

Lay Pastors Training Program

Student's Handbook

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Lay Pastors Training Program

Student's Handbook

General Information

History

For a number of years, the question was raised within the Board of Ministerial Standards and Education of the United Baptist Convention of the Atlantic Provinces (UBCAP), as to whether the need existed for the training of persons called and equipped to serve our churches, particularly our smaller churches, as lay pastors, and also to equip persons as lay preachers, who could responsibly offer pulpit ministry to our people on a "supply" basis.

It was clear that many of our small churches would benefit from this kind of ministry. Many such churches have an uncertain future, unless good leadership and pastoral care can be provided. The demographics of their situation and the severe limitation of their financial resources call for a response from the wider denominational fellowship. These churches do not need "palliative care", but vital and effective leadership and ministry. While that requires adequately trained pastoral leadership, in many cases, part time leadership would meet the need.

A need is also seen in some of our multi-point fields, where currently a sole pastor tries to minister to three or four small and relatively "independent" churches with their multiplicity of boards and committees. Such fields could benefit greatly from the presence of two or three accredited lay pastors, working as a team under the supervision and direction of the full-time senior pastor.

In due course, the Board's recognition of these needs led to the appointment of Dr. David Cook, Director of Home Missions and Church Planting, and Dr. Andrew D. MacRae, retired Principal and Dean of Acadia Divinity College, to pursue a proposal for our Convention and to involve persons whose experience and advice they deemed appropriate to form a working group for this purpose.

In May and October, 1999, Dr. Cook reported to the Board presenting both a Framework Statement dealing with the basic elements necessary in such a program and a preliminary outline of a curriculum that would meet the need expressed. These reports also contained an approach to securing instructors and the criteria for mentors in the program.

With the reports endorsed by the Board, Drs. Cook and MacRae were asked to proceed with its further development, in the hope that it could be launched and implemented in the Fall of 2000. They gathered together a committee to initiate and oversee the program. Upon the untimely death of Dr. Cook, Dr. Malcolm Beckett began to serve with Dr. MacRae as co-chair of the committee. The program was launched in September 2000 with twenty-one students enrolled.

Mission Statement and Overview

The Lay Pastor Training Program is a program of the Convention of Atlantic Baptist Churches (CABC). Its mission is:

The encouragement, care, and growth of churches in need of lay pastoral leadership through the provision of approved lay persons trained and equipped as lay pastors, thereby strengthening the life of our denomination and advancing the Kingdom of God.

The program is designed for, and will be taught for persons desiring the level of understanding and skills that would enable them to become Recognized Convention Lay Pastors and assume paid leadership roles in a church as a lay pastor on a part-time basis. It is open, however, to all members of Atlantic Baptist churches even if there is not a desire to become a Recognized Convention Lay Pastor. Applicants who intend to be full-time students must receive a commendation to the program from the Pastor or Board of Deacons of their home church, or the Board of Deacons of the church of which they are a part.

The program is a three-year course of study leading to a Lay Pastor Diploma. Twenty-three (23) units of study must be successfully completed. If necessary, students may have up to six-years to complete the program. Courses will normally be offered in two locations simultaneously — principally in central locations in New Brunswick and Nova Scotia. They will be taught by experienced pastors from within the CABC. Throughout the three years, students will be assigned a Mentor to assist them in their journey.

Admission

Application to the Program

Application forms for the Lay Pastors Training Program are available from the Program Administrator or on the Convention of Atlantic Baptist Churches' website (www.baptist-atlantic.ca). Completed application forms should be mailed to the Program Administrator. They must be accompanied by a non-refundable \$50.00 application fee, and a letter of recommendation to the Program from the applicant's Pastor or Board of Deacons.

Admission to the Program

Admission to the Lay Pastors Training Program will be open to all persons who are responsible, active members of a local church. Priority will be given to those individuals already serving as lay pastors in churches or those sensing a call to serve as a lay pastor. Second priority will be given to those persons not wishing to become lay pastors but desiring to enhance their skills as lay persons and intending to take the full Program and complete all the requirements necessary to receive the Lay Pastor Diploma. Third priority will be given to persons wanting to audit the entire Program or select courses in the Program.

Successful applicants will be admitted into the program as one of the following:

Full-Time Credit Student: The applicant who intends to successfully complete all twenty-three Units of study and fulfill the requirements necessary to earn the Lay Pastor Diploma.

Full-Time Audit Student: The applicant who intends to audit all twenty-three Units of study in the program. This student would not receive the Lay Pastor Diploma.

Part-Time Audit Student: The applicant who intends to audit only specific courses within the program.

Applicants entering as Full-Time Credit or Full-Time Audit students must:

- obtain a letter of recommendation to the program from the Pastor or Board of Deacons of their home church, or the Board of Deacons of the church of which they are a part. This letter must accompany the Application Form.
- submit an official Application Form (accompanied by a \$50.00 non-refundable application fee).

Applicants entering as Part-Time Audit students must:

- submit an official Application Form (accompanied by a \$50.00 non-refundable application fee).
- give an initial indication on the form of the courses to be audited.

Applications will be reviewed by a Selection Committee which may consult with the applicant's Regional Minister and/or Pastor before acceptance into the program.

Students admitted into the program will register at the first session. Tuition fees for that Semester will be paid at that time unless special arrangements have been made otherwise.

Within the first Semester of the program each student will be assigned a Mentor for the three years of study. This person will be chosen in consultation with the student by the student's Regional Minister.

If students would like to have a particular person designated as their Mentor they are asked to suggest that name to the Program Administrator of the Lay Pastors Training Program or to their respective Regional Minister. **They are asked not to contact the potential Mentor on their own.**

Because of the nature of the program, it is not in the best interest of prospective Full-Time Credit Students to enter studies at any point other than the beginning. Thus, all persons intending to take the full program toward receiving the Lay Pastor Diploma must begin with Year one, Semester one.

Financial Information

Tuition

Tuition paid by students helps cover the costs for instruction in the 23 Units of study, printed materials handed out by the Instructors, the noon meal on the Saturday of each Session, and coffee breaks each weekend. It does not include costs for student travel to the course or costs for books. Accommodations are extra as well, although, if possible, billets will be provided upon request.

Tuition costs are as follows:

Full-Time Credit Students:	\$300.00 per Semester (\$1800.00 for three years)
Full-Time Audit Student:	\$150.00 per Semester (\$900.00 for three years)
Part-Time Audit Student:	\$50.00 per Course audited
Individual Credit Courses	\$80.00 per Course

Full-Time Credit Students who opt not to take the full course load offered in any Semester will be required to pay tuition for that Semester on the basis of Individual Credit Courses at \$80.00 per course. Full-time Audit Students, in the same circumstances, shall pay \$50.00 per course.

