

# INSTE BIBLE COLLEGE



2302 SW 3<sup>rd</sup> Street

Ankeny, IA 50023

Phone: 515-289-9200

Fax: 515-289-9201

Website: [www.inste.edu](http://www.inste.edu)

E-mail: [inste@inste.edu](mailto:inste@inste.edu)

# Iowa College Student Aid Commission

Postsecondary Registration Administrator  
603 East 12th Street, FL 5th  
Des Moines, IA 50319 (515)  
725-3470

## Postsecondary Registration Iowa Code Chapter 261B

This is the application form for all schools that are required to register under Iowa Code Chapter 261B.

All items must be completed before the registration application or the exemption will be considered received for processing. If there is insufficient space on the form to provide all requested information, use additional pages as required, numbering to correspond to the item. Other documents or materials may be attached to the form in lieu of providing the information on the form. In such cases, the material or document should be referenced on the form and *clearly marked* for ease of identification.

**Submit one paper copy and one electronic pdf copy of the application.**

### GENERAL INFORMATION

**Q.** *Who must register?*

**A.** Registration is required for any school that maintains or conducts one or more courses of instruction, including courses of instruction by correspondence or other distance delivery offered in this state or which has a presence in this state and offers courses in other states or foreign countries and is not subject to an exception described in Iowa Code Chapter 261B.11.

"School" is defined as an entity which:

- a. Is, owns, or operates a nonprofit postsecondary educational institution.
- b. Provides a postsecondary instructional program or course leading to a degree.
- c. Uses in its name the term "college", "academy", "institute", or "university" or a similar term to imply that the person is primarily engaged in the education of students at the postsecondary level, and which charges for its services.

"Presence" means maintaining a physical, postal, telephone or internet address within Iowa. "Presence" does not mean, "located in Iowa".

**Q.** *What is required to register?*

**A.** To register, a school must first be accredited by an agency or organization approved or recognized by the United States Department of Education or a successor agency and be approved by all State of Iowa agencies with approval jurisdiction, and subsequently, except as provided in subsection 2, be approved for operation by the Iowa College Student Aid Commission.

An educational practitioner preparation program that is operated by a school that applies to register the program in accordance with this chapter must be accredited by an agency or organization approved or recognized by the United States Department of Education or a successor agency and in addition, be approved by the state board of education pursuant to section 256.7, subsection 3, and subsequently be approved for operation by the Iowa College Student Aid Commission.

**Q.** *When must registration and renewal occur?*

**A.** Registration must occur **prior** to the school commencing instruction which would bring the school under the registration requirement.

1. Registrations must be renewed every four years.

2. Registrations must also be renewed upon any substantive change in program offerings, location or accreditation.

**Q.** *Must the school also file a bond under Iowa Code §714.17 et seq?*

**A.** The provisions of *Iowa Code § 714.17 et seq.* require the posting of proof of financial security, as defined by a list of organizations that are *not* required to provide proof of financial security. There is no automatic exemption between chapters 261B and 714.

Whether a school is subject to Iowa Code Chapter 714 depends upon the specific situation of the school. A school must review the provisions of Iowa Code Chapter 714 to determine how the law applies to the school's own situation.

**Q.** *If the school is incorporated under the laws of a jurisdiction other than Iowa, must the school also obtain a Certificate of Authority to do business in Iowa? Is registration under Chapter 261B required if a Certificate of Authority to do business in Iowa has been granted?*

**A.** *Iowa Code §490.1501* requires a non-Iowa for profit corporation to obtain a Certificate of Authority from the Secretary of State before business is transacted in Iowa. *Iowa Code §504.1501* similarly requires non-Iowa nonprofit corporations to obtain a Certificate of Authority from the Secretary of State prior to conducting affairs in Iowa. Registration under *Iowa Code Chapter 261B* is not a substitute for obtaining a Certificate of Authority. An incorporated school must review the provisions of *Iowa Code §490.1501 et seq.* or *§504.1501 et seq.* in the context of the school's planned activities to determine whether a Certificate of Authority is required. The Secretary of State may be contacted at the following address.

Secretary of State  
State Capitol, Room 105  
Des Moines, Iowa 50319.  
Phone: (515) 281-8993  
FAX: (515) 242-5952  
Website: [www.sos.state.ia.us](http://www.sos.state.ia.us)

**Q.** What is the fee for registration or renewal?

**A.** The complete application fee structure is as follows:

Initial application	\$4,000
Renewal	\$4,000
Substantive Change or Amendment	\$1,000

The information you provide will be open to public inspection under Iowa Code Chapter 22.11

# Iowa College Student Aid Commission

Postsecondary Approval and Registration Administrator  
603 East 12th Street, FL 5th  
Des Moines, IA 50319 (515)  
725-3470

## Application for Approval and Registration of Postsecondary School Iowa Code Chapter 261B

Pursuant to Iowa Code Chapter 261B, the undersigned school applies for registration to conduct or maintain one or more courses of instruction, including courses of instruction by correspondence, where the courses are offered in Iowa or the school has a presence in Iowa and desires to offer courses in other states or foreign countries.

Submit a paper document and a complete duplicate in pdf format on a CD.  
Applications may be submitted electronically by contacting the Postsecondary Approval Administrator at the Iowa College Student Aid Commission.

Applications for an initial approval and registration must include a *non-refundable* check for \$4,000 payable to the State of Iowa.

Applications fees are to be sent to:

Postsecondary Approval and Registration Administrator  
603 East 12th Street, FL 5th  
Des Moines, IA 50319

**All items must be completed** before the application will be considered as received by the Commission. Attach additional pages as needed to provide the requested information. Responses are required to have a minimum of a summary paragraph on this form. Responses that include only statements similar to "please see attached", will be considered incomplete. Other documents or materials may also be attached to support the application. Attachments must be tabbed and clearly marked on both the paper and pdf documents..

(Registrations must be renewed every four years or upon any substantive change in program offerings, location, or accreditation.)

Name of school and address of the principal office as defined in Iowa Code Section 490.140 or 510.141:  
[(261B.4(2))] and [(261B.4(1))]

Name of School: Inste Bible College  
Suite:  
Street: 2302 SW 3rd Street  
City: Des Moines  
State: IA  
Zip: 50023  
Country: USA  
Telephone Number (including country or area code): 515-289-9200  
Type of corporation:

For-profit  
 Non-profit

Address of this school in all in other states, and in foreign countries:

Suite	Street	City	State	Zip	Country	Telephone
		NOT APPLICABLE				

Address of all locations in Iowa where instruction is to be provided

Suite	Street	City	State	Zip	Country	Telephone
	2302 SW 3 <sup>rd</sup> St	Ankeny	IA	50023	USA	515-289-9200

Tuition charges, fees and other costs payable to the school by a student. [(261B.4(3))]

Program to be Offered in Iowa	Tuition	Fees	Books and Supplies	Other	Total
Certificate in Christian Ministry	\$152	\$64	\$120	\$10	\$346
Diploma in Bible and Theology	\$3,152	\$446	\$720	\$60	\$4,378
Associate of Arts in Bible and Theology	\$2,252	\$230	\$720	\$60	\$3,262*
Bachelor of Arts in Bible and Theology	\$4,352	\$496	\$1,020	\$135	\$6,003*

\*Does not include the cost of the previous college credit the student is required to transfer to INSTE – A.A, 15 hours and the B.A. 36 hours of General Education credit.

Refund policy of the school for the return of refundable portions of tuition, fees, or other charges [(261B.4(4))] If the refund policy is attached, please summarize the policy below.

Students are refunded in full if cancelled within 5 days of enrollment, or if they have not completed a lesson.

Dropout are refunded as follows:

Certificate Program

Students completing 10% (lessons 1-2) receive 90% refund

Students completing 25% (lessons 3-4) receive 75% refund

Students completing 50% (lessons 5-7) receive 50% refund

After completing more than 50% of the course, no refund is made.

Diploma and Degree Programs

Students completing 25% (lesson 1) receive 75% refund  
Students completing 50% (lesson 2) receive 50% refund  
After completing more than 50% of the course, no refund is made.

Degrees granted by the school

[(261B.4(5))] Offered in Iowa

Associate of Arts in Bible and Theology

Bachelor of Arts in Bible and Theology

[(261B.4(11))]

Offered outside of Iowa

Same as above

Name, business address and telephone number of the chief executive officer of the school: [(261B.4(7))]

Name: Nicholas A. Venditti, President  
Suite:  
Street: 2302 SW 3rd Street  
City: Des Moines  
State: IA  
Zip: 50023  
Country: USA  
Telephone Number (including country or area code): 515-289-9200

Provide a copy or description of the means by which the school intends to comply with 261B.9 [(261B.4(8))]. Code section 261B.9 is as follows:

**261B.9 DISCLOSURE TO STUDENTS.**

Prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction, a school shall provide written disclosure to students of the following information accompanied by a statement that the information is being provided in compliance with this section:

1. The name or title of the course.
2. A brief description of the subject matter of the course.
3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum.
4. The refund policy of the school for the return of the refundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact.
5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course or the fact of completion of the course is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made.

6. The name of the accrediting agency recognized by the United States department of education or its successor agency which has accredited the school.

Response:

The enrollment form includes the information listed above. (SEE APPENDIX A – ENROLLMENT FORMS) The student signs the enrollment indicating that he or she understands his or her rights and obligations. The student is directed to the catalog on the website for more information.

Name, address, and telephone number of a contact person in Iowa. [(261B.4(10))]

Name: Leona Venditti, Executive Vice President  
Suite:  
Street: 2302 SW 3rd Street  
City: Des Moines  
State: IA  
Zip: 50023  
Country: USA  
Telephone Number (including country or area code): 515-289-9200

Name, address, and title of the other officers and members of the legal governing body of the school: [(261B.4(6))]

SEE APPENDIX B for complete list of Officers and Members of the Board of Directors

Name: Not Applicable. Inste Bible College is a non-profit corporation.  
Suite:  
Street:  
City:  
State:  
Zip:  
Country:  
Telephone Number (including country or area code):

For owners 2 or more, add pages as needed

Name all agencies accrediting the institution. For each agency, include **name, address, telephone number, and whether the agency is recognized by the U.S. Department of Education.** [(261B.4(9))]  
Attach copies of accreditation certificates of status for each agency. If the Iowa location is not accredited, provide accrediting agency certification that the Iowa location will be granted accreditation upon approval by the College Student Aid Commission. **Provide documentation that every location of applicant school is approved by the accrediting agency and in good standing, for all locations throughout the world.**

Accrediting agency 1

Name: Distance Education and Training Council (DETC)  
Suite: Suite 2  
Street: 1601 18<sup>th</sup> Street N.W.  
City: Washington  
State: D.C.  
Zip: 2009  
Country: USA  
Telephone Number (including country or area code): 202-234-5100

Contact Person: Michael Lambert, Executive Director

Is this agency recognized by the U. S. Department of Education? [X] Yes [ ] No

Describe the procedures followed by the school for permanent preservation of student records.  
[(261B.4(12))]

Inste Bible College follows the guidelines as outlined in the AACRAO Retention of Records Guide. All records are retained in the student database system on a secure server and filed in record storage in a restricted access part of the administrative offices. All records are also scanned and continually backed up electronically by a commercial company with redundant storage services for secure and permanent record preservation.

Provide the contact information to be used by students and graduates who seek to obtain transcript information.

Name: Inste Bible College, Office of the Registrar  
Suite:  
Street: 2302 SW 3rd Street  
City: Des Moines  
State: IA  
Zip: 50023  
Country: USA  
Telephone Number (including country or area code): 515-289-9200

Contact Person: Claudia Pahl

List the states and approval or registration agencies for all states in which the school operates or maintains a presence.

State	Agency Name	Address	Contact Person	Telephone Number
Iowa	Iowa College Student Aid Commission	200 10 <sup>th</sup> Street, Fourth Floor, Des Moines, IA 50309	Carolyn Small	515-725-3470

Describe the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used,, including, but not limited to, classroom instruction, correspondence, internet, electronic telecommunications, independent study, and portfolio experience evaluation. [(261B.4(13))]

INSTE is 100% distance education. Using the INSTE interactive book and a Bible, the student dedicates an average of 1 hour a day (Certificate level) to 2.5 hours a day (Diploma and Degree level) to study and prayer. Once a week students meet in a small discussion group (no more than ten) with a group leader, who has been trained and certified by INSTE, to take a test, discuss what they have learned throughout the week and share with each other about their lives and ministry. No lectures are allowed. The "lecture notes" are in the INSTE interactive book. The weekly meetings stress the practical application of the knowledge acquired in the daily study time, and help connect the student's information acquisition to their life and ministry experience. The online groups follow the same format, meeting via video-conferencing once a week.

All diploma and degree students also have individual ministry mentors— practicing church leaders—who work with them in learning ministry following the guidelines in the Beyond Academics manual in three important areas: Spiritual formation, ministry (skill) formation, and strategic (value) formation. All students in these programs are required to be involved in a leadership or ministry position in their local churches as they study in INSTE. The ministry mentors provide experience, guidance and encouragement to these emerging leaders. Thus their preparation for ministry is individualized through real-life experience along-side a ministry mentor whose experience and guidance enriches their training. Beyond Academics culminates in the last semester with a Ministry Portfolio.

Provide the name of every other State of Iowa agency required to approve the applicant school in Iowa, the school's contact person at the agency and the current status of that approval. Attach documentation in the form of a letter or certificate for each agency.

Agency Name	Contact Person	Telephone Number	Approval Status
Not applicable			

Is the school subject to a limitation, suspension or termination (LST) order issued by the U.S. Department of Education?

Yes  No

If yes, explain below.

Provide the name and contact information for a U. S. Department of Education official who can verify the LST statement.

Do you:

Enroll students in Iowa?  Yes  No

Employ Iowa faculty?  Yes  No Do you intend to:

Enroll students in Iowa?  Yes  No Employ Iowa faculty?  Yes  No

### SEE APPENDIX C – FACULTY RESUMES

Describe current operations or plans to enroll students in Iowa or employ Iowa faculty.

INSTE works with local churches to recruit and enroll students. When a church indicates interest in beginning groups, the leadership of the church, following the prerequisites established by INSTE, nominates a person or persons to be trained to be INSTE group discussion leaders (facilitators) in that church. INSTE sends a Group Leader manual to the candidates who study and then take a proctored exam. Each prospective group leader signs an agreement to follow the ethical standards for recruitment as outlined in the Group Leader manual. The church leadership also signs a covenant agreeing to follow the same ethical standards. The Assistant Dean for that language group receives the exam, and grades it, and then calls the future leader to talk with him or her about it and to offer encouragement and guidance in recruiting students. A certificate and a letter are sent to the pastor of the church to be presented publically to the new leader.

Application and enrollment forms are sent to the group leader plus materials to be used in informing interested persons in the programs of INSTE. Candidates for study fill out the application/enrollment forms and give the leader payment for the course. The group leader fills out the receipt on the enrollment form and has it photocopied and gives it to the student as proof of payment. All monies collected are deposited by the church and a church check or credit card is given to the group leader to send to INSTE. The group leader fills out the book order form, checks to be sure that the applications/enrollment forms are completely filled out and sends all enrollments and the book order form and the church payment to INSTE via mail or fax.

From time to time a church will extend a partial scholarship to a student, or allows the student to make payments to the church. If church assistance is given, it is noted on the student's enrollment form so that in case of a refund, the church providing assistance is refunded.

The books, tests, and forms are mailed to the group leader who distributes them to the students. During the course the group leader maintains contact with INSTE via phone or email. At the end of the course the group leader sends the final exams, forms and evaluations to INSTE in the provided mailer. The exams are graded and grades are mailed to the group leader for distribution.

INSTE is informed by the group leader of any student who cancels or drops out during the course. The finance office retrieves the student's enrollment form and processes the refund according to policy. A check is sent to the student or the church, according to the information on the receipt on the enrollment form.

INSTE employs faculty to service the different language groups. The most recent additions have been the Assistant Dean for Chinese Ministries, and the Assistant Dean for Hispanic Ministries. A core value in INSTE is that we never do anything in just one language.

Name, address, and telephone number of full-time employees in Iowa.

#### SEE APPENDIX D—LIST OF FULL-TIME EMPLOYEES IN IOWA

Will your school comply with *Iowa Code* section 261B.7 limiting the use of references to the Secretary of State, State of Iowa, or College Student Aid Commission in promotional material (See the *Iowa Code* for details)

Yes  No

Will your school comply with the requirements of *Iowa Code* section 261.9(1)"e"

to "g"? (See the *Iowa Code* for details.)  Yes  No

#### SEE APPENDIX E— COMPLIANCE POLICY TO IOWA CODE SECTION 261.9

Does the school agree to file annual reports that the Commission requires from all Iowa colleges and universities?  Yes  No

Attached a copy of the applicant school's most recent audit prepared by a certified public accounting firm no more than 12 months prior to the application and state below where, in the audit report, there is evidence that the auditor is providing an unqualified opinion.

