

CAPE TOWN BAPTIST SEMINARY

EXTERNAL STUDIES PROGRAMME

TUTOR'S MANUAL

2013

TUTOR'S MANUAL

1. PREFACE

The Tutor's Manual is designed to assist the tutor in teaching the Cape Town Baptist Seminary's courses through the External Studies Programme. The key factor in this approach is the tutor. The tutor acts on behalf of the Seminary and becomes a spiritual parent and mentor to the student. It is therefore essential that the tutor understand the basic approach, the purpose and the functioning of the Programme.

2. INTRODUCTION

The need for theological education has never been greater than now, especially among those who feel called to ministry but find it difficult to study full-time at the Seminary. The Baptist Union's Theological Commission in 1997 gave a clear directive to the Seminaries to make the training of pastors, missionaries and church leaders more relevant, accessible and affordable.

The Cape Town Baptist Seminary is seeking to do this by making its regular programmes and curriculum available, where possible and practicable, through External Studies Centres around the country.

Our vision is to see thousands of people involved in studying the Bible and theology to equip them for meeting the needs of our churches and beyond.

3. EXTERNAL STUDIES CENTRES

An External Studies Centre is any place that serves as the focal point for training any number of students. This can be a church or an office, depending on the needs of a particular area.

We work in close co-operation with the territorial associations to appoint an External Studies Organizer in each Association and to identify the areas where centres will operate. The External Studies Organizer helps to identify tutors/lecturers to offer the courses and also reports to the Seminary's Director of External Studies. The Seminary depends on the External Studies Organizer to ensure that the education offered is of a high standard, but also practical and applicable to the local context.

4. EXTERNAL STUDIES APPROACH

The subjects are guided by a tutor to one or more students on a part-time basis in an informal setting. Learning takes place through interaction, reading, completing assignments, application and guidance given by the tutor. Evaluation and assessment of the student is done by the tutor on a personal basis. The tutor gets to know the student and evaluates the growth that takes place through regular contact and interaction.

The Seminary liaises with the Tutor / Association / Director to determine the form of evaluation (test, exam, writing assignment, etc.) for each credit. **It is the tutor's responsibility to monitor the growth and insight of the student and to give the necessary feedback to the Seminary.** An External Studies Centre or tutor may decide to give more regular tests/examinations to measure the student's growth.

5. QUALIFICATION OF TUTORS

The following guidelines become important when deciding to become involved in the training of students:

- The tutor (for Baptist students) must belong to a Baptist Church.
- In order to teach students to become effective ministers it is essential that the tutor has had formal theological training (above that of level taught) and exposure to the ministry.
- Be committed to the External Studies approach and philosophy.
- Preferably speak the language of the student.
- Strictly adhere to the teaching schedule.
- Be able and willing to evaluate the students.
- Be willing to complete the necessary administrative requirements on behalf of and for the sake of the student.
- Be accountable to the local Baptist association and the Seminary.
- Be willing to meet with and/or give feedback to a representative of the Baptist Union or the Seminary.

6. STUDENT SELECTION

To complete the Short Course in Christian Work there are basic entrance requirements. (See page 8 point 15) This course of study is open to all.

Students registering for the Short Course in Pastoral Ministry should take note that this Certificate caters for two categories of people:

- 6.1 Anybody who wants to prepare for some form of ministry but is not interested in BU ministerial recognition.
- 6.2 Persons with a Standard 7 (Grade 9) or below may gain BU ministerial recognition by completing this Certificate if they already have at least 2 years of pastoral experience.

Students who wish to register for the other courses offered by the Seminary need an entrance qualification of Standard 10 (Grade 12) or above, depending on the course. The Seminary does have a recognition of Prior Learning (RPL) Policy which is available on request.

7. PROCEDURE FOR IMPLEMENTATION

7.1 Determine the Need

- Is there a vacancy in a church to be filled?
- Is a new church unable to afford a full-time pastor?
- Are you in need of assistance in your church?

7.2 Identify the student

- Is there someone in your church with a desire to get involved in God's work?
- Is there such a person in a church where there is no pastor?

- Does the person qualify in terms of External Studies regulations?
- Will the tutor and student be able to meet regularly?
- Does the person have the financial ability or will he/she need assistance?

7.3 Register at the Seminary as a tutor

- Pray about your own involvement.
- Contact your local Association's External Studies Organizer.
- Complete the Tutor's Registration Form.

7.4 Complete the administration

- Contact the Director of External Studies at the Seminary to order the necessary textbooks for the first course. The price for the Carib textbooks is from R140 and the Evangel Press textbooks are from R90 depending on the exchange rate at the time of purchase. **Note that foreign students will have to pay the postage of the books as well. The money for the textbooks must be received by the Seminary before the books are posted.**
- Send the completed Registration Forms to the Seminary.
- Send completed Evaluation forms for each credit for each student to the Seminary.

7.5 Plan the meetings

Place: Must be at a place easily accessible to both tutor and student.

You must be able to meet uninterrupted.

Make sure there is enough room to sit and write.

Time: Discuss the time of the meetings with the student.