Students who fail to successfully complete a course will be required to pay full tuition when the course is taken again.

A \$50.00 non-refundable application fee must accompany the application form and will be applied to the tuition for the first Semester upon acceptance into the Program.

Invoices for tuition and books will be presented to students at the first Session of each Semester. In the event that payment cannot be made at that time or within thirty days, it is incumbent upon the student to contact the Program Administrator and make special arrangements. Failure to do so may jeopardize the student's continuation in the program. (*Cheques can be made payable to the "Atlantic Baptist Mission Board - LPTP".*)

A Full-Time Student will not receive the Lay Pastor Diploma or be permitted to graduate from the program until all invoices and fees have been paid in full.

Refunds

The \$50.00 application fee is non-refundable except in the instance where an applicant is not accepted into the program by decision of the Selection Committee.

Students who must drop out of the program within the first month of any given Semester may be refunded 50% of their tuition for that Semester. After the first month tuition for that Semester will not be returned.

Financial Assistance

All efforts are made to keep the cost of the Lay Pastors Training Program to a minimum so as to be affordable to most students. It should be acknowledged, however, that tuition fees paid still do not cover actual costs. Costs are subsidized with annual income from a bequest given “for the training of lay people” by the late Ruth Colburne of Moncton, New Brunswick, and through the annual budget of the Atlantic Baptist Mission Board.

While students are responsible for all stated tuition fees and program costs, if finances prevent a worthy student from participating, application may be made for limited assistance. The availability of assistance changes from year to year and, if granted, would normally be for such things as travel or cost of books for a limited time (eg., a Semester).

Students admitted to the program, who serve a church where they are formally recognized as having a lay pastor or lay ministry role (and normally receive a stipend as a result), have an additional option if more assistance is needed. The Program Committee will be open to approach the church being served to request that the church assist the student in paying the program costs. It is hoped that the full cost, or a significant portion thereof, will be provided by the church. The church will only be approached if the student is agreeable to it happening. The Committee will not approach a church where the student is only a member and/or a volunteer without formal appointment and responsibility in a lay ministry role.

Course Information

Design and Purpose

The Lay Pastors Training Program is structured for and will be taught for those individuals wishing to become Recognized Convention Lay Pastors in the CABC and serve in part-time pastoral ministry in Convention churches. The level of teaching and the consequent requirements in assignments are designed for their training even though some students will be in the program for other reasons.

Audit Students

Audit students will not have the same expectations placed upon them as Credit students. The assumption made about Audit students is that they wish simply to sit in on a course(s) and benefit from the lecture(s) being given. Consequently, Audit students will not be required to complete written assignments or write exams. They will not receive a mark for the course. They will, however, be required to attend all of the classes and purchase and read the textbook, thus enabling them to have informed participation in, and receive greater benefit from the class.

Course Configuration

The Lay Pastors Training Program is a course of study leading to a Lay Pastor Diploma — a three-year course requiring successful completion of twenty-three (23) Units of study.

Each Year of study will comprise two Semesters. Three or four Units of study will be completed per Semester. Typically the Fall Semester will run from September to January, and the Winter Semester from January to May.

Each Semester will comprise three Friday evening/Saturday teaching Sessions. Session I will focus on course introductions, overview and expectations, and the first lectures by each of the Instructors. Session II will be primarily lectures. Session III will be lectures and/or evaluation of students in a method agreed upon by the Instructors. Three or four Instructors, depending on the number of Units being offered in the Semester, will teach for two hours each weekend Session.

A typical Weekend schedule would be:

Friday	6:30 - 7:00 pm	Registration and Preliminaries
	7:00 - 9:00 pm	Lecture #1
Saturday	8:30 - 10:30 am	Lecture #2
	10:30 - 11:00 am	<i>Break</i>
	11:00 - 12:00 pm	Lecture #3
	12:00 - 1:00 pm	<i>Dinner</i>
	1:00 - 2:00 pm	Lecture #3 (continued)
	2:00 - 4:00 pm	Lecture #4

In each course there will be only one required text. Instructors may suggest but not require, alternative and supplementary readings for those interested. Students will not be required to purchase any books or resources other than the one course textbook. Except for the first Semester of the first Year of studies students will, when possible, receive textbooks for classes of the coming Semester at the last class of the previous Semester.

While the ideal is for a student to complete the Program in three years, up to six years will be allowed when circumstances necessitate spreading out the work load by taking less than the full four units each semester. Students wishing to take this route should inform the Administrator and the Instructors of the units that will not be taken for credit in any given Semester. It will then be the student's responsibility to register for the missed units at a later date.

Student Attendance

Credit students will be required to attend all three weekend Sessions of each Semester for successful completion of the course/unit.

In the event of an emergency that makes attendance impossible, the student must contact the Program Administrator with that information prior to the respective weekend Session. The student will be required to make provision to have the presentations of lectures and class interaction taped, and within two weeks of

receiving those tapes, call or meet with each of the course Instructors for interaction with them on the content.

Allowance will be made for only one emergency weekend absence. More than one will require the student to take those units again in another year. Tuition for the forfeited Semester will not be returned and the student will be expected to pay again the full tuition for the Semester when it is recovered.

Course Workload

Students coming into the program should be aware of the level of work that will be required of them. The following regulations and principles will help in that understanding.

- Each student will be required to read the course text (or the reading assigned from it) and, by the end of the Semester, sign a statement verifying that the reading has been completed.
- Instructors will not require students to do any reading beyond the one text for the course. If other reading is recommended, it shall be classified as “optional reading only” and no student will have his/her final mark affected either by choosing or by not choosing the option.
- Regardless of the number of pages in a course textbook, there shall not be more than 300 pages of required reading assigned from it for the Semester. Instructors will determine the chapters/pages required and will have them cited in the course syllabus. It should be noted, however, that “300 pages” is a regulation designed only to state a “maximum allowable” requirement when a textbook contains over 300 pages. If a textbook contains less than 300 pages this regulation is not intended to give permission for Instructors to require additional reading assignments to bring the total pages read by the students “up to 300”. At this point the regulation concerning “only one required textbook per course” takes precedence.
- Students must complete all assignments. Failure to complete **all** assignments given by the Instructor will result in a failure to pass the course.
- Assignments may relate to the required reading but Instructors are asked to refrain from giving assignments requiring students to do summaries of all the chapters in the text.
- As a general rule, Instructors should seek to require only one assignment between weekend Sessions in addition to the required reading (or in concert with the reading).
- Assignments should not be of a nature that requires students to do research beyond the text and lectures of the course. The goal of the assignments should be to determine if students understand or can interact with the materials presented.
- Written assignments and papers, whether one major paper or several smaller papers, shall not require the students to write less than 1,000 words or more than 2,000 words per course for the entire Semester. Instructors are asked not to exceed these limits in their requirements.
- Instructors shall consider the Semester to be completed at the end of the third weekend Session. Consequently, no assignments shall be given at that Session and no assignments given previously shall have a deadline beyond that point unless it is an extension granted to an individual student(s).
- Individual extensions to the deadlines for completion of assignments may be offered at the discretion of the Instructor. No extension given, however, shall exceed thirty days after the final Session of any Semester or overlap with the beginning of another semester.