#### SEE APPENDIX F—ANNUAL FINANCIAL REVIEW

Describe how students will be provided with access to learning resources, including appropriate library and other support services requisite for the schools' degree programs.

Degree students fulfill all the requirements of the Certificate and Diploma programs. In addition, they transfer to INSTE 36 hours of General Education from a duly accredited college or university. They are also required to fulfill additional collateral reading and writing assignments. Student purchase either the *Scholar's Library* Logos Bible Software and do reading assignments from that extensive library or acquire assigned books, either electronic or paper, from Amazon or other sources.

Students are also directed to other courses online, such as Logos.Books.com, LogosBibleStudy.com and ccel.com. All degree students also work with practicing church leaders who also have private resources available to them.

Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa.

All current courses have been written by Nicholas Venditti, Ph.D., Fuller Theological Seminary, Pasadena, California, and Leona Venditti, Ed.D, Drake University, Des Moines, Iowa. The curriculum follows the standard offerings of a Bible college.

These courses are continually updated by the current faculty. Evaluations by students and group leaders provide feedback which is evaluated by the faculty and incorporated in the courses.

New course development conforms to the principles and parameters in the INSTE Course Development Manual.

Provide evidence that the school has adequate physical facilities appropriate for the program(s) to be offered and are located in the state. Include a copy of a signed agreement for a facility purchase or lease or option to purchase or lease. Please include a photograph of the location.

SEE APPENDIX G – Photograph of Inste Bible College and the lease agreement.

Include a statement, signed by the chief executive officer of the applicant school, on school letterhead, demonstrating the school's commitment to the delivery of programs located in Iowa, and agreeing to provide alternatives for students to complete programs at other institutions if the applicant school closes the program before students have completed their courses of study.

Statement may be in an attached document.

SEE APPENDIX H: President's Agreement

Provide an organizational plan that shows the location and physical address, telephone number, fax number and contact information for all internet-based and site-based educational locations, administrative, and service centers operated by the applicant and any parent organization.

All administrative and academic services are conducted at the following address:

Inste Bible College  
2302 SW 3<sup>rd</sup> Street  
Ankeny, IA 50023

Phone: 515-289-9200

Fax: 515-289-9201

Online Services: [www.insteonline.org](http://www.insteonline.org)

Website: [www.inste.edu](http://www.inste.edu)

Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information to which complainants may be referred.

INSTE Bible College does everything within its power to assure that the student's experience in INSTE is fruitful and satisfying. However, if there is a complaint or grievance, the following policy applies.

- Questions about course content, exams and related issues are referred to the Dean's office. The complaint is examined and an explanation of the point in question is sent to the student and the student's group leader via mail, email or by phone by the Dean or the Assistant Dean.
- Questions relating to online issues are handled by Student Services. The issue is researched and resolved and the answer communicated to the student and group leader via mail, email or by phone by the Director of Online Services.
- Questions relating to delivery of course materials are directed to Shipping and Production. The solution is communicated to the student and group leader by a staff member.
- Questions involving enrollments or grades are referred to the Registrar's office. Most issues are resolved with a simple phone call or email by the Registrar.

In more complex situations the President becomes involved, who, in consultation with staff members, resolves the issue and communicates with the aggrieved persons. A record of the complaint and its resolution is logged by the staff member handling the complaint. A complaint file is kept in the Dean's office. Students wishing to file a grievance or complaint with INSTE may do so by mail, email, phone, fax, or in person.

Inste Bible College  
2302 SW 3<sup>rd</sup> Street  
Ankeny, IA 50023

Phone: 515-289-9200

Fax: 515-289-9201

Online Services: [www.insteonline.org](http://www.insteonline.org)

Website: [www.inste.edu](http://www.inste.edu)

Provide a copy of a current Certificate of Authority provided by the applicant's home state and the Iowa Secretary of State.

SEE APPENDIX I– Articles of Incorporation

Provide the U.S. Department of Education cohort default rate for each associated organizational entity for which the U.S. Department of Education reports a cohort default rate.

Not applicable. Inste Bible College is not a federal student aid participant.

Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization,

One of INSTE’s core values is excellent and affordable distance education. Total course cost in the Certificate program is \$84; in the Diploma program, \$168, and in the Degree program, \$218. This includes enrollment, tuition and books. The degree student must buy additional books which average \$15 per course. All course costs are paid up-front. INSTE’s methodology centers around small groups in local churches, led by volunteer discussion leaders trained by INSTE. The group leaders collect the above charges and submit them to INSTE either by a church check or church credit card. On rare occasions the church extends a payment plan or a partial scholarship to a student. Therefore, all students graduate debt-free, and thus are able to exercise ministry without having to worry about a huge loan to be repaid.

See page 9 of this application for further details.

Provide the U. S. Department of Education cohort graduation rate for each branch location and the total organization, showing rates for graduates of diploma, two-year, and four-year, programs if those rates are reported to the U. S. Department of Education National Center for Education Statistics.

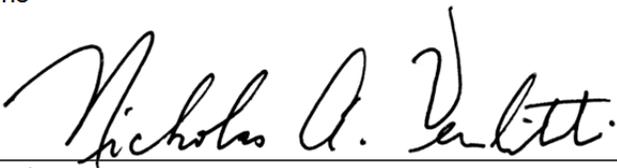
The graduation rate for the Diploma in Bible and Theology in 2010-2011 was 58%  
The graduation rate for the Bachelor of Arts in Bible and Theology (average 2004-2011) 79%.

**SIGNATURE**

**Applicant School Chief Executive Officer**

Nicholas A. Venditti  
Name

President  
Title

  
Signature

April 17, 2012  
Date

**If any information in this application changes between the time of application Commission action, the school must inform the Commission by filing an Amended Application clearly indicating the information which is being amended. Amendments must be received before the Commission takes action.**

## List of Appendices

Appendix A: Enrollment Forms

Appendix B: List of Officers and Members of the Board of Directors

Appendix C: Faculty Résumés

Appendix D: List of Full-Time Employees in Iowa

Appendix E: Compliance Policy to Iowa Code section 261.9

Appendix F: Annual Financial Review

Appendix G: Lease Agreement and Photograph

Appendix H: President's Letter

Appendix I: Articles of Incorporation



**APPLICANT/STUDENT: (THE FOLLOWING MUST BE SIGNED EACH COURSE)**

**First time applicants – or changes in status**

**Course Enrollment**

Last name \_\_\_\_\_ First name \_\_\_\_\_

Date of birth \_\_\_\_\_ City of birth \_\_\_\_\_ ST \_\_\_\_\_

Country \_\_\_\_\_ Gender:  Male  Female

Marital status:  Single  Married  Widowed  Divorced

Spouse's name \_\_\_\_\_

Your occupation/profession \_\_\_\_\_

**SCHOLASTIC EXPERIENCE**

Highest level of education achieved: Check one box below.

- Not High School Graduate  Some College
- High School or GED  College Degree—Undergrad. ( \_\_ 2 yr. \_\_ 4 yr.)
- Vocational School  College Degree—Graduate ( \_\_ Master \_\_ Dr)

**CHURCH BACKGROUND**

Name of the church you presently attend \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Denomination: \_\_\_\_\_ Pastor's name \_\_\_\_\_

**SPIRITUAL EXPERIENCE**

Please give a brief description of your salvation experience

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want to study in INSTE? \_\_\_\_\_

View additional course and services information online at [www.inste.edu](http://www.inste.edu) or in the catalog.

**Total Cost of the Certificate Program**

Prices subject to change

The total cost for the four courses in the Certificate Program, including enrollment fees, tuition and books, is \$346. This program consists of four semester courses as described in the catalog and on the website. Upon successful completion of the program, you will receive the Certificate in Christian Ministry.

**OTHER FEES**

Audit Fee .....	\$19
Transcript Fee .....	\$ 5
Transfer Evaluation Fee.....	\$25
Graduation Fee (includes one free transcript) .....	\$10

**MARRIED STUDENT DISCOUNT**

When both husband and wife study concurrently (whether in the same course or in different courses) each will receive a \$9.50 tuition discount, a total of \$19. If a spouse withdraws, the total discount will be deducted from the refund. Both spouses must buy the INSTE book.

**Refund Policy**

Refunds may be requested in any manner, *i.e.* in writing, by phone, in person, etc.

**MILITARY DEPLOYMENT**

A full refund of tuition, book & fees will be given to any student who withdraws a course because of military deployment.

**ENROLLMENT CANCELLATION REFUND**

A student's enrollment will be cancelled and all money refunded in full if circumstances preclude completion of even one lesson or if the student cancels within 5 days of enrollment. A check will be mailed to the student or to the church depending on who paid the semester fees.

**WITHDRAWAL REFUND**

When a request for a refund is received, the group leader informs INSTE of the last lesson completed by the student requesting the refund and the date of the withdrawal. The tuition/enrollment refund is calculated according to the number of lessons completed and an administrative fee of 20% of the tuition has been deducted. A check will be mailed to the student or to the church depending on who paid the course fees.

**CERTIFICATE PROGRAM**

No lesson completed .....	Full refund
Lessons 1-2 .....	90% tuition/enrollment refund
Lessons 3-4 .....	75% tuition/enrollment refund
Lessons 5-7 .....	50% tuition/enrollment refund
Lessons 8-14 .....	No tuition/enrollment refund

**BOOK REFUND**

Since the INSTE book is an interactive workbook, each student must have his or her own book. Books returned to the INSTE office in new condition are refunded at 100% and those returned in resalable condition are refunded at 50%. INSTE determines the resale value of returned books. A check will be mailed to the student or to the church depending on who paid the semester fees.

**TIME LIMIT**

A group must finish a course and send in the final exams with all the corresponding forms to the office of INSTE within six months of the start date to receive credit for the course. This enrollment remains valid for one year from the date it is signed after which no request for refund will be honored.

**COMPLAINTS/GRIEVANCES**

Complaints or grievances may be communicated in any manner, *i.e.* in writing, by phone, in person, etc.

Note that transfer of academic credits is determined by the receiving institution.

Book Order Form—Certificate Program Keep a copy of this form for your records



**INSTE**  
BIBLE COLLEGE

2302 SW 3rd Street  
Ankeny, IA 50023  
Phone: 515 289-9200  
Fax: 515-289-9201  
Website: [www.inste.edu](http://www.inste.edu) Email: [inste@inste.edu](mailto:inste@inste.edu)

Date: \_\_\_/\_\_\_/\_\_\_ Church ID# (i.e. IA008) \_\_\_\_\_ Course ID# \_\_\_\_\_ (use only for ADD-ON)

**Church Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
 City, State, ZIP \_\_\_\_\_  
 ☎ (\_\_\_\_\_) \_\_\_\_\_ Other ☎ # \_\_\_\_\_  
 e-mail \_\_\_\_\_  
 Ordered by \_\_\_\_\_

**Ship to:**  Same as church  The following address  
 To: \_\_\_\_\_  
 Address: \_\_\_\_\_

**TRACKING NUMBER:** When we send your order, we will e-mail you the tracking number of your order if you provide us with an e-mail address TO THE LEFT. Print legibly.

All orders are shipped via USPS unless other service is requested.  
 Other shipping requested \_\_\_\_\_ **Additional charges will apply.**

Course: Disc.1	Disc.2	O.T.	N. T.	Leader:	Start date:	Meeting Day:	Books needed:	#Eng	#Spanish
Student's Name (Please print clearly)	Continuing Student's ID #	(+) Tuition	(+) Book	(+) Course Enrollment Fee	Shipping and Handling Fee	Married St. Disc.- 9.50 ID# of spouse	Total:		
1 One Form Per Group		38.00	30.00	7.00	9.00	-			
2		38.00	30.00	7.00	9.00	-			
3		38.00	30.00	7.00	9.00	-			
4		38.00	30.00	7.00	9.00	-			
5		38.00	30.00	7.00	9.00	-			
6		38.00	30.00	7.00	9.00	-			
7		38.00	30.00	7.00	9.00	-			
8		38.00	30.00	7.00	9.00	-			
9		38.00	30.00	7.00	9.00	-			
10		38.00	30.00	7.00	9.00	-			

APPENDIX A: ENROLLMENT FORMS

- Include Enrollment /Application for EACH Student
- Shipping and Handling applies to each student (WITH OR WITHOUT A BOOK).

TOTAL

Credit Card Payment (please fill out below)  Enclosed is a Church Check for the amount of: \$ \_\_\_\_\_ Ck# \_\_\_\_\_

Visa  MasterCard Exp. Date \_\_\_/\_\_\_/\_\_\_ CVS \_\_\_\_\_ \*(the last three numbers on the back of the credit card)  
 Number: \_\_\_\_\_ Billing Address \_\_\_\_\_ ZIP \_\_\_\_\_

Print Name \_\_\_\_\_ Authorized Signature: \_\_\_\_\_  
Card holder name (as it appears on the card)

FOR OFFICE USE ONLY				
Inste Sent:	Waybill#	Inste Invoice#	Dated	AMT \$

## Church and Group Information

1. **DATE:** Write the date of the order.
2. **CHURCH ID** If you are a new church to INSTE, leave the church number blank. We will assign a number to your church when we process your order. If you are beginning a new group in a church that already has a church write in the church number (i.e. IA008).
3. **CLASS ID:** This is a unique number assigned by INSTE to each class. You will find that number on the Register of Attendance and Exams. If you need to add someone to your group after you have sent in the original Book Order, copy that number to this space when you send in the additional student's book order and enrollment forms.
4. **CHURCH NAME AND ADDRESS:** Fill out completely and correctly. Include a telephone number where we can reach you. Also include an e-mail address.

## Shipping Information

All orders are shipped on a first-come, first-serve basis, usually within two days of its arrival at the INSTE office when form is complete.

1. **SHIP TO:** Check the correct box. If you check "following address" write it clearly on the lines provided.
2. **TRACKING NUMBER:** If you give us an e-mail address, we will send you a tracking number you can use to track your shipment.
3. **USPS:** We ship all orders via USPS Media Mail unless otherwise requested. If you wish another service, additional charges will apply. USPS Media Mail estimated shipping is from normally from 4 to 9 business days. If your books are shipped in multiple boxes, the boxes may arrive on different days. Please allow 10 to 15 business days for book delivery from the time you send in your completely filled out order.

## Book Order Information

1. **COURSE:** Circle the course for your group.
2. **LEADER:** Write the name of the group leader. Remember this leader must be currently certified as a leader.  
**START DATE:** When will your group begin? Tell us.  
**MEETING DAY:** What day of the week will you meet?

**BOOKS NEEDED:** Indicate number of books you are ordering in each language. EVERY student needs a book. If the student has bought a book previously and dropped out he/she may use that book. Otherwise, everyone on your list will need to buy a book. If you are a student/leader, and you already have your book from your training as a group leader you will not need to purchase another book.

3. **STUDENT'S NAME:** Write the name of each student in this column. (If you want a leader replacement book, write your name at the bottom of this column and the words "leader replacement book". Cross out the book price and indicate \$15 + \$9 shipping above the marked out book price.)
4. **STUDENT ID#:** If this is a continuing group, write the student ID# in this column. You will find ID#s on the Register of Attendance and Exams we sent with your last order. They are also on the grade cards.
5. **FEE COLUMNS:** Each student will pay TUITION, BOOK FEE, the COURSE ENROLLMENT FEE, plus the SHIPPING AND HANDLING FEE (with or without a book). If the student is eligible for the MARRIED STUDENT DISCOUNT, subtract \$9.50 from each of the spouses' costs. Add the spouse's Student ID # next to the discount.) Total what each student owes in the TOTAL COLUMN.

## Financial Information

1. **TOTAL** the amount owed for the group. Send a CHURCH CHECK for the total, or completely fill out the information for a CREDIT CARD payment. Don't forget the CVS number on the back of the card, and the complete address of where you get your credit card statement including the zip code. Print your name exactly as it appears on your card.

### 2. FINANCIAL POLICIES

#### MARRIED STUDENT DISCOUNT

When both husband and wife study concurrently (whether in the same course or in different courses) each will receive a \$9.50 tuition discount, a total of \$19. If a spouse withdraws, the total discount will be deducted from the refund. Both spouses must buy the INSTE book.

#### REFUND POLICY

Refunds may be requested in any manner, *i.e.* in writing, by phone, or in person. For information on the refund policy, refer to the student enrollment form.

