



# **Beyond Academics**

*How to Learn from Your Ministry Mentor*

*Advanced Certificate and Diploma Programs*

# Keep this manual for later use

The content of this MANUAL is based on the investigations and writings of Dr. J. Robert Clinton, one of the most recognized theologians in the evangelical world in the area of church leadership. He has given us permission to use his materials.

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# Beyond Academics

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# **Beyond Academics**

## **Individualized Learning**

Beyond Academics is the individualized part of your education. YOU are in charge of your own learning in Beyond Academics! You take the initiative to learn. Your Group Leader and Ministry Mentor will work with you, but you set the agenda.

What is it that you need to know how to do to be successful in the ministry to which the Lord has called you? What spiritual habits and exercises do you need to develop to lead God's people effectively? How do you develop the values and attitudes that will keep you balanced in ministry?

Although you will take the initiative to learn in Beyond Academics, your ministry mentor is charged with the task of correcting, exhorting, and directing you in your personal and ministry development. He or she will see areas in your life that you will need to work on. Perhaps it is a character development issue, or a skill you need, or an attitude adjustment. Your ministry mentor has experience in leadership; thus he/she has the perspective you need.

Therefore, your ministry mentor and you will work together in your development as a leader. If you are a young leader or believer, you may need to rely more on direction from your ministry mentor, than would a "second career" person who has had more experience. Whatever the case, the important thing is that you be active in this learning process, and that you respond positively to the counsel and direction of your ministry mentor. You will benefit from Beyond Academics to the extent that you invest in it.

### **Purpose**

Beyond Academics individualizes your practical development as a leader/minister according to your giftedness, in three essential areas: spiritual formation, skill (ministry) formation and value (strategic) formation.

## **Objectives**

1. Immediately apply knowledge, skills, and values in ministry.
2. Gain practical ministry experience guided by a personal ministry mentor.
3. Develop general and specific competencies for ministry as listed in the *Beyond Academics* manual.
4. Learn how to find and learn from a ministry mentor.
5. Prepare you to be a mentor to those who come after you.

## **Learning Outcomes in Beyond Academics**

The list of competencies in Appendix C succinctly states the learning outcomes which are the goal of Beyond Academics. This list will form the framework of your relationship with your ministry mentor. By the time you complete your studies in INSTE, you should have accomplished at a satisfactory level at least 60% of the 59 competencies. Together with your mentor, you will also identify other competencies that specifically apply to your life and call to ministry which will also be evaluated.

You will summarize your accomplishment of these competencies in your ministry portfolio, as explained later in this manual. Your experience in Beyond Academics will be as unique as you are. This will also be reflected your ministry portfolio.

The grade in Beyond Academics is pass/fail and will be based on your mentor's evaluation after each course and the optional Reflection Paper. If you choose to write the Reflection Paper, send it to the IGBC office at [inste@inste.org](mailto:inste@inste.org) There is no grade for this paper, but we enjoy reading how the courses of study have impacted you!

## **Three Formations**

Your ministry mentor will help you develop in three ways: in spiritual formation, ministry skill formation, and strategic value formation.

### **Character Development: Spiritual Formation**

Character formation is part of the informal processing that God takes us all through. First God works in us, then through us. Character growth should be intentional, not just casual. It is the means by which you, the emerging leader, develop an intimate relationship with Jesus and experience more of His presence and power for ministry. This is the *being* part of development. *Ministry flows from being.*

Your ministry mentor will help you develop godly character traits, correct character traits that would hinder your ministry, and affirm good character traits. You will find assessment sheets in

your book that will guide you to an evaluation of your character strengths and weaknesses.

But most important will be the relationship you develop with your ministry mentor. This is part of the informal process we have been talking about. These are things that you don't get a grade for, but the absence of which will render you ineffective as a leader. Relationships, talking with your mentor, doing ministry with him or her, fellowshipping—all these and more provide opportunity to focus on the formation of the character of Jesus Christ in you.

### **Skill Development: Ministry Formation**

The second formation is ministry formation, which is just another way of saying skill development. Leadership and ministry require a set of skills that are learned best in an on-the-job setting. We don't have a lot of ministry skill courses in INSTE because of the diversity of cultures in which we are working, each requiring a different skill set. But we do introduce a generic set of skills.

Therefore, most of what you will use in your day-to-day leadership you will learn informally in relationship with your ministry mentor. What you will learn as you go through Level Two is how to evaluate your skills in the light of your ministry and how to find ways to refine your skills and develop new ones as your ministry and circumstances change.

You will use skill assessment sheets and competency lists which will help you and your ministry mentor focus on the skills you have and those you will need. The five ministry courses you will study in INSTE will also help you develop ministry skills.

### **Value Development: Strategic Formation**

We all have a ministry philosophy that affects the way we function in ministry. That ministry philosophy may be either explicit or implicit. As you begin in leadership and ministry, the values that underlie your ministry will most likely be greatly influenced by the leaders/ministers around you, including your ministry mentor. With time and experience, you will form values that the Lord will teach you personally, which will become the basis of your ministry philosophy.

The goal of strategic formation is to help you become aware of the “why” of ministry—why you do what you do. Your ministry mentor will be a great resource in helping you discover your values, both personal and ministerial.

You will articulate your ministry philosophy in your Beyond Academics Portfolio in your last semester. That philosophy will be like a “snap-shot” of your ministry values.

# What is mentoring?

**Definition**      Mentoring is...  
A relational experience in which one person empowers another by sharing God-given resources.

Mentoring is a process of relational empowerment. Mentors are the significant people whom God uses at important moments in your life. They are people who are farther along in their development (in ministry and in life experience) who come alongside you to empower you in a specific way.

## Five dynamic elements of mentoring

Dr. Robert Clinton (whom you will meet in your Level Two studies) has identified five dynamic elements that make mentoring successful. Let's look at them.

### 1. Mutual Attraction

This first element is simple: *Like attracts like*. If you see qualities in a leader that you desire for your life and ministry, and that leader sees that God has gifted you for leadership, there exists a solid relationship for mentoring. Perhaps you see spiritual authority in that person, or expertise in a certain area. The person you are considering as a ministry mentor sees potential in you and believes in you. There exists a mutual attraction.

### 2. Relationship

Relationships take time and care. Your mentor and you should build an atmosphere of trust, and safety, a place where you feel free to fail or say something off the wall from time to time without being put down. At the same time, your mentor will feel free to correct you and counsel you. It is important that both you and your mentor be transparent in your relationship.

### 3. Responsiveness

Your part in the mentor relationship is to respond positively to the mentor's guidance. As the trust level increases between you and your mentor, you will find that he/she has much experience and wisdom to share with you about such things as leadership, working with people and the everyday things of life that will make you or break you as a leader. God may use your mentor to point out characteristics or behavior patterns that would hinder your progress. Your mentor will also help you develop your gifts and abilities. By responding positively to his/her counsel you will grow in your leadership or ministry abilities.

### 4. Accountability

Your mentor's task is to hold you accountable. He or she has the right to ask you the tough questions and will oversee your follow-through on advice and guidance. Being accountable to your mentor is so very important. Most failures in leadership or ministry in general stem from the lack



of accountability.

