement in the practicum work found on the following pages
- C (70-79) = all work was completed, but could have been better
- I = the student has not *yet* completed all required work and has been granted extra time to finish
- F = the student has failed to complete *all* the required work in the time permitted

Walking Through the Mechanics

If you are not a first-year student, you will be required at the beginning of the academic year to submit through ThinkWave an updated practicum. In the appropriate column, you will document how many hours you have accumulated, since entering the seminary. If you achieved hours during the summer, you will need to note those and also complete the appropriate “Summary Sheet(s)” found on Google Docs. They can be found on the website under the “Forms” section. You can also send a request for the link anytime to admin@metroatlantaseminary.org. If you are a first year student, your practicum will start with the column representing your first term at MAS.

At the end of each term, you will be required to upload to ThinkWave an updated practicum, which will show the additional hours acquired during that term. You will also need to complete and submit online the appropriate “Summary Sheet” to support your work.

Pacing yourself

It was noted earlier that the practicum represents the same number of credit hours as the class work – 36 hours. From a classroom perspective, one credit hour is achieved after successfully completing ten hours of classroom work. This is also true with the practicum. So, if your pace is to complete your studies in three years, you would need to complete the Practicum in three years.

It is logical that if you take three hours of classroom study, you should also try to achieve during that same period thirty hours of practicum work. Likewise, if you are only taking a one hour in the classroom only ten hours of practicum work will keep you on track.

As noted, at the end of each term you will upload and updated Practicum Worksheet. In order to receive a “Satisfactory” you need to upload the worksheet and be sure to complete the activity sheets online. Even if you do not have hours to record for the term, you need to mark that column with a total of zero and submit it via ThinkWave.

It is your responsibility to keep up with your practicum. Your mentor is there to encourage you and help direct you. Your mentor is empowered to work with you when it comes to some gray areas or “judgement calls”. But remember, you cannot graduate until all 360 hours of practicum experience has been completed. Excel files for all three practicums can be found on the website under “Forms”.

 PASTORAL Rev 2021		Student		Total Hours at the end of the Spring Term	Summer and Summer Term	Fall Term	Winter Term	Spring Term	Total To Date	
Academic Year		Description of Work Completed								Min Hr
Teaching										
Preach/Teach (Maximum prep Time Included - 1.5 hr each occurrence)		Address students, preach in church or worship setting. Lead a bible class. Assist in Senior Living Home worship. This area can also include some hours leading worship.		50	75					-
Lead a Discipleship Group (Max Prep Time included - 1.5 hr each occurrence)		Co-Leading a group is acceptable (only count hours associated with when you lead the group).		40	72					-
		90	147	0	0	0	0	0	0	-
Local Church Activities										
Time With Church Members		This should be more than just people you run into at Church on Sunday. Intentional time spent - perhaps in a class/meeting setting where you have a meaningful encounter before or after.		10	20					-
Interview Pastors		Meet over a meal? Arrange a time to ask them questions about their calling, their seminary experience. What surprises confronted them initially. Their "words" for you.		4	6					-
		14	26	0	0	0	0	0	0	-
Outreach										
Visit the Sick		With Pastor or Elder if that is a possibility. Nursing home, or hospital visit as well as home visits. Recommend you speak with your mentor on "what a visit might look like".		6	12					-
Spend Time with the Unchurched		Perhaps even friends and family if intentional. Outreach programs. Listen - what did you hear? How did you winsomely respond? Lessons learned?		25	50					-
Engage in service to the less fortunate		Food Co-ops and other outreach programs		15	30					-
Engage in Missions Local or Global		We want you actively engaged with the less fortunate not just "in service".. In addition to traditional mission trips perhaps there is an organization you could coordinate spending days or a week with them. (Ex. World Relief, Friends of Refugees, Envision Atlanta Restoration Atlanta)		25	40					-
		71	132	0	0	0	0	0	0	-
The Church										
Attend a Presbytery meeting and if possible a committee meeting		If not applicable to your denomination be sure to speak with your mentor for alternative.		2	4					-
Attend a new member class(es) and if possible interview new members.		Attend the new member class (es) and speak to some of the new members that became members about their experience and your own observations regarding the process		2	4					-
Observe/Assist in a Wedding and Funeral		Note in your summary the order of the service, the scripture used, songs that were sung. Why were they picked do you think? Your impression and observations.		2	5					-
		6	13	0	0	0	0	0	0	-
Counseling and Training										
Express your Faith Seminar		Offered at Perimeter twice a year. If impossible discuss alternatives with your mentor.		4	6					-
Kingdom Purpose Workshop		This course is offered every other year on 3 Saturdays in May		10	10					-
Counseling - Students are required to take at least two courses (10 hours each) and up to the four. Upload your certificate to TW as proof of completion		Dr Larry Crabb's Soul Care program through ODB Christian University. https://odbu.org/all-courses/christian-counseling/		20	40					-
If a student has received their Diploma in Biblical Counseling from MAS		This is in lieu of Dr Crabb's Soul Care program not in addition to it.		0	40					-
Teaching and Learning		This course is offered every other year on 3 Saturdays in May.		10	10					-
Trip to Israel with MAS		The Trip to Israel will count for up to 40 hours towards your total. It does not replace any single grouping. Details should be discussed with mentor.		0	40					-
Training for Group Leadership		You may also include up to 15 hours of leadership training connected to discipleship/church leadership. Perimeter has programs - students are welcomed		0	15					-
Worship		Students are required to take at the following (1) Essentials of Worship - Free from Biblical Training 3 hours https://www.biblicaltraining.org/essentials-of-worship/gary-parrett#lectures (2) Designing Worship Experiences https://www.biblicaltraining.org/lecture/27966		4	4					-
OTHER: Seminars		From time to time you may have an opportunity to attend a seminar / program that addresses social issues and other issues of the day from a Christian Perspective. If more than 2 hours for an event please check with Joe W first.		0	12		0			-
		48	137	0	0	0	0	0	0	-
		229	455	0	0	0	0	0	0	-
Total Hours Required for Graduation - 360				0	0	0	0	0	0	-