- **Incomplete orders cannot be processed.**
- **Telephone orders cannot be accepted.**



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## Diploma/Degree Application for Admission

### 1. PERSONAL DATA

Your Student ID# \_\_\_\_\_ Graduation date, Certificate in CM: \_\_\_\_\_ Previous Group Leader \_\_\_\_\_  
 First Name \_\_\_\_\_ Initial \_\_\_\_\_ Last Name \_\_\_\_\_  
 Address \_\_\_\_\_ E-mail: \_\_\_\_\_  
 \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_  
 City \_\_\_\_\_ ST \_\_ Zip \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_  
 City, ST, (Country) of Birth \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender:  Male  Female  
mm dd yyyy  
 Marital Status:  Single  Married (Spouse's name \_\_\_\_\_)  Widowed  Divorced  
 Church: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_

### 2. PREVIOUS ACADEMIC EXPERIENCE

College or University	Years attended	Major/Degree	I have had an official* transcript sent to INSTE
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

\*Official means the college or university sends your transcript directly to INSTE. This must be done and your evaluation approved before you are admitted to one of our degree programs.

### 3. PROGRAM DATA

Mark the program to which you are applying:

<input type="checkbox"/> Diploma in Bible and Theology	<input type="checkbox"/> Associate of Arts Degree in Bible and Theology	<input type="checkbox"/> Bachelor of Arts Degree in Bible and Theology
--	---	--

### 4. MINISTRY MENTOR AND GROUP LEADER (see page 2)

First and Last Name of your Ministry Mentor: \_\_\_\_\_

First and Last Name of your Group Leader: \_\_\_\_\_

**I agree to the regulations set forth in the INSTE catalog valid at the time of my signing this application. I understand that my completion of this study program does not guarantee my acceptance for any position by any church or organization. I agree that it is my responsibility to verify the applicability of INSTE's credits toward any educational goal that I may have. I hereby affirm my commitment to the Lord and His Kingdom. I commit myself to the study of the Word and to putting it into practice in my life and ministry.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTIONS

1. Attached to this application you have received a copy of the *Beyond Academics* booklet. Read it, and with the help of your group leader, choose a candidate to be your ministry mentor. Share with him/her the requirements and responsibilities of a ministry mentor, as described in detail in the *Beyond Academics* booklet. If s/he consents to be your ministry mentor, give him/her the ministry mentor data sheet included with this application form.
2. Give a recommendation form to your Level One group leader and the other to your Pastor or another leader in your church who knows you well. Be sure to include an envelope with each recommendation.
3. Fill out the course enrollment form.
4. When everything is in order—your application, the ministry mentor data sheet plus the two recommendations—submit them to your group leader. Don't forget to also give him/her the fees for tuition, books, course enrollment and shipping / handling.
5. Please send to INSTE the following:
  - Your application and course enrollment, completely filled out, signed and dated
  - Transcripts from previous colleges or universities
  - The two recommendations
  - The ministry mentor data sheet
  - Your payment of fees (see the course enrollment form)

## TOTAL PROGRAM COSTS

Prices subject to change

The total program cost (tuition, books, enrollment fees plus shipping and handling) for each program is as follows:

DIPLOMA PROGRAM: \$4,082

DEGREE PROGRAMS: Bachelor of Arts in Bible and Theology: \$5,282\*\*

Associate of Arts in Bible and Theology: \$2,666\*\*

\*Additional fees are as follows: \$75 Transfer Evaluation Fee and between \$300-\$350 for collateral reading books.

\*The price listed above does not include General Education requirements.

INSTE Online students (Diploma/Degree) have a \$10 technology fee per course.

All candidates for the Diploma/Degree programs must have also successfully completed the Certificate in Christian Ministry, the total cost of which is \$346.

## COURSES

All Diploma/Degree students complete the following courses. See the catalog or the web-site for a description of these courses. Each course earns 2 semester hours (Diploma program) or 3 semester hours (Degree program).

### Semester 1:

MIN201 Church Leadership  
THE202 Ecclesiology  
HIS203 Church History 1  
HIS204 Church History 2  
MIN209 Beyond Academics 1

### Semester 2:

THE205 Christology  
BIB206 Luke-Acts  
BIB207 John and His Epistles  
BIB208 Colossians and Ephesians  
MIN210 Beyond Academics 2

### Semester 3:

THE301 Soteriology  
BIB302 Romans and Galatians  
BIB303 Hebrews  
MIN304 Teaching the Bible  
MIN309 Beyond Academics 3

### Semester 4:

THE305 Theology/Pneumatology  
BIB306 The Pentateuch  
BIB307 Hebrew History  
MIN308 Homiletics  
MIN310 Beyond Academics 4

### Semester 5:

THE401 Anthropology/Hamartiology  
REL402 Cults and Religions  
BIB403 Poetic Books  
MIN404 Counseling  
MIN409 Beyond Academics 5

### Semester 6:

THE405 Eschatology  
BIB406 Daniel and Revelation  
BIB407 Prophetic Books  
MIN408 Church Administration  
MIN410 Beyond Academics 6



**INSTE**  
BIBLE COLLEGE

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## Ministry Mentor Data Sheet

**Student:** Write your data below and give it to the person who will be your ministry mentor.

First and last name of the student: \_\_\_\_\_ Student ID# \_\_\_\_\_

This student is applying for the  Diploma in Bible and Theology  Associate of Arts in Bible and Theology  
 Bachelor of Arts in Bible and Theology

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.

### Ministry Mentor's 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 (\_\_\_\_) \_\_\_\_\_

Past ministry experience: \_\_\_\_\_

Your Relationship to the Applicant/Student \_\_\_\_\_

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

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

Have you read the Beyond Academics booklet?  Yes  No If not, ask the student to give you a copy of Beyond Academics. Thank you for being a part of the team to help this student develop spiritually, in ministry skills, and in the developing of the values that will form the foundation of his/her ministry.

Mentoring is simply

- one person (the mentor)
- sharing resources (experience, insight, counsel, skills, prayer, knowledge)
- with someone who needs it (the student.)

# Ministry Mentor Commitment

Before signing the Ministry Mentor Data Sheet, the group leader, student and mentor must thoroughly review the *Beyond Academics* booklet. The student and the mentor should know what is required of them. Please make sure you have discussed the following questions before signing at the bottom.

For the student:

- a) What is it that you see in the prospective mentor that you'd like to develop in your own life?
- b) Will you be responsive to the mentor's advice and counsel even when it is difficult?
- c) Will you personally take responsibility for learning through *Beyond Academics*?
- d) Will you be open and honest with your mentor and seek his/her advice and counsel?

For the mentor:

- a) What leadership (or ministry) qualities do you see in the candidate for admission? What potential do you see in him/her?
- b) What ministry experience do you have that will benefit the emerging leader/minister?
- c) Will you be able to sponsor i.e., open doors of opportunity for this leader in formation as he or she develops ministry skills and character?
- d) Will you promise to pray every day for this student and be available for consultation, counsel and encouragement?
- e) Will you be an example for this leader-in-formation to follow?
- f) Will you hold the student accountable for growth in the areas of spiritual formation, ministry formation and strategic formation?
- g) Will you be sure to initial and date the tracking sheet after each meeting with the student?

The group leader and the ministry mentor are partners in the task of forming the student. Make sure that you have each other's telephone numbers so that you can keep in touch. Pray together for God's leading in the lives of each person involved in this great venture.

After having read the requisites for being a Ministry Mentor, as they are described in the ***Beyond Academics*** booklet, 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



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### Recommendation # 1

**To the applicant:** I understand this recommendation is to be received and maintained in confidence by INSTE. I hereby expressly waive any and all rights I have of access to this evaluation under the Family Education Rights and Privacy Acts of 1974, and any/or all other laws, regulations or policies. I understand that the rights I am waiving include, but are not limited to, the right to inspect and review this recommendation; the right to have a copy of this recommendation made for my use; the right to request an amendment of this recommendation.

\_\_\_\_\_ I agree to waive access to this recommendation. \_\_\_\_\_ I do not agree to waive rights to this recommendation.

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Applying for:  Diploma in Bible and Theology  AA in Bible and Theology  BA in Bible and Theology

**To the person who is recommending this student:** In INSTE we say that all leaders are ministers but not all ministers are leaders. By that we mean that all are called to serve the Lord in some capacity, but not all are called to be leaders. Please, evaluate the applicant in light of his/her ministry/service and spiritual growth.

We would appreciate your taking a few moments to fill out this form. When you finish, please place it back into an envelope and seal it. Sign the envelope on the back flap, and return it to the applicant.

*Thank you for filling out this recommendation. We depend on your evaluation of the applicant with respect to his or her capacity and gifting to be admitted to the program*

Your First and Last Name \_\_\_\_\_ Date \_\_\_\_\_

Your relationship to the applicant (Pastor, Level One Leader...) \_\_\_\_\_

1. What signs of spiritual maturity are evident in the applicant? \_\_\_\_\_

2. What is his or her attitude toward authority? \_\_\_\_\_

3. What character trait most describes the applicant? \_\_\_\_\_

4. What leadership and/or ministry gifts have you observed in the applicant? \_\_\_\_\_

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

6. How would you evaluate the academic capacity of the applicant? \_\_\_\_\_

7. What is the applicant's greatest strength (potential) for leadership and/or ministry? \_\_\_\_\_

8. In what area would the applicant need most to grow to be able to minister effectively? \_\_\_\_\_

9. What is the ministry passion of the applicant? \_\_\_\_\_

10. How would you evaluate the applicant in light of the following requisites for entrance to the Second Level? (Mark your evaluation on a scale of 1 to 10).

**The applicant demonstrates maturity and discipline in his/her personal and spiritual life.**

Not mature There are signs of growth Very mature/disciplined

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Comments: \_\_\_\_\_

**The applicant demonstrates his/her calling to leadership and/or ministry through his/her ministry in the church.**

Not presently in leadership and/or ministry His/her giftedness for leadership/ministry is obvious

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Comments: \_\_\_\_\_

**The applicant demonstrates in his/her life the leadership qualities of 1 Timothy 3 and Titus 1.**

Immature character Mature and holy character

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Comments: \_\_\_\_\_

**The applicant is viewed as a leader and/or minister by other believers in the congregation.**

Not so viewed By some believers His/her leadership and/or ministry is widely recognized

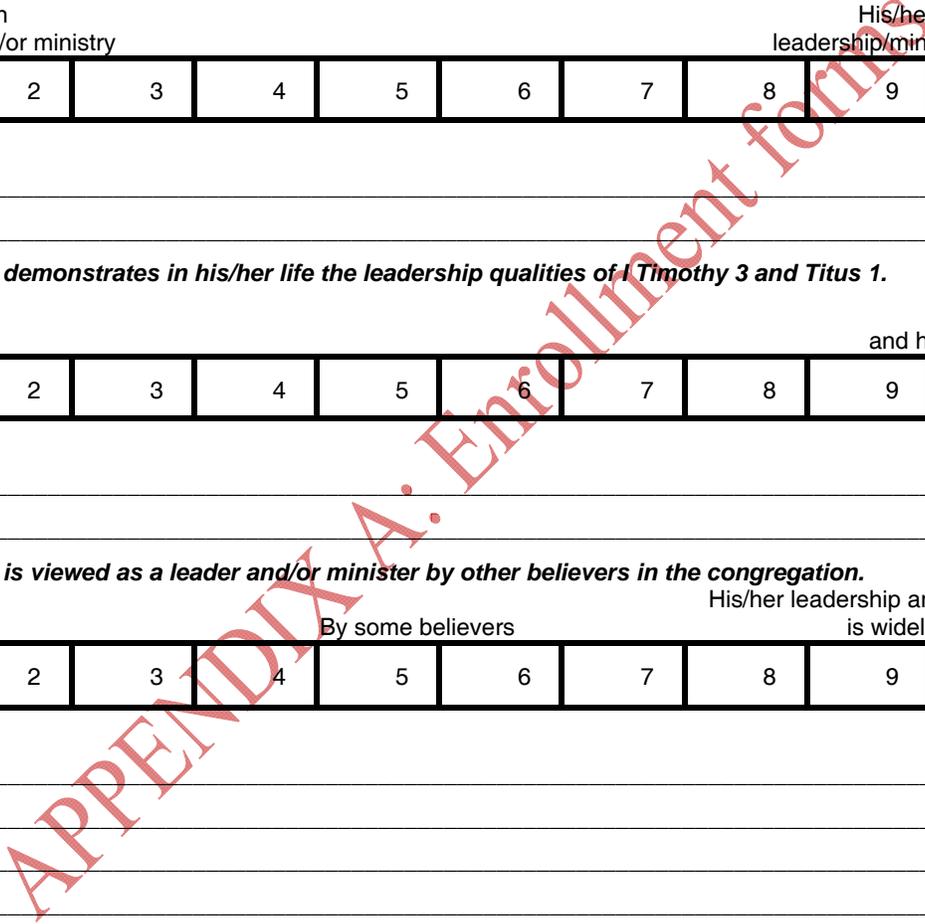
1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Comments: \_\_\_\_\_

Signature \_\_\_\_\_ Church \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Telephone \_\_\_\_\_





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### Recommendation # 2

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\_\_\_\_\_ I agree to waive access to this recommendation. \_\_\_\_\_ I do not agree to waive rights to this recommendation.

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Applying for:  Diploma in Bible and Theology  AA in Bible and Theology  BA in Bible and Theology

**To the person who is recommending this student:** In INSTE we say that all leaders are ministers but not all ministers are leaders. By that we mean that all are called to serve the Lord in some capacity, but not all are called to be leaders. Please, evaluate the applicant in light of his/her ministry/service and spiritual growth.

We would appreciate your taking a few moments to fill out this form. When you finish, please place it back into an envelope and seal it. Sign the envelope on the back flap, and return it to the applicant.

Thank you for filling out this recommendation. We depend on your evaluation of the applicant with respect to his or her capacity and gifting to be admitted to the program.

Your First and Last Name \_\_\_\_\_ Date \_\_\_\_\_

Your relationship to the applicant (Pastor, Level One Leader...) \_\_\_\_\_

1. What signs of spiritual maturity are evident in the applicant? \_\_\_\_\_

2. What is his or her attitude toward authority? \_\_\_\_\_

3. What character trait most describes the applicant? \_\_\_\_\_

4. What leadership and/or ministry gifts have you observed in the applicant? \_\_\_\_\_

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

6. How would you evaluate the academic capacity of the applicant? \_\_\_\_\_

7. What is the applicant's greatest strength (potential) for leadership and/or ministry? \_\_\_\_\_

8. In what area would the applicant need most to grow to be able to minister effectively? \_\_\_\_\_

9. What is the ministry passion of the applicant? \_\_\_\_\_

10. How would you evaluate the applicant in light of the following requisites for entrance to the Second Level? (Mark your evaluation on a scale of 1 to 10).

**The applicant demonstrates maturity and discipline in his/her personal and spiritual life.**

Not mature			There are signs of growth				Very mature/disciplined		
1	2	3	4	5	6	7	8	9	10

Comments: \_\_\_\_\_  
 \_\_\_\_\_

**The applicant demonstrates his/her calling to leadership and/or ministry through his/her ministry in the church.**

Not presently in leadership and/or ministry				His/her giftedness for leadership/ministry is obvious					
1	2	3	4	5	6	7	8	9	10

Comments: \_\_\_\_\_  
 \_\_\_\_\_

**The applicant demonstrates in his/her life the leadership qualities of I Timothy 3 and Titus 1.**

Immature character				Mature and holy character					
1	2	3	4	5	6	7	8	9	10

Comments: \_\_\_\_\_  
 \_\_\_\_\_

**The applicant is viewed as a leader and/or minister by other believers in the congregation.**

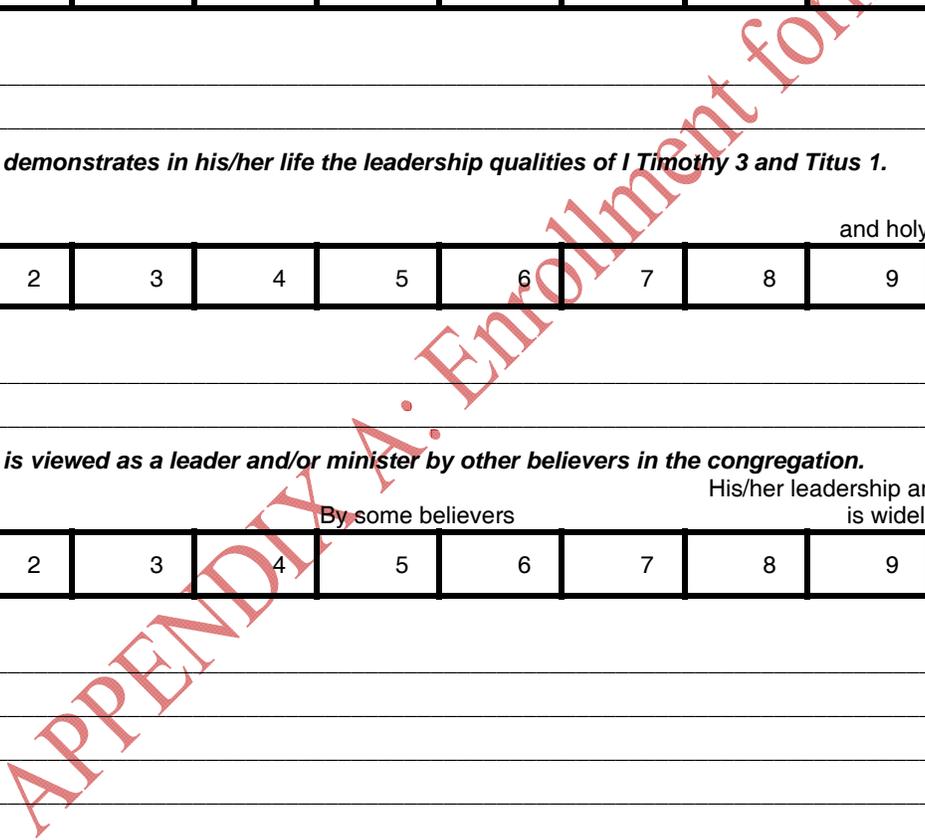
Not so viewed				By some believers		His/her leadership and/or ministry is widely recognized			
1	2	3	4	5	6	7	8	9	10

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature \_\_\_\_\_ Church \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Telephone \_\_\_\_\_





# Beyond Academics

*How to Learn from Your Ministry Mentor*

APPENDIX A: Enrollment form

*Level Two: Diploma and Degree 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.