## **5. Empowerment**

Empowerment is measured by your development in leadership character, skills and values that result from the mentoring relationship. Your mentor will focus on the three critical areas we previously identified: spiritual formation, skill formation, and value formation. Specifically, s/he will monitor the following:

- 1) Your character growth as an emerging leader or servant/minister,
- 2) Your skill development; that is, learning how to do ministry,
- 3) Your value formation which has to do with forming a viable philosophy of ministry.

Your relationship with your ministry mentor is informal and individual. No two INSTE students are alike. Thus, no two mentor/leader-in-training relationships will be alike. As your relationship develops, your ministry mentor will help you become the leader/minister God has destined you to be through his/her counsel, support, and example. You will also be able to see the relevance of your studies and leadership formation as you work alongside your ministry mentor.

## **Mentoring Roles**

There are different levels of intensity in mentoring. One thing you will learn is how to learn from many people. Your relationship with your ministry mentor will be intensive, in the sense that you will have close contact over a period of time with him/her. As you need to develop certain skills, your ministry mentor may put you in contact with other persons who may be able to help you in a specific area—that is we call occasional mentoring—or he/she may suggest a book to read on a subject, which would be a form of passive mentoring.

### **Discipler—intensive**

Your relationship with your Level One group leader was that of disciple to discipler. It was an intensive relationship in which you learned the four critical discipleship skills, *i.e.*, devotional life, Scripture intake, relationship, and ministry. You grew in spiritual maturity and in service to the Lord. Your group leader was instrumental in helping you identify your giftedness and perhaps facilitated your entrance into service in an area of leadership or ministry corresponding to those gifts.

### **Spiritual guide —intensive**

Your continued spiritual development will be one of the three principal areas of mentoring that your ministry mentor will oversee. S/he will pray with you, encourage you, warn you of pitfalls, counsel you, and challenge you to grow in your spiritual life. As a spiritual guide, your ministry mentor will ask you the tough questions about your personal relationships, your use of finances, your time management, and many other areas.

### **Personal Trainer—intensive**

Your personal trainer (ministry mentor) will help you learn the life and ministry skills you need to be the leader or minister God has called you to be. S/he will help you objectively evaluate your gifts and skills, and plan ways to grow through practice of present skills, and acquisition of new skills. S/he may suggest you go to workshops or seminars that would be beneficial to your development as a leader or minister, such as a seminar on churches and taxes, or on worship forms.

### **Counselor—occasional**

Your ministry mentor will help you by counseling you as you make decisions in times of crisis or change. How you make a decision is as important as the decision you make. You will learn from the process. Your mentor will stress the importance of moral and financial integrity.

### **Teacher—occasional**

Your group leader will be your principal teacher in Level Two. S/he will help you assimilate the material you have studied, and to see the relevance of that material to your life and ministry. Your teacher will be the “guide on the side” for the discussion of the course content.

### **Sponsor—occasional**

If your ministry mentor has positional influence in your church or denomination, s/he can open doors of ministry for you as you grow toward God’s plan for your life. Of course, your part as a leader-in-formation or minister-in-formation is to respond positively to the counsel of your ministry mentor and to grow spiritually and in ministry competence.

### **Contemporary models—passive**

You will also be able to learn much about ministry from contemporary models. These are persons with whom you probably do not have much face to face contact, but whose ministry you admire. Observe them. What is it that catches your attention? Talk to your ministry mentor about them.

### **Historical models—passive**

As you study Church History 1 and 2 you will become acquainted with many men and women who are heroes of the faith. Learn to imitate their faith and manner of living.

### **Divine contact—passive**

It is likely that some time in your ministry formation experience, a person may speak a prophetic word to you at a divinely appointed time, which will have a dramatic impact on your life. Perhaps it will be a word about a ministry opportunity that is coming your way, or a word of caution about something that is happening in your life. That person will be a divine contact. Talk it over with your ministry mentor.

## Mentoring Networks

As you mature in ministry, you will develop a relational mentoring network. This is going to become increasingly easy as technology advances. The Internet is a rich resource which may help you form relationships with people beyond your own community. For example, e-mail contact with another leader/minister could be a resource for new ideas, encouragement, and much more. The persons in your INSTE group are part of that relational network.

### Purpose

A personal network of fellow leaders and ministers will expand exponentially your resources as you continue to grow and learn as a leader / minister.

### Referrals

Your ministry mentor will link you with people in his/her network who have skills and resources beyond what he or she can provide. The resources at your mentor's disposal are exponentially expanded through his/her relational network.

### Resources

A great resource for the future will be the ability to e-mail key people that you know and tap into their knowledge. Mentoring networks can be geography-free.

## Types of Networks

### Upward mentoring

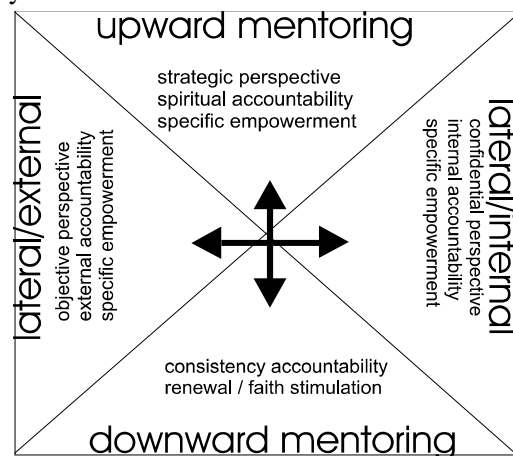
Your ministry mentor is your upward mentor. You may have others, too, to whom you are accountable, such as your pastor, or a denominational supervisor or a boss.

### Downward mentoring

You are learning in INSTE so that you can mentor others, too. You don't have to wait until you finish INSTE to mentor others. You could downward mentor a Level One group, or your own children, or a Sunday School class. There is nothing like a downward mentoring relationship to keep you consistent in your walk with the Lord!

### Lateral mentoring

You will form mutual relationships with people in your group. They are your lateral mentors (right quadrant). In Level One, your prayer partner was your lateral mentor and you were his or her lateral mentor. Many INSTE groups continue lateral mentoring even after graduation. Why? Because they have found that a mentoring relationship helps them keep accountable.



Other leaders/ministers in your church or in your social network could be your external lateral mentors (left quadrant).

## **Your Ministry Mentor**

Throughout your six semesters in Level Two, you will be accompanied by a ministry mentor who will oversee your development as a leader/minister. Your relationship with the mentor will be individualized to your gifting and calling to leadership or service.

As a candidate for the Diploma Program, you are responsible for finding a ministry mentor. Your group leader may assist you in this task.

### **Qualities of your Ministry Mentor**

Look for a person who has one or more of the qualities listed below:

- A person who has experience in the area of ministry to which God has called you (or to the ministry you are presently leading.)
- A person who recognizes leadership or ministry giftedness in you and believes in you.
- A person who can ask you the difficult questions, and to whom you will be accountable.
- A “personal trainer”, i.e., a person who can help you develop the necessary skills to fulfill the call that God has placed on your life.
- Your “Barnabas”—that is, a person who functions as your sponsor and encourager.
- A person you can call for consultation and prayer.

### **Time Commitment**

Much of the value of your relationship with your mentor will be realized in spontaneous, informal encounters. The Beyond Academic Tracking Sheets and Assessment Guides you will find in your INSTE books will guide you in that relationship.

You will develop a relationship with your mentor, which will determine the amount of time you will spend with him or her, and the means of communication you will use. Each mentor / emerging leader relationship will be different. However, a rule of thumb is that there should be sufficient relationship between the mentor and the emerging leader to accomplish the purposes of this program.