MINISTRY Rev 2021

Student		Min Hours	Max Hours	Total Hours at the end of the Spring Term	Summer and Summer Term	Fall Term	Winter Term	Spring Term	Total To Date
Academic Year									
Description of Work Completed									
Teaching									
Teach	* Develop and teach Bible studies to various groups related if possible to your ministry interest (children, seniors, less fortunate, poor etc). Studies should be at least four segments. * Participate in VBS activities where you lead a study, devotionals, over a period of days. * Perhaps assist in a worship service at a senior living home or similar where you can develop a devotional teaching.	50	72	-	-				
Lead a Discipleship Group	* Co-Leading a group is acceptable (only count hours associated with when you led - and include your prep time).	40	60						
		90	132						
Ministry Outside of Church									
Outside the "Church"	* Engage in service to the less fortunate not directly connected to your church - search for opportunities and seek ideas from your mentor - then engage. * Develop and implement a Ministry Action Plan. * Work with a partner to develop and implement a service project in the area of outreach to the least or lost through a non-profit organization. * Approach three ministries of your choice, learn about its role and mission by interviewing a member of their leadership team. Also note in your summary activity report why you chose them? Spend some volunteer time with that organization - was there any disconnect between what you heard in your discussions and what you experienced as a volunteer?	50	96						
Engage in Missions Local or Global	We want you actively engaged with the less fortunate not just "in service".. In addition to traditional mission trips perhaps there is an organization you could coordinate spending days or a week with them. (Ex. World Relief, Friends of Refugees, Envision Atlanta Restoration Atlanta)	25	40						
		75	136						
Ministry in the Church									
Within the Church	* Interview the director(s) of community outreach or equivalent ministries at your church (if limited resources at your search, approach another church) * Similar to the above interview someone connected to Global Outreach or equivalent. * Interview someone on staff at Kingdom Investments (Perimeter) or equivalent in your church. * Visit 2 churches that are involved in global evangelism and mercy ministries. Talk to those involved. * Meet with the director/coordinator of men's/women's discipleship in your church or neighboring church. * Spend time with those leading your Women's Ministry if appropriate. * Participate in two or three of the ministries connected to your interviews for hands on experience. * Work with your mentor and pastor to make pastoral care visits with homebound or sick members of the church. * Participate in a soup kitchen or similar activity.	60	84						
		60	84						
Counseling and Training									
Express your Faith Seminar	Offered at Perimeter twice a year. If impossible discuss alternatives with your mentor.	4	4						
Kingdom Purpose Workshop	This course is offered every other year on 3 Saturdays in May	10	10						
Teaching and Learning	This course is offered every other year on 3 Saturdays in May.	10	10						
Counseling - Students are required to take at least two courses (10 hours each) and up to the four. Upload your certificate to TW as proof of completion	Dr Larry Crabb's Soul Care program through ODB Christian University. https://odbu.org/all-courses/christian-counseling/	20	40						
If a student has received their Diploma in Biblical Counseling from MAS	This is in lieu of Dr Crabb's Soul Care program not in addition to it.	0	40						
Worship	Students are required to take at the following (1) Essentials of Worship - Free from Biblical Training 3 hours https://www.biblicaltraining.org/essentials-of-worship/gary-parrett#lectures (2) Designing Worship Experiences https://www.biblicaltraining.org/lecture/27966	4	4						
Trip to Israel with MAS	The Trip to Israel will count for up to 40 hours towards your total. It does not replace any single grouping. Details should be discussed with mentor.	0	40						
Training for Group Leadership	You may also include up to 15 hours of leadership training connected to discipleship/church leadership. Perimeter has programs - students are welcomed	0	15						
OTHER: Seminars	From time to time you may have an opportunity to attend a seminar / program that addresses social issues and other issues of the day from a Christian Perspective. If more than 2 hours for an event please check with Joe W first.		12						
		48	135						
		273	487						
Total Hours Required for Graduation - 360									