APPENDIX A: Enrollment forms

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*APPENDIX A: Enrollment forms*

# 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

This program is designed to accomplish two goals:

1. To make learning from a mentor as natural as possible so that you will continue to recognize and learn from mentors throughout your lifetime.
2. To prepare you to be a mentor to those who come after you.

# Three Formations

Your ministry mentor will be helping 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, fellowshiping—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?

Mentoring is...

**Definition** 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



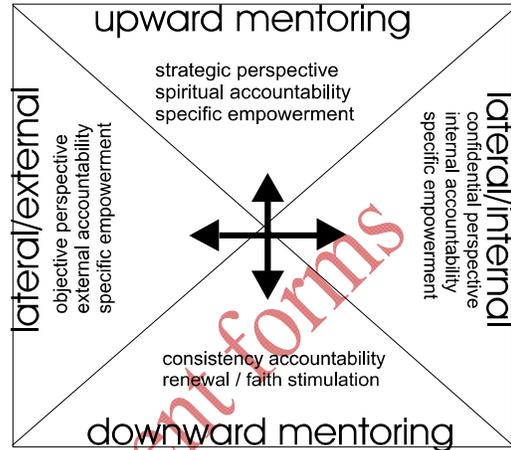
You are learning in INSTE so that you can mentor others, too. You don't have to wait until you finish INSTE to mentor others. You could downward mentor a Level One group, or your own children, or a Sunday School class. There is nothing like a downward mentoring relationship to keep you consistent in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

1. Tracking Sheet
2. The list of competencies
3. The assessment sheets
4. Beyond Academics Summary Sheet
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. **You will use these tracking sheets in your last semester to construct your Ministry Portfolio**, so it is important that you keep good records of what you do in Beyond Academics.

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. To get credit for Beyond Academics you will submit the Summary Sheet plus the evaluation of your mentor after each course.

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

Also in each 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 Beyond Academics Summary sheet and 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. See Appendix D for more details.

## **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 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 Summary Sheet**

The four pages in the back of your INSTE book that you will send to INSTE are all marked in the headers with this note: **Send this sheet with your final exam.** The Beyond Academics Summary Sheet is one of those pages. On that sheet you will summarize your experiences in Beyond Academics during the course you just completed.

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 the course. Your tracking sheets form a spiritual journal you will use to construct your ministry portfolio at the end of your INSTE studies. The Summary sheets are steps—essentially reflection points—toward the three formations so important in Beyond Academics. You may wish to keep a copy of them so that as you write your portfolio you 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 six 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.

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

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

You send in **ONLY** the Summary sheet. On the other side of the summary sheet you write a succinct summary of your Beyond Academics experience during the course. Write about your experiences 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 Summary Sheet and the Ministry Mentor’s Evaluation. If you do not receive a Pass on that credit you will have to make up the credit before you graduate.

# The Ministry Portfolio

Of course you will receive a diploma or degree and your academic transcript when you graduate. But that tells only part of the story. Your portfolio is a snap-shot 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 and sent to INSTE at the end of your sixth semester. 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.

At the graduation ceremony your ministry mentor will present you your approved portfolio. You will RETURN the portfolio to INSTE after the ceremony. Please note:

## **IMPORTANT**

The portfolio you submit to INSTE for evaluation will NOT be returned to you; it will remain on file at INSTE. Make two copies of your portfolio—one for the INSTE archives and one you will keep.

## An Explanation of your Portfolio

1. Your portfolio will begin with a résumé. You may follow any standard format for your résumé.
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 Level Two.
  - a. List the competencies you worked on with your ministry mentor. See the list on the previous page. 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. \*\*\*Your graded and corrected final exams will be returned to you on disk through your group leader. You will refine your exam answers based on the corrections and place them in your portfolio. The 24 exams will constitute your academic thesis.
  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 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.

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\*\* Students enrolling in the Diploma program after July 2011 will not include this section in their portfolios. Degree program students, however, will include it.

## Sample Title Page

The Ministry Portfolio

of

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

Presented on May 12, 2012

Sample Title Page

Ministry Mentor: John Wesley Spencer  
1212 Gracia Avenue  
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Approved on \_\_\_\_\_

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Academic Dean

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APPENDIX A: Enrollment forms

**Notes**

*APPENDIX A: Enrollment forms*

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# Beyond Academics

## Tracking Sheet: Church Leadership

### 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: Enrollment forms

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**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 \_\_\_\_\_

APPENDIX A: Enrollment forms

## 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 Beyond Academics Summary sheet and 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.

#### TEAM WORK

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 1991 2000		
<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. By the sixth semester, you will have your timeline in order for your ministry portfolio.

APPENDIX A: Enrollment Forms

## 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>								
10 am									Ministry and Worship	
11 am										
12 am										
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 pm										
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 am							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
11 pm							
12 pm							
1 am							
2 am							
3 am							
4 am							
5 am							

APPENDIX A: Enrollment forms

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
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.

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

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

## Strategic Formation: Value Assessment

In *Church Leadership*, Lesson 4, Day 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?

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### 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

[Example] Ministry  
of the people of God

Ministry through giftedness is the function of the whole church.

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### 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.

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

APPENDIX A: Enrollment forms

*Send this sheet with your final exam*

Appendix H

Grade:  Pass  Fail

For Office Use Only

## Beyond Academics Summary Sheet

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

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Group leader: \_\_\_\_\_

Ministry mentor: \_\_\_\_\_

Each student is required to faithfully attend church each week. As proof thereof, the student fills out this form attesting to his/her faithfulness.

“I attest to my faithfulness in attendance and support of my local church.”  Yes  No

If no, explain: \_\_\_\_\_

\_\_\_\_\_  
Your signature date

### Ministry experience

Present ministry/leadership assignment: \_\_\_\_\_

Church or ministry: \_\_\_\_\_

Address: \_\_\_\_\_

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

To whom are you accountable in this assignment? \_\_\_\_\_

The most memorable leadership lesson you learned during this course:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I used the following assessment sheets during this course:

Time Management  Character Assessment  Skill Assessment  Strategic Assessment

*Send this sheet with your final exam*

Appendix H

## **Beyond Academics Summary Tracking Sheet**

What major lessons did you learn in Beyond Academics during this course? Refer to your tracking sheets and note a victory, struggle or learning situation that stands out in your mind. How did your relationship with your ministry mentor help you develop the skills you need to be effective in ministry? **Think about the three critical developmental areas; i.e., spiritual, ministry and strategic formation.** Attach additional sheets if necessary.

### **Spiritual Formation**

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### **Ministry Formation**

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### **Strategic Formation**

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\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Ministry mentor's signature

*Send this sheet with your final exam*



**INSTE**  
BIBLE COLLEGE

# 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



**Course Enrollment Form**  
Diploma and Degree Program



2302 SW 3rd St, Ankeny, IA 50023 ▪ Tel: (515) 289-9200 ▪ Fax: (515) 289-9201 ▪ www.inste.edu

**PERSONAL INFORMATION (MUST BE FILLED OUT EACH COURSE)**

Check here if the following information has changed since last semester

Last name \_\_\_\_\_ First \_\_\_\_\_ Initial \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

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

Church name \_\_\_\_\_  
(Church at which you will be studying.)

Church address \_\_\_\_\_

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

Your group leader \_\_\_\_\_

Your ministry mentor \_\_\_\_\_

[If your ministry mentor has changed, attach a new MINISTRY MENTOR DATA SHEET ]

Check the Course(s)  in which you are enrolling. Also check book(s)  you are ordering. SEE OTHER SIDE FOR EXPLANATION

SEMESTER 1	Enroll / Book	SEMESTER 2	Enroll / Book
Mn201 Church Leadership	<input type="checkbox"/> <input type="checkbox"/>	Th205 Christology	<input type="checkbox"/> <input type="checkbox"/>
Th202 Ecclesiology	<input type="checkbox"/> <input type="checkbox"/>	Bi206 Luke-Acts	<input type="checkbox"/> <input type="checkbox"/>
Hi203 Church History 1	<input type="checkbox"/> <input type="checkbox"/>	Bi207 John and His Epistles	<input type="checkbox"/> <input type="checkbox"/>
Hi204 Church History 2*	<input type="checkbox"/> <input type="checkbox"/>	Bi208 Colossians / Ephesians*	<input type="checkbox"/> <input type="checkbox"/>
*Prerequisites: Mn201, Th202, Hi203		*Prerequisites: Th205, Bi206, Bi207	
SEMESTER 3		SEMESTER 4	
Th301 Soteriology	<input type="checkbox"/> <input type="checkbox"/>	Th305 Theology/Pneumatology	<input type="checkbox"/> <input type="checkbox"/>
Bi302 Romans and Galatians	<input type="checkbox"/> <input type="checkbox"/>	Bi306 The Pentateuch	<input type="checkbox"/> <input type="checkbox"/>
Bi303 Hebrews	<input type="checkbox"/> <input type="checkbox"/>	Bi307 Hebrew History	<input type="checkbox"/> <input type="checkbox"/>
Mn304 Teaching the Bible*	<input type="checkbox"/> <input type="checkbox"/>	Mn308 Homiletics*	<input type="checkbox"/> <input type="checkbox"/>
*Prerequisites: Th301, Bi302, Bi303		*Prerequisites: Th305, Bi306, Bi307	
SEMESTER 5		SEMESTER 6	
Th401 Anthropology/Hamartiology	<input type="checkbox"/> <input type="checkbox"/>	Th405 Eschatology	<input type="checkbox"/> <input type="checkbox"/>
Hi402 Cults and Religions	<input type="checkbox"/> <input type="checkbox"/>	Bi406 Daniel and Revelation	<input type="checkbox"/> <input type="checkbox"/>
Bi403 Poetic Books	<input type="checkbox"/> <input type="checkbox"/>	Bi407 The Prophets	<input type="checkbox"/> <input type="checkbox"/>
Mn404 Counseling*	<input type="checkbox"/> <input type="checkbox"/>	Mn408 Church Administration*	<input type="checkbox"/> <input type="checkbox"/>
*Prerequisites: Th401, Hi402, Bi403		*Prerequisites: Th405, Bi406, Bi407	

\*Student ID# \_\_\_\_\_ Church ID# \_\_\_\_\_

**Payment Section**

Your may elect to pay for and receive only one course at a time or multiple courses. Payment is due at the time of enrollment, whether it be for one course or for multiple courses.

**Cost per course:** Interactive Book: \$25, Enrollment Fee: \$9, Shipping and Handling: \$9 = \$43 plus \$50 per credit hour. Each course includes Beyond Academics ( 1/2 cr hr): \$25

Check  one of the following amounts; then write that amount in the space indicated below.

↓ Your Program	One course	Two courses	Three courses	Four courses
<input type="checkbox"/> Diploma	<input type="checkbox"/> \$168	<input type="checkbox"/> \$336	<input type="checkbox"/> \$504	<input type="checkbox"/> \$672
<input type="checkbox"/> Degree	<input type="checkbox"/> \$218	<input type="checkbox"/> \$436	<input type="checkbox"/> \$654	<input type="checkbox"/> \$872

WRITE COST OF THE COURSE(S) FOR WHICH YOU ARE ENROLLING = \_\_\_\_\_

If you are a degree program student and this is your first enrollment, add \$75 + \_\_\_\_\_

I qualify for the Married Student Discount  Yes  No

If yes, subtract ...

\$31.25 per course (diploma) x \_\_\_\_\_ (number of courses) = \_\_\_\_\_ discount

\$43.75 per course (degree) x \_\_\_\_\_ (number of courses) = \_\_\_\_\_ discount - \_\_\_\_\_

Your spouse's name \_\_\_\_\_

& Student ID# \_\_\_\_\_

If you are a student/leader OR you are re-enrolling and you already have the book(s) for the course(s) above, subtract \$25 per course (see other side) - \_\_\_\_\_

**WHAT YOU OWE** \_\_\_\_\_

**RECEIPT**

Date \_\_\_\_\_

Received from or for \_\_\_\_\_ for am't of \$ \_\_\_\_\_

am't)

(student name)

(full

In full payment for enrollment in the course(s) listed above.

- I authorize the group leader named below to receive my academic records for this/these course(s)
- I have read the information on the back of this form and I understand my rights and obligations.
- I have received a copy of this receipt as proof of payment.

Group leader's signature \_\_\_\_\_

Student's signature \_\_\_\_\_

Who is paying for the course(s)?  Student \$ \_\_\_\_\_  Church \$ \_\_\_\_\_  
 Other \$ \_\_\_\_\_

If the church (or other) is paying for the course(s), write name of the church or person here: \_\_\_\_\_

## Total Costs for Diploma and Degree Program

Prices subject to change

The total cost of the Diploma Program, including enrollment fees, tuition and books, and shipping is \$4,378. The diploma program consists of 24 accelerated courses as described in the catalog and on the website. Upon successful completion of the Diploma Program, you will receive the Diploma in Bible and Theology. The Degree Program's total cost is \$6,003 plus the cost of either 1) the Logos Bible Software, \$473 or 2) the library of books on the alternate reading list, which costs approximately \$300. Upon completion of the Degree Program, you will receive the Bachelor of Arts in Bible and Theology.

### OTHER FEES

Audit Fee .....	\$62.50
Transcript Fee .....	\$ 5
Transfer Evaluation Fee .....	\$75
Graduation Fee (includes one free transcript) .....	\$50

### MARRIED STUDENT DISCOUNT

When both husband and wife study concurrently (whether in the same course or in different courses) each will receive a \$31.25 per course tuition discount (diploma student), or a \$43.75 per course discount (degree student). If a spouse withdraws, the total discount will be deducted from the refund. Both spouses must buy the INSTE book.

### Refund Policy

Refunds may be requested in any manner, *i.e.* in writing, by phone, in person, etc.

### ENROLLMENT CANCELLATION REFUND

A student's enrollment will be cancelled and all money refunded in full if circumstances preclude completion of even one lesson or if the student cancels within 5 days of enrollment. A check will be mailed to the student or to the church depending on who paid the course fees.

### WITHDRAWAL REFUND

When a request for a refund is received, the group leader informs INSTE of the last lesson completed by the student requesting the refund and the date of the withdrawal. The tuition/enrollment refund is calculated according to the number of lessons completed and an administrative fee of 20% of the tuition has been deducted. A check will be mailed to the student or to the church depending on who paid the course fees.

### MILITARY DEPLOYMENT

A full refund of tuition, book & fees will be given to any student who withdraws from a course because of military deployment.

### Diploma and Degree Program

No lesson completed .....	Full refund
Lesson 1 .....	75% tuition/enrollment refund
Lesson 2 .....	50% tuition/enrollment refund
Lesson 3 .....	No refund

### BOOK REFUND

Since the INSTE book is an interactive workbook, each student must have his or her own book. Books returned to the INSTE office in new condition are refunded at 100% and those returned in resalable condition are refunded at 50%. INSTE determines the resale value of returned books. A check will be mailed to the student or to the church depending on who paid the course fees.

