

Dear Pastor

The majority of Bible Schools in South Africa in the past 30 years have used the CLT textbook material to train their members to become mature Christians, workers, leaders and Pastors. CLT has continued the development of the material to become the best available curriculum to run a successful Bible School, which is affordable for members.

This document is written in order that you may know what to do to start such a school. You should consider the steps, the people, the material, the evaluation and the administration. We also have DVD's and CAP. The following are the initial steps to take:

- Complete the "Applicant Data" form
- Obtain one set of Phase 1 material
- Recruit students and register them

Please look at the example Applicant Data form and fill in the blank form in the same way. Then fax it signed to (012) 567 5550.

This will probably take you two weeks. In that time you will also be able to organise the staff of the Bible School. The Pastor is the figurehead but you need other functions as well:

- Someone to be the Dean of the students
- A person to do the Administration
- At least three Lecturers who can teach

You will be able to get through the curriculum during 38-40 weeks of the year. In each week you present three classes of 50 minutes each. Give the students 10 minutes rest between lectures. It is good to have different lecturers following each other to have variety. Each student needs a set of material and you need one set for the lecturers to prepare from.



The material consists of the following kind of material:

- Starter Books, which give information, guidance, praxis, group discussion topics
- Text books, one for each of **seven modules**, some of them having Workbooks
- Skills books, usually three practical skills and one IT skill, suitable for students

A set of the material is available at R1,500 per set. It weighs about 5 Kg when packed for a courier or for postage. We recommend that you buy sets cash or pay them off over three months. Then you are sure you have all the books. A set also includes a DVD containing over 7,000 files. All the books of the set are on the DVD in colour pdf files. Other files are software, graphics, e-books and the CLT Internet sites.

The Dean is responsible for deciding who gives which lectures, how the practicals are to be performed and evaluated, drawing up of the assignments and the test questions. The Administrator and Lecturers will help with these planning tasks as well as with the marking to evaluate the student's progress:

- Lectures — About 120 lectures must be presented by able "teachers" (no preaching)
- Practicals — The Phasebook and Praxis book describes the required experience
- Assignments and tests — Set topics for assignments, draw up questions for tests

As the Lord Himself gave the different ministries to the church, including leaders, speakers, inspired preachers, **teachers**, pastors and even **administrators** to help them, it is really not difficult to run a Bible School. It is not necessary to re-invent the wheel.

The **administrator** is an important person in the team. She or he has responsibilities:

- Organise the lecture times, lecture room(s), equipment, textbooks, and teacher
- Collect fees, keep the books, pay rent, pay lecturers, settle accounts, reminders
- Get the marks and record them against registered student names on the CAP

The **CAP** is the **C**alvary **A**cademic **P**latform on the Internet. Every student must register.

The CAP will fulfil a huge role for the student by providing **advanced e-learning**:

- **Registration** gives the student a full record and own "home" on the Platform
- **Study**: over the years we will develop the help in various modern ways
- **Marks**: every test result will be placed on record and seen by student and CLT

The certificates will ultimately be printed out from the CAP. Transcripts and proof.

CLT has developed a unique DVD which is cram-packed with **resources**. Please note:

- Section 7 is to be read first and explains **what is on it**. It has a list of the books.
- Sec. 1 contains pdf's in **colour** of all the books in one Phase to read on screen.
- **Resources** provided: Articles, textbooks, e-books, software, graphics, Web pages

This item is worth thousands but is included for just R20. Only obtainable with books.

The Calvary **7 pillars of learning** form a unique balanced *Christian teaching model*:

1 Textbook

2 Personal Tutor — someone near, academically mature to lean on, and to talk to

3 DVD building up the student's private library of various precious resources

4 Skills: necessary for study, personal skills, communication and IT skills

5 Praxis: Christian virtues, memory Scripture, chapter summary, writing exercise

6 Spiritual formation: The praxis, group discussion, Bible Readers and textbooks

7 Evaluation

It is unique. Other institutions may only have the first and the last items of the 7 pillars.