MDIV MARKETPLACE TRACK PRACTICUM

	Adv Hrs Total	Hours at the end of the Spring Term	Hours during Summer and Summer Term	Fall Term	Winter Term	Spring Term	Total To Date
Marketplace Topics to discuss with Mentor and Disciples							
Old Testament Survey -Read Theology of Work Bible Commentary for Genesis 1-11, Ruth, and Proverbs	8						-
New Testament Survey -Read Theology of Work Bible Commentary for Mark, Ephesians, and James.	6						-
Hermeneutics -Read through TOW Project articles about preaching about work	2						-
God, Man, Sin -Read article about work through the 4 acts of redemption	2						-
Person & Work of Christ -Read article on Jesus' view of work	2						-
Greek for Bible Study -Do word study on "work" (ergon) in New Testament	5						-
New Testament Book Exegesis -Choose a key passage about work from Acts	2						-
Ecclesiology -Read articles about Ephesians 4:11-12 "the work of ministry"	2						-
Holy Spirit -Summarize how your Spiritual Gifts are expressed in your career/industry	2						-
Hebrew for Bible Study -Do word study on "work" (avodah) in Old Testament	5						-
Ethics and Leadership -Write a summary of a common ethical issue in your work	2						-
Survey of Church History -Read articles in the TOW History section	2						-
Theology of John's Gospel -Read through TOW Commentary on John	2						-
Making and Equipping Disciples -Write one TEAMS Journey@Work unit	6						-
Teaching and Learning -Write a talk on a Work topic from the Faith & Work Seminar	4						-
Total	52	0	0	0	0	0	0
Vocational Discipleship Leadership							
Lead or Co-Lead a Discipleship Group with Faith & Work focus (at church or at work)	90						-
Faith and Work Field Experiences visits with three Companies	10						-
Lead or Co-Lead a 4-Week Study "Why Your Work Matters" (part of Discipleship Group or separate group) as a Train-the-Trainer	12						-
Develop/Implement/Teach a Workplace Bible Study or Prayer Group	12						-
Total	124	0	0	0	0	0	0
Church Leadership integrated with Faith & Work							
Interview 30 Christians with the 3 Vocational questions for 15 minutes each; Write summary of interviews	15						-
Meet with your Senior Pastor to share results of 20 interviews (Year Three)	2						-
Read TOW resources then meet with Worship Director and share ideas about integrating work and worship into liturgy (Year Three)	4						-
Be a guest at your church session/board meeting and share Faith & Work learnings (Year Three)	2						-
Investigate the Faith & Work Course to teach at work or at church (Year Two or Three)	2						-
Total	25	0	0	0	0	0	-
Marketplace Leadership (Part of Kingdom Purpose Workshop)							
Assemble an Intercessory Prayer Team to support you in your Kingdom Calling (8 hours per year)	20						-
Develop a 5-year Vision Letter/Kingdom Purpose Statement	4						-
Develop a Working Life Plan and Budget	4						-
Develop a Ministry Action Plan including participating in service project sponsored through your work	10						-
Develop Keys to Significant Success for your Kingdom Calling	3						-
Read "Calling and Vocation" and share insights with mentor or disciple	3						-
Write a Ministry Philosophy for your Workplace Calling	4						-
Develop a Dashboard for all of your Roles	3						-
Attend a Made to Flourish Conference or similar event	6						-
Total	57	0	0	0	0	0	-
Equipping and Experiences							
Attend X-Press your Faith Seminar to prepare you to share with three co-workers	8						-
Go through four Life Issues Booklets with three co-workers	14						-
Larry Crabb Soul Care Course (4 Courses at 10 Hours each)	40						-
Isreal Trip with Metro Atlanta Seminary OR Teach on a Business Mission Trip	40						-
Total	102	0	0	0	0	0	-
Total Hours Needed to Graduate	360	0	0	0	0	0	-