### BEYOND ACADEMICS

Beyond Academics is the practical, individualized component of your formation in the program. At the back of the book for each course you will find the forms you need for Beyond Academics. The Manual for Beyond Academics you received with your application gives you complete instructions on how this important component of your training functions. In case you need it, you can find another copy of the manual on the website ([www.inste.edu](http://www.inste.edu)).

See the catalog for extension requirements.

### Books

EACH STUDENT needs the interactive book to do the course. There are only two exceptions: (1) If you have previously enrolled and have your own book or (2) if you are a group leader/student and you have the book for the course in which you are enrolling. If one of these exceptions applies to you, note that at the bottom of the payment section you will deduct the amount of \$25 for each book you do not need for the courses in which you are enrolling.

### Prerequisites

The last course of each semester has as its prerequisites the previous three courses of that semester. A student must have taken those three courses (or with this enrollment form enroll in them) to be admitted as a student in the last course of the semester.

The last lesson of the last course of a semester serves as a review of the entire semester. The student also dedicates time to review and refine his or her corrected final exams of that semester to be included in the student's portfolio as part of the capstone project.

### Time Limit for a Course

Courses are designed to be taken as either a 7-week or 10-week course. However, a group must finish a course and submit the final exams with the accompanying forms to the INSTE office within three months of the starting date to receive credit for the course studied.

This enrollment remains valid for six months from the date it is signed after which no request for refund will be honored.

### COMPLAINTS/GRIEVANCES

Complaints or grievances may be communicated in any manner, *i.e.* in writing, by phone, in person, etc.

Give your group leader this enrollment form with a check (made out to your church) or cash for the total amount of your enrollment costs. Your group leader will fill out the receipt and sign it. He/she will make a photocopy of this form and give it to you as your receipt. This form will be filed in your student file.

Note that transfer of academic credits is determined by the receiving institution.

**Book Order Form—Diploma and Degree Program** Keep a copy of this form for your records



**INSTE**  
BIBLE COLLEGE

2302 SW 3rd Street  
Ankeny, IA 50023  
Phone: 515-289-9200  
Fax: 515-289-9201  
Website: [www.inste.edu](http://www.inste.edu)  
Email: [inste@inste.edu](mailto:inste@inste.edu)

Date     /     /     Church ID#                      Class ID#                      (if add-on)

Church Name and Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/St/Zip \_\_\_\_\_  
 ☎ (\_\_\_\_) \_\_\_\_\_  
 e-mail \_\_\_\_\_  
 Ordered by \_\_\_\_\_

Ship to:  Same as church  The following name and address  
 Name: \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/St/Zip \_\_\_\_\_  
**TRACKING NUMBER:** When we send your order, we will e-mail you the tracking number of your order if you provide us with an e-mail address TO THE LEFT. Print legibly.  
 All orders are shipped via USPS unless other service is requested.  
 Other shipping requested \_\_\_\_\_ **Additional charges will apply.**

*Courses (see list on back)								Transfer	What student owes
Student Name and ID (example-- John Smith, 12345)	Program		Ministry Mentor	Course	Course	Course	Course		
	dipl	deg	Start date: <u>   </u> / <u>   </u> / <u>   </u>						
1	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Enroll <input type="checkbox"/> Book	Amt _____	<input type="checkbox"/>			
2	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Enroll <input type="checkbox"/> Book	Amt _____	<input type="checkbox"/>			
3	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Enroll <input type="checkbox"/> Book	Amt _____	<input type="checkbox"/>			
4	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Enroll <input type="checkbox"/> Book	Amt _____	<input type="checkbox"/>			
5	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Enroll <input type="checkbox"/> Book	Amt _____	<input type="checkbox"/>			
6	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Enroll <input type="checkbox"/> Book	Amt _____	<input type="checkbox"/>			
7	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Enroll <input type="checkbox"/> Book	Amt _____	<input type="checkbox"/>			
Total number of students in this course								<b>TOTAL OWED by students</b>	
Group leader of this course								Does this amount match the total of the enrollment forms?	
Leader book(s) ordered. (Includes shipping)				BK:\$34 <input type="checkbox"/>	BK: \$34 <input type="checkbox"/>	BK: \$34 <input type="checkbox"/>	BK: \$34 <input type="checkbox"/>	<b>Ldr Bk Total</b>	
Total number of books ordered for this course				En _____ Sp _____	<b>TOTAL ENCLOSED</b>				

Credit Card Payment (please fill out below)     Enclosed is a Church Check for the amount of: \_\_\_\_\_ Check # \_\_\_\_\_

Visa  MasterCard    Exp. Date    /   /       CVS             \*(the last three numbers on the back of the credit card)  
 Number: \_\_\_\_\_    Billing Address \_\_\_\_\_    ZIP \_\_\_\_\_  
 Print Name \_\_\_\_\_    Authorized signature: \_\_\_\_\_  
Card holder name (as it appears on the card)

FOR OFFICE USE ONLY				
Sent:	Waybill#	Invoice#	Dated	AMT \$

## Church and Class Information

5. **DATE:** Write the date of the order.
6. **CHURCH ID # and CLASS ID #:** Fill in the Church ID#. If this is the first course for your group, you will be assigned a Class ID# when your class is processed. If a student is adding on to an open course, write in the Class # that is shown on the class Register of Attendance (RAE).
7. **CHURCH NAME AND ADDRESS:** Fill out completely. Include a day time telephone number where we can reach you. Also include your e-mail address.

## Shipping Information

All orders are shipped on a first-come, first-serve basis, usually within two days of its arrival at the INSTE office when the order is complete.

4. **SHIP TO:** Check the correct box. If you check "following name and address" write it clearly on the lines provided.
5. **TRACKING NUMBER:** If you give us an e-mail address, we will email you a tracking number you can use to track your shipment.
6. **USPS:** We ship all orders via USPS Media Service unless otherwise requested. If you wish another service, additional charges will apply. USPS Media Service estimated shipping time is normally from 4 to 9 business days. If your books are shipped in multiple boxes, the boxes may arrive on different days. Please allow 10 to 15 business days for delivery from the time you send in your completely filled out order.

## Book Order Information

6. **STUDENT NAME and ID:** Write the name of each student followed by the student ID# in this column. You will find ID#s on the Register of Attendance and Exams we sent with your last order. They are also on the grade cards.
7. **PROGRAM:** Check the applicable Diploma or Degree box for each student.
8. **MINISTRY MENTOR:** Write the name of the mentor for each student in this column. If the mentor has changed since the last course, the student needs to include a mentor data sheet with his/her enrollment. **AUDIT STUDENTS** For audit students-write in "Audit" in this column. They pay ½ tuition plus the book
9. **COURSE:** Write in each applicable course name shown below for the enrolling students.

<b>Semester 1</b>			
Church Leadership	Ecclesiology	Church History 1	Church History 2
<b>Semester 2</b>			
Christology	Luke-Acts	John and His Epistles	Colossians/Ephesians
<b>Semester 3</b>			
Soteriology	Romans / Galatians	Hebrews	Teaching the Bible
<b>Semester 4</b>			
Theology/Pneumatology	The Pentateuch	Hebrew History	Homiletics
<b>Semester 5</b>			
Anthrop/Harmartiology	Cults and Religions	Poetic Books	Counseling
<b>Semester 6</b>			
Eschatology	Daniel / Revelation	The Prophets	Church Admin.

10. **START DATE:** When will your class begin? If you are ordering more than one course, write the start date of each course. Check the appropriate **ENROLL** box for each student who is enrolling. Also, check the appropriate box for each student that is ordering a **BOOK**.
11. **MARRIED STUDENT DISC?:** Write the dollar amount. When both husband and wife study concurrently (whether in the same course or in different courses) each will receive a tuition discount, according to the program in which they are studying. If a spouse withdraws, the total discount will be deducted from the refund. Both spouses must buy the INSTE book.
12. **TRANSFER FEE?** If this is a beginning class, for all degree program students, check the box to indicate the transcript evaluation fee is applicable.
13. **WHAT STUDENT OWES:** Write in the **Am't of \$** received **from** or **for** each student as indicated on the student's Course Enrollment Form – Level 2.
14. **TOTAL NUMBER OF STUDENTS IN THIS COURSE:** Write in the total number of students enrolling in each course.
15. **TOTAL OWED BY STUDENTS;** Add the total owed by all students and writes it in this box.
16. **GROUP LEADER OF THIS COURSE:** Write the name of the group leader. Remember this leader must be currently certified as a leader.
17. **DOES THIS AMOUNT MATCH THE TOTAL OF THE ENROLLMENT FORMS:** The **TOTAL OWED by Students** should match the total of all the Course Enrollment forms (Receipt - Am't of \$). If this is correct, write in "YES". – If it is not correct, indicate the reason.
18. **LEADER BOOK(S) ORDERED:** Check the box if a leader who is not a student in this course wants to order a book.
19. **LDR BK TOTAL:** Indicate the total dollars owed for all leader book(s) ordered.
20. **TOTAL NUMBER OF BOOKS ORDERED FOR THIS COURSE:** Indicate the number of books you are ordering in English (En) or Spanish (Sp). EVERY student needs the book. If the student has bought books previously and dropped out, he/she may use those books.
21. **TOTAL ENCLOSED:** Write the amount owed for the group. Send a CHURCH CHECK for the total or completely fill out the information for a CREDIT CARD payment. Don't forget the CVS number on the back of the card, and the complete address where you get your credit card statement including the zip code. Print your name exactly as it appears on your card.

## REFUND POLICY

Refunds may be requested in any manner, i.e. in writing, by phone, or in person. For information on the refund policy, refer to the student enrollment form.

Send this book order form completely filled out, the payment for the group (church check or credit card information), and all the application and/or enrollment forms—one for each student you are enrolling.

- **Incomplete orders cannot be processed.**
- **Telephone orders cannot be accepted.**
- **Please call the INSTE office if you need assistance or additional information (515-289-9200)**

## APPENDIX B: Board of Directors

# Inste Bible College

## Board of Directors

Dr. Nicholas Venditti

President

2302 SW 3rd St

Ankeny, IA 50023

**Phone: Home:** 515-256-8951 **Cell** 515-988-2255 **Email:** 515-289-9200nvenditti@inste.edu

**Membership term:** Virtue of office

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Dr. Leona Venditti

Executive Vice President and Corporate Secretary

2302 SW 3rd St

Ankeny, IA 50023

**Phone: Home:** 515-256-8951 **Cell** 515-988-2047 **Email:** 515-289-9200lvenditti@inste.edu

**Membership term:** Virtue of office

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Rev. Vince McCarty

Board Member

Executive Director, International Ministries, Open Bible Churches

2020 Fleur Drive

Des Moines, IA 50315

**Phone: Home:** 515-276-4357 **Cell** **Email:** vince@openbible.org

**Membership term:** Virtue of office

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Dr. Donald Bryan

Board Member

2302 SW 3<sup>rd</sup> Street

Ankeny, IA 50023

**Phone:** 515-289-9200 **Email:** mission.usa@comcast.net

**Membership term:** Member at Large July 2008/2012

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Rev. Paul Canfield

Chief Financial Officer

2302 SW 3<sup>rd</sup> Street

Ankeny, IA 50023

**Phone:** 515-289-9200 **Email:** pcanfield@msn.com

**Membership term:** Member at Large July 2008/2012

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## APPENDIX B: Board of Directors

Dr. Rigoberto Ramos  
Board Member  
Administrative Bishop, New England Hispanic Region  
PO Box 4319  
Hartford, CT 06147  
**Phone: Home: Cell Email:** rgbtrms@aol.com  
**Membership term:** Member at Large July 2008/2012

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Rev. Ricky Poon  
Board Member  
Eugene Chinese Christian Church  
631 E. 19<sup>th</sup> Ave  
Eugene OR 97405  
**Phone: Home: (541) 344-7250 Cell 541-510-3543 Email:** rpoon01@gmail.com  
**Membership term:** Member at Large July 2009/2013

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## APPENDIX C: FACULTY RÉSUMÉS

**Nicholas A. Venditti**

2302 SW 3<sup>rd</sup> Street

Ankeny, IA 50023

[nvenditti@inste.edu](mailto:nvenditti@inste.edu)

<b>Profile</b>	Nearly 25 years of experience in Christian higher education, in teaching and public relations. Conference speaker with emphasis on cross-cultural ministry. Fluent in English, Spanish and Italian. Co-author of the curriculum used in Inste Bible College, formerly the Institute of Theology by Extension.	
<b>Education</b>	Ph. D. Intercultural Studies, Fuller Theological Seminary, Pasadena, CA	<i>May 1998</i>
	M. Div. Multicultural Ministry, Fuller Theological Seminary, Pasadena, CA	<i>May 1993</i>
	B. A. Spanish Literature & Musicology, New York University, New York City, N.Y.	<i>June 1972</i>
<b>Career History</b>	<p><b>Inste Bible College</b> <i>Des Moines, IA</i> <span style="float: right;"><i>April 1996-current</i></span>  <b>President</b></p> <ul style="list-style-type: none"> <li>• Oversee INSTE Global</li> <li>• Public relations and promotion</li> <li>• Funding and staffing.</li> <li>• Supervise translation projects.</li> </ul> <p><b>Open Bible Churches</b> <span style="float: right;"><i>December 1987-June 1990</i></span>            Department of International Ministries, <i>Spain</i>  <b>Missionary</b></p> <ul style="list-style-type: none"> <li>• Led INSTE groups</li> <li>• Promoted INSTE in churches throughout Spain</li> <li>• Preached and taught in churches</li> </ul>	
<b>Other Professional Experience</b>	<p><b>Logos Seminary, Kaohsiung, Taiwan</b> <span style="float: right;"><i>March 2008-present</i></span>  <b>Adjunct Professor</b></p> <ul style="list-style-type: none"> <li>• Courses taught: Biblical Theology of Mission, John and his Epistles, Old Testament Prophets, Luke-Acts, Spiritual Warfare in the Bible, The Holy Spirit for Today</li> </ul> <p><b>Mid-America School of Ministry, Cedar Rapids, IA</b> <span style="float: right;"><i>Winter, 2007</i></span></p> <ul style="list-style-type: none"> <li>• Course taught: Bible Foundations of Mission</li> </ul> <p><b>FLAMA, Wesleyan Churches, Indianapolis, IN</b> <span style="float: right;"><i>September 2004 to Present</i></span>  <b>Adjunct Professor</b></p> <ul style="list-style-type: none"> <li>• Taught at Spanish extension centers throughout the U.S.</li> <li>• Courses taught: Antropología Cultural, Educación Cristiana, Estudios Globales e Interculturales.</li> </ul> <p><b>Eugene Bible College, Eugene, OR</b> <span style="float: right;"><i>September 2003-June 2005</i></span>  <b>Adjunct Professor</b></p> <ul style="list-style-type: none"> <li>• Courses taught: Leadership Development Models; Cultural Anthropology; Biblical Foundations of Mission; Power Encounter; Preparing for the Mission Field; Cross-cultural Adaptation</li> <li>• Interim Missions Department Chairman, 2003-2005</li> </ul>	

## APPENDIX C: FACULTY RÉSUMÉS

Fuller Theological Seminary, Pasadena, CA

August 1999

**Adjunct Professor**

- Course taught: Educación Cristiana en el Contexto Hispano

**Ethnic America Network**

May 1999 to present

- Member of National Steering Committee
- National Co-Chairman 2003

### Publications

**Co-author of the following texts:**

*Siguiendo a Jesús en servicio fiel: Discipulado 1*

*Encontrando tu ministerio en el Cuerpo de Cristo: Discipulado 2*

*Descubriendo los tesoros de la Palabra de Dios: El Antiguo Testamento*

*Explorando las riquezas de la Palabra de Dios: El Nuevo Testamento*

*Siendo el líder que Dios quiere que seas: Liderazgo Eclesial*

*La iglesia en el siglo XXI: Eclesiología*

*Desde Pentecostés hasta el Protestantismo: Historia de la Iglesia 1*

*Renovación y expansión en la Edad Moderna: Historia de la Iglesia 2*

*La persona y obra de Jesucristo: Cristología*

*Hasta lo último de la tierra: Lucas—Hechos*

*El Salvador universal: Juan y las Epístolas*

*Las epístolas cristológicas: Colosenses y Efesios*

*Nuestra gran salvación: Soteriología*

*Justificado por la fe: Romanos y Gálatas*

*Jesús nuestro gran Sumo Sacerdote: Hebreos*

*Los principios de cambio: Enseñanza bíblica*

*La doctrina de Dios y del Espíritu Santo: Teología y Pneumatología*

*Los libros de la Ley: El Pentateuco*

*Los libros históricos del Antiguo Testamento: Historia de Israel*

*Principios prácticos de la predicación: Homilética*

*El hombre y el pecado: Antropología y Hamartiología*

*La respuesta del hombre al dilema del pecado: Sectas y Religiones*

*Expresiones desde el corazón: Libros Poéticos*

*Cómo ayudar a otros: Asesoramiento*

*Viviendo en los últimos días: Escatología*

*Ventanas al futuro: Daniel y Apocalipsis*

*Proclamando la Palabra de Dios al mundo: Los Profetas*

*Principios de mayordomía responsable: Administración Eclesial*

*Daily Treasures from the Word of God, Logos Bible Software, 2012*

## APPENDIX C: FACULTY RÉSUMÉS

**Leona K. Venditti**

2811 SE 22<sup>nd</sup> ST, Des Moines IA 50320

515-988-2047

[venditti@inste.org](mailto:venditti@inste.org)

<b>Profile</b>	Over forty years of experience in religious higher education and missions. Fluent in Spanish. Specialization in writing curriculum for multicultural use. Extensive background in educational administration. Founder of Inste Bible College and co-author of the curriculum used in the Institute of Theology by Extension (INSTE).	
<b>Education</b>	Ed. D. Educational Administration, Drake University, Des Moines, IA	<i>December 1978</i>
	Ed. S. Curriculum & Instruction, Drake University, Des Moines, IA	<i>May 1976</i>
	M. S. E. Curriculum & Instruction Drake University, Des Moines, IA	<i>August 1973</i>
	B. A. History & Religion, Upper Iowa University, Fayette, IA	<i>January 1969</i>
	B. A. Bible and Theology, Missions Open Bible College, Des Moines, IA	<i>May 1967</i>
<b>Career History</b>	<i>June 1990-current</i>	
	<p><b>Inste Bible College</b> <i>Ankeny, IA</i>  <b>Executive Vice-President and Academic Dean</b></p> <ul style="list-style-type: none"> <li>• Direct faculty and staff</li> <li>• Curriculum Development</li> <li>• Oversee INSTE Global</li> <li>• Supervise the creation of INSTE Online</li> <li>• Directed the writing of the by-laws of INSTE Global, the umbrella organization of INSTE worldwide.</li> <li>• Directed the process of accreditation with DETC, the Distance Education and Training Council, Washington, D.C.</li> <li>• Registered INSTE with the State of Iowa as a religious education institute and received the Letter of Exemption from the office of the Secretary of State.</li> <li>• Directed the writing of the by-laws of INSTE and its incorporation as a in the State of Iowa</li> <li>• Applied for and received the status of federal tax exemption under the Internal Revenue Code, section 501(c)(3).</li> <li>• Co-authored the revised texts and tests for the INSTE program.</li> </ul>	
	<p><b>Open Bible Churches</b>            Department of International Ministries, <i>Spain</i>  <b>Missionary Educator</b></p> <ul style="list-style-type: none"> <li>• Learned Spanish</li> <li>• Founded INSTE</li> <li>• Established and directed the national office of INSTE in Madrid, Spain</li> <li>• Wrote the first generation of INSTE texts and tests</li> <li>• Recruited and trained national staff</li> </ul>	

## APPENDIX C: FACULTY RÉSUMÉS

**Open Bible College, Des Moines, IA**

May 1973-March 1980

**Academic Dean**

- Oversaw the development of the curriculum of the College
- Supervised the faculty of the College
- Directed the process of accreditation with the American Association of Bible Colleges (now the Association for Biblical Higher Education)
- Taught classes in Missions, Christian Education and Bible

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**Open Bible Churches**

**Department of International Ministries, Trinidad and Tobago**

June 1969-June 1972

**Missionary Educator**

- Taught classes in the Trinidad Open Bible Institute, both in the principal campus in San Fernando and in extension classes in the northern part of the island.
- Gave seminars in educational methodology to the faculty of the Trinidad Open Bible Institute.
- Taught world history in the Open Bible High School, San Fernando, Trinidad.
- Developed and catalogued the Bible Institute Library.
- Edited the national Open Bible magazine.

**Other Professional Experience**

**Logos Seminary, Kaohsiung, Taiwan**

March 2009

**Adjunct Professor**

- Course taught: Revelation

**Fuller Theological Seminary, Pasadena, CA**

September 1995

**Adjunct Professor**

- Course taught: Discipulado en el Contexto Hispano

**Publications**

**Co-author of the following texts:**

*Siguiendo a Jesús en servicio fiel: Discipulado 1*

*Encontrando tu ministerio en el Cuerpo de Cristo: Discipulado 2*

*Descubriendo los tesoros de la Palabra de Dios: El Antiguo Testamento*

*Explorando las riquezas de la Palabra de Dios: El Nuevo Testamento*

*Siendo el líder que Dios quiere que seas: Liderazgo Eclesial*

*La iglesia en el siglo XXI: Eclesiología*

*Desde Pentecostés hasta el Protestantismo: Historia de la Iglesia 1*

*Renovación y expansión en la Edad Moderna: Historia de la Iglesia 2*

*La persona y obra de Jesucristo: Cristología*

*Hasta lo último de la tierra: Lucas—Hechos*

*El Salvador universal: Juan y las Epístolas*

*Las epístolas cristológicas: Colosenses y Efesios*

*Nuestra gran salvación: Soteriología*

*Justificado por la fe: Romanos y Gálatas*

*Jesús nuestro gran Sumo Sacerdote: Hebreos*

(continued on the next page)

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## APPENDIX C: FACULTY RÉSUMÉS

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*Los principios de cambio: Enseñanza bíblica*

*La doctrina de Dios y del Espíritu Santo: Teología y Pneumatología*

*Los libros de la Ley: El Pentateuco*

*Los libros históricos del Antiguo Testamento: Historia de Israel*

*Principios prácticos de la predicación: Homilética*

*El hombre y el pecado: Antropología y Hamartiología*

*La respuesta del hombre al dilema del pecado: Sectas y Religiones*

*Expresiones desde el corazón: Libros Poéticos*

*Cómo ayudar a otros: Asesoramiento*

*Viviendo en los últimos días: Escatología*

*Ventanas al futuro: Daniel y Apocalipsis*

*Proclamando la Palabra de Dios al mundo: Los Profetas*

*Principios de mayordomía responsable: Administración Eclesial*

*Daily Treasures from the Word of God, Logos Bible Software, 2012*

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## APPENDIX C: FACULTY RÉSUMÉS

Víctor M. Colón  
 2302 SW 3<sup>rd</sup> Street  
 Ankeny, IA 50023  
 vcolon@inste.edu

<b>Profile</b>	Twenty years of experience in the pastorate and Christian education. Supervision of education programs in over 60 churches in seven states for the Church of God, Cleveland, TN. National consultant for ministerial credentials and educational programs and church resources for that denomination.	
<b>Education</b>	M.Div. in Pentecostal Theological Seminary (formerly Church of God Theological Seminary) Cleveland, TN	<i>May 1995</i>
	B.S. Industrial Engineering, University of Puerto Rico	<i>May 1984</i>
<b>Career History</b>	<p><b>Inste Bible College</b> <i>Ankeny, IA</i> <span style="float: right;"><i>2012-present</i></span>  <b>Assistant Dean of Hispanic Ministries</b></p> <ul style="list-style-type: none"> <li>• Group leader training and support</li> <li>• Promotion</li> <li>• Student services</li> <li>• Testing and Grading</li> <li>• Curriculum development</li> <li>• Translation to and from Spanish</li> </ul> <p><b>Church of God</b> <i>Cleveland, TN</i> <span style="float: right;"><i>2008-2011</i></span>  <b>Director of Ministerial Development, East Central Hispanic Region</b></p> <ul style="list-style-type: none"> <li>• Taught Bible and Leadership courses in Institutes</li> <li>• Presented seminars</li> <li>• Taught in the Ministerial Internship Program</li> </ul> <p><b>Church of God Editorial Evangélica</b> <i>Cleveland, TN</i> <span style="float: right;"><i>2002-2011</i></span>  <b>Manager, Sales and Shipping</b></p> <ul style="list-style-type: none"> <li>• Customer service to churches</li> <li>• Coordinated marketing, sales and shipping</li> </ul> <p><b>Lee University</b> <i>Cleveland, TN</i> <span style="float: right;"><i>1998-2001</i></span>  <b>Maintenance Supervisor</b></p> <ul style="list-style-type: none"> <li>• Supervision of 20 employees in the maintenance department</li> </ul> <p><b>Iglesia de Dios</b> <i>Caguas, Puerto Rico</i> <span style="float: right;"><i>1992-1995</i></span>  <b>Pastor</b></p> <ul style="list-style-type: none"> <li>• Senior pastor responsibilities</li> <li>• Eighty-member church</li> </ul> <p><b>Puerto Rico Highway Authority</b> <i>San Juan, Puerto Rico</i> <span style="float: right;"><i>1984-1992</i></span>  <b>Systems Engineer</b></p> <ul style="list-style-type: none"> <li>• Information systems technical support, software and hardware, to engineering and administrative departments</li> </ul>	

## APPENDIX C: FACULTY RÉSUMÉS

**Ricky Poon**  
 2302 SW 3<sup>rd</sup> Street  
 Ankeny, IA 50023  
 rpoon@inste.edu

<b>Profile</b>	Senior pastor of the Eugene Chinese Christian Church (ECCC) since 2009. Served as pastoral intern at ECCC from 2006 to 2008. Fluent in Mandarin and Cantonese Chinese.	
<b>Education</b>	M.Div. Multnomah Biblical Seminary, Portland, OR	<i>May 2008</i>
	B.S. Electrical Engineering with honors, University of Washington, Seattle, WA	<i>June 1970</i>
<b>Career History</b>	<p><b>Inste Bible College</b> <i>Ankeny, IA</i> <span style="float: right;"><i>2011-present</i></span>  <b>Assistant Dean of Chinese Ministries</b></p> <ul style="list-style-type: none"> <li>• Promotion</li> <li>• Student services</li> <li>• Testing and Grading</li> <li>• Curriculum development</li> <li>• Translation to and from Chinese</li> <li>• Group leader training and support</li> </ul> <p><b>Eugene Chinese Christian Church</b> <i>Eugene, OR</i> <span style="float: right;"><i>2009-present</i></span>  <b>Senior Pastor</b></p> <ul style="list-style-type: none"> <li>• Perform pastoral duties</li> <li>• Outreach to Chinese students at the University of Oregon</li> <li>• Supervise assistant pastor for college and youth ministries</li> </ul> <p><b>Pastoral Intern</b> <span style="float: right;"><i>2006-2008</i></span></p> <ul style="list-style-type: none"> <li>• Serve as pastoral intern under a mentor as part of the seminary curriculum</li> </ul> <p><b>Bonneville Power Administration (BPA), US Department of Energy</b>, Portland, OR <span style="float: right;"><i>1969-2005</i></span>  <b>Customer Service Engineer</b> <span style="float: right;"><i>2000-2005</i></span></p> <ul style="list-style-type: none"> <li>• Provide engineering services to utility customers in Western Oregon</li> </ul> <p><b>Senior Technical Consultant for Power Marketing</b> <span style="float: right;"><i>1997-2000</i></span></p> <ul style="list-style-type: none"> <li>• Provide expert advice to support BPA's Power Business Line</li> </ul> <p><b>Account Executive for Power Sales</b> <span style="float: right;"><i>1995-1997</i></span></p> <ul style="list-style-type: none"> <li>• Serve as BPA's primary representative to wholesale power utility customers in Western Oregon</li> </ul> <hr/> <p><b>Idaho Falls District Engineer</b> <span style="float: right;"><i>1990-1995</i></span></p> <ul style="list-style-type: none"> <li>• Oversee BPA's engineering and power management functions in the States of Idaho, Montana, Wyoming and Utah</li> </ul> <hr/> <p><b>Chief of the Advanced Planning Section</b> <span style="float: right;"><i>1982-1990</i></span></p> <ul style="list-style-type: none"> <li>• Supervise the development of long-range plans for the BPA transmission grid</li> <li>• Provide technical input to support BPA's transmission rate proposals</li> </ul> <p><b>System Planning Engineer</b> <span style="float: right;"><i>1972-1982</i></span></p> <ul style="list-style-type: none"> <li>• Perform computer simulation studies to determine the need for high voltage bulk power transmission and substation facilities</li> </ul> <p><b>Engineering Intern</b> <span style="float: right;"><i>1969-1972</i></span></p> <ul style="list-style-type: none"> <li>• Wrote computer programs related to power system analysis</li> <li>• Perform computer simulation studies of the power system</li> </ul>	

## APPENDIX C: FACULTY RÉSUMÉS

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<b>Other Professional Experience</b>	<b><i>Member, Onehope Catalyst Team</i></b> <ul style="list-style-type: none"><li>Facilitate the networking of local pastor and ministry leaders with an emphasis on ethnic ministries</li></ul>	<i>2009-present</i>
	<b><i>Member, Lane Community College ESL Advisory Committee</i></b> <ul style="list-style-type: none"><li>Serve as Chinese community representative on the committee</li></ul>	<i>2011-present</i>

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## APPENDIX C: FACULTY RÉSUMÉS

**Claudia Pahl**  
2302 SW 3<sup>rd</sup> Street  
Ankeny, IA 50023  
registrar@inste.edu

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<b>Profile</b>	Graduated Cum Laude (BA and MA). Fluent in English, Spanish and French. Recipient of numerous awards and recognitions. Led student groups to Panamá. Served as Resident Assistant during college years.	
<b>Education</b>	M.A. Trinity Evangelical Divinity School – Trinity International University Deerfield IL	<i>August 2010</i>
	B.A. Trinity College – Trinity International University, Deerfield IL	<i>May 2009</i>
<b>Career History</b>	<b>Inste Bible College</b> <i>Ankeny, IA</i> <b>Director of Admissions and Student Records</b> <ul style="list-style-type: none"><li>• Admissions</li><li>• Student records</li><li>• Supervise alumni relations</li><li>• Graduation</li><li>• Communication with students and leaders</li><li>• Student services</li></ul>	<i>September 2010-present</i>
	<b>Trinity International University</b> <i>Deerfield, IL</i> <b>Office Assistant in Registrar's Office</b> <ul style="list-style-type: none"><li>• Student record maintenance</li><li>• Data entry</li><li>• Special projects such as editing/creation of transcripts</li><li>• Student services</li><li>• Develop new methods for record-keeping</li></ul>	<i>January 2008 – May 2010</i>
	<b>Trinity International University</b> <i>Deerfield, IL</i> <b>Resident Assistant</b> <ul style="list-style-type: none"><li>• Development of social events</li><li>• Peer accountability and enforcement of community life</li><li>• Student services</li><li>• Develop new methods for record-keeping</li></ul>	<i>August 2006 – May 2008</i>

## APPENDIX C: FACULTY RÉSUMÉS

**Caleb Pahl**  
2302 SW 3<sup>rd</sup> Street  
Ankeny, IA 50023  
cpahl@inste.edu

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<b>Profile</b>	Graduated Summa Cum Laude (BA). Fluent in English and Spanish. Conversant in Russian. Recipient of numerous awards and recognitions. Cross-cultural experience having lived in Dominican Republic with missionary parents. TESOL/TESL Certification.	
<b>Education</b>	Presently enrolled in the MAGL program at Fuller Theological Seminary, Pasadena, CA. B.A. Trinity College – Trinity International University, Deerfield IL	<i>Expected graduation date: May 2014</i> <i>May 2008</i>
<b>Career History</b>	<b>Inste Bible College</b> <i>Ankeny, IA</i> <b>Director of Communications and Online Services</b> <ul style="list-style-type: none"><li>• Communication</li><li>• Promotional materials</li><li>• Design and publish INSTE courses online</li><li>• Communication with students and leaders</li><li>• Grading (diploma and certificate)</li><li>• Direct online services</li><li>• Group leader training and support</li></ul> <b>Elgin School District U-46</b> <i>Elgin, IL</i> <b>Substitute Teacher</b> <ul style="list-style-type: none"><li>• Taught a variety of subjects including Spanish and Physical Education</li><li>• Supervised special education and bilingual classrooms</li><li>• Enforced school policies and work in the place of teachers</li></ul> <b>ICC Plus</b> <i>Almaty, Kazakhstan</i> <b>English Teacher</b> <ul style="list-style-type: none"><li>• Taught English classes to youth and adults</li><li>• Taught IELTS (International English Language Testing System) preparation courses for young adults going to study in English-speaking countries</li><li>• Directed a weekly English Club</li></ul> <b>Trinity International University</b> <i>Deerfield, IL</i> <b>Resident Assistant</b> <ul style="list-style-type: none"><li>• Supervised and mentor residents</li><li>• Planned and coordinated small and large group activities</li><li>• Enforced policies of the university</li><li>• Led Bible studies</li></ul> <b>YouthWorks</b> , <i>Cass Lake, MN</i> <b>Program Staff</b> <ul style="list-style-type: none"><li>• Spent summer leading students on one week service trips</li><li>• Organized and led each evening meeting</li><li>• Led group excursions and facilitated the preparation of meals for sixty people</li></ul>	<i>August 2010-present</i> <i>December 2009 – June 2010</i> <i>November 2008 – October 2009</i> <i>August 2006 – May 2008</i> <i>May 2006 – August 2006</i>

## APPENDIX C: FACULTY RÉSUMÉS

David del Valle  
2302 SW 3<sup>rd</sup> Street  
Ankeny, IA 50023  
ddelvalle@inste.edu

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<b>Profile</b>	Twenty-two years of experience in pastorates and Christian higher education, plus inner-city ministry in Seattle.	
<b>Education</b>	M.Div. Urban Ministries, Northern Seminary, Lombard, IL	<i>June 1990</i>
	B.A. English Literature, Hobart College, Geneva, NY	<i>June 1978</i>
<b>Career History</b>	<b>Inste Bible College</b> <i>Ankeny, IA</i>	<i>January 2012 -present</i>
	<b>Adjunct Faculty</b> <ul style="list-style-type: none"><li>• Grade student papers</li></ul>	
	<b>Inste Bible College</b> <i>Ankeny, IA</i>	<i>November 2007 – December 2011</i>
	<b>Assistant Dean</b> <ul style="list-style-type: none"><li>• Curriculum development</li><li>• Translated to Spanish</li><li>• Group leader training and support</li><li>• Advised students and leaders</li><li>• Graded student papers</li></ul>	
	<b>Nueva Esperanza Inc.</b> <i>Philadelphia, PA</i>	<i>July 2004 – September 2007</i>
	<b>Alumni Director</b> <ul style="list-style-type: none"><li>• Develop and oversee alumni</li><li>• Plan reunions</li><li>• Maintain alumni contact information</li></ul>	
	<b>Salem Evangelical Free Church</b> <i>Chicago, IL</i>	<i>1999-2004</i>
	<b>Pastor</b> <ul style="list-style-type: none"><li>• Performed pastoral duties</li><li>• Led church through a merger</li></ul>	
	<b>Word of Grace Church/Palabra de Gracia</b> <i>Mesa, AZ</i>	<i>1994-1998</i>
	<b>Spanish Pastor</b> <ul style="list-style-type: none"><li>• Gave pastoral leadership and oversight to Hispanic congregation</li></ul>	

## APPENDIX D: List of Full-Time Employees in Iowa

List of full-time employees in Iowa

INSTE BIBLE COLLEGE

2302 SW 3<sup>rd</sup> Street

Ankeny, IA 50023

Nicholas A. Venditti, President ..... nvenditti@inste.edu  
Leona Venditti, Executive Vice President and Academic Dean ..... lvenditti@inste.edu  
Caleb Pahl, Director of Communication and Online Services ..... cpahl@inste.edu  
Claudia Pahl, Director of Admissions and Student Records ..... registrar@inste.edu  
Cindy Senephansiri, Shipping and Production ..... cindy@inste.edu  
V́ctor Ćlon, Assistant Dean of Hispanic Ministries ..... vcolon@inste.edu  
Ricky Poon, Assistant Dean of Chinese Ministries ..... rpoon@inste.edu  
Stephany Reeves..... sreeves@inste.edu

## APPENDIX E: Code of Conduct

# Administrative Policy—Code of Conduct

Inste Bible College exists for the purpose of making disciples and developing leaders for the extension of the Kingdom of God. It is essential, therefore, that the attitudes and behaviors of all members of the INSTE community reflect the character of Jesus Christ at all times.

By enrolling in an INSTE course, students voluntarily assume the responsibility to abide by all regulations in the Student Handbook and to use personal discretion involving any activity which may be morally or spiritually destructive or reflect poorly on the cause of Jesus Christ, INSTE and their local church. In particular, INSTE expects students and leaders to refrain from being under the influence of intoxicants, using or possessing illegal drugs, and inappropriate sexual behavior, including any conduct of sexual harassment.

All students, leaders and staff represent Christ and INSTE wherever they are, and are expected to exhibit a distinctive Christian lifestyle in all their activities, both in the INSTE group itself as well as in their church and community.

INSTE is prepared to take action to prevent and correct any violations of this policy. Any member of the INSTE community—whether faculty, staff, leader or student—found in violation of this code of conduct will be subject to discipline and possible dismissal.

## Academic Integrity

All students are expected to adhere to high standards of integrity at all times. INSTE's motto states it simply: "Excellence in character, knowledge and ministry." Character development is the primary focus of the certificate program and the foundation of the diploma and degree programs. The development of Christ-likeness in all areas of the student's life is the ultimate goal of every course. Therefore, some types of behavior are not allowed, such as cheating, plagiarizing, falsifying information, etc. Examples of this type of conduct are as follows:

- Copying someone else's answers on an exam
- Submitting someone else's work as his or her own
- Neglecting to identify the source of copied material in a written assignment
- Unauthorized collaboration in the writing of a written assignment
- Circulating copies of previously given exams.

Any student found to be in violation of this policy will be subject to discipline, which may range from lowering a grade to expulsion, depending on the circumstances of the case.

## Policy on Disciplinary Action

In all matters, INSTE seeks to find resolution and restoration following biblical guidelines. Each case requiring disciplinary action will be handled according to its specific circumstances. Disciplinary measures leading to correction and holy living will always be applied whenever possible. See also the Grievance Policy.

However, INSTE reserves the right to expel a student for reasons such as egregiously breaching the code of conduct or standards of academic integrity, evidence of abandoning the Christian evangelical

## **APPENDIX E: Code of Conduct**

faith, attitudes that harm the unity of the INSTE group and/or the local church, expulsion from the local church on biblically-proven grounds, or abandonment of faithful communion in a local church.

Evidence of a possible cause for expulsion will be presented to INSTE in writing, signed by the group leader and responsible leaders in the local church. The administration will investigate the allegation and interview the student. If the accusations are proven to be true, the student will be expelled from INSTE. The student will be notified in writing of his/her expulsion. The group leader and other responsible parties at the local church will also be notified in writing. The student will be allowed to re-enroll in INSTE if and when he/she demonstrates repentance and restoration and, during a period of time determined by INSTE and the local church leaders, evidences good testimony of his/her spiritual and moral restoration.

**INSTE BIBLE COLLEGE**

**FINANCIAL REPORT  
(Reviewed)**

**June 30, 2011 and 2010**

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Strawhacker & Associates, L.L.C.  
Certified Public Accountants

**INDEPENDENT ACCOUNTANT'S REPORT**

To the Board of Directors  
INSTE Bible College  
Ankeny, Iowa

We have reviewed the accompanying Statements of Financial Position of INSTE Bible College as of June 30, 2011 and 2010, and the related Statements of Activities, Functional Expenses, and Cash Flows for the years then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with generally accepted accounting principles and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the reviews in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our reviews, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with generally accepted accounting principles.

Strawhacker & Associates, LLC  
West Des Moines, Iowa  
August 4, 2011

**INSTE BIBLE COLLEGE**  
**STATEMENTS OF FINANCIAL POSITION**  
**June 30, 2011 and 2010**

	<b>ASSETS</b>		
		<u>2011</u>	<u>2010</u>
<b>Current Assets</b>			
Cash - checking and savings		\$ 135,618	\$ 69,471
Investments		182,337	225,868
Accounts Receivable		4,016	3,643
Inventory		<u>31,633</u>	<u>32,638</u>
<b>Total Current Assets</b>		<u>353,604</u>	<u>331,620</u>
<b>Noncurrent Assets</b>			
Office Equipment		32,996	34,632
Office Furnishings		5,660	5,660
Accumulated Depreciation		<u>(37,400)</u>	<u>(39,731)</u>
		1,256	561
<b>Other Assets</b>			
Accreditation Fees (net of accumulated amortization of \$7,517 and \$5,317)		<u>3,483</u>	<u>5,683</u>
<b>TOTAL ASSETS</b>		<u><u>\$ 358,343</u></u>	<u><u>\$ 337,864</u></u>
<b>LIABILITIES AND NET ASSETS</b>			
<b>Current Liabilities</b>			
Accounts Payable and Accrued Expenses		<u>\$ 2,991</u>	<u>\$ 2,323</u>
<b>Total Current Liabilities/Total Liabilities</b>		2,991	2,323
<b>Net Assets</b>			
Temporarily Restricted		38,958	32,902
Unrestricted		<u>316,394</u>	<u>302,639</u>
<b>Total Net Assets</b>		<u>355,352</u>	<u>335,541</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>		<u><u>\$ 358,343</u></u>	<u><u>\$ 337,864</u></u>

See Accompanying Notes and Independent Accountant's Review Report

**INSTE BIBLE COLLEGE**  
**STATEMENTS OF ACTIVITIES**  
**For the Year Ended June 30, 2011**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
<b>REVENUE AND SUPPORT</b>			
Tuition	\$ 177,994	\$ -	\$ 177,994
Books	84,448	-	84,448
Graduation fees	2,320	-	2,320
Shipping fees	28,658	-	28,658
Distant Leader Training	5,775	-	5,775
Contributions	7,700	13,338	21,038
Tithe rebates	2,789	-	2,789
Investment income	2,609	510	3,119
Realized / unrealized gain (loss) on investments	318	-	318
Other income	1,576	-	1,576
	<u>7,792</u>	<u>(7,792)</u>	<u>-</u>
Net assets released from temporary restrictions:	<u>7,792</u>	<u>(7,792)</u>	<u>-</u>
<b>Total Revenue and Support</b>	<u>\$ 321,979</u>	<u>\$ 6,056</u>	<u>\$ 328,035</u>
<b>EXPENSES</b>			
Program Services	\$ 245,646	\$ -	\$ 245,646
General and Administrative	62,578	-	62,578
	<u>\$ 308,224</u>	<u>\$ -</u>	<u>\$ 308,224</u>
<b>Total Expenses</b>	<u>\$ 308,224</u>	<u>\$ -</u>	<u>\$ 308,224</u>
<b>Change in Net Assets</b>	13,755	6,056	19,811
<b>Net Assets, beginning of year</b>	<u>302,639</u>	<u>32,902</u>	<u>335,541</u>
<b>Net Assets, end of year</b>	<u>\$ 316,394</u>	<u>\$ 38,958</u>	<u>\$ 355,352</u>

See Accompanying Notes and Independent Accountant's Review Report

**INSTE BIBLE COLLEGE**  
**STATEMENTS OF ACTIVITIES**  
**For the Year Ended June 30, 2010**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
<b>REVENUE AND SUPPORT</b>			
Tuition and Fees	\$ 149,111	\$ -	\$ 149,111
Books	77,557	-	77,557
Graduation fees	3,940	-	3,940
Shipping fees	15,313	-	15,313
Distant Leader Training	4,235	-	4,235
Contributions	19,033	802	19,835
Tithe rebates	2,356	-	2,356
Investment income	4,503	-	4,503
Realized / unrealized gain (loss) on investments	-	-	-
Other income	1,979	-	1,979
	<hr/>	<hr/>	<hr/>
Net assets released from temporary restrictions:	-	-	-
	<hr/>	<hr/>	<hr/>
Total Revenue and Support	<u>\$ 278,027</u>	<u>\$ 802</u>	<u>\$ 278,829</u>
<b>EXPENSES</b>			
Program Services	\$ 214,763	\$ -	\$ 214,763
General and Administrative	57,676	-	57,676
	<hr/>	<hr/>	<hr/>
Total Expenses	<u>\$ 272,439</u>	<u>\$ -</u>	<u>\$ 272,439</u>
Change in Net Assets	5,588	802	6,390
Net Assets, beginning of year	297,051	32,100	329,151
	<hr/>	<hr/>	<hr/>
Net Assets, end of year	<u>\$ 302,639</u>	<u>\$ 32,902</u>	<u>\$ 335,541</u>

See Accompanying Notes and Independent Accountant's Review Report

**INSTE BIBLE COLLEGE**  
**SCHEDULES OF FUNCTIONAL EXPENSES**  
**For the Years Ended June 30, 2011 and 2010**

	2011			2010		
	Program Expenses	General & Administrative	Total	Program Expenses	General & Administrative	Total
Book printing costs	\$ 21,370	\$ -	\$ 21,370	\$ 36,227	\$ -	\$ 36,227
Shipping costs	7,018	-	7,018	814	-	814
Financial aid	10,873	-	10,873	9,021	-	9,021
Graduation	3,288	-	3,288	2,888	-	2,888
Promotional costs	5,180	-	5,180	4,625	-	4,625
National convention	-	-	-	44	-	44
Salaries and wages	112,932	24,122	137,054	79,539	11,885	91,424
Housing and auto allowances	17,755	3,792	21,547	21,089	3,151	24,240
Payroll and SE taxes	14,737	3,148	17,885	12,128	1,812	13,940
Employee benefits	20,364	4,349	24,713	23,928	3,575	27,504
Rent expense	16,068	3,432	19,500	16,965	2,535	19,500
Insurance	3,252	694	3,946	3,208	479	3,687
Telephone	1,546	330	1,876	1,650	247	1,897
Office expense	-	2,705	2,705	-	3,745	3,745
Website	710	152	862	179	27	206
Board and committee expense	-	225	225	-	899	899
Bank and credit card fees	-	6,865	6,865	-	4,340	4,340
Professional fees	-	2,750	2,750	-	9,715	9,715
Accreditation expenses	-	8,645	8,645	-	11,463	11,463
Staff search and relocation	-	840	840	-	1,621	1,621
Contributions	9,976	-	9,976	-	1,725	1,725
Depreciation	578	123	701	2,458	367	2,825
Miscellaneous expense	-	405	405	-	90	90
	<u>\$ 245,646</u>	<u>\$ 62,578</u>	<u>\$ 308,224</u>	<u>\$ 214,763</u>	<u>\$ 57,676</u>	<u>\$ 272,439</u>

See Accompanying Notes and Independent Accountant's Review Report

**INSTE BIBLE COLLEGE**  
**STATEMENTS OF CASH FLOWS**  
**For the Years Ended June 30, 2011 and 2010**

	<u>2011</u>	<u>2010</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in Net Assets	\$ 19,811	\$ 6,390
Adjustments to Reconcile Change in Net Assets to Net Cash Used by Operating Activities:		
Depreciation and amortization	2,901	5,025
Realized and Unrealized Loss (Gain) on Investments	(318)	-
Changes in Operating Assets and Liabilities:		
Accounts receivable	(373)	(2,601)
Inventory	1,005	8,592
Accounts payable	668	1,015
Net Cash from Operating Activities	<u>23,694</u>	<u>18,421</u>
 <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
(Purchases of ) equipment	(1,395)	-
Net proceeds from sale (purchases) of investments	46,690	(802)
Reinvested interest and dividends	<u>(2,842)</u>	<u>(4,325)</u>
Net Cash from Investing Activities	42,453	(5,127)
 Net Increase (Decrease) in Cash	66,147	13,294
 Cash - Beginning of Year	<u>69,471</u>	<u>56,177</u>
 Cash - End of Year	<u>\$ 135,618</u>	<u>\$ 69,471</u>

See Accompanying Notes and Independent Accountant's Review Report

# **INSTE BIBLE COLLEGE**

## **NOTES TO FINANCIAL STATEMENTS**

### **Note 1. Nature of Organization and Significant Accounting Policies**

#### **Nature of Organization:**

INSTE Bible College is an Iowa nonprofit corporation with its principal office located in Ankeny, Iowa. The purpose of the College is to make available extension classes in churches throughout the United States for the purpose of studying the Bible, Theology, and ministry related courses. The College also trains and certifies group leaders who facilitate the extension classes in their local churches.

#### **Accounting Policy:**

The College prepares its financial statements on the accrual basis of accounting. Revenues consist primarily of tuition and fees as well as book sales connected to the College's curriculum. Expenses consist primarily of personnel costs and book printing costs. Realized and unrealized gains and losses on investments are also reflected in revenues and expenses.

#### **Basis of Presentation:**

The College prepares its financial statements under accounting standards that require that resources be classified for accounting and reporting purposes into three net asset categories according to externally (donor) imposed restrictions. A description of the three net asset categories follows:

Unrestricted net assets - assets currently available for use in the College's operations under the direction of the board, and those resources invested in equipment.

Temporarily restricted net assets - assets that are stipulated by donors for specific purposes; or those not currently available for use until commitments regarding their use have been fulfilled.

Permanently restricted net assets - assets which require by donor restrictions that the corpus be invested in perpetuity and only the income be made available for program operations in accordance with donor restrictions and gifts which have been donor stipulated to provide scholarships for students.

