

Calvary Tuition Centre — Basic Steps

How must we run a Bible School? What must we do? How do we ... Here is how:

- Advertise
- Register
- Staff: Dean, Lecturers, Tutors
- ... and Administrator
- Remunerate
- Order Books
- Teach
- Practical
- Evaluate
- Graduate



1. Advertise

Spreading the word about offering a course in the church is a priority. It is first of all for your **leaders**. Make it apparent that it comes from the top — the lead pastor must promote the idea. Emphasise the benefits: personal growth, training for leadership. Its popularity: more than 67,000 have qualified. It is training for workers, leaders, pastors. It is affordable: only R3,700 per year, books included. It is regarded as by far **the best**.

2. Register ****Take a registration fee of R1500 to pay for the **whole set** of books*

Make a list of those who enquire at first (just their names) and hand them a registration form. Show them a filled-in sample of the registration form. You can make a pdf of the two pages and e-mail this to the members. They also must register on the Website of Calvary when the **CAP** is ready for that. Certificates will rely on this **CAP** information.

3. Staff: Dean, Lecturer, Tutor

Organise your Bible School by appointing staff. The Dean or CEO will have full responsibility of the running of the Tuition Centre. Some lecturers who are able to teach (not preach) the lectures for the ±120 lectures per year. Then you need to appoint a **tutor** to each student (gender matched). A tutor should not have more than 7 or 8 students to look after. They will answer to academic, emotional and spiritual needs.

4. ... and Administrator

A small Bible School may at first have one person to do all the jobs, but you ideally need an administrative person to file the forms, order books, distribute them, follow unpaid fees, gather test and assignment marks, remind lecturers and get the lecture room ready.

5. Remunerate (pay the workers)

You have an income from the students and quite a few people who work part time voluntarily. If you charge the recommended R3,700 and you pay for the CLT books R1,470, then you have R2,230 left over for every student. We suggest to pay R500 per student to each tutor per year. That is, if the tutor does his/her work. Lecturers can be paid R90 to R120 per lecture, but only if you have a class of about 20 students. The administrator also works part time and you can work out what funds you have left. If you have to rent lecture rooms then you must allocate for that. The Dean also teaches.

6. Order Books *We prefer you order **whole sets** in 2017 — pay off over 3 months*

Every student must have books. Lecture books may be shared by husband and wife, but then they cannot underline or highlight their textbooks as they individually prefer. The set also includes a DVD which has all the CLT books in colour. Books can be fetched, couriered, posted or delivered by PostNet (2-3 days option). The person

ordering **must know** how the system works. To execute an order CLT needs to know: The 3-digit **number** allocated to the Bible School, and the **way** it must be sent. The books must have the correct code and **not a description** such as the first module of the 2nd Phase in Afrikaans. Every book has a **code**. A whole phase may also be ordered. We assume books to be ordered in **English**. A Phase-set that must contain some possible books in Afrikaans has an A-suffix (behind it). Only Phase 1 & 2 sets.

The first orders look like this: (**code** first, **quantity** second — as on the invoice)

<i>M = Ministry Phase A = Afr if possible</i>	Phase 1 <i>R1470</i>	Phase 2 <i>R1500</i>	Phase 3 <i>R1570</i>
Whole set***: (<i>Suffix A for Afr.</i>)	MP1 <i>or</i> MP1A	MP2 <i>or</i> MP2A	MP3 <i>for Ministry</i>
Starter Books: (Guides)	MSW	STL	WRG1
" (Phasebook)	PBM1	PBM2	PBM3
" (Praxis)	MPX1	MPX2	MPX3
" (Grp discuss)	CVD1	CVD2	CVD3
" (Reader)	P1Ra	P2Ra	P3Ra
Module 1: (Textbook)	CHB1	QPV1	MPR1
(Workbook)	WCHB1	WQPV1	WMPR1
			NLJ
Module 2: (Textbook)	OTS1	OTS2	OTS3
(Skill)	LSN	ICV	SWE

***Single books are 16% more expensive than Whole Sets

7. Teach

The hardest work and also the most rewarding is teaching Bible principles to eager students in a congregation. The material is all available in writing (also on DVD in colour pdf) and students should pre-read in order to get the most out of the lectures. If the class have read the material, it gives an ideal opportunity to have a class discussion and healthy academic "disputing" as Paul did in the School of Tyrannus in Acts 19 in Asia Minor. Read the enormous results.



8. Practical

The student is required to do some practicals. In 3 years each student must make 3 disciples, teaching them to do the same also. Students will meet with their tutors for personal help and to build character. A varied **ministry experience** is also required.

9. Evaluate

Each year would require more from the student. Every subject must be covered by a short test and one or two written assignments will provide pass marks. The skills have **tests** only and the praxis book has three **tasks** and some written work to be completed.

10. Graduate

Order certificates in October/November: R170 each

These marks are all added up together and the average must be above 50%, 55% or 60% in order to pass (Phases 1 to 3 respectively). These marks will be placed on the Website in each student's **marks book**. Certificates will then be printed from this data and made available to the Tuition Centre to hand out to the students. — **Pray** about it!