Grading System

All students must successfully complete all required work and achieve a passing mark in order to graduate from the program and receive the Lay Pastor Diploma.

Percent	Grade	Definition	Percent	Grade	Definition
94-100	A +	Excellent	67-69	C +	Average
87-93	A		63-66	C	
80-86	A -	Good	60-62	C -	Pass
77-79	B +		57-59	D +	
73-76	B		53-56	D	
70-72	B -		50-52	D -	
			0-49	F	Failure

It is expected that students will complete all course work according to the schedules and requirements outlined by individual Instructors. Special arrangements for extensions on assignments, course completion, or writing of exams may be granted at the discretion and decision of the respective Instructor with the following proviso: *No extension given shall exceed thirty days after the final Session of any Semester and no extension shall overlap the beginning of another semester.*

Consequently, since Instructors are required to submit student marks within two weeks of the completion of a Semester, the following designations are possible in addition to the marks outlined above:

I – Incomplete. Assigned in a situation where the student has failed to either read the required sections of the text and/or failed to submit all assignments given by the Instructor and has not made arrangements with the Instructor for an extension.

IP – In Progress. Assigned in one of those special circumstances when the student is granted an extension exceeding two weeks beyond the end of a Semester.

W – Withdrawn. Assigned if a student fails to attend two of the three weekend Sessions in any one Semester.

Instructors will communicate final grades to the Saint John office to be released to the students.

If a student receives an “I”, “F” or a “W” on a course, tuition for that course will not be returned and the student will be expected to pay again the full tuition for the course when it is recovered.

Transfer of Credits

Students may receive credit for parallel courses taken at an accredited Bible college or seminary. Each case will be decided individually. Transferred credits cannot comprise more than one third of the twenty-three Units required to graduate from the program. In addition, a student may be required to audit any Lay Pastors Training course for which they have an equivalent or greater credit.

Since the Lay Pastors Training Program is not a track toward Ordained Pastoral Ministry, students should be aware that courses completed in this program do not meet, and will not be accepted as sufficient for the educational standards set for Ordained ministry by the Board of Ministerial Standards and Education. Students should also be aware that courses taken in the Lay Pastors Training Program cannot be transferred to, and will not be accepted by any University or Seminary as credits toward a post-secondary or post-graduate degree.

Mentors

Within the first Semester of the Program each student will be assigned a Mentor for the three years of study. This person will be chosen in consultation with the student by the student's Regional Minister.

Note: Upon acceptance into the Lay Pastors Training Program students will be instructed concerning their responsibility for initiating contact with their respective Regional Minister to request that a Mentor be assigned to them. This contact must be made within thirty days of receiving the letter of acceptance.

If students would like to have a particular person designated as their Mentor they are asked to suggest that name to their respective Regional Minister. **They are asked not to contact the potential Mentor on their own.**

Graduation from the Program

The requirements for graduation from the Lay Pastors Training Program and the receipt of the Lay Pastor Diploma are the successful completion of all respective course work with a passing mark or greater in every subject and the student's willing participation in the Mentorship program over the course of studies. Before a student can graduate, all financial obligations relating to tuition, cost of books, and other expenses must be paid in full. It is also a non-credit requirement that all students must read through the Bible in its entirety during their studies. Following completion of this, students are required to contact the Administrator by email or submission of a signed form that states that this requirement has been completed.

Accreditation and Recognition

Some Full-Time Credit students in the Lay Pastors Training Program will be seeking accreditation in the Convention of Atlantic Baptist Churches as a "Recognized Convention Lay Pastor". This recognition, if given, will commend the student to the wider body of CABC churches as a leader approved by the Convention for part-time lay ministry, the administration of the ordinances, and the carrying out of pastoral or other kinds of ministry. It will allow the individual's name to be listed in the Convention Directory under the special category "Recognized Convention Lay Pastor" and, consequently, allow Regional Ministers to offer that name (if so desired) to churches seeking a part-time lay pastor. *(See Appendix for details on the process towards Accreditation and Recognition)*

The Board of Ministerial Standards and Education interviews only those prospective ministerial Candidates who are experiencing a call to become a *Recognized Convention Lay Pastor* and who are intending to have their name circulated among churches for possible service as a part-time or bi-vocational lay pastor upon completion of the Lay Pastors Training Program. Prospective Candidates must hold a *Church License to*

Minister from a Baptist church in fellowship with The Convention of Atlantic Baptist Churches or an *Association Lay License to Minister* prior to meeting with the Board. The Initial Interview is normally held during their third year of the Lay Pastors Training Program, and the Recognition Interview normally takes place once the Candidate has graduated from the Lay Pastors Training Program and has accepted a call to serve as a lay pastor of a Baptist church in fellowship with The Convention of Atlantic Baptist Churches.

Course Curriculum

There are four areas of study for the Lay Pastors Training Program with the following designations:

BS — Biblical Studies

TH — Christian Theology

PM — Practice of Ministry

CH— Church History.

The twenty-three Units of study required for the Lay Pastor Diploma are all within those four areas:

Biblical Studies (BS)

BS 01 — Hermeneutics

An introductory study on how to understand and interpret the Bible.

BS 02 — The Old Testament

An introductory study of the background, growth and content of the Old Testament.

BS 03: — The New Testament

An introductory study dealing with the authorship, date, sources, purpose, content, and destination of the New Testament.

Christian Theology (TH)

TH 01 — Biblical and Systematic Theology

An introductory study of the nature, method, function, and concepts of biblical and systematic theology

TH 02 — Major Theological Thinkers of the Church

An introductory survey of past and current contributors to Christian theology.

TH 03 — A Biblical Theology of the Church

An introductory study of the nature and different functions of the church.