## Persons Who Could Serve as your Ministry Mentor

The following list is only to give you an idea of persons who could mentor you.

1. The pastor of your church
2. A staff pastor
3. A denominational leader
4. The INSTE coordinator
5. An elder or deacon in your church
6. A person who exercises another type of leadership, such as a professor in a Bible College, a chaplain, or an administrator.
7. The youth leader
8. A retired spiritual leader
9. A person whose spiritual walk you deeply admire
10. A missionary or an evangelist
11. Worship leader, choir director.
12. Christian education director, experienced Sunday School teacher.
13. The INSTE group leader

If the group leader is your ministry mentor, he/she will oversee your development as an individual in the three developmental areas related to Beyond Academics as well as lead your group in the mastery of the academic content of INSTE. Normally a ministry mentor will have **no more than three** leaders-in-training under his/her charge.

## How to Choose Your Ministry Mentor

Look for a person in your church or community that has the same ministry or calling you have. It should be someone that knows you and recognizes your potential as a leader or servant minister. For example, if your calling is to disciple others, the INSTE coordinator in your church would be a good ministry mentor. If your calling is to the pastorate, the ideal person to be your ministry mentor would be your pastor. If you are already pastoring, your denominational supervisor, or a pastor from another church in your city or region could serve as your ministry mentor. The important thing is to find a person who is successful in ministry who can help you develop the gifts, talents, and skills you have so that you can be all the Lord wants you to be. If your ministry is in service, look for someone who is serving the Lord in the area of your calling to ministry/service.

The process is as follows:

1. Based on what you read here, think of a person you could ask to be your mentor.
2. Consult with your group leader if you have a question about whom to ask.
3. Share this document with your prospective mentor.
4. If he or she agrees to be your mentor, have him or her fill out the mentor data sheet.

5. Submit the mentor data sheet to your group leader attached to your application for admission to Level Two plus the enrollment form for your first course.

## **The Relationship between your Group Leader and your Ministry Mentor**

Your group leader is also called the teaching assistant. His/her major focus is your academic formation. The two and one-half hours of the weekly group meeting are dedicated to the review of the lesson studied during the week. The discussion of the lesson revolves around the practical application of what has been studied at a general group level, and the clarification of points not understood in the content of the lesson.

The group leader is also the coordinator of the personal ministry mentors of the members of your group. It is the responsibility of your group leader to make sure that each student in your group is meeting with a ministry mentor, and that the relationship between the mentors and the emerging leaders/ministers is beneficial to the student's development. If there are any problems, your group leader is responsible for mediating the conflict, and if not successful, for notifying the INSTE office of the problem.

## **Ways Your Ministry Mentor Will Influence You**

Your ministry mentor will mentor you in many different ways. The list below is only representative. The important thing to remember is that the relationship will take many different forms.

Within his/her possibilities, your ministry mentor will:

1. *Model various aspects of leadership functions.*

Observe the life and ministry of your ministry mentor. Experience is a great teacher; learn from the experiences of your mentor. Be a proactive observer. Ask questions.

2. *Give you timely advice.*

Remember, most of what you will learn from your ministry mentor will be learned informally. The advice you receive from your ministry mentor will be based on your mutual relationship.

3. *Sponsor you.*

Your ministry mentor may be able to open doors of ministry for you. S/he may be able to introduce you to people or recommend you for a position that fits your gifting and calling.

4. *Be a resource person.*

Your ministry mentor may be able to suggest books to read on a specific topic, or a person who could be able to help you develop a skill, or a seminar which would be useful to you. S/he may have a developed network of mentors that will be of benefit to you.

5. *Co-minister with you.*

When possible, co-ministering with you, your ministry mentor will help you gain confidence in ministry. This usually follows a three-phase pattern. 1) You observe your mentor doing the skill to be learned, followed by a time of explanation. 2) Your mentor will involve you the next time, so you learn alongside him/her. 3) Then you will practice that skill under the watchful eye of your mentor, followed by feedback.

6. *Provide ministry tasks*

Most likely you are a type A or B leader. Depending on your ministry mentor's sphere of influence, s/he may be able to help get you involved in ministry tasks that teach you valuable lessons about ministry.

7. *Be the "guide at your side"*

Finally, your ministry mentor will influence you by asking pertinent questions about your life and ministry. Using the tools we provide through Beyond Academics, he/she will guide you with questions such as:

- How are you doing this week?
- What progress do you see in working toward your goals?
- What did you learn in your studies this week that greatly impacted you?
- What is God saying to you?
- What obstacles have you faced this week?
- What do you want to see happen in your (ministry/marriage/family/personal life)?
- What resources do you need?
- What do you need to learn to do?
- How can I pray for you?
- How can I be of help?

## **How Your Ministry Mentor Will Help You**

*In the area of spiritual development, your ministry mentor, as a spiritual guide:*

○ **Will help you:**

- Identify both strong and weak areas in your spirituality.
- Believe that you can grow!
- Gain perspective in how to grow spiritually.
- Take the initiative for your spiritual growth.
- Evaluate your spiritual development.
- Be accountable in your spiritual life.

*In the area of ministry development, your ministry mentor, as a counselor and coach:*

- **Will help you:**
  - Evaluate the effectiveness of your ministry skills.
  - Identify your gifts and abilities.
  - Reach your potential as a leader.
  - Learn how to develop ministry skills.
  - Identify resources for skill development.
  - Make wise decisions.
  - Gain perspective in your life and ministry.

*In the area of strategic development, your ministry mentor, as a sponsor:*

- **Will help you:**
  - Identify your personal and ministry values
  - Begin to integrate your values into a full ministry philosophy
  - Gain perspective on your call to leadership/ministry
  - Develop attitudes about life and ministry that are pleasing to the Lord.

## **Beyond Academics FAQs**

*Do I have to meet face to face with my mentor?*

It would be good to meet face to face. However, mentoring can also be done by phone or by internet (Skype, IM, etc.), or e-mail. Learning in Beyond Academics is informal; at times the most dynamic mentoring happens in a moment. Be alert to those moments.

*How often do we meet?*

It depends on you and your mentor and the goals and needs you have. A meeting could be a quick phone call to follow up on something you have talked about, or it could be an afternoon spent together discussing a wide range of topics. It all depends on you.

*What do we do when we meet?*

A starting point is to look at the list of competencies. Discuss one or two of the competencies. Periodically, choose one of the assessment sheets and go over it together. Also talk about your ministry responsibilities, family, work, etc. Pray together. You will learn much from your mentor.

*Can the mentor be from another church?*

Yes. However, there should be enough relationship between you and your mentor to be able to benefit from informal learning which happens in real-life situations.

*What if I can't find a ministry mentor?*

In the event that you are having difficulty finding a mentor, consider the following:

1. Review your experience and service to the Lord as to why you feel you have been called to leadership or ministry/service. What is the evidence in your life that the Lord has gifted you? Talk to your group leader about that.



2. Have you faithfully and successfully fulfilled ministry tasks in your church in areas of leadership or ministry in which you have demonstrated giftedness for leadership or ministry?
3. It may be that there exists a misperception about what a ministry mentor does, so that those who could mentor don't feel adequate to the task or fear the time commitment required of a mentor. Have you shared with a potential mentor what is required? Ask for help from your group leader.
4. Consider identifying someone who could serve as your spiritual formation mentor. That's a good place to begin.

*Do I have the same mentor for all six semesters?*

It's great to have a long-term mentor because you can develop a deep relationship of trust. However, at the minimum, your mentor would need to commit to you for the duration of a course. If you do change mentors, you will need to submit a new mentor data sheet.

## Tracking Your Progress in Beyond Academics

The Beyond Academics section in each INSTE book consists of four principal parts.

1. Tracking Sheet
2. The list of competencies
3. The assessment sheets
4. Beyond Academics Reflection Paper (optional)
5. Ministry Mentor's Evaluation of the Student

### **Appendix A: The Tracking Sheet**

In the back of each course book will be a tracking sheet. The purpose of Beyond Academics is to document your progress in becoming the leader or servant the Lord has called you to be. The tracking sheet is a log of your progress in the three essential areas of Spiritual Formation, Ministry Formation, and Strategic Formation.

You will fill out your tracking sheet as you meet with your mentor. Your mentor will initial your log. A more important reason for keeping your tracking sheets is that you will develop a level of trust with your ministry mentor. The tracking and assessment sheets will be a spiritual ministry journal, in which you will note topics you talked about, and things you worked on you may not wish to share with other people. The notes you make on these sheets are for you and your mentor to see. If you choose, you can write the Reflection Paper (see Appendix H). After you have presented your Reflection Paper to your group, your group leader will write a "P" on the Register of Attendance and Exams.

## **Assessment Sheets**

Following the Tracking Sheet in each book you will find several assessment sheets that will aid you in your development. You will also find copies of these assessment sheets at the back of this manual.

These sheets are useful in helping you assess your development in the competencies just mentioned. For example, the time management assessment sheet will help you in your assessment of competency number 48. Try to use every assessment sheet at least once each semester (i.e., every four courses.) You may want to use them more often. The goal is to develop the skills, attitudes, and spiritual disciplines necessary for successful ministry.

### **How to use the Assessment Sheets**

1. Fill out one of the assessment sheets.
2. Write on your tracking sheet something like “Discussed the time management assessment sheet.”
3. If there is a competency related to your discussion, also write that competency on your tracking sheet.
4. Make note of any action, attitude, or growth area arising from your reflection with your mentor.
5. Keep the assessment sheet with your tracking sheet. From course to course you will note progress in your development as you respond positively to your mentor’s counsel and the work of the Lord in your life.

## **Appendix B: List of Competencies**

Also, in each INSTE book you will find a list of competencies. This list of 59 competencies describes a mature, fully trained minister/leader. It is, however, representative, not prescriptive. You may substitute other competencies and/or modify this list to fit your needs. The goal of this list is to stimulate your thinking. In your relationship with your ministry mentor you will learn to “incarnate” these qualities in your life and ministry. Many of your questions to your ministry mentor will probably begin with “how do I...” You will track these competencies on the tracking sheet and your mentor will evaluate your progress toward these goals at the end of each course.

You will receive ½ hour Beyond Academics credit for each course. Credit (Pass/Fail) is based on your Ministry Mentor’s evaluation.

### **Appendix C: Timeline Worksheet**

In *Church Leadership* you will begin forming your own personal timeline. As you study other courses, you will be encouraged to continue to develop it. The timeline will visually illustrate your spiritual journey.

### **Appendix D: Time Management Assessment**

This is a difficult skill to master. The time management assessment sheet will help you establish priorities. Use it from time to time to evaluate your use of time. Talk with your ministry mentor about the stress of time management in ministry. Remember that your investment of time in INSTE has a long-term goal; that of reaching your potential as a servant of the Lord.

### **Appendix E: Character Assessment**

The foundation of everything we do for the Lord is who we are in Him. The fruit of the Spirit, as presented in this assessment, is the measure of our maturing in the Lord. Prayerfully use this instrument to assess your growth as a leader/minister. You may wish to talk with your ministry mentor about specific items on this list.

### **Appendix F: Ministry Skill Assessment**

This assessment sheet looks at already developed skills and needed skills. For example, competency number 24 talks about working with a team. What skills do you need to do that?

Use the front side of this evaluation sheet to check where you are in your skill set and the back side to identify the skills you need to develop. As you grow in ministry, the skills you need will change. This assessment sheet is a useful instrument in keeping you current.

### **Appendix G: Value Assessment**

Values underlie everything we do in ministry. Use this assessment sheet at least once a semester to consider the “why” of what you do in ministry. Watch for value refinements as you experience ministry. Your ministry mentor is a great resource for helping you identify your values.

These values will be the basis of your ministry philosophy statement in semester six. Your statement of ministry philosophy will be a part of your ministry portfolio.

### **Appendix H: Beyond Academics Reflection Paper (optional)**

Reflection is an important part of the learning process. Although submitting a Reflection Paper is not required for the course, we encourage you to write one. This paper – if you choose to write

it – will be as individual as you are. INSTE is more than information acquisition (*knowing*). It includes practical life and ministry growth toward all God has designed you to *be* and *do*. You may only work on a few competencies during a course. Your tracking sheets form a spiritual journal you will use to construct your ministry portfolio at the end of your INSTE studies. The optional Reflection Paper is essentially a reflection report — it connects what you learned academically with your experience in Beyond Academics. After you have presented your optional Reflection Paper to your group, your group leader will write a “P” on the Register of Attendance and Exams. You will include all 24 reflection reports in your ministry portfolio. These papers will reflect on how God has shaped you from course to course.

### **Appendix I: Ministry Mentor’s Evaluation of the student**

The ministry mentor’s evaluation is essential to be able to award Beyond Academics credit. During the seven weeks (or more) you have been enrolled in a course, you will have met with your mentor and discussed several issues related to your formation. Your mentor will succinctly evaluate your progress, from his or her perspective. The evaluation need not be extensive but should be sufficient to note that this very important component of your training for ministry is on track.

### **Appendix J: Ministry Mentor’s Data Sheet**

The Ministry Mentor’s Data Sheet establishes the agreement between you, the student, and the mentor who will guide your progress toward the goals of Beyond Academics. If your ministry mentor changes between courses, a new mentor data sheet must be filled out and sent to INSTE with the enrollment form.

## **At the End of the Course**

You will summarize your Beyond Academics experience related to your Academics on the Beyond Academics optional Reflection Paper. **DO NOT** send INSTE the tracking sheets. Keep them so that you can write your ministry portfolio in your semester.

If you choose to write the Reflection Paper, send it to the IGBC office at [inste@inste.org](mailto:inste@inste.org). There is no grade for this paper, but we enjoy reading how the courses of study have impacted you! After you have presented your Reflection Paper to your group, your group leader will write a “P” on the Register of Attendance and Exams. See the guidelines in Appendix H on how to write your paper. You will identify two to five concepts you have learned and how they have been “incarnated” in Beyond Academics, i.e., in any or all three areas of Spiritual Formation, Ministry Formation, and Strategic Formation.

## Pass/Fail Credit

Your grade (pass or fail) will be determined by your Ministry Mentor's Evaluation.

# The Ministry Portfolio

The end result of the six semesters of individualized training is a Ministry Portfolio that, as you compile your writings, will document your personal development in ministry. It is a collection of your exams, notes from time with your ministry mentor, any Reflection Papers you wrote (optional) and other assignments from your studies. You will not be required to submit the Ministry Portfolio to the IGBC office, but over the course of your studies gather your papers into one folder for easy access. As you continue in your studies, you will be able to see God's hand in your ministry development. Of course you will receive a diploma and your academic transcript when you graduate. But that tells only part of the story. Your portfolio is a snapshot of who you are as you finish your studies at INSTE. Tell your story! The portfolio will be as individual as you are.

It should be nicely bound in a spiral or in a binder. The graduates who have preceded you have set a high bar for excellence in content and presentation. Many graduates include tabbed dividers between sections. Others place pages in sheet protectors. None of this is mandatory; what is important is to do your best to document your growth in Beyond Academics. Show pride in what you have accomplished.

## An Explanation of your Portfolio

1. Your portfolio will begin with a résumé. You may follow any standard format.
2. Your ministry goal is a clear statement of the calling of God on your life.
  - a. State your ministry goal in a clear, concise sentence.
  - b. Place your timeline here.
  - c. Include your autobiography/testimony explaining each item on your timeline. How has God led you to this point?
  - d. End this section with a testimony of how your studies at INSTE have helped in your formation to fulfill the call God has placed on your life.
3. The section on Spiritual Formation will focus on your development in that area of the competencies you have worked on with your ministry mentor during your studies in the Diploma Program.
  - a. List the competencies you worked on with your ministry mentor. Competencies 1–16 have to do with Spiritual Formation.
  - b. Add any specific competencies you added in this area.
  - c. Explain how you developed each competency and the level of competency you achieved. Be specific.

- d. End this section with a summary of your gifts, skills and talents. How has God prepared you for ministry?
4. The Ministry Formation section will focus on the competencies in that area.
  - a. Competencies 17–53 deal with Ministry Formation. List those you worked on with your ministry mentor plus any specific competencies you identified. The assessment sheets you have filled out are useful, too, in this area.
  - b. Explain how you developed each competency and the level of competency you achieved. Be specific.
  - c. Use specific examples of your acquisition of skills for ministry.
  - d. End this section with your skill development plan.
5. The Strategic Formation section will focus on the values you have learned as you experienced ministry.
  - a. Competencies 54-59 are focused on this formation. Identify those competencies you have discussed with your ministry mentor.
  - b. Explain how you developed each competency and the level of competency you achieved. Be specific.
  - c. End this section with a statement of your philosophy of ministry and underlying values.
6. Include all Reflection Papers you have written over the course of your studies.
7. The appendices will contain letters of recommendation, certificates and awards you have received plus any other pertinent material.
  - a. Be sure to include a letter of recommendation from your ministry mentor. If you have had more than one mentor (and most will) you may include letters of reference from each one.
  - b. Individualize your portfolio in this section. Have you received awards, certificates, recommendations? Don't be shy. Put them in.

The optional portfolio, excluding the academic thesis, will be a minimum of 40 pages in length. It is to be typed (12 point Times New Roman), double-spaced with one-inch margins. Print on only one side. On the next two pages you will find a sample title page and table of contents. Use them as templates for your portfolio.

**Sample Title Page**

The Ministry Portfolio

of

Timothy A. Christian  
101 Camino Real  
San Justo, CA 99999

Presented on May 12, 2020

Sample  
Title Page

Ministry Mentor: John Wesley Spencer  
1212 Gracia Avenue  
San Justo, CA 99999

Approved on \_\_\_\_\_

---

Ministry Mentor

President

Academic Dean

## Sample Table of Contents

### Ministry Portfolio of John Christian

Résumé .....	[insert page number]
Ministry goal .....	[insert page number]
Timeline .....	[insert page number]
Testimony of Personal Spiritual Journey .....	[insert page number]
Spiritual Formation.....	[insert page number]
Competencies and Explanation .....	[insert page number]
Summary of gifts, talents and skills .....	[insert page number]
Ministry Formation.....	[insert page number]
Competencies and Explanation .....	[insert page number]
Acquired skills .....	[insert page number]
Skill Development Plan.....	[insert page number]
Strategic Formation .....	[insert page number]
Competencies and Explanation .....	[insert page number]
Personal Ministry Philosophy .....	[insert page number]
Summary of Underlying Values.....	[insert page number]
Reflection Papers.....	[insert page number]
Semester 1 .....	[insert page number]
Semester 2 .....	[insert page number]
Semester 3 .....	[insert page number]
Semester 4 .....	[insert page number]
Semester 5 .....	[insert page number]
Semester 6 .....	[insert page number]
Appendix of Supporting Documents .....	[insert page number]
Letter of Recommendation John Wesley Spencer.....	[insert page number]
Transcript, XYZ College .....	[insert page number]
Transcript, INSTE Level One .....	[insert page number]
Scripture Memory Award, 1989.....	[insert page number]
Teacher of the Year Award, 1997 .....	[insert page number]
ESL Certification .....	[insert page number]



# Appendices

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# Notes

# Beyond Academics

## Tracking Sheet

**Course:** \_\_\_\_\_

### Lesson 1

Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Topics discussed: \_\_\_\_\_  
\_\_\_\_\_

General Competencies  
\_\_\_\_\_  
\_\_\_\_\_

Specific Competency  
\_\_\_\_\_

Ministry mentor's initials \_\_\_\_\_

### Lesson 2

Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Topics discussed: \_\_\_\_\_  
\_\_\_\_\_

General Competencies  
\_\_\_\_\_  
\_\_\_\_\_

Specific Competency  
\_\_\_\_\_

Ministry mentor's initials \_\_\_\_\_

*Appendix A*

---

**Lesson 3**

Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Topics discussed: \_\_\_\_\_

\_\_\_\_\_

General Competencies

\_\_\_\_\_

\_\_\_\_\_

Specific Competency

\_\_\_\_\_

Ministry mentor's initials \_\_\_\_\_

**Lesson 4**

Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Topics discussed: \_\_\_\_\_

\_\_\_\_\_

General Competencies

\_\_\_\_\_

\_\_\_\_\_

Specific Competency

\_\_\_\_\_

Ministry mentor's initials \_\_\_\_\_

## List of Competencies

The following list of 59 competencies describes a mature, fully trained minister/leader. However, it is representative, not prescriptive. You may substitute other competencies and/or modify this list to fit your needs. The goal of this list is to stimulate your thinking. In your relationship with your ministry mentor you will learn to “incarnate” these qualities in your life and ministry. Your questions to your ministry mentor will probably begin with “how do I...” You will track these competencies on the tracking sheet and your mentor will evaluate your progress toward these goals at the end of each course.

You will receive ½ hour Beyond Academics credit for each course. Credit (Pass/Fail) is based on your Ministry Mentor’s evaluation.

### Spiritual Formation

#### CALLING AND MINISTRY

1. Recognize God’s call on your life.
2. Have a clear sense of destiny for your life and ministry.
3. Discern the will of God for your life and for the group you lead.

#### GIFT DEVELOPMENT

4. Discover your giftedness through service in the Body of Christ
5. Plan ways to develop your giftedness to its full potential.
6. Exercise ministry according to your giftedness.

#### SPIRITUAL DISCIPLINES

7. Place priority on your personal spiritual development.
8. Develop a consistent, spiritually nurturing devotional life.
9. Pray consistently and systematically for the ministry God has given you.
10. Value “being”—i.e., Christian character—as the primary source of ministry
11. Develop the habit of regular, effective personal witness.

#### SPIRITUAL WARFARE

12. Recognize spiritual attacks.
13. Deal with spiritual warfare according to Scriptural principles

#### HOLINESS

14. Live a sanctified, holy life

15. Maintain balance with respect to holiness

16. Relate appropriately to persons of the opposite sex

### Ministry Formation

#### MENTOR

17. Recognize the need for a mentor.
18. Find a mentor and learn from a mentor.
19. Form an accountability relationship with another leader/minister

#### CHURCH RELATIONSHIPS

20. Form healthy relationships with other churches.
21. Appreciate the contributions of different branches of the Body of Christ.
22. Work within the organizational structure of your church and/or denomination.
23. Fulfill the financial obligations to your church and/or denomination.

#### TEAMWORK

24. Work effectively as a team member
25. Value the contributions of every member of the team
26. Rejoice in the success of other ministers and ministries
27. Communicate well with superiors and subordinates in ministry.

#### EVANGELISM

28. Modify or change evangelism methods to meet the changing needs of your community
29. Defend the faith “with gentleness and respect.”

#### MINISTRY SKILLS

30. Use Bible study skills in practical ministry.
31. Sponsor an emerging leader/minister in ministry
32. Proactively prepare for leadership transition.
33. Manage change in an appropriate way in a church organization.
34. Assure the financial integrity of your ministry.
35. Maintain confidentiality in your ministry

#### CROSS-CULTURAL SKILLS

36. Develop a Christ-like attitude toward those of another religion.
37. Teach others how to evangelize in a pluralistic world.
38. Explain “with gentleness and respect” to those of other religions the hope we have in Jesus Christ

#### PEOPLE SKILLS

39. Encourage and affirm the persons in the group of the people of God you lead
40. When necessary, confront a person with gentleness and respect
41. Discern gifts in the people of God, and develop them to their potential
42. Be a listener.
43. Accept without prejudice all members of the people of God

#### RELATIONSHIP WITH AUTHORITY

44. Exercise the authority of your position with gentleness and respect
45. Relate correctly to those in authority over you
46. Relate correctly to those you are leading

47. Relate correctly to your fellow ministers

#### PERSONAL SKILLS

48. Manage your time wisely, i.e., correctly balancing family, work, ministry, and study responsibilities.
49. Handle your personal finances with integrity.
50. Learn from your experiences, both positive and negative
51. React according to biblical principles when opposed by other believers or leaders.
52. Maintain healthy family relationships.
53. Handle stress

#### Strategic Formation

54. Demonstrate a Christian worldview in your lifestyle
55. Lead/minister by example.
56. Commit yourself to integrity and accountability in all areas of your life
57. Demonstrate a high standard of ethics in your life and ministry.
58. Value the identification and development of emerging leaders as a priority in your ministry.
59. Value relationship as a means of developing people.

# Ministry Formation: Personal Timeline

Begin forming your timeline using what you learned in *Church Leadership* as a guideline.

## Step 1: Outline your personal story.

Begin with what you wrote as you studied *Church Leadership*. What events of your past—both positive and negative—have marked your personal and ministry development? Talk with your ministry mentor about your outline. You may think of other things to add.

## Step 2: Construct your timeline.

Place the critical events you've identified in your life story on a timeline as illustrated below. You may use the categories of the generalized timeline, the ministry timeline, or construct your own categories.

I. The early years	II. Learning to lean on Jesus	III. Learning to lead His people
1969 2000	199	
<p style="text-align: center;">           ←a→ ← b, c, d →                              ←(e)Pacific College→                                              ←f→←(g) mentored by John-----→              ←h→←(i) INSTE 1---→              ←(j) character building tests→              ←(k) gift discovery-----→              ←l→←m→              ←(n) INSTE 2-----→              ←(o) ministry opportunities-----→         </p>		
a. Birth b. Family Influence c. Cultural/historical context d. Basic skills e. Professional skills f. New Birth	g. Mentored by John h. Group to Tijuana i. INSTE, Level One j. Character building tests k. Gift discovery l. Group to Argentina m. Call to mission field	n. INSTE, Level Two o. Ministry opportunities

**Step 3: Write a succinct autobiography/testimony explaining each item on your timeline.**

Tie your autobiography to your timeline emphasizing the way God has worked in your life to the present moment. For example:

**A. Birth**

I was born in Los Angeles on March 1, 1969, the oldest of three brothers.

**B. Family Influence**

I grew up in a Roman Catholic home. My mother was a God-fearing woman, but my father was too busy with his business to take time for God. Mom would take my brothers and I to church when we were young but when we entered high school Dad said we could stay home with him if we wanted. So I did.

<< etc.>>

**C. Cultural/Historical Influence**

Our neighborhood changed dramatically during my childhood. Two Hispanic families moved to our block, and then more came. My best friends growing up were Juan and Miguel. I became acquainted with Mexican culture, and later with other Latin American cultures. I learned to distinguish between national cultures, and to appreciate the differences.

<<and so on...>>

Continue to work on your timeline every semester.
---



## Ministry Formation: Time Management Assessment

Use this model schedule to plot your normal time schedule on the chart on the back of this page. Talk with your ministry mentor about time use in the ministry.

On average, each week a Level Two student's time schedule breaks down this way:

- 32% Personal/family time
- 29% Sleeping
- 24% Working
- 15% Study/ ministry time

Time	Mon	Tue	Wed	Thurs	Fri	Sat	Sun				
6 am											
7 am											
8 am						Beyond Academics					
9 am		<i>W o r k</i>						Ministry and Worship			
10 am											
11 am											
12 pm											
1 pm											
2 pm											
3 pm											
4 pm											
5 pm											
6 pm											
7 pm						Ministry preparation	Cell Group Leader				
8 pm			INSTE weekly meeting								
9 pm	Study time	Study time		Study time	Study time	Study time					
10 pm											
11 pm											
12 am											
1 am		<i>S l e e p</i>									
2 am											
3 am											
4 am											
5 am											

## Ministry Formation: Time Management Assessment

Use this assessment sheet to check your time management skills. Fill it out at the beginning of each semester.

Time	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
11 pm							
12 am							
1 am							
2 am							
3 am							
4 am							
5 am							

Your comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Spiritual Formation Character Assessment

## Love

Loving	<i>I serve others selflessly and unconditionally</i>							Egotistic	
10	9	8	7	6	5	4	3	2	1
Available	<i>I gladly make time in my schedule for those whom I lead.</i>							Self-centered	
10	9	8	7	6	5	4	3	2	1
Tolerant	<i>I value every person as having worth as a person made in God's image.</i>							Prejudiced	
10	9	8	7	6	5	4	3	2	1
Forgiving	<i>I do not hold hard feelings against those who offend me</i>							Spiteful	
10	9	8	7	6	5	4	3	2	1

## Joy

Joyful	<i>Others can see the joy of my soul in my manner of living</i>							Gloomy	
10	9	8	7	6	5	4	3	2	1
Enthusiasm	<i>The spontaneous enthusiasm of my spirit affects all those around me</i>							Apathetic	
10	9	8	7	6	5	4	3	2	1
Hospitable	<i>I joyfully share food, shelter and spiritual refuge with those around me.</i>							Solitary	
10	9	8	7	6	5	4	3	2	1
Obedient	<i>I submit joyfully to the counsel of those to whom I am accountable.</i>							Obstinate	
10	9	8	7	6	5	4	3	2	1

## Peace

Contentment	<i>I have learned in all things, and circumstances to be content.</i>							Covetousness	
10	9	8	7	6	5	4	3	2	1
Secure	<i>My life is structured around that which is eternal, which no one can take from me</i>							Anxious	
10	9	8	7	6	5	4	3	2	1
Courageous	<i>I lead or minister confidently when I know that I have heard from God.</i>							Fearful	
10	9	8	7	6	5	4	3	2	1

## Patience

Patient	<i>I accept even difficult situations without putting a time limit on the resolution</i>							Impatient	
10	9	8	7	6	5	4	3	2	1
Diligent	<i>I invest all my energies to accomplish the tasks for which I am responsible</i>							Lazy	
10	9	8	7	6	5	4	3	2	1
Persuasive	<i>I patiently lead through persuasion, even when others oppose me</i>							Contentious	
10	9	8	7	6	5	4	3	2	1
Persevering	<i>I press on toward the goal to win the prize for which God has called me</i>							Quitter	
10	9	8	7	6	5	4	3	2	1

## Kindness

Attentive	<i>I give my full attention to a person, because I value him/her as an individual</i>							Indifferent	
10	9	8	7	6	5	4	3	2	1
Alert	<i>I am aware of what happens around me so that I can respond adequately</i>							Absent-minded	
10	9	8	7	6	5	4	3	2	1
Virtuous	<i>My actions reflect moral and spiritual excellence.</i>							Immoral	
10	9	8	7	6	5	4	3	2	1
Tenderhearted	<i>I am touched by the needs of others.</i>							Insensitive	
10	9	8	7	6	5	4	3	2	1
Courteous	<i>By my actions and through my words I show that I value each person I meet.</i>							Discourteous	
10	9	8	7	6	5	4	3	2	1

## Goodness

Compassionate	<i>I try to the best of my ability to alleviate the pain of others.</i>							Unconcerned	
10	9	8	7	6	5	4	3	2	1

Appendix E

Generous	<i>I recognize that I am only the steward of all I possess and I use it for God's glory.</i>							Stingy	
10	9	8	7	6	5	4	3	2	1
Just	<i>I act justly in my dealings with those around me.</i>							Unjust	
10	9	8	7	6	5	4	3	2	1

**Faithfulness**

Trustworthy	<i>I do what I promise to do, even when it requires unexpected sacrifices.</i>							Inconsistent	
10	9	8	7	6	5	4	3	2	1
Honest	<i>Others trust in my honesty because I always try to act with complete truthfulness</i>							Deceitful	
10	9	8	7	6	5	4	3	2	1
Decisive	<i>As a leader/minister, I am not afraid to make decisions</i>							Indecisive	
10	9	8	7	6	5	4	3	2	1
Wise	<i>I respond to situations and people from the perspective of the "big picture."</i>							Foolish	
10	9	8	7	6	5	4	3	2	1
Punctual	<i>I am on time for appointments and I complete tasks in the time allowed for them.</i>							Late	
10	9	8	7	6	5	4	3	2	1
Loyal	<i>I serve loyally the persons God has called me to lead or to minister</i>							Unfaithful	
10	9	8	7	6	5	4	3	2	1
Responsible	<i>The people to whom I minister can count on me and on my word</i>							Irresponsible	
10	9	8	7	6	5	4	3	2	1

**Gentleness**

Gentle	<i>I serve those whom I lead with a gentle and peaceable spirit</i>							Short-tempered	
10	9	8	7	6	5	4	3	2	1
Cautious	<i>I know the importance of waiting for the right moment to do or say something</i>							Impulsive	
10	9	8	7	6	5	4	3	2	1
Sincere	<i>I am transparent with those whom God has called me to lead or minister to</i>							Hypocrite	
10	9	8	7	6	5	4	3	2	1
Discrete	<i>I do not divulge information shared with me confidentially</i>							Unwise	
10	9	8	7	6	5	4	3	2	1
Humble	<i>God placed me in ministry, and thus it is only He who gets the glory.</i>							Proud	
10	9	8	7	6	5	4	3	2	1
Flexible	<i>I do not insist on my own ideas at the expense of relationships.</i>							Inflexible	
10	9	8	7	6	5	4	3	2	1
Sensitive	<i>I am sensitive to the true feelings and emotions of those around me</i>							Hard-hearted	
10	9	8	7	6	5	4	3	2	1

**Self-Control**

Self-Control	<i>I bring my body, mind and soul into subjection to the Holy Spirit</i>							No control	
10	9	8	7	6	5	4	3	2	1
Frugal	<i>I do not spend my resources unnecessarily</i>							Extravagance	
10	9	8	7	6	5	4	3	2	1
Disciplined	<i>I have my life in order so that I may achieve God's best for me</i>							Disordered	
10	9	8	7	6	5	4	3	2	1
Resourceful	<i>I see practical use for things that others would throw away or pass over</i>							Spendthrift	
10	9	8	7	6	5	4	3	2	1
Careful	<i>I jealously guard those elements in my life that keep me sharp</i>							Careless	
10	9	8	7	6	5	4	3	2	1
Initiator	<i>I'm a self-starter</i>							Lethargic	
10	9	8	7	6	5	4	3	2	1

# Ministry Formation: Skill Assessment

## Evaluation of Skills Already Developed

God is a good economist! He uses everything He has developed in you. Remember what we studied in Church Leadership about spiritual gifts, natural abilities, and acquired skills. In this assessment sheet, identify the skills you have developed, what motivated you to develop that skill, how you developed it, and to what level it is developed and useful to you in ministry. Talk with your ministry mentor about what you need to do to continue to develop each skill.

1. Skill	2. What motivated you to develop this skill?	3. Method of development			4. How did you develop it?	5. With what result?	6. Level (1-10)
		F	NF	Inf			

F = Formal instruction (school), NF = Non-formal, Inf = Informal

## Skill Development Plan

Now think of the calling God has placed on your heart. What other skills do you need to be effective for the Lord in that ministry? Form a plan to develop those skills.

Continuing / New			2. Why do you need this skill?	3. Method of development			4. How will you develop it?	Level (1-10)
1. Skill	C	N		F	NF	Inf		

F = Formal instruction (school), NF = Non-formal, Inf = Informal.

## Strategic Formation: Value Assessment

In *Church Leadership*, Unit 4, Lesson 2 we talked about how to articulate a ministry philosophy based on personal and ministry values. We said that at the beginning of one’s ministry, a leader/minister will most likely adopt the ministry values of those with whom he/she ministers. With time and experience, however, those values will be tested, refined and personalized.

This Value Assessment Sheet is to be used to do periodic assessments of the values that underlie your personal growth as a leader/minister, as well as those that underlie the ministry in which you are involved.

As you progress through the Level Two courses, you will see how your ministry and personal values are taking shape. Note also the values listed under *Competencies* in the Beyond Academics Manual.

### Step 1: Purpose Statement

What is the purpose of the ministry you lead or in which you serve? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Step 2: Ministry Principles

What ministry values and principles are derived from your purpose statement? Complete this sentence: “We do this because...”