Must be suitable for both tutor and student.

The meeting will last from 1 to 2 hours.

7.6 Prepare for the meetings

- The tutor needs to set the example.
- In order to check the student's work, the tutor will need to cover the same material in preparation.
- Familiarize yourself thoroughly with the textbooks and their content and be ready to lead the discussion topics and to answer questions.
- Be on time and prompt.
- Pray for the student and his/her development.
- Get involved in his/her life and ministry – let the student know that you really care.
- Remember: Students have a tendency to imitate their leaders!

8. CURRICULUM AND COURSES

8.1 Training to equip church members

Two courses are offered to equip any church member interested in knowing more about the Bible or local church ministry.

8.1.1 Short Course in Christian Work

A total number of ten subject credits are required with a wide range of options. Seven subjects are prescribed (Old Testament Survey I & II, New Testament Survey I & II, Doctrine, Evangelism, and Ethics) while the tutor and/or student can decide upon the other subjects. This subject may include courses like Masterlife, Experiencing God, EE III, etc. The administration fee is minimal to enable and encourage as many members as possible to be better equipped for local church ministry. There are no entrance requirements and people from all walks of life are encouraged to enroll.

Please note the following with respect to the above-mentioned course:

- Credits earned may be recognized by the Seminary towards further studies, depending on the student's educational background and in keeping with current educational policies. The Seminary may be contacted for further details.
- Students register by completing a form and paying the registration fee Per credit.
- The Baptist Union does not recognize this short course as adequate theological training for ministerial recognition. Any person wishing to apply for ministerial recognition must complete one of the courses described under 8.2 below.
- The Seminary Liaises with the Tutor/ Association / Director to determine the form of evaluation (test, exam, writing assignments, etc.) for each credit, but the tutor must send in a prescribed evaluation form for each credit completed.

8.2 Training for pastoral ministry

For those who feel called to pastoral ministry the Seminary offers the following:

Note: The ABET/FET (Adult Basic Education and Training / Further Education and Training) courses require mature entry and are specifically designed to meet the needs of those from disadvantaged educational backgrounds. But prospective students with a higher level of education may complete these courses.

8.2.1 Short Course in Pastoral Ministry (ABET/ FET)- LEVEL EQUIVALENT

This course requires 20 subject credits (18 prescribed and 2 subjects of choice) and has been designed to train those called to pastoral ministry but do not have a school qualification higher than a Standard 7 (Grade 9). The Seminary does require the writing of a formal examination and an evaluation form from the tutor/lecturer for each credit completed.

8.2.2 Diploma in Theology

Currently under review for registration as an HE qualification.

HET QUALIFICATIONS

8.2.3 Bachelor of Ministry

This course requires a Standard 10 (Grade 12) or equivalent. It comprises 40 subject credits. The pass mark is 50%. The offering of the course through the External Studies Centre depends on the availability of qualified lecturers. (I.e. in possession of a MA (Theology) or Master in Theology)

8.2.4 Bachelor of Theology

The Bachelor of Theology also comprises 40 subject credits, and also requires a grade 12 or mature exemption (Std. 10 and 23 years of age). Greek 2 and Hebrew 1 form part of the required credits, which makes it difficult to offer by distance learning. As in the case of the Bachelor of Ministry, the offering of this course depends on the availability of qualified lecturers.

8.3 Transfer of Credits

Candidates who have a Grade 12 or more educational level may complete this course, but need to understand that they will not receive more than 60 credits towards an HET (Diploma or degree) level qualification. Neither would this course allow them to apply for the BU ministry recognition

9. TEXTBOOKS

9.1 The textbooks for the short courses can be ordered from the Seminary or the Seminary would be able to inform the Centres where to find the books/manuals. The Seminary stocks most of the prescribed subjects textbooks. Students who wish to do other subjects as electives need the Seminary's approval.

9.2 The Diploma and Degree courses use textbooks from a variety of sources. The Seminary does its best to establish the availability of these books, but students around the country still have difficulty from time to time finding the textbooks. The Seminary would be willing to discuss and approve the use of alternative textbooks with External Studies Organizers and lecturers. It needs to be remembered that we are not following the regular correspondence approach, but that External Studies Centres are taking a bigger responsibility for teaching the subjects. The matter of textbooks and the specific approach taken by a lecturer must be negotiated with the Seminary.

10. CREDIT TRANSFERS

10.1 A person who completes a Christian Worker's Short Course can enroll for a Short Course in Pastoral Ministry. The person will retain all 10 subject credits and needs to complete another 10. The Seminary will prescribe the subjects to be taken, which will obviously include Homiletics and Hermeneutics. The applicable fees must be paid.

10.2 Persons who have a Short Course in Pastoral Ministry and wish to enroll for a Diploma or another course may fall into two categories:

10.2.1 Those with a Standard 7 entrance qualification may use the CWSC to enroll for a SCPM. Successful completion of the

SCPM may prove their ability to study further, and hence the Certificate of Completion of this course becomes their entrance qualification. In some cases the Seminary may consider giving a limited number of credits towards a Diploma in Theology once the Diploma has been accredited.