TH 04 — Major Denominational Theologies

An introductory study of Anglican, Pentecostal, Presbyterian, United Church of Canada, Roman Catholic, and Charismatic Renewal theologies.

TH 05 — Baptists in a Changing World

A study of how the church can understand and effectively engage culture and community in an age of individualism, pluralism, and secularism.

Practice of Ministry (PM)

PM 01 — The Nature of Pastoral Leadership

An introductory study in pastoral leadership based on the biblical models of servanthood, equipping, and shepherding. This course will cover the pastoral leadership role in such areas as co-operation within the church, among churches, and with the community. It will also provide guidelines for conflict management.

PM 02 — Pastoral Ethics

An introductory study of ethical principles for pastoral ministry in areas such as crisis care, visitation, family care, and personal relationships.

PM 03 — The Call to and Cultivation of Pastoral Ministry

A study of the nature of God's call to ministry, and the spiritual life and disciplines of pastors.

PM 04 — Methods and Variety of Preaching

An introductory course on various methods of preaching in a variety of ways to communicate the gospel in today's culture, including expository, narrative, textual, and topical preaching.

PM 05 — Biblical Preaching

An introductory study on how to prepare and deliver biblical sermons.

PM 06 — Preaching Resources

An introduction to the many resources and aids available for the preacher in preparing sermons. This course will also cover planning a preaching schedule and evaluating the sermon.

PM 07 — Worship and its Conduct

An introductory course on the biblical, historical, and theological foundations of worship and how to plan, prepare, and conduct worship services.

PM 08 — Church Administration

An introductory course on the administration of the church ministry. Included in this course will be church planning, leadership training, goal setting and evaluation.

PM 09 — Evangelism and Discipleship in the Local Church

An introduction to evangelism and discipleship in the local church – how to develop strategies for communicating the Christian faith the community and cultivate devoted followers of Christ.

PM 10 — Congregational Care

An introductory course on conducting baptisms, the Lord's Supper, weddings and funerals, and preparing new believers for baptism and church membership. This course will also cover how to help people in times of loss, grief, and bereavement.

PM 11 — Church Growth

An introductory study to the basic causes of church growth and effective methods of achieving church growth.

Church History (CH)

CH 01 — The Early and Medieval Church

A survey of Church history from the Book of Acts to the 16th century.

CH 02 — The Modern Period of Church History

A survey of church history from the Reformation to the present century.

CH 03 — Baptist Beginnings and Development of Baptist Distinctives

A study of Baptists beginnings, historical development, and distinctive doctrines.

CH 04 — Modern Missions

An introductory course on missions in the modern world.

Program of Study

The program of study over the three years will be as follows:

Year One

First Semester

BS 01: Hermeneutics

PM 01: The Nature of Pastoral Leadership

PM 03: The Call to and Cultivation of Pastoral Ministry

Second Semester

CH 01: The Early and Medieval Church

CH 03: Baptist Beginnings and Development of Baptist Distinctives

PM 07: Worship and Its Conduct

PM 04: Methods and Varieties of Preaching

Year Two

First Semester

TH 01: Biblical Doctrine and Systematic Theology

CH 02: The Modern Period of Church History

PM 02: Pastoral Ethics

PM 05: Biblical Preaching

Second Semester

TH 02: Major Theological Thinkers of the Church

TH 05: Baptists in a Changing World

BS 02: The Old Testament

PM 08: Church Administration

Year Three

First Semester

BS 03: The New Testament

CH 04: Modern Missions

TH 03: A Biblical Theology of the Church

PM 09: Evangelism and Discipleship in the Local Church

Second Semester

TH 04: Major Denominational Theologies

PM 10: Congregational Care

PM 11: Church Growth

PM 06: Preaching Resources

Instructors

General Information and Policies

Instructors for the Lay Pastors Training Program will normally be enlisted from the ranks of pastors accredited by the Board of Ministerial Standards and Education and serving (or having served) in churches of the Convention of Atlantic Baptist Churches.

Selection of Instructors will be guided by the following criteria:

- a. significant and healthy pastoral experience
- b. expertise in the area of study
- c. an ability to teach
- d. an ability both to earn and inspire the confidence of the students.

Prospective and/or new Instructors are required to be knowledgeable in all aspects of the Lay Pastors Training Program as outlined in the Handbook. Of particular importance are:

- a. the philosophy of the program
- b. the curriculum being offered
- c. the process of a Semester and weekend teaching Session
- d. expectations of Instructors

Instructors will accept responsibility for preparing individual courses, including the preparation of assignments, their evaluation, and the appropriate grading of students' performances.

Assessment and Student Marks

Students must complete all required reading, all assignments, and must meet the attendance requirements in order to pass any particular course. Failure to do so will automatically result in a mark of "F" or "W" (see the section called "Grading System"). Assuming that these requirements have been met, each Instructor is to make a final grade assessment for each student. The grade should be based upon the following:

- performance and participation in the classroom setting
- grades on assignments
- grade on final exam or test (if applicable)

Instructors will ultimately decide just how a student's grade will be determined. For some, the cumulative performance of a student on their Semester assignments and class participation will be sufficient to assign a final mark. Others may combine that performance with the mark on a final exam. (It should be noted that a final exam is optional.)

As a general rule a “final exam” should be in the form of a questionnaire based on the content of the course with approximately twenty questions calling for multiple choice answers or with space for brief comment. It should take no more than 15 - 20 minutes to complete.

Submission of Grades

Instructors will submit final grades to the Administrator of the Lay Pastors Training Program who will then inform the student. Please note the following time-line:

- Final grades must be submitted by Instructors to the Saint John office within two weeks of the final weekend Session of a Semester.
- Students will be informed of their final grade no later than the third week after the final Session of a Semester.
- The deadline for informing students will not be extended due to late submission of grades by any Instructor. If final marks are not received from any Instructor within the submission deadline, that Instructor will be asked to inform the students individually of their grade.

Mentors

Each student enrolled in the Lay Pastors Training Program will be assigned a mentor. The mentor will commit to the student for the duration of the program.

Mentors chosen will be those who know and have experienced God and ministry, and who are willing to share with a lay pastor in training not only biblical and theological information but also insights, experiences, and relationships so that the ministry is caught as well as taught. Mentoring will involve information sharing, character formation, leadership development, ministry strategy, practical theology, and spiritual and biblical insights.

Responsibility for the choosing and initial orientation of mentors shall rest with the Regional Minister of the student involved. In some instances students will request a particular person as their Mentor. (They are instructed to bring that request to the Regional Minister and **not to contact the potential Mentor on their own.**) Consideration will be given to character qualities of the Mentor, the richness of the Mentor's experience as a pastor and spiritual leader, and the close proximity of the student and Mentor.

Responsibilities of the Mentor will be as follows:

1. At the beginning of the program, meet with both the Regional Minister and the respective student (in person, conference call, or via e-mail) for a time of clarification. The purpose of this communication is to make sure everyone understands the program and expectations.
2. Meet with the student at least once a month over the three years of the program (apart from July and August of each year).
3. During these sessions the mentor and student will discuss:

Character Development This will entail such things as exploring strengths and weaknesses, thinking on ethical questions and how to grow in godly character. The mentor shall hold the student accountable in character development.

Spiritual Formation A major concern for the process must be spiritual formation. There should be a discussion on church attendance and its impact, Bible reading program, devotional reading, journaling, practical ministry and its lessons, opportunities to present the gospel, personal and corporate prayer life, fasting, and fellowship. The mentor shall hold the student accountable in the area of spiritual formation.

Leadership Coaching This will involve helping the student assess team building and communication abilities. The mentor is encouraged to offer coaching from his or her practical experience.

Ministry Strategy This will include helping the student develop and evaluate his/her vision, goals, and objectives, advising ways to focus and to carry them out more effectively.

Spiritual and Biblical Insights This involves interaction on questions which are of a spiritual and/or biblical nature. The mentor should also guide the student to the resources available and encourage him/her to find answers on their own.

Practical Ministry Issues dealing with confidentiality, integrity, and ministerial ethics together with wedding procedures, premarital counseling, conducting funerals, baptisms, communion, parental and child dedications, preaching sermons, planning sermon series, developing a good library, effective use of the computer, hospital and home visitation, etc., are practical subjects that should be discussed.

Ministry Evaluation How is the LPT Student doing in their present ministry? How is the classroom learning impacting their ministry?

Relationships The student's relationship to his/her spouse, children, family, fellow Christians, friends, neighbours, and other caring professionals should be explored. Getting along with people is a key to effective ministry.

Class Material The student should be encouraged to explore, discuss, and raise with the mentor, issues arising from material taught in class.

4. Meet in a social context with the student and spouse where applicable at least twice a year.
5. At the end of the first year of a mentor-student relationship the Regional Minister will be responsible to ascertain if the relationship is a good one that will continue to be a positive experience for both parties over the final two years of the program.

6. At the end of each year of studies a “Progress Report” is to be filled out by the Mentor and discussed with the Student.¹ A copy is to be sent to the Program Administrator at the end of each year.
7. The student shall normally have the same mentor for the duration of the program. If changes are required they must be approved by the Regional Minister.

¹A master copy of the Annual Progress Report can be found in the Appendix.

Appendix

INFORMATION SHEET

FOR STUDENTS OF THE LAY PASTORS TRAINING PROGRAM

RECOGNIZED CONVENTION LAY PASTOR

Students in the Lay Pastors Training Program wishing to be officially Recognized and approved for ministry by the Convention of Atlantic Baptist Churches (CABC) must twice make application to meet for an interview with the Board of Ministerial Standards and Education (BMSE). The Initial Interview is normally held during their third year of the Lay Pastors Training Program, and the Recognition Interview usually takes place once the Candidate has graduated from the Lay Pastors Training Program and has accepted a call to serve as a lay pastor of a Baptist church in fellowship with The Convention of Atlantic Baptist Churches.

Not every student will be seeking this Recognition. For those who are, however, the following information will be helpful.

WHO IS ELIGIBLE TO BE “RECOGNIZED”?

- Any full-time credit student who is experiencing a call to a part-time or bi-vocational lay pastoral leader and who is intending, upon completion of the Lay Pastors Training Program, to have their name circulated among churches for possible service in that capacity.

WHY WOULD ONE WANT TO BE “RECOGNIZED”?

- Recognition will commend the applicant to the wider body of CABC churches as a leader approved by the Convention for part-time lay ministry, the administration of the ordinances, and the carrying out of pastoral or other kinds of ministry.
- Recognition will allow the applicant’s name to be listed in the Convention Directory under the special category “Recognized Convention Lay Pastor”.
- Recognition will allow Regional Ministers to offer the applicant’s name (if so desired) to churches seeking a part-time lay pastor.

WHAT ARE THE STEPS ONE MUST TAKE TO BECOME A “RECOGNIZED CONVENTION LAY PASTOR”?

- a. Obtain a Church License to Minister.
Applicants must be in possession of a Church License to Minister from the church where they are a member before the Initial Interview with the BMSE.
- b. Apply to the BMSE for the Initial Interview.
It is normally during the third year in the Lay Pastors Training Program that the person wishing to proceed toward becoming a Recognized Convention Lay Pastor will complete an application form requesting to appear before the BMSE. Application forms can be obtained by contacting the Secretary to the BMSE (*see contact information below*).
- c. Appear for the Initial Interview with the BMSE.
A date and time will be set for the applicant’s initial interview. The primary purpose of this interview is to satisfy the Board as to the applicant’s conversion, call to ministry, education, and suitability for lay

pastoral ministry. Advice may be offered, direction may be given, or specific requirements may be made of the applicant as a result of the interview. If the Board is satisfied on the above issues, the applicant will be accepted as a "Candidate for Lay Pastoral Ministry".

- d. Obtain an Association Lay License to Minister
Before making application for the second interview with the BMSE the Candidate must obtain an Association Lay License to Minister.

- e. Apply to the BMSE for the Recognition Interview.
Normally, application for the Candidate for Lay Pastoral Ministry to meet with the BMSE for the second, or Recognition Interview is made after the Candidate has graduated from the Lay Pastors Training Program and has served for at least six months in an officially-called lay pastoral ministry situation. The church where the Candidate is serving will write to the Board requesting the Candidate be granted and the interview. The Candidate shall complete a Recognition Interview Application Form that includes a written statement (maximum 2,500 words) setting forth their Statement of Faith, including Baptist beliefs, and their relationship to the Convention of Atlantic Baptist Churches. This application shall be submitted to the Board at least five weeks prior to a second meeting with the Board.

In the event that a Candidate has successfully completed the Lay Pastor Training Program and feels called to serve in a Convention recognized ministry setting other than as the lay pastor of a local church (i.e. nursing home chaplaincy, itinerant preaching, interim pastoral ministry etc.), the church of which that person is a member, following a vote of the members or appropriate board, may make the request for the Board to grant the Recognition Interview. The Candidate, who must have served the equivalent of six months pastoral ministry, shall complete a Recognition Interview Application Form as per above.

- f. Appear for the Recognition Interview with the BMSE
A date and time will be set for the Candidate's Recognition Interview. This interview will focus primarily on the Candidate's journey since the first meeting and will be the occasion for questions from the BMSE relative to the written statement of doctrine and belief. It will be at this meeting that the BMSE will decide on the Candidate's approval as a Recognized Convention Lay Pastor.
- g. Listing of Applicant's Name in the Convention Directory
Upon approval by the Board, the applicant will be notified in writing of the decision. The applicant's name will then be listed in the Convention Directory under "Recognized Convention Lay Pastors". The applicant will also be introduced as such and acknowledged at the next Convention Assembly.

To make application for an interview, or for further information on the process contact:

Miss Dale Taber
Convention of Atlantic Baptist Churches
1655 Manawagonish Road
Saint John, NB
E2M 3Y2
(506) 635-1922 Ext. 109 Email: dale.taber@baptist-atlantic.ca

REGULATIONS CONCERNING THE MINISTRY
Convention of Atlantic Baptist Churches
Updated September, 2009

Preamble

It is crucial in our ministry to the contemporary world that we provide various means for our churches to set apart people for specific roles in ministry which are recognized by the broader Baptist community. The call of God upon the life of a person to pastoral or specific ministries has historically been recognized within Baptist life by the setting apart of that person in the act of ordination. This action is usually associated with full time vocational ministry and is an affirmation by a local church of that call. (*Vocational is defined as being "officially called" to a particular ministry. The particular ministry could be any church, Association, or agency of the Convention of Atlantic Baptist Churches, a recognized chaplaincy ministry, or an interdenominational ministry. The call could be for full-time, part-time or interim ministry, whether paid or unpaid.*) In practice, ordination is usually sought by those entering pastoral, educational or chaplaincy roles within the church.

There is also the setting apart of a person as a Recognized Convention Lay Pastor. This action is usually associated with those who are involved in bi-vocational ministries or who choose, for various reasons, not to seek ordination.

The spiritual standards for both ordained and lay ministry include: a profession of faith in Jesus Christ as Saviour and Lord; a conviction of a call to Christian ministry; a recognition of this call by the church of which the person is a member; a statement of doctrinal beliefs which testifies to the life of faith; and a quality of life in keeping with this faith. Once accepted as a Candidate for Ordained Pastoral Ministry or as a Candidate for Recognized Convention Lay Pastor individuals will be held accountable to comply with ministerial professional standards adopted by the Convention.

SECTION 4: GENERAL REGULATIONS REGARDING RECOGNIZED CONVENTION LAY PASTORS

4.1 The Role of the Local Church

The issuing of a *Church License to Minister* is an expression of confidence in a person's call to lay pastoral ministry and their suitability for ministry. It is important that the church exercise the utmost care and be thoroughly satisfied as to the qualities of mind, character and Christian experience which would fit a person for the important work of a *Recognized Convention Lay Pastor* (see Section 5.1).

4.2 The Role of the Association

The granting of an *Association Lay License to Minister* is an expression of confidence in a person's call to lay pastoral ministry, their academic progress, and their suitability for ministry. It is important that the Association exercise the utmost care and be thoroughly

satisfied as to the qualities of mind, character and Christian experience which would fit the person for the important work of a *Recognized Convention Lay Pastor* (see Section 5.4).

4.3 The Role of the Board of Ministerial Standards and Education (“the Board”)

- A.** The Board of Ministerial Standards and Education interviews only those prospective ministerial Candidates who are experiencing a call to become a *Recognized Convention Lay Pastor* and who are intending to have their name circulated among churches for possible service as a lay pastor upon completion of the Lay Pastors Training Program. Prospective Candidates must hold a *Church License to Minister* from a Baptist church in fellowship with The Convention of Atlantic Baptist Churches or an *Association Lay License to Minister* prior to meeting with the Board. The Initial Interview is usually held during their third year of the Lay Pastors Training Program, and the Recognition Interview usually takes place once the Candidate has graduated from the Lay Pastors Training Program and has accepted a call to serve as a lay pastor of a Baptist church in fellowship with The Convention of Atlantic Baptist Churches.
- B.** In the Initial Interview, the Board will determine if the individual is to be accepted as a *Candidate for Lay Pastoral Ministry* based upon their fitness for lay pastoral ministry including conversion, call to ministry, life and ministry experience, theology, overall suitability for lay ministry in The Convention, and alignment with the Convention’s core values (see Section 5.3).
- C.** In the Recognition Interview, the Board will examine the Candidate to determine if the individual is to be accepted as a *Recognized Convention Lay Pastor* based upon the completion of the academic requirements, their concept of ministry, their statement of faith, and their giftedness and suitability for lay pastoral ministry (see Section 5.5 B).
- D.** The Board may receive and process appeals regarding Board decisions from persons previously interviewed.
- E.** The Board will respond to allegations of professional misconduct (see Ministerial Standards Document, Sections 5-6). Decisions of the Board relating to professional misconduct may be appealed (see Ministerial Standards Document, Section 7).
- F.** The Board may receive and process letters requesting the renewal of lapsed recognition (see Section 5.5 H).

SECTION 5: CANDIDATE'S PROCESS TOWARD APPROVAL AS A RECOGNIZED CONVENTION LAY PASTOR

5.1 Church License to Minister for Persons Preparing for Lay Pastoral Ministry

- A.** The first step on the part of persons desiring to be considered as a *Recognized Convention Lay Pastor* is to secure a *Church License to Minister* from the church where they are a member.
- B.** The *Church License to Minister* is in effect both an affirmation and a recommendation. It is required that a person being considered:
 - 1. tell of their conversion, their call to lay ministry, their faith and life in Jesus Christ and their view of Christian doctrine with reference to the Bible and their understanding and substantial agreement with the 1905/06 Basis of Union, the foundational statement of agreed doctrine and church polity for the CABC;
 - 2. Give evidence of biblical knowledge and spiritual growth;
 - 3. Have preached, taught and/or given leadership in the ministries of the church to determine their gifts for ministry;
 - 4. Demonstrate an ethical lifestyle appropriate to a pastoral leader, including family relationships;
 - 5. Give an account of their ministries in the church, how they have related to people, and how they have honoured their commitments; and
 - 6. Articulate their understanding of lay pastoral ministry and basic Baptist beliefs.
- C.** A *Church License to Minister* should not be granted until the person has been a member of the church for at least one year.
- D.** A *Church License to Minister* must be renewed annually. It remains valid as long as the church that grants it considers it valid, but may be rescinded by the church for just cause. It is the responsibility of the recipient to request an annual endorsement by the church until such time as an *Association Lay License to Minister* is granted.

5.2 Educational Standards for Acceptance as a Recognized Convention Lay Pastor

- A.** Those wishing to become a *Recognized Convention Lay Pastor* shall successfully complete the requirements for the Lay Pastor Diploma in the Lay Pastors Training Program. If comparable course work has already been completed then the individual shall be required to complete those portions of the Lay Pastors Training Program recommended by the Lay Pastors Training Program Committee. Up to one-third of the courses offered in the Lay Pastors Training Program may be completed through other educational programs.

5.3 Acceptance as a Candidate for Recognized Convention Lay Pastoral Ministry

- A.** A person proceeding toward becoming a Recognized Convention Lay Pastor shall normally apply to appear before the Board of Ministerial Standards and Education for an Initial Interview during the third year of their Lay Pastors Training Program. At this

Initial Interview the person will be considered for acceptance as a *Candidate for Lay Pastoral Ministry*. (For application forms, please contact the Executive Minister's office.)

- B. In order to appear before the Board of Ministerial Standards and Education for an Initial Interview, the applicant shall have a current *Church License to Minister* from a Baptist church in fellowship with the Convention of Atlantic Baptist Churches or a current *Association Lay License to Minister*.

5.4 Association Lay License to Minister

- A. A person who as a first step has held a *Church License to Minister* for at least one year and is sensing a call to prepare for lay pastoral ministry, whose intention is not set toward ordination, and who has some ministry experience as a supply preacher, interim minister, youth director, or in some other similar ministry, may apply to obtain an *Association Lay License to Minister*.
- B. The *Association Lay License to Minister* is in effect both an affirmation and a recommendation. It is required that a person being considered:
 1. tell of their conversion, their call to lay ministry, their faith and life in Jesus Christ and their view of Christian doctrine with reference to the Bible and their understanding and substantial agreement with the 1905/06 Basis of Union, the foundational statement of agreed doctrine and church polity for the CABG;
 2. Give evidence of biblical knowledge and spiritual growth;
 3. Have preached, taught and/or given leadership in the ministries of the church to determine their gifts for ministry;
 4. Demonstrate an ethical lifestyle appropriate to a pastoral leader, including family relationships;
 5. Give an account of their ministries in the church, how they have related to people, and how they have honoured their commitments; and
 6. Articulate their understanding of lay pastoral ministry and basic Baptist beliefs.
- C. Such a License may be granted on the following conditions:
 1. One year has passed since the applicant was granted an un-rescinded *Church License to Minister*;
 2. The applicant is a member of a church in fellowship with The Convention of Atlantic Baptist Churches; and
 3. The applicant has given evidence of satisfactory lay ministry, including their ability to lead a worship service.
- D. The Licensing Committee of an Association will examine all applicants for an *Association Lay License to Minister* according to the standards and requirements contained in the above paragraphs and their commitment to the aims, core values and activities of the Association and the Convention.
- E. Application for renewal of an *Association Lay License to Minister* is to be made annually unless the applicant has been approved as a *Recognized Convention Lay*

Pastor. Failure to renew the *Association Lay License to Minister* will require that the person secure a letter of commendation from the Deacons of the church of which they are a member. Before being interviewed for the purpose of having the *Association Lay License to Minister* reinstated, this letter must be presented to the appropriate Association committee.

- F. Upon renewal by an Association, the *Association Lay License to Minister* is to be signed again by the Moderator and Clerk of the Association.

5.5 Becoming a Recognized Convention Lay Pastor

- A. A person within the Convention who has been accepted by the Board of Ministerial Standards and Education as a *Candidate for Lay Pastoral Ministry* may seek approval by the Convention through the Board as a *Recognized Convention Lay Pastor*. This recognition of an essentially part-time, bi-vocational ministry should not be confused with accredited ordained ministry and should not be regarded as a stepping stone to ordained ministry. Ordained ministry requires more extensive training and higher levels of demonstrated professional competency than is required of people who complete the Lay Pastors Training Program.
- B. A church whose pastor has successfully completed the requirements for the Lay Pastor Diploma in the Lay Pastors Training Program, following a vote of the members or appropriate board, may make application to the Board for their pastor to be granted a Recognition Interview with a view toward becoming a *Recognized Convention Lay Pastor*. The Candidate, who must have served as the church's pastor for a period of at least six months, shall complete a Recognition Interview Application Form that includes a written statement (maximum 2,500 words, excluding Scripture references from the word count) setting forth their Statement of Faith, including Baptist beliefs (supported by references to the Scriptures), and their relationship to the Convention of Atlantic Baptist Churches whose foundational statement of agreed doctrine and church polity is the 1905/06 Basis of Union. This application shall be submitted to the Board at least five weeks prior to a second meeting with the Board. This Recognition Interview, which will normally take place within the first year of a Candidate being called to pastor the church, will include both an examination of the Candidate's statement as well as an assessment of the Candidate's giftedness and suitability for ministry based on their service in their current congregation.
- C. In the event that a person has successfully completed the Lay Pastor Training Program and feels called to serve in a Convention recognized ministry setting other than as the lay pastor of a local church (i.e. nursing home chaplaincy, itinerant preaching, interim pastoral ministry etc.), the church of which that person is a member, following a vote of the members or appropriate board, may make application to the Board for the person to be granted a Recognition Interview with a view toward becoming a *Recognized Convention Lay Pastor*. The Candidate, who must have served the equivalent of six months pastoral ministry, shall complete a Recognition Interview Application Form that includes a written statement (maximum 2,500 words, excluding Scripture references from the word count) setting forth their Statement of Faith, including Baptist

beliefs (supported by references to the Scriptures), and their relationship to the Convention of Atlantic Baptist Churches whose foundational statement of agreed doctrine and church polity is the 1905/06 Basis of Union. This application shall be submitted to the Board at least five weeks prior to a second meeting with the Board. This Recognition Interview, which will normally take place within the first year of the Candidate serving in the ministry setting, will include both an examination of the Candidate's statement as well as an assessment of the Candidate's giftedness and suitability for ministry based on their service in their current ministry setting.