As part of the practical experience of their training, students must make 3 disciples:

- Pray with a partner to each get 3 suitable people to disciple over 2 or three years
- Develop their ability to also have disciples and try do this up to 4 levels deep
- It is conditional that students have 3 at the 3rd year to obtain their Diploma

A disciple is not merely a convert, but someone you pour your life into as a mentor.

Finally, **CLT training** in your own Bible School will allow your students who have finished certain Phases (years) of Ministry training, to study in **other directions**:

- **Business Leadership**: Phase 1 completed, start at Phase 2, code P2BL to 6.
- **Counselling**: Phase 2 completed, start at Phase 3, code P3CN up to P6CN.
- **Education**: Phase 2 completed, start at Phase 3, code P3ED up to P6ED.

Please feel free to have a personal explanation of how the material is to be used. The material itself is self-explanatory and the Phasebook guides the student through the Phase.

Example

Applicant Data

To apply for information to become a Calvary Tuition Centre

To the Calvary/CQA Application Board:

Allocated Centre No:

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Tuition Centre Account No.

Please submit information for Calvary registration and CQA accreditation.

Documents at: <http://www.clt.org.za/starting.html>

Please complete: (and fax back to 012 567 5550 to receive Tuition Centre information)

Name of College: *River Valley Bible School*
Intended name of Tuition Centre

Church Name: *Assemblies of God Riversdale*

Denomination affiliation: *Assemblies of God*
If any affiliation exists - optional

CEO: *Pastor John Smith* Qualification: *Dip Min*

Dean: *Pastor Jeremy Blake* Qualification: *Dip Th*

Street address: *River Street 123*

Town/Suburb: *River Town* Code: *5934*

State/Province: *Kalahari* Country: *South Africa*

Telephone: Office *012-345 6789* Cell: *075 456 7890*

e-mail: *mailbox333@telkomsa.net* Fax: *012-345 6788*
Since we communicate by e-mail, it is required

Web-site address: <http://www.assembly@river.org.za>
Website is not required

How can PostNet contact you: *075 456 7890* (phone/cel No)

Nearest PostNet: *PostNet Riversdale* (to pick up parcels)

Highest level to be mentored: Certificate Diploma Degree

Operating since: *2012* (year) or: Now starting

Are some of the students living in another town (distance)? *yes, 3*

Number of Lecturers: (Full time) *4* (Part-time) *1*

Number of Students: *33* (envisaged). How many bursaries?: *4*

Quality Officer (Having HDE or B.Ed): *Ms. Phillippa Smith - B.Ed.*
Required to appoint, not spouse Name of person co-signing to verify marks

Signature: I declare this data to be true and correct. We are able to connect to the Internet.

Name: *Pastor James Peterson* Signed: *S.I. Gnature*
CEO/Dean having DipTh/DipMin Usually the intended CEO/Dean/Pastor

Qualification: *Dip. Ministry A.O.G.* Signed Date: *15-02-2017*

Applicant Data

To apply for information to become a Calvary Tuition Centre

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Tuition Centre Account No.

Please submit **information** for Calvary registration and CQA accreditation.

Documents at: <http://www.clt.org.za/starting.html>

Please complete: (and fax back to 012 567 5550 to receive Tuition Centre information)

Name of College:
Intended name of Tuition Centre

Church Name:

Denomination affiliation:
If any affiliation exists - optional

CEO: Qualification:

Dean: Qualification:
CEO/Dean of the Tuition Centre

Street address:

Town/Suburb: Code:

State/Province: Country:

Telephone: Office Cell:

e-mail: Fax:
Since we communicate by e-mail, it is required

Web-site address: <http://www>.
Website is not required

How can PostNet contact you: (phone/cel No)

Nearest PostNet: (to pick up parcels)

Highest level to be mentored: Certificate Diploma Degree

Operating since: (year) or: Now starting

Are some of the students living in another town (distance)?

Number of Lecturers: (Full time) (Part-time)

Number of Students: (envisaged). How many bursaries?:

Quality Officer (Having HDE or B.Ed):
Required to appoint, not spouse Name of person co-signing to verify marks

Signature: I declare this data to be true and correct. We are able to connect to the Internet.

Name: Signed:
CEO/Dean having DipTh/DipMin Usually the intended CEO/Dean/Pastor

Qualification: Signed Date: