**Annual Report: Ministry Training Programs of The Wesleyan Church**

Explanation: This report helps ECD communicate with entities offering ministry classes to students. The fields are ripe for the harvest and the workers are few. Thank you for doing your part in equipping, educating and forming quality ministers for The Wesleyan Church. It’s a joy to work beside you in the Kingdom!

**Annual Renewal Deadline: April 15th**

**Type of Ministry Training Program**

[ ]  Wesleyan District [ ]  Local Wesleyan Church

[ ]  Wesleyan College [ ]  Hybrid

**Ministry Training Program (MTC) Information**

**Name of MTC** **Primary Contact**

**Address**

**City** **State** **Zip** **Country**

**Phone #1** **Phone #2**

**Email** **Website**

**Annual Schedule**

[ ]  We utilized the provided template (See Appendix B Template)

[ ]  We keep our own record of our annual schedule (attached)

**Professor Evaluation**

[ ]  We utilize the provided template (Appendix C)

[ ]  We have our own professor evaluation (attached)

**Finances**

[ ]  We utilize the provided template (Appendix D)

[ ]  We keep our own record of all finances (attached)

**Student Grades**

[ ]  We utilize the provided template (Available from education@wesleyan.org)

[ ]  We keep our own backup record of student grades/records (attached)

**Policies**

[ ]  We understand and abide by the Ministry Training Program Policies (Appendix A) required for our coursework to be accepted for credit in The Wesleyan Church credentialing process.

**Submission**

Send this form and all documentation to:

Education and Clergy Development

Ministry Training Program Application

PO Box 50434

Indianapolis IN 46250

Appendix A

Ministry Training Program Policies

**What is a Ministry Training Program?**

Ministry Training Programs are entities approved by Education & Clergy Development (ECD) that provide ministerial education classes for ministerial students in The Wesleyan Church.

**Eligibility**

Any Ministry Training Program seeking to be an educational program that offers classes certified for academic credit for credentialing in The Wesleyan Church must complete this simple packet annually.

**Types of Ministry Training Programs**

* **Wesleyan District:** District Ministry Training Programs operate at the District level of The Wesleyan Church. Approval: DBMD Chair.
* **Local Wesleyan Church:** Local church Ministry Training Programs operate at the local church level. Approval: Senior Pastor and DBMD Chair.
* **College**: College Ministry Training Programs operate within one of the approved educational institutions of The Wesleyan Church. Examples: Equipping for Ministry, Cross Training. Approval: Highest ranking religion/ministry leader (e.g. Chair of Religion Division).
* **Hybrids:** Some Ministry Training Programs operate as a hybrid of the types above. Approval: All entities involved. Example: 12Stone Biblical Studies program

**Coordinator Requirements**

* Each Ministry Training Program should have an identified Coordinator. The coordinators are responsible for effective operation of Ministry Training Programs. Coordinators are often DBMD Chairs, District Admins, a pastor or a person gifted administratively.
* Typical Coordinator Responsibilities include: 1) Finances such as budget, tuition, fees, payments, etc., 2) Scheduling and publishing of classes, 3) Managing registration, 4) Professor recruitment, scheduling and communication, 5) Host site scheduling and communication, 6) Management of all student records, 7) Annual Report to ECD, and 9) Other operational duties as needed.

**Schedule & Pricing**

* **Annual Schedule:** Each Ministry Training Program should provide a current schedule to its students. Courses should be made public 4 months out. Many do this via webpages. See Appendix B for a sample schedule. This may be done in the format each Ministry Training Program deems appropriate (in their own calendar year, e.g. January – December, June-May, etc.)
* **Pricing:** Each individual Ministry Training Program should set and publish its tuition, fee prices, and discounts/scholarships.

**Student Records & Grades**

* **Grading Deadline**: All grades should be made available to students and reported to ECD within 30 days of the final coursework submission deadline by emailing grades@wesleyan.org. Ministry Training Programs should keep a copy of all grade reports. Grades must be submitted using the MTC Grade Report Template.
* Delays in posting of grades is one of the most common complaints. Completing and posting grades within the timeframe is vital. Thank you for your cooperation.
* **Ministerial Credentialing Transcript:** ECD inputs grades into a ministerial credentialing transcript for students who are enrolled with Education and Clergy Development. Students may contact Education and Clergy Development to determine if they are enrolled or may enroll at [www.wesleyan.org/ecd/enroll](http://www.wesleyan.org/ecd/enroll).