- D. In order to appear before the Board for a Recognition Interview, the Candidate shall have a current *Association Lay License to Minister*.
- E. Both male and female Candidates will be eligible to become a *Recognized Convention Lay Pastor*.
- F. Heterosexuals engaging in sexual activity outside of marriage (as defined in the resolution "Statement Affirming a Christian View of Marriage" adopted by Assembly in 1999) and practicing homosexuals (including lesbians), shall not be eligible to become a *Recognized Convention Lay Pastor*.
- G. Following the Recognition Interview the Board will determine whether or not the Candidate qualifies to become a *Recognized Convention Lay Pastor*. The decision of the Board shall be sent to the Candidate in an official letter from the Executive Minister with a copy to the church in which the Candidate is serving as a lay pastor.
- H. The names of those whom the Board approves shall appear on the Convention's list of *Recognized Convention Lay Pastors*, and they shall be commended to the churches of the Convention as a person approved for lay pastoral ministry, including preaching, the administration of the ordinances and the carrying out of pastoral or other kinds of ministry.
- I. If, for a period of five or more consecutive years, a *Recognized Convention Lay Pastor* is no longer engaged as a lay pastor, interim pastor, or supply preacher, or other forms of lay ministry (cf., 5.5C) that individual's credentials shall no longer be held by the Convention. Those who have formerly been *Recognized Convention Lay Pastors* who reengage in lay pastoral ministry may apply in writing to the Board to have the recognition reinstated. This five-year rule does not normally apply to *Recognized Convention Lay Pastors* who are retired or on long-term disability.

Recognized Convention Lay Pastors nearing the five-year deadline who believe their circumstances warrant the retention of their recognition may submit a written request to the Board of Ministerial Standards and Education to consider an extension of their credentials.

If a *Recognized Convention Lay Pastor* accepts a call to serve in a church (other than on an interim basis) that is not affiliated with the Convention of Atlantic Baptist Churches that individual's credentials will no longer be held by the Convention.

- J.** A *Recognized Convention Lay Pastor* will be held accountable to comply with the *Ministerial Professional Standards* adopted by The Convention of Atlantic Baptist Churches (see *Ministerial Professional Standards* within *The Regulations Concerning the Ministry*).

- K.** An allegation of professional misconduct against a *Recognized Convention Lay Pastor* will be dealt with by the Board in accordance with *Section 5: Protocol for Cases of Alleged Professional Misconduct* found in its Ministerial Standards Document.

INFORMATION SHEET

FOR STUDENTS OF THE

LAY PASTORS TRAINING PROGRAM

OUTLINE FOR STATEMENT OF FAITH

As part of the exit interview with the Board of Ministerial Standards and Education (BMSE), Candidates for Lay Pastoral Ministry are required to prepare a Statement of Faith outlining their views on Christian doctrine and Baptist beliefs. This Statement should be no more than 2500 words in length and must be submitted to the Secretary of the BMSE six weeks prior to the date of the scheduled interview.

The Statement must include the Candidates name and outline their views of doctrine (with supporting biblical references) under the following headings:

The Scriptures

God the Father

God the Son

God the Holy Spirit

State and Fall of Man

Salvation and Regeneration

The Church

The Mission of the Church

Evangelism

Last Things (eg. The Second Coming, Heaven, Hell, Judgement)

Baptist Distinctives

Statements must be mailed to: Miss Dale Taber, 1655 Manawagonish Road, Saint John, NB E2M 3Y2 or e-mailed to dale.taber@baptist-atlantic.ca.

ANNUAL PROGRESS REPORT
(Mentors)

Mentor's Name: _____

Student's Name: _____

Note to the Mentor: *The purpose of this report is to explore with your student their progress in the ten areas that have been the focus of your discussions with them over the past year. A specific statement is made for each area (relative to your student) requiring you to indicate your opinion on scale of 1 to 5. There is also room for comments to be made if you wish. **After** completing the report, and **before** sending it to the Program Administrator, you **must meet with your student and share your "ratings" and "comments" with them.** Both must sign and date the report as indicated at the end.*

A. Please list dates of the regular meetings with your student this past year:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

B. Please list dates of any social times you were able to share with your student:

1. _____
2. _____
3. _____

C. On a scale of 1 (strongly agree) to 5 (strongly disagree) please rate your student relative to the statements made in the ten areas listed below, if applicable for this year:

1. Character Development

This student has been open to exploring his/her strengths and weaknesses, has a desire to be strong and Christlike in character, and has shown good growth in wrestling with this over the year.

_____ N/A	1	2	3	4	5
	Strongly Agree				Strongly Disagree

Comments:

2. Spiritual Formation

This student is quite intentional in nurturing the inner life through both personal and corporate disciplines.

_____	N/A	1	2	3	4	5
		Strongly Agree				Strongly Disagree

Comments:

3. Leadership Coaching

This student has grown in the development of leadership skills and abilities over the past year.

_____	N/A	1	2	3	4	5
		Strongly Agree				Strongly Disagree

Comments:

4. Ministry Strategy

Over the past year this student has shown evidence of abilities in visioning, goal setting and strategy development in leading his/her church.

_____	N/A	1	2	3	4	5
		Strongly Agree				Strongly Disagree

Comments:

5. Spiritual and Biblical Insights

This student is a keen student of the Bible and seeks both to understand biblical truths and integrate those truths into life and ministry.

_____	N/A	1	2	3	4	5
		Strongly Agree				Strongly Disagree

Comments:

6. Practical Ministry

This student exercises good judgement and integrity in ministry and has grown in his/her understanding of the “how to’s” of carrying out the many functions relative to pastoral ministry.

_____	N/A	1	2	3	4	5
		Strongly Agree				Strongly Disagree

Comments:

7. Ministry Evaluation

This student is growing in his/her present ministry by consistently putting into practice the things being learned in the Lay Pastors Training Program.

_____	N/A	1	2	3	4	5
		Strongly Agree				Strongly Disagree

Comments:

8. Relationships

This student evidences good interpersonal and relational skills with his/her own family, with fellow believers, friends and colleagues.

_____	N/A	1	2	3	4	5
		Strongly Agree				Strongly Disagree

Comments:

9. Class Material

This student consistently brings up for discussion issues arising from material taught in class, or is always willing to discuss those issues when I bring them up.

_____	N/A	1	2	3	4	5
		Strongly Agree				Strongly Disagree

Comments:

10. Statement of Faith

This student is making progress toward articulating a statement of faith according to the guidelines set forth by the Board of ministerial Standards and Education.

_____	N/A	1	2	3	4	5
		Strongly Agree				Strongly Disagree

Comments:

Verification

This completed progress report was discussed by both of the undersigned at a regularly scheduled meeting.

Date of meeting: _____

Signature of Mentor: _____

Signature of Student: _____

Please submit completed, signed report to Mrs. Jacqueline Derrah, Convention of Atlantic Baptist Churches, 1655 Manawagonish Road, Saint John, NB E2M 3Y2.