

CALVARY

A C A D E M I C S



Ministry Skills Workbook

Praxis

Phase 27a

MPX27a

Mentoring through Advanced e-Learning Technology

Calvary Academics

Ministry Praxis — Phase 27a

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Introduction

The Ministry programme leading to an Higher Diploma in Shepherding includes 7 credits for evaluation of the practical side of Ministry (Ministry Praxis). Look at the word **praxis**:

Definition: It is the performance or application of skill of a branch of learning; it therefore indicates the practical side and application of **ministry** and its professional skills, as opposed to its theory.

Pronounced "praksiss" and its origin is from the Greek, "doing action, custom, behaviour"

The student therefore has to do or perform several things of a practical nature in order to turn to the practical side of the theory which is presented in the seven modules.

Practical Elements

There are **seven elements** repeated throughout the modules of the programme.

1. Bible Chapters

The student is expected to read the Bible. It is the source of all our knowledge of what we have inherited in Christ. **Four Chapters** are prescribed per module.

2. Vocabulary Development

To communicate with ease, project a strong image of confidence, having skill in ministry.

3. Theological Terms

The graduate years (Higher Dip, B.Min and Honours) are academically more advanced than the undergraduate years. The student is now expected to have knowledge of an advanced language which includes **terms** that are used exclusively in the theological and Christian ministry world. Defining them also provides ongoing exercise in research.

4. Church Ministry & Personal Work

We expect each student to be part of the **serving members** of a local Church.

Caring or supporting an individual who is sick, poor, old, depressed or in need of your personal help over some time for a few days or weeks. There is no test, only a .

5. Group Discussion or Missionary Work

From the inception of the church, Christians have always been involved in **reaching out** to their community in compassion and at the same time **preaching** the gospel. Converts are taught to follow Christ in conduct – "Discipleship". This is accomplished in groups with a group leader and the section **Calvary Disciple** is used as a discussion guide.

6. Academic Assignments

Assignments are planned in this workbook but the **essay marks** count for each module.

7. Practical Tasks

Four of the **text books** are each coupled with a skill such as solving problems and how to be a self-starter. The other two **topical lecture books**, instead, each evaluate how you perform a practical ministry skill such as having maturity or how you have attained victory in life. Each **graduate phase** has two of these **Tasks** to be evaluated.

Biblical Studies: BST1 and MSE

The following activities must be completed for this module to receive the credit.

Reading (page 4), **Vocabulary and Research** (page 6,8),

Bible Chapters (1 **Tessalonians 5** starts in Phase 4 Reader A)

The student is expected to read the Bible. It is the source of all our knowledge of what we have inherited in Christ. Four Chapters are prescribed for this module:

1 Tessaionians 5

Sudden Return

Exodus 13

Out of Egypt

1 John 4

Testing the Spirits

Philemon

Please forgive

After reading it several times, write a **single paragraph** describing each chapter.

Vocabulary Building (See pages 5 and 9)

Being able to communicate your thoughts and ideas clearly and concisely to others using the right words, leads to less misunderstandings, and can go a long way towards strengthening your connections with the people in your personal life and ministry career.

Word roots will help you when writing for an assignment, using many academic words.

Theological Terms (See page 6)

Terms are the backbone of an understanding of Theology. Research six theological terms in order to be able to write a short paragraphs on each term.

Ongoing Practical Tasks

Church Ministry & Personal Work

During this year you should be doing some **work in the church**. Ask your pastor or minister where you can help and get your Tutor to give you a mark for it. Three practical tasks will test your progress. When you read these guidelines at the beginning of the year you should plan to be tested for these **practical aspects** at the end of the year.

Group Work — Discipleship (See page 7)

From the inception of the church, Christians have always been involved in **reaching out** to their community in compassion and at the same time **preaching** the gospel. Converts are taught to follow Christ in conduct – "Discipleship". This is accomplished in groups with a group leader and the section **Calvary Disciple** is used as a discussion guide.

Academic Assignment — Workbook (See page 8, 9)

A page of Root Words has been added to help you with the meaning of academic words.

Practical Skills Assessment

MicroSoft Excel — MSE (See page 10)

This is a practical task you must perform: to master this IT Skill. **1 Cor 14:12** So with yourselves, since you are eager for manifestations of the Spirit, strive to excel in building up the church. (ESV) This IT skill assessment is attached to the book.