**Academic Requirements**

All Ministry Training Program classes should meet the standards and goals set out in the Manual of Ministerial Preparation which includes but is not limited to:

* **Study/Class Time:** Each course should be designed so that students’ complete 30 hours of pre- and post-class time (a combination of reading, writing, projects, and/or exams) plus 20 hours of “seat time.” This may vary for online and hybrid formats. Consult with ECD regarding questions.
* **Syllabus:** Each class must provide a printable syllabus outlining the requirements of the class, what will be studied, and the textbooks that the students are required to have. Each syllabus must be pre-approved prior to publishing by the Division of ECD and utilize the basic syllabus elements provided by ECD (See Appendix F).
* **Class Format:** Classes may be held in several formats including, several weeknights, several Saturdays, a couple of weekends, a three-day intensive format, an all week class, online, etc.
* **Class Load:** Students should be encouraged not take more than two classes at any one time.
* **Course Duration:** Classes should not last longer than 6 months (from the publish pre-work start date to the final post-course work deadline).
* **Grading:** If the Ministry Training Program grading scale is significantly different than ECD’s (see Appendix F), the Ministry Training Program is responsible to make a provide a conversion chart to ECD.
* **Credit for Credentialing:** In order for students to receive credit for credentialing in The Wesleyan Church, they must receive a grade of a C or better.
* **Professor Variety:** Any individual student may take no more than 8 courses from any one instructor. Any exceptions should be approved by ECD.
* **Professor Evaluation:** Each Ministry Training Program should have a system for evaluating professor performance (e.g. student evaluations). Appendix C provides a template that may be utilized by Ministry Training Programs.
* **Professor Qualifications:** All professors must be approved by ECD. Requirements for new approvals can be found at [www.wesleyan.org/1872](http://www.wesleyan.org/1872)

**Appendix B: Annual Schedule Template**

Ministry Training Program**:**

**Year:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Class** | **Start Date** | **End Date** | **Professor** |
|       |       |       |       |
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**Appendix C**

**PROFESSOR & COURSE EVALUATION**

Professor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade below what score you consider best describes the instructor or the course according to the following scale:

1. Poor: Did not meet my expectations. Major changes should be considered.
2. Average: Met my minimum expectations, need for significant growth and change.
3. Good: Adequately met the requirements, room for some improvement.
4. Very Good: Consistently fulfilled my expectations for this course.
5. Excellent: Exceeded my expectations and demonstrated excellence in the course.

N/A: Not applicable or insufficient information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Professor understands the realities of local church life  | **1** | **2** | **3** | **4** | **5** | **N/A** |
| The course fulfilled its goals and objectives | **1** | **2** | **3** | **4** | **5** | **N/A** |
| The professor is sensitive to the needs of the students | **1** | **2** | **3** | **4** | **5** | **N/A** |
| The course is relevant to me and my ministry in TWC | **1** | **2** | **3** | **4** | **5** | **N/A** |
| The course motivates me to become a life-long learner | **1** | **2** | **3** | **4** | **5** | **N/A** |
| The class sessions were orderly and sequential | **1** | **2** | **3** | **4** | **5** | **N/A** |
| The professor respects the opinions shared in class and does not force his/her point of view | **1** | **2** | **3** | **4** | **5** | **N/A** |
| The professor facilitates adequate group dynamics | **1** | **2** | **3** | **4** | **5** | **N/A** |
| Professor presents his/her ideas clearly | **1** | **2** | **3** | **4** | **5** | **N/A** |
| Professor prepares for each class | **1** | **2** | **3** | **4** | **5** | **N/A** |
| The assigned textbooks were appropriate to the class | **1** | **2** | **3** | **4** | **5** | **N/A** |
| The homework assignments reinforce what is taught/learned in class | **1** | **2** | **3** | **4** | **5** | **N/A** |
| The professor creates/fosters a learning environment | **1** | **2** | **3** | **4** | **5** | **N/A** |
| The professor is self-revealing, approachable, humble | **1** | **2** | **3** | **4** | **5** | **N/A** |
| This class serves to encourage me to continue my preparation for ministry in TWC | **1** | **2** | **3** | **4** | **5** | **N/A** |
| The professor is open to receive suggestions or recommendations regarding the class | **1** | **2** | **3** | **4** | **5** | **N/A** |
| The professor demonstrates a commitment to the local church/TWC | **1** | **2** | **3** | **4** | **5** | **N/A** |
| I grew closer, feel more confident in my walk with God for participating in this course | **1** | **2** | **3** | **4** | **5** | **N/A** |

What part of the class was most beneficial to you?

What was the least important aspect of the class to you?

Suggestions and/or comments:

**Appendix D:**

**Financial Overview**

Please complete the following fields

**Tuition/class**

This is the flat tuition fee you charge before any discounts or scholarships.

**Estimated number of students/year**

This is the number of unique students who took a class.

**Estimated number of class seats/year**

This is the number of course registrations you took. Typically, this is less that number of students/year (and never more). For example, if one student took 5 classes this year, they count as one student but as five class seats

**Professor Honorarium**

For example, $800/course

**Approximate Annual Subsidies/Scholarships** (District, Local Church, College, etc.) For example, some districts fund shortfalls in the budget with grants to the Ministry Training Program to keep it financially solvent, i.e. District approved $1500 grant to keep the Ministry Training Program in the black. If your district offers a scholarship for students, please list the total number of scholarship dollars disbursed, i.e. Twelve $100 scholarships for a total of $1200.

**Discounts** (List any discounts you provide):

For example, Wesleyan Discount or DBMD Discount, i.e. $25 off per course for Wesleyan students or 10% off per course for students who are approved ministerial students or licensed ministers.

**Appendix E**

**Basic Syllabi Elements**

**All Syllabi must contain these basic elements:**

[ ]  Course Title

[ ]  Professor with contact information (e.g. email, phone, etc.)

[ ]  Course Description

[ ]  Textbooks

[ ]  Course Outcomes/Objectives

[ ]  Grading scale

[ ]  Assignments

[ ]  Plagiarism Statement

[ ]  Course Bibliography and/or Recommended Resources

[ ]  Course Dates (pre-work, class dates/times, final due dates, etc.)

[ ]  Policies (attendance requirements, extension policies, paper requirements)

Here is a Template that Ministry Training Programs may use if they desire. You may contact education@wesleyan.org for a version of this:



Updated: 4/17/2017

**Course: [Insert Course Title]**

Professor: [Insert Professor Information]

Email: [Insert Email]

Phone: [Insert Phone]

Mailing Address: [Insert Mailing Address]

**Syllabus Overview**

What you will find in this syllabus

* Course Description
* Course Objectives & Learning Outcomes
* Required Textbooks
* Pre-Course Assignments
* Live Class Information
* Post-Course Assignments
* Grade Information
* Policies & Requirements
	+ Attendance
	+ Grading Scale
	+ Books
	+ Due Dates
	+ Extensions
	+ Papers
	+ Ordination Deadline
	+ Plagiarism
* Bibliography
* Other Course Documents

**Course Description**

[Insert course description here]

**Course Objectives & Learning Outcomes**

During this class, the student will…

* [Insert course objectives/outcomes here]

**Required Textbooks**

*Contact the Wesleyan Publishing House 800-493-7539 to purchase books. Or order online at* [*www.wphstore.com*](http://www.wphstore.com)*.*

* [Insert course textbooks here]

**Pre-Course Assignments**

[Insert Pre-course assignments here]

**Live Class**

Students are required to attend all live class sessions.

[Insert any information related to actual class time here]

**Post Course Assignments**

[Insert Post-course assignments here]

**ALL POST-COURSE ASSIGNMENTS ARE DUE [Insert Due Date]**

**Grades**

[Insert any breakdown of grades/points by assignments]

**Policies & Requirements**

**Attendance**

Students are required to attend all class sessions. Failure to attend at least 80% (16 hours) of the minimum required seat time (20 hours) will result in automatic failure of the course. Any and all absences within that 20% window must be approved by the professor prior to the course in writing (e.g. email). Do not ask for permission to be excused during the class or after the absence has already occurred.

