

Starter Quick Tips

Use the Admin Pack, the Centre Guide and the Ministry Prospectus to get further details

Admin Pack

How to start at the beginning of the year: a few tips to get you going ...

Advertise and Inform

Let people know what you are offering by means of a brochure. The minimum information should be the name of the **qualification**, a list of **topics**, and it should give them an idea of the **fees**. Also, you should tell them the payments, venue, times and duration of the programme.

Certificate in Christian Discipleship:
7 Modules (List)
R3,600
R500 Reg + 10 x R310
Wednesday 6:30 pm

Take Names and Register

As people indicate that they are interested, list their names to show them they are 'on the list' and you will then know whom to contact when you start with **Internet registration**. Do registration any time of the year as the CAP will help you to get their **registration payment** at a later time.

Use this form when recruiting for next year. Issue new students with numbers. Enroll more fully later.

Student Pre-Registration List		TC No.	
Student Names and Surname	Phone No.	Student No.	TC No. Range No.

Registration: Student Details

Personal

Use your e-mail?

Title:

Initials:

Preferred Name:

First Name:

Last Name:

ID No:

Date of Birth:

Country:

Postal add:

Address:

City:

Postcode:

Phone:

Mobile:

Web:

Other:

Skills: Unique to the Course

The students will grow as they study. One of the most remarkable changes will take place through the **skills training** which is part of the course. You may make a point of it when you advertise. Here is a list of the first phase skills. We include an IT skill in each phase.

Microsoft Word	MSW
How to Learn	LRN
How to Listen	LSN
Use spare Time Effectively	UST

Plan the Lectures

To run the Bible School, one of the most important things to do is to plan the lectures and arrange for lecturers to offer them. Here is a list of the first 11 weeks, should you offer **three lectures per night**, during one night of the week.

Church Life Schedule: First Phase Lectures

WEEK	LECTURE 1	LECTURE 2	LECTURE 3
1	The Godhead 1	Foundation Doc 1	Personal Dev 1
2	The Godhead 2	Foundation Doc 2	Personal Dev 2
3	The Godhead 3	Foundation Doc 3	Personal Dev 3
4	The Godhead 4	Foundation Doc 4	Personal Dev 4
5	Christian Char 1	Foundation Doc 5	Personal Dev 5
6	Christian Char 2	Foundation Doc 6	Personal Dev 6
7	Christian Char 3	Christian Char 4	Christian Char 5
8	Christian Char 6	Christian Char 7	CHB1 Test
9	OT Survey 1 - 1(1)	OT Survey 1 - 7(13)	CMB Introduction
10	OT Survey 1 - 11(25)	OT Survey 1 - 16(37)	OT Survey 1 - 20(51)
11	OT Survey 1 - 23(63)	OT Survey 1 - 28(75)	OTS1 Test CMB Concl

Schedules are also available for Phase 2 and 3

Order the First Books

Each student should have their own books. The lecturer uses the same books (as they are very comprehensive). Module one and two should be ordered together. **Five** starter books come separate from the modules:

First Phase				
Text Book	TC Cost	Extra Item	TC Cost	Credits
MSG	R26	CVD1	R32	-
MPX1	R37	P1Ra	R32	7
CHB1	R205	WCHB1	R43	12
OTS1	R91	RPH1	R48	5
CMB	R54	Universal Flash Drive		3

1. Student Guide [MSG]: Contains a lot of **study information** and the complete list of Christian Virtues, Bible Chapters to read and Memory verses.

The Practical Aspects of the Programme

2. Ministry Praxis 1 [MPX1]: The practical workbook for the required **tasks**

3. Phasebook One [PHB1]: Guides the student through the seven modules

4. Calvary Disciple [CVD1]: Contains seven articles of a Christian nature and seven on educational matters. **One of each** of these should be worked through during each module as a topic in the **discussion groups**. (Separate from classes)

5. Phase 1 Reader [P1Ra]: Students must read **4 Bible chapters** per Phase. These are in the **Readers**. It is a translation especially meant *for students*: The **Calvary Literal Translation: CLT**. It contains commentary, graphics and explanatory (theological) poems.

Centre Guide
Price List page 17

The Second Order – for Week 12

The main body of the course consists of A4 books containing seven of the old CLT A5 books (three of these coloured in blue); **Reading** curriculum from the *Mini Bible College* (four of them coloured in orange); four Skills, one of them an **IT skill** (Microsoft Word **MSW**).

VCH	R135			7
LRN	R54	P1Rb	R32	2
CHB2	R218	WCHB2	R43	12

The same code principles
apply for Phase 2 and 3

Modules — Combined items

The three A4 books are now **CHB1**, **CHB2** and later in the year **DGR1**. They each have a WorkBook with an added 'W' added to the code: **WCHB1**, **WCHB2** and further on **WDGR1**. These are ordered, each together with their workbook. **See the list of modules on page 8 of the Ministry Prospectus.**

The four **MBC** reading-type textbooks are each grouped together with a Skill (as their companion book). Therefore **OTS1** is ordered together with **MSW**. We have a resource DVD for **Phase1** and the letter 'R' is added to the phase code: **RPH1** (Thousands of files are on these disks.)

All this information is available in the **Packs** you received by e-mail/DropBox.