Reading, (then summarising)

Bible Chapters

After reading one several times, write a **single paragraph** describing each chapter.

1 Thessalonians 5 — Sudden return

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Exodus 13 — Out of Egypt

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1 John 4 — Testing the spirits

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Philemon — Please forgive

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Building Vocabulary – Defining Head Words

Look up the words in a dictionary or on the Internet, write a word or definition for each.

abandon —

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affect —

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analysis —

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assurance —

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commitment —

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conceived —

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considerable —

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decline —

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displacement —

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diversity —

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dynamic —

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estimate —

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evaluation —

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format —

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implies —

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instructions —

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internal —

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medical —

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paradigm —

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period —

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predominantly —

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region —

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relaxed —

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retained —

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scheme —

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target —

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transport —

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Research and Writing

Theological Terms

After looking up in a dictionary or on the Internet, write **a few sentences** describing each term.

Adiaphora — Explanation

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Autograph — Explanation

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Deontology — Explanation

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Hamartiology — Explanation

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Monarchianism — Explanation

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Propitiation — Explanation

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Group Discussion

Calvary Disciple

The **Great Commission** of our Lord Jesus (Matt 28) is "to make disciples". This is accomplished in groups with a group leader and you as student must use this section "**Calvary Disciple**" to record your experiences and use it as a discussion guide.

My Expectations — List your desires and hopes to achieve, or things to come to pass?

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My Fears — What is on your mind today for which you seek a solution?

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My Challenges — Name your stumbling blocks, frustrations or goals (aims) you have established.

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My Victories — What can you praise the Lord for. In what did you succeed. How can you see the hand of God?

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Discussion Topics — As Christian, which factors will help me grow?

- Knowledge of the Word
- Learning obedience
- Following role models
- Discipling a new believer

Discussion Topics — As Student: Know what it is to be a student

- Attitude – Have a desire to learn to get to a position of understanding.
- Academic Skills – Reading with understanding, research resources, communicate.
- Awareness – Relate to the material studied, apply everything to real life as you study.
- Application – Be able to communicate the concepts, understanding the information.

Assignments: Workbook for BST1

The assignment essays are marked separately but this is a workbook/page for them.

An essay is a collection of your own ideas about a particular topic. It must have a clear, organised structure which presents your ideas in such a way that the reader can understand them, follow them, and is convinced by your arguments, or at least can see your point of view because of the evidence you have presented. It is a presentation of your own thoughts and ideas on a subject, which uses the source material to support your arguments. Source material may include books, Internet articles, reports, etc. that you have read.

Write out three assignments to cover the work in this module, using the following Key-Words in the question: Account for, Consider, Develop, Examine, Illustrate, Show.

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2.
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3.
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Now do the same, using three of the following Key-Words in the questions: Assess, Critically evaluate, Discuss, Explore, Narrate, Summarise. (Choose one for each Q.)

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5.
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6.
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With the help of your Tutor, choose one assignment from 1 to 3 and one assignment from 4 to 6. Formulate a suitable title and write an essay or report on it of 3,000 to 9,000 words, not including the **Bibliography**. Record the number of pages read.

When recording the number of pages you read in your resources, indicate **how you used it**: Foundational information, quoted from it, summarised it in the essay, added understanding.

Start by reading the question. Do not just look at a word or phrase in the essay title. Consider whether you are really answering what has been asked of you. You need to analyse the question and remember that certain **focus words** are clues as to what the tutor is asking of you. If in doubt, look the words up in the dictionary or **Study Guide!**

Word Roots

These **seventeen** word roots (groups of) verses of Scripture are from the Bachelor *Student: Study Guide* p 33. Word roots will help you in writing academic assignments:

a/an	not, without	abyss - without bottom; achromatic - without colour; anhydrous - without water
aqu/a	water	aquarium - a water container for fish; aquatic- relating to water; aqueduct - a pipeline for water
cau(s)t	to burn	cauterize - to burn with a hot instrument; caustic - capable of burning or eating away; holocaust - total devastation, especially by fire
cogn/i	know	cognition - process of acquiring knowledge; incognito - disguised so no one knows you; recognize - to discover that one knows
dia	through, between,	diabetes - disease characterized by excessive thirst and discharge of urine; diagnosis - understanding a condition by going through a detailed review of symptoms; dialogue - conversation between two people.
ex	from, out,	excavate - to dig out; exhale - to breathe out; extract - to pull out.
grat	pleasing	gratify - to please someone; grateful - feeling thankful; gratuity - a tip, token of appreciation.
idio	peculiar, personal, distinct	idiomatic - Peculiar to a particular language; idiosyncrasy - a physical or mental characteristic typical of a particular person; idiot - someone who is distinctly foolish or stupid.
lingu	language, tongue	linguist - one who studies languages; multilingual - able to communicate in multiple languages; linguine - long, flat "tongue-shaped" pasta.
melan/o	black	melancholy - a state of dark emotions; melanoma - malignant dark tumour of the skin; melodrama - a dark, pathetic drama.
narr	tell	narrate - to tell a story; narrative - a story; narrator - a person who tells a story.
osteo	bone	osteo-arthritis - inflammation caused by degeneration of the joints; osteopathy - therapy that uses among others manipulation of the skeleton to restore health; osteology - the study of bones.
phys	nature, medicine, the body	physical - relating to the body; physician - a doctor; physique - nature and shape of one's body.
pyr/o	fire, heat	pyrotechnics - the art of making fireworks; pyrometer - a thermometer for measuring high temperature; pyretic - relating to or producing fever.
scrib, script	write, written	inscribe - to write letters or words on a surface; scribe - a person who writes out documents; describe - to represent with words or pictures.
super	higher in quality or quantity	Super bowl - the final annual football game; superior - above average, better in quality; supersonic - faster than the speed of sound.
urb	city	suburb - residential area on the edge of a city; urban - relating to a city; urbanology - the study of city life.

Read about each root in the second and third columns and start identifying English academic words that contain these roots. Build your vocabulary by memorising their meanings.

Practical Task

MicroSoft Excel — MSE (part of BST1)

Read the text a few times, as explained in the Study Letter *Study Guide* p 19, point 3.

Read the IT Skill Textbook:

1. Excel basics (Session 1 - 7).
2. Worksheet layout and management (Session 8 - 14).
3. Charting, printing and Page setup (Session 15 - 20).

Anticipate the test questions:

Write down possible good test questions and answers, written out as a fact:

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etc.
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Show your Tutor how you used the practice cards. Ask him/her to sign for your practical work:

Marked by: Signature Date:

Practical Task

Pastoral Work Skills (Evaluation) — PWS1

Give a mark of 1 to 5 for each of the 20 criteria below.

Key: 1 = Bad, 2 = Insufficient, 3 = acceptable 4 = very good, 5 = excellent.
(3,4 and 5 are all pass marks. Vary the marks to differentiate skills.)

Suitable characteristics:

1. Does the candidate/student have a love and compassion for people?
2. Does he/she have a relationship with the Lord Jesus that can be followed?
3. Is he able to show others how to apply the Word to their lives?
4. Is he able to teach through a sermon or by presenting lectures?
5. Does he call the people by name? Does he know their circumstances?
6. Does he lead people towards Christ in the way he/she interacts?
7. Does he lead people to **a life in Christ** through his example?

Abilities as Shepherd:

8. Has he got the people's trust in the way he has done things in the past?
9. Does he protect people from false teaching – having enough boldness?
10. As a shepherd, does he exercise oversight over those he is responsible for?
11. Does he follow up on missing members – those regularly absent?
12. Does he spend time in prayer doing supplication for the flock?
13. Does he seek direction for the church and for the individual members?
14. Does he manage problem situations or give direction to the members?
15. Do the members know his "voice", or the kinds of things he would say?
16. Does he have the church growth at heart and work towards its promotion?
17. Does he manage the ministries and all departments where needed?
18. Does he direct and oversee the planned special projects of the church?
19. Does he have vision for the future of the people of the church?
20. Does he follow up on the people who are hurting from setbacks?

*he = she

Task PWS1 Total: (Out of a maximum of 100)

Do not give every question the same mark. Vary the marks unless the student is absolutely outstanding. To give fail marks 1 or 2, there should be a clear evidence of a lack in the particular area.

Apply openness: the student may see the evaluation criteria beforehand and know how they were marked. Enter result in the **Record of Credits and Marks** (p 59).

Marked by: Signature Date:

Ministry Praxis — Phase 27a

These activities are required practicals for **Church Life Programme, Phase 27a**:

Record of Credits and Marks

Complete the matrix for either **work done** or **test marks** achieved:

Module No. ¹ If done, mark blocks ✓	BST1	PCR	THT	PSC	SYT	XPR	CNC
Bible Reading ² 4 prescribed chapters	✓	✓	✓	✓	✓	✓	✓
Theological Terms ² 6 researched terms	✓	✓	✓	✓	✓	✓	✓
Vocabulary Dev. ² 26 selected head words	✓	✓	✓	✓	✓	✓	✓
3 Practical Tasks: ³ As arranged by local church							
Church Ministry ³ Serving, altar, collection.	✓	✓	✓	✓	✓	✓	✓
Personal Work ³ Elderly, sick, poor, orphans	✓	✓	✓	✓	✓	✓	✓
Calvary Disciple ³ Group work, follow-up	✓	✓	✓	✓	✓	✓	✓
Task Evaluation ⁴ Convert marks: out of 10	10	10	10	10	10	10	10

Calculate total: Add up seven evaluations (out of ten).

Add seven marks:

Multiply by **1.43**:

 %

Explanation

1. Module No. The practical component for most of the modules **only** add up to **credits**. To earn the credits **the work must be done**. To add a mark component to this, we have added seven tests/tasks⁴ which contribute marks to this **MPX27a** module.

2. Bible Reading, Terms. Four prescribed Bible Chapters must be read and summarised. Six **Theological Terms** must be researched and defined in the space provided. A selection of academic head words has been made for the student to look up in a dictionary and give a synonym short definition or explanation. See list in the **Study Guide**.

3. Three Practical Tasks performed within the context of the local church must be marked by the Tutor, indicating that such work was performed to a reasonable standard.

4. Three Skills Modules and one **IT module** each have tests and must be marked to provide 7 marks. These are added up and multiplied by **1.43** to get to a percentage.

Note: In this module, part of the credits are earned without testing knowledge, but rather that certain work is done. This is a small component and it reflects a large amount of work. Since the computer system needs a mark to work with, the tests on the four skills modules and the 3 tasks have been added.

Ministry Praxis Programme — Phase 27a

Module No	Chapters	Theol. Terms	Tasks
Module 1 — BST1 Holy Spirit – Gifts Holy Spirit – Anointing Spiritual Authority The King and His Kingdom	1 Tessalonians 5 Exodus 13 1 John 4 Philemon	Adiaphora Autograph Deontology Hamartiology Monarchianism Propitiation	Microsoft Excel
Module 2 — PCR Themes in Genesis Tabernacle of Moses Old Testament Feasts Biblical Roots & Customs	Psalm 137 Luke 6 Matthew 18 1 Kings 18	Agnosticism C.E. Dialectic Humanism Objectivism Sacerdotalism	Living Victoriously
Module 3 — THT The Reality of Heaven The Ten Commandments Prophetic Ministry Potential of Ministry	John 10 Ephesians 3 Haggai 2 1 Corinthians 6	Animism Canon Didache Immutability Ontology Skepticism	Growth into Maturity
Module 4 — PSC Women in Ministry Children's Ministry Understanding Youth Ministry of Intercession Counselling	James 2 Genesis 7 Galatians 5 1 Timothy 5	Antichrist Cessationism Indulgence Orthodoxy Sola Scriptura Transcendence	How to be a Self-starter
Module 5 — SYT Church History World Religions Cults and the Occult Angels & Demons Deliverance	Isaiah 9 Acts 8 Philippians 1 Judges 2	Apocrypha Codex Eisegesis Logos Teleology Trichotomy	Solving Problems
Module 6 — XPR Samuel – Book of Monarchy Kings – 3rd & 4th Bk of Monarchy Nehemia – God's Business Man Introduction to Psalms Major & Minor Prophets	Hebrews 7 2 Corinthians 10 Genesis 37 Mark 2	Coptic Donatism Eucharist Martyr Postmillennialism Theodicy	Increase your Word Power
Module 7 — CNC Report on the Shepherding ministry the student has or plans to undertake in the local church or mission.	John 5 Psalm 27 1 Peter 5 Romans 7	Arminianism Decalogue Fatalism Metaphysics Predestination Universalism	Report on Ministry as Shepherd