10.2.2 Those who have a Standard 8 (Grade 10) but less than a Grade 12 entrance qualification, and wish to study further, will need a SCPM to enroll for a Diploma.

10.2.3 Those who have a matric or matriculation exemption and wish to enroll for a Bachelor's programme from CWSC can receive up to 30 credits and those that have completed the SCPM can receive up to 60 credits.

11. CURRICULUM

The prescribed and/or suggested subjects that form part of the different courses can be found in the External Studies Centre information brochures as well as the Seminary's prospectus. Alternative subjects must be discussed with and approved by the Seminary.

12. REGISTRATION

12.1 Those who wish to register for the Christian Worker's Short Course need to complete an application form and pay the prescribed fees for each subject credit.

12.2 Those who wish to complete any of the other qualifications (Short Course in Pastoral Ministry) need to follow the application procedures as described in the prospectus. The application process includes filling in a form, recommendation from the church and pastor, references, copies of educational certificates, and an interview with a committee.

Those registered with the Seminary are treated as students of the Seminary with all the rights, privileges, and responsibilities of full-time students, when this is physically possible.

13. GRADUATION

The Seminary has one Graduation Service per year when all certificates are issued and handed over. It is important that all students of the Seminary be treated the same. Students registered through any of our External Studies Centres are welcome to participate in the annual Graduation services in Cape Town to receive their certificates of completion. However, local External Studies Centres are free to arrange their own local Recognition Service after the certificates have been issued. The local services can be held any time during the year, but the certificates will be issued by the External Studies Program in November of each year.

14. SUMMARY OF COURSE AND REQUIREMENTS FOR 2012

Qualification	Entrance Requirements	Number Of Subject Credits	Cost per credit (Excluding textbooks)	
			2011	2012
15.1 Christian Worker's Short Course	Std 7 (Grade 9) + Mature entry	10	R160	R175
15.2 Short Course in Pastoral Ministry	Std 7 (Grade 9) + Mature entry	20	R160	R175
15.3 Bachelor of Ministry	Std 10 Grade 12 + Mature entry	40	R14000	R14000
15.4 Bachelor of Theology	Grade 12 Matriculation Exemption	40 (Greek 2 and Hebrew 1)	R14000	R14000

15. ADDITIONAL INFORMATION FOR THE CERTIFICATE COURSES

15.1 Time table for completion

When using the Carib texts the suggested plan is taking 2 lessons per week. That means you will need to plan at least six weeks for each subject. The suggested plan for the Evangel press texts is one lesson per week, which means that you will need to plan 10 weeks for each subject. **The timetable can be altered to suit the individual student's needs and abilities.** The tutor must be careful, however, not to drag out the time of study, both for the tutor's own sake as well as for the student's sake. If a student is able to go faster in the study you are permitted to take him/her at an accelerated pace but it should be noted that no student will be allowed to complete the Short Course in Pastoral Ministry programme in less than two year's time.

The curriculum is developed in such a way as to improve the student's insight into the different aspects of the ministry. It is therefore suggested that the curriculum be followed as set out in this manual. However, if a tutor receives a request from another person who wants to get involved after a number of courses have already been completed, then the new person can join the existing group at any stage in the curriculum. All the courses must, however, be completed before the new person can earn a Certificate of completion, which means that the tutor will repeat those courses not yet completed.

Because of the nature and purpose of the External Studies programme, tutors must be cautioned not to take on more than six to ten students at a time. The bigger the group, the more difficult it becomes to evaluate the individual student's progress and to be effectively involved in each one's life and ministry.

15.2 Evaluation

An evaluation form must be completed by the tutor for each student for every subject completed. The evaluation form can be ordered from the Seminary or a copy of the form can be made. The evaluation of the student is solely up to the tutor. The tutor will monitor and evaluate:

- Attendance – 100% attendance is required
- Completion of the reading – all the prescribed reading must be completed
- Completion of assignments – incomplete work is not acceptable
- Understanding of and insight into the subject matter
- Ability to apply what has been learned to practical ministry
- The level of commitment to the Lord
- A sense of call to the ministry

The tutor's evaluation is vital and final. The Seminary relies on the tutor to determine whether the student has gained the necessary insight and growth to be awarded the Certificate of Completion. It is therefore expected that the tutor be as honest as possible in the evaluation. Certificates of completion will only be awarded once the Seminary has received evaluation forms for each subject, a final recommendation by the tutor and once all the administrative matters are completed (including the settling of any accounts).

15.3 Ministerial Recognition

Ministerial recognition is not the responsibility of the Seminary. A student who completes his/her Short Course in Pastoral Ministry needs to approach the Ministry Board of the Baptist Union of S.A. The Baptist Union does not automatically guarantee ministerial recognition or a call to a ministry. (The same applies to full-time students at the Seminary as well).

**DIRECTOR OF EXTERNAL STUDIES
CAPE TOWN BAPTIST SEMINARY
P.O. BOX 38473
GATESVILLE 7766
PHONE (021) 699-0600 OR (021) 637-9020/1
FAX (021) 633-2626
E-MAIL extdir@ctbs.org.za**