What we do	Ministry Principle
<i>[Example]Ministry of the people of God</i>	<i>Ministry through giftedness is the function of the whole church.</i>
_____	_____
_____	_____
_____	_____
_____	_____

### Step 3: Articulate values

The majority of the values God teaches us in ministry can be placed into one of two categories: 1) lessons learned about the character of the leader/minister or 2) lessons learned about the practice of ministry. Think about your pilgrimage in leadership and/or ministry. What are the values you have learned in the ministry? Reflect on your relationships with people, biblical principles you have

discovered that affect your point of view about ministry, lessons you have learned about the character of leadership and ministry, and the way in which your gifts determine how you function in ministry. Write your values on the following lines. We have suggested some values to help you begin.

**Values Related to Character**

1. Ministry flows from being.
2. Ministry requires sacrifice.
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**Values that Affect the Practice of Ministry**

1. Ministry is service, first to God, then to the people of God.
2. Humility and gentleness are two character traits that are indispensable if one is to be a spiritual leader/minister.
3. The primary power base in ministry is spiritual authority.
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

**Step 5: Refine values through experience**

Values are formed by experience. Identify a recent experience (personal or ministry) that has helped you form a personal or ministry value.

Experience \_\_\_\_\_  
\_\_\_\_\_

Value: \_\_\_\_\_  
\_\_\_\_\_



## Beyond Academics Reflection Paper (optional)

After you take the final exam, take a week to reflect on what you have learned (Academics) and what you have experienced (in Beyond Academics) during this course. Reflection is an important part of the learning process. Although submitting a Reflection Paper is not required for the course, we encourage you to write one. This paper – if you choose to write it – will be as individual as you are. Here are some guidelines:

### Guidelines for your Reflection Paper

1. List **two to five** concepts that have most impacted you in this course.
2. Briefly explain how these concepts have been integrated practically beyond merely an academic assent and have been applied to your relationships, in your personal life and/or ministry.
3. Each paper submitted is to be typed (12-point Times Roman) and double-spaced, about two pages in length.
4. If you choose to write the Reflection Paper, send it to the IGBC office at [inste@inste.org](mailto:inste@inste.org). There is no grade for this paper, but we enjoy reading how the courses of study have impacted you!
5. Then present the Reflection Paper to your group in the meeting after the final exam. This will be an enjoyable, informative time!
6. Each of these 24 (optional) Reflection Papers become one part of your Ministry Portfolio – a collection of your exams, Beyond Academics materials and other writing you've done throughout the course of the Diploma Program. If you wish, bring your Ministry Portfolio to your graduation ceremony for display as a representation of your work at IGBC over the years. The Ministry Portfolio is actually for *your* benefit. Even if you choose not to write or submit (any or all of) the Reflection Papers, nevertheless collect your exams and writings in a Ministry Portfolio. You'll find it will serve as a reminder of how God has worked in and through your life.

Below is an example of the format

John Jones      Student ID# 94322  
Group Leader: Jim Smith  
Ministry mentor: John Wesley  
First Church of Glad Tidings  
San Justo, CA

## **Integrative Report: Church Leadership**

### OUTSTANDING CONCEPTS OR INSIGHTS I LEARNED IN THIS COURSE

1. The timeline gave me insight to God's working in my life.
2. The concept of a gift-set (gifts, talents, skills) helped me see how God is shaping me and the people in my youth group.
3. The concept of power sources made me examine my leadership of the youth group.
4. Learning alongside my mentor will truly enrich my life and ministry.

### ACADEMICS AND BEYOND ACADEMICS

#### Timeline

I had never considered the fact that God was working in my life even before I became a Christian. I grew up in a completely secular family, so when I analyzed ....  
<<etc.>>

#### Gift-set

I learned how to play the guitar as a teen-ager. That is part of my gift-set. This concept has also helped me see gifts, talents and skills emerging among the people in the youth group I lead. <<etc.>>

#### Power sources

My mentor and I talked about different ministries today that have been in the news and their uses of power sources. It really made me think. <<etc.>>

#### Mentor

Although I've known my mentor for some time, our relationship is growing through this experience. <<etc.>>



## Ministry Mentor's Evaluation of the Student

Student \_\_\_\_\_ Ministry Mentor \_\_\_\_\_

Course \_\_\_\_\_ Group ID \_\_\_\_\_ Student ID \_\_\_\_\_

Church \_\_\_\_\_ Date \_\_\_\_\_

**Ministry Mentor:** From the BEYOND ACADEMICS list of competencies, identify in column one the **predominant** competency in each area in which you worked with the student you supervised during this course. In column two evaluate the student's progress in that area.

The last category, student goals, has to do with the specific goals that the student and you may have identified that are not in the list of competencies in Beyond Academics.

After completing your evaluation, share it with the student and sign it. **This form will be used to assist us in assigning Beyond Academics credit for this course.**

	#	Competency	Mentor's Evaluation of Progress
Spiritual Formation			
Ministry Formation			
Strategic Formation			
Student Goals			

Check the assessment sheets you reviewed with the emerging leader or minister this course:

- Time Management  
  Character Assessment  
  Skill Assessment  
  Strategic Assessment

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**General Evaluation of the Student:**

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Date of review \_\_\_\_\_ Student's signature \_\_\_\_\_ Mentor's signature \_\_\_\_\_

**GROUP LEADER:** If student withdrew, please complete the following:

<p>Date of withdrawal: _____ Reason for withdrawal _____</p> <hr/> <hr/> <hr/> <hr/> <hr/> <p>Will s/he continue in the next course? _____</p> <p><b>If possible, have the student who withdraws fill out a student evaluation form.</b></p>
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# IGBC *Ministry Mentor Data Sheet*

2302 SW 3<sup>rd</sup> Street, Ankeny, Iowa 50023 Telephone: (515) 289-9200  
 Fax: (515) 289-9201 E-Mail: [inste@inste.org](mailto:inste@inste.org)

**Student:**

*Write your data in this box and give it to the person who will be your ministry mentor.*

**First and last name of the student:** \_\_\_\_\_

**This student is applying for the**       **Diploma Program**       **Advanced Certificate**

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**Level Two Group Leader:** \_\_\_\_\_

**Ministry Mentor:**

*Please fill out this data sheet and return it to the student named above. By signing this sheet, you affirm your commitment to oversee the spiritual, ministry, and strategic development of this student.*

**Personal Data**

First and Last Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

**Ministry Data**

Your present ministry position \_\_\_\_\_

Church or Ministry \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_

Briefly describe your ministry experience \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you work full-time in ministry?  Yes  No. If not, please tell us about your employment.

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Position \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ May we call you at work?  Yes  No

**Relationship to the Applicant** \_\_\_\_\_

Describe your relationship to the applicant. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How long have you known him/her? \_\_\_\_\_

What ministry or leadership gifts have you observed in the applicant? \_\_\_\_\_

\_\_\_\_\_

How would you evaluate the applicant's spiritual capacity for ministry or leadership? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

After reading the *Beyond Academics Manual*, describe the type or nature of mentoring role that you anticipate with the student.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Ministry Mentor Commitment

After having read the requisites for being a Ministry Mentor, as they are described in the *Beyond Academics Manual*, and understanding the duties involved, I affirm my commitment to the task of developing, to the best of my ability, a personal relationship with the above named student with the view of helping him/her to develop those gifts, skills, values and attitudes that will help him/her be an effective, anointed servant of the Lord for the honor and glory of the Kingdom of God.

I will be an example for him / her, in word, attitude, and deed. I also affirm by commitment to pray daily for this student.

\_\_\_\_\_  
Signature of the Ministry Mentor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Group Leader

\_\_\_\_\_  
Date