**Grading Scale**

100-97 A

96-94 A-

93-91 B+

90-88 B

87-85 B-

84-81 C+

80-76 C

75-71 C-

70-68 D

67 or below F

Students must get a “C” or above to pass the course and receive credit for ordination.

**Books**

Students are encouraged to purchase their books through Wesleyan Publishing House. Often, discounts are available.

Available from Wesleyan Publishing House by calling 800-493-7539 or online at [www.wphonline.com](http://www.wphonline.com).

**Due Date**

All assignments are due on the date indicated in the syllabus or verbally communicated by the instructor. Professors are required to submit grades to Education and Clergy Development at a maximum of 12 weeks after the last day of class. Assignments may not be submitted to the professor any later than 8 weeks after the last day of class. Assignments not submitted by the due date will result in an automatic “0” for the assignment.

**Extensions**

Extensions may be (but are not guaranteed) granted for sickness, serious injury, or death in the student’s immediate family or for similar extenuating circumstances. *When in doubt, please contact the professor.* Also, no assigned work will be accepted after the final due date, unless an extension has been granted in writing (e.g. email) from the professor. Communication is the key! Professors may reduce a student’s grade by 20% for each week past the due date (even in the event of approved extensions). Education and Clergy Development reserves the right to refuse extension and override the professor as it deems necessary.

**Papers**

All written papers must be typed. Papers should be double spaced on 8.5x11 paper using 12 point font in a normal, easy to read type style (Arial, Cambria, Times New Roman, etc.). Margins should be 1” on all sides. Each paper should include at least: student’s full name, course title, and date. It is advisable to include your name on each page of the paper.

**Ordination Deadline**

If the student is a candidate for ordination in a given year, coursework must be completed as follows: the final grade submission deadline (12 weeks after the last day of class) must be at least 40 days before the student’s district conference. Professors are not required to fulfill any requests for grade submission prior to this deadline.

**Plagiarism**

Ministerial students in The Wesleyan Church are expected to exhibit honesty and integrity in their personal, professional and academic life and work. As Christians, we are called to a high standard of honesty. As such, students in our ministerial training courses are required to adhere to strict academic guidelines.

The following is borrowed from a college catalog.

Plagiarism — This is defined as offering the work of another as one’s own. It is an attempt to deceive by implying that one has done work that was actually done by another. Faculty and students are honor bound to show that ideas and words match with the sources used and thus demonstrate that honest research has been done. Examples of plagiarism include (but are not limited to) the following:

1. Copying all or part of a theme, examination, paper, library reading report, or other written work from another person’s production
2. Submitting as one’s own work that which was wholly or partially done by another so as to appear to one’s professor to be more accurate or skilled in one’s work than one actually is
3. Quoting material from any source without proper documentation
4. Summarizing or paraphrasing from any source without proper documentation
5. Misrepresentation of documentation or resources
6. Using in collateral reports or book reviews the opinion of a professional literary critic or of a campus friend as though it were one’s own original thought
7. Submitting workbook answers copied from another person or working in a group and submitting an identical set of answers for each member of the group without explicit permission from the professor

Cheating — Examples of cheating include (but are not limited to) the following:

1. Use of unauthorized prepared materials (cheat sheets) for answering test questions
2. Giving aid to another student during a test or quiz
3. Gaining answers to test questions from others during testing periods
4. Signing another person’s name to the attendance record
5. Claiming to have done laboratory work or outside reading that was not done
6. Submitting the same work for more than one course without the prior approval of the professors involved

Education and Clergy Development policy for all students receiving credit through non-accredited ministry training programs (e.g. FLAME, FLAMA, Correspondence Courses, Cross Training, District Extension Classes, Equipping for Ministry, etc.):

1. Any instance of plagiarism (whether intentional or not) will result in an automatic “F” for the particular assignment and may also result in an automatic failing of the course.
2. A repeat offense will result in an automatic failing of the course.
3. A third offense will result in an automatic withdrawal from a credentialing track in The Wesleyan Church.

**Bibliography**

[Insert any books or resources students can utilize for further reading and study]

**Other Course Documents**

[Insert any reading reports, course documents, readings, etc.]