Temporarily restricted assets at June 30, 2011 and 2010 were \$38,958 and \$32,902 respectively. There were no permanently restricted net assets at June 30, 2011 and 2010.

## **INSTE BIBLE COLLEGE**

### **NOTES TO FINANCIAL STATEMENTS**

#### **Note 1. Nature of Organization and Significant Accounting Policies (continued)**

##### **Contributions:**

The College follows the standards for Accounting for Contributions Received and Contributions Made, whereby contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of donor restrictions.

##### **Investments:**

The College follows accounting standards whereby investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets. Investment income and gains restricted by donors are reported as increases in unrestricted net assets if the restrictions are met in the reporting period in which the income and gains are recognized.

The fair values of investments, as reported in the statement of financial position, are based on the quoted market prices for those investments as reported in their year-end statements.

##### **Functional Expenses:**

The allocation of expenses shown on the schedules of functional expenses were made first by direct assignment of costs to functional categories where a direct relationship exists. Other common expenses have been allocated to functional categories based on time studies completed by College personnel.

##### **Financial Instruments and Credit Risk:**

Financial instruments that potentially subject the College to concentrations consist principally of cash, certificates of deposit, and investments held. The College maintains its cash in bank deposit accounts which at times, may exceed federally insured and other insured limits. The College has not experienced any losses in such accounts.

## **INSTE BIBLE COLLEGE**

### **NOTES TO FINANCIAL STATEMENTS**

#### **Note 1. Nature of Organization and Significant Accounting Policies (continued)**

##### **Financial Instruments and Credit Risk (continued):**

The College at times has significant investments in certificates of deposit and investment accounts and is therefore subject to concentrations of credit risk. Investments are made by an investment manager engaged by the College and the investments are monitored by the Board of Directors. Management believes the investment policy is prudent for the long-term welfare of the College.

##### **Cash Equivalents:**

The College considers only funds held in bank deposit accounts to be cash equivalents.

##### **Accounts Receivable and Allowance for Doubtful Accounts:**

Accounts receivable are recorded at the amount management expects to collect on balances outstanding at year-end. Management closely monitors outstanding balances and writes off prior to year end any balances deemed to be uncollectible. All accounts receivable reflected are greater than 90 days old.

Management believes all accounts receivable are collectible at 100% of their outstanding balances. Therefore no provision for doubtful accounts has been provided for in these financial statements.

##### **Property and Equipment:**

The College follows the practice of capitalizing expenditures in excess of \$500 for property and equipment at cost. The fair value of donated fixed assets is similarly capitalized. Depreciation is provided over the estimated useful lives of the respective assets on a straight-line basis. Routine repairs and maintenance are expensed as incurred.

# **INSTE BIBLE COLLEGE**

## **NOTES TO FINANCIAL STATEMENTS**

### **Note 1. Nature of Organization and Significant Accounting Policies (continued)**

#### **Income Taxes:**

The College is a non-profit organization that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code, therefore no provision for income taxes has been made in the financial statements. FIN 48 clarifies the accounting disclosure requirement for uncertain tax positions. The College is subject to federal and state income taxes to the extent it has unrelated business income. In accordance with the accounting guidance for uncertainty in income taxes, management has evaluated their material tax positions and determined that there are no income tax effects with respect to the financial statements. The College is no longer subject to U.S. federal or state income tax examinations by tax authorities on filed returns for fiscal years prior to 2008.

#### **Use of Estimates:**

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

#### **Contributed Services:**

A substantial number of unpaid volunteers have made significant contributions of time to the College's programs. These contributed services do not meet the criteria for recognition required by generally accepted accounting principles and are not reflected in the accompanying financial statements.

#### **Inventory:**

Inventory consists of educational books and is stated at the lower of cost or market using the average cost method.

**INSTE BIBLE COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**

**Note 2. Investments**

Investments in certificates of deposit and investments with readily determinable fair values are reported at their fair values in the statement of financial position. The market values of investments are determined based on quoted active market prices using level 1 measurements provided by external investment managers. The fair market value of investments held by the College was \$182,337 and \$225,868 at June 30, 2011 and 2010. Investment allocations within the investment account for June 30, 2011 and 2010 are as follows:

	2011	
	<u>Cost</u>	<u>Fair Value</u>
Money market funds	\$ 70	\$ 70
Mutual funds	150,000	150,855
Certificates of deposit	31,412	31,412
	\$ 181,482	\$ 182,337

	2010	
	<u>Cost</u>	<u>Fair Value</u>
Money market funds	\$ -	\$ -
Mutual funds	-	-
Certificates of deposit	225,868	225,868
	\$ 225,868	\$ 225,868

**Note 3. Fair Value of Financial Instruments**

Generally accepted accounting principles defines fair value, establishes a framework for measuring fair value, establishes a fair value hierarchy based on the quality of inputs used to measure fair value, and requires expanded disclosures about fair value measurements.

## INSTE BIBLE COLLEGE

### NOTES TO FINANCIAL STATEMENTS

#### **Note 3. Fair Value of Financial Instruments (continued)**

In accordance with generally accepted accounting principles, the College has categorized its financial instruments based on the priority of the inputs to the valuation technique, into a three level hierarchy. The fair value hierarchy gives the highest priority to quoted prices in active markets for identical assets and liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3). If the inputs used to measure the financial instruments fall into different levels of the hierarchy, the categorization is based on the lowest level input that is significant to the fair value of the instrument. The College has financial instruments in Level 1 only.

#### **Note 4. Pension Benefits**

The College provides its credentialed ministers and full-time employees with a contribution of 5 percent of salary to be used for their retirement planning. The College employees participate in a defined contribution plan administered by The National Office of Open Bible Standard Churches. Ministers and full-time staff of the College are eligible to participate in the National plan. Each participant's account is credited with their voluntary contributions, and contributions made on the participant's behalf by their employers, and earnings on their account balances. Contributions by the College on behalf of its credentialed ministers and full-time employees for the years ended June 30, 2011 and 2010 totaled \$5,629 and \$4,501 respectively.

#### **Note 5. Commitments**

The College had non-cancelable lease agreements for certain office equipment that expired in the 2009-2010 fiscal year. Lease payments were approximately \$590 per month. Lease expense for office equipment for the fiscal year ended June 30, 2010 was \$2,730.

The College entered into an agreement effective July 1, 2008 for the lease of office space in Ankeny, Iowa. The lease agreement requires monthly payments of \$1,625 and expired June 30, 2011. Beginning July 1, 2011, the College will no longer have an annual lease agreement, but rather be on a month by month leasing structure with current monthly payments of \$1,625.

**INSTE BIBLE COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**

**Note 6. Net Assets**

Net assets at June 30, 2011 and 2010 include the following balances:

	<u>2011</u>	<u>2010</u>
<b>Unrestricted Net Assets:</b>		
Funds available for current operations	\$ 313,643	\$ 302,639
Funds board designated for specific purposes:		
Inste Global	<u>2,751</u>	<u>-</u>
<b>Total Unrestricted Net Assets</b>	<u><u>\$ 316,394</u></u>	<u><u>\$ 302,639</u></u>
<b>Temporarily Restricted Net Assets:</b>		
Mandarin Chinese	\$ 33,412	\$ 32,902
Translation	3,526	-
Inste Global	<u>2,020</u>	<u>-</u>
<b>Total Temporarily Restricted Net Assets</b>	<u><u>\$ 38,958</u></u>	<u><u>\$ 32,902</u></u>

**Note 7. Subsequent Events**

An evaluation was performed of the College's subsequent events occurring after the fiscal year-end through August 4, 2011. This date represents the date the financial statements were available to be issued.

# APPENDIX G: Lease Agreement



## **APPENDIX G: Lease Agreement**

### **Lease Agreement**

This Office Lease is entered into by and between Retirement Compensation Plans, A Partnership, (hereinafter "Landlord"), and Institute of Theology by Extension, (hereinafter "Tenant").

#### **LEASEHOLD**

Subject to the terms and conditions set forth herein, Landlord leases to Tenant, and Tenant leases from Landlord, Suite A, office space located at 2302 S.W. 3rd St., Ankeny, IA 50023.

#### **TERM**

The Term of this Lease is for a period of 36 months, commencing on July 1, 2008 ("Commencement Date") and ending on July 1, 2011, unless terminated sooner as provided in this Lease. After such time the lease will continue on as a month to month lease as agreed by landlord and tenant.

#### **RENT AND SECURITY DEPOSIT**

Rent: Tenant shall pay Landlord as rent, for the possession and use of the Premises, the sum of \$1,825.00 per month, payable in advance for each monthly period and continuing through the Term of this Lease. Rent is payable at the address of Landlord at 2302 S.W. 3rd St., Ankeny, IA 50023.

Rent must be paid, without the need for notice, demand, offset, or deduction, on the first day of each calendar month. If the Term commences on a date other than the first day of a month, Tenant must pay on the Commencement Date the prorated rent for such prorated month, as well as the rent due for the next full month following the Commencement Date. All sums other than Base Rent that Tenant is obligated to pay under this Lease will be deemed to be additional rent due, regardless of whether those sums are designated as additional rent. The term Rent means the Base Rent and all additional rent payable under this Lease.

**Security Deposit:** Within three days following the execution of this Lease, but in no event later than the commencement date, Tenant shall pay a security deposit in the sum of '\$0'. The security deposit shall be held by Landlord in a segregated, non-interest bearing account and shall be used by Landlord in the event of a default by Tenant, as more fully set forth herein.

#### **COMMON AREA MAINTENANCE CHARGES**

Tenant shall not be responsible for or chargeable for any Common Area Maintenance charges.

## **APPENDIX G: Lease Agreement**

### **USE OF THE PREMISES**

Use and Restrictions on Use. Tenant shall use the premises for general office purposes only, and for no other use. Tenant shall not use or allow the Premises to be used for a purpose or in a manner that is unlawful, illegal, or likely to cause damage to the Premises, to adjoining property, or in a manner which would constitute a hazard to the public or any adjoining property, or would cause a nuisance to any members of the public or to any other tenant of the Building.

Smoking. Smoking is not allowed in the building, whether in common areas or private offices, and the entire building is designated "smoke free".

### **TENANT IMPROVEMENTS**

Tenant Improvements. Tenant accepts the Premises "as is", and Landlord is not required to undertake, maintain, or construct any tenant improvements to the Premises prior to the Commencement Date.

### **UTILITIES**

Utilities. Landlord shall, at Landlord's sole expense, but subject to Landlord's right to collect triple net (CAM) costs if otherwise set forth in this Lease, provide the following utility or utilities:

Electricity

Water

Trash Pickup

Heating & Ventilation, available.

### **PARKING RIGHTS**

Parking Rights. Tenant is granted a non-exclusive right for the use of Tenant's customers and invitees in the common parking areas which are a part of the office building.

Landlord will maintain, in good condition and order, the parking area(s), including the maintenance of ground services, trash and debris removal, directional signs, painting of spaces, and any required artificial lighting.

### **CLEANING AND JANITORIAL**

Cleaning and Janitorial. Landlord shall provide janitorial and cleaning services for the common areas and common restroom areas of the Building only.

## **APPENDIX G: Lease Agreement**

### **REPAIRS AND MAINTENANCE**

(a) Landlord's Obligations. Landlord shall perform all necessary repairs and maintenance on the Building and the leased Premises, and shall maintain same in good condition and working order. However, in the event of any damage or destruction resulting from any intentional or negligent acts of Tenant, Tenant shall reimburse Landlord for all expenses incurred in the repair thereof, within thirty (30) days of Landlord submitting to Tenant an invoice therefore, and such invoiced expense shall be deemed additional Rent thereafter.

(b) Tenant's Obligations Tenant shall maintain the leased Premises in a good, clean and safe condition, and shall on the expiration of this Lease or sooner termination thereof return the leased Premises in the same condition as received by Tenant on the Commencement Date, reasonable wear and tear excepted.

### **INDEMNIFICATION**

Indemnification. Landlord will not be liable for any loss or damage to person or property caused by theft, fire, acts of God, acts of a public enemy, riot, strike, insurrection, war, court order, requisition, or order of government body or authority, unless caused by the acts of Landlord. Tenant will indemnify and defend Landlord, by counsel acceptable to Landlord, against any liabilities, including reasonable attorney fees and court costs, arising out of or relating to the following:

(i) claims of injury to or death of persons or damage to property occurring or resulting directly or indirectly from the use or occupancy of the Premises, or from activities of Tenant, Tenant's invitees, or anyone about the Premises, or from any other cause, except to the extent caused by Landlord's negligence or willful misconduct;

(ii) claims for work or labor performed, or for materials or supplies furnished to or at the request of Tenant in connection with performance of any work done for the account of Tenant within the Premises; and

(iii) claims arising from any breach or default on the part of Tenant in the performance of any covenant contained in this Lease. The provisions of this Section will survive the expiration or termination of this Lease with respect to any claims or liability occurring prior to the expiration or termination.

### **HAZARDOUS MATERIALS**

Use of Hazardous Materials. Tenant will not use or allow the use of the Premises in a manner that may cause Hazardous Materials to be released or to become present on, under, or about the Premises or other properties in the vicinity of the Premises.

## APPENDIX G: Lease Agreement

### ADDITIONAL PROVISIONS

Tenants to supply all cleaning supplies and paper products. Tenants have shared rights to the kitchen, conference room.

### DEFAULT

Events of Default. The occurrence of any of the following events will, at Landlord's option, constitute an event of default (Event of Default):

(i) In the event Rent is late as defined hereunder, failure to pay Rent within three (3) days following written demand to pay Rent by Landlord;

(ii) vacation or abandonment of the Premises for a period of thirty (30) consecutive days;

(iii) failure to perform Tenant's covenants under this Lease (except default in the payment of Rent); provided that if this default is susceptible of cure and Tenant has promptly commenced the cure of this default and is diligently prosecuting the cure to completion, then the default must remain uncured for thirty (30) days after written notice from Landlord:

Remedies. In the event of any default by Tenant under this Lease, Landlord shall have the following remedies:

(i) Termination In the event of the occurrence of any Event of Default, Landlord will have the right to give a written termination notice to Tenant and, on the date specified in that notice, this Lease will terminate unless on or before that date all arrears of Rent and all other sums payable by Tenant under this Lease and all costs and expenses incurred by or on behalf of Landlord have been paid by Tenant and all other Events of Default at the time existing have been fully cured to the satisfaction of Landlord.

(ii) Repossession Following termination, without prejudice to other remedies Landlord may have, Landlord may (A) peaceably re-enter the Premises on voluntary surrender by Tenant; (B) remove Tenant and any other persons occupying the Premises, using any legal proceedings that may be available; (C) repossess the Premises or relet the Premises or any part of them for any term (which may be for a term extending beyond the Term), at any rental and on any other terms and conditions that Landlord in Landlord's sole discretion may determine, with the right to make reasonable alterations and repairs to the Premises; and (D) remove all personal property.

(iii) Unpaid Rent. Landlord will have all the rights and remedies of a landlord provided by applicable law, including the right to recover from Tenant (A) the worth, at the time of award of the unpaid Rent that had been earned at the time of termination; (B) the worth, at the time of award, of the amount by which the unpaid Rent that would have been earned after the date of termination until the time of award exceeds the amount of loss of rent that Tenant proves could have

## APPENDIX G: Lease Agreement

been reasonably avoided; (C) the worth, at the time of award, of the amount by which the unpaid Rent for the balance of the Term after the time of award exceeds the amount of the loss of rent that Tenant proves could have been reasonably avoided; and (D) any other amount, and court costs, necessary to compensate Landlord for all detriment proximately caused by Tenant's default.

Continuation. Even though an Event of Default may have occurred, this Lease will continue in effect for so long as Landlord does not terminate Tenant's right to possession. Also, Landlord may enforce all of Landlord's rights and remedies under this Lease, including the right to recover Rent as it becomes due, and Landlord, without terminating this Lease, may, during the period Tenant is in default, enter the Premises and relet them, or any portion of them, to third parties for Tenant's account. Tenant will be liable to Landlord for all costs Landlord incurs in reletting the Premises, including, without limitation, brokers' commissions, expenses of remodeling the Premises, and similar costs. Reletting may be for a period shorter or longer than the remaining Term. Tenant will continue to pay the Rent on the date that it is due. No act by Landlord under this Lease, including acts of maintenance, preservation, or efforts to lease the Premises or the appointment of a receiver on application of Landlord to protect Landlord's interest under this Lease, will terminate this Lease unless Landlord notifies Tenant that Landlord elects to terminate this Lease. In the event that Landlord elects to relet the Premises, the rent that Landlord receives from reletting will be applied to pay the following in the order listed:

(i) any indebtedness from Tenant to Landlord other than Base Rent, Real Property Taxes, and other amounts owing to Landlord under this Lease;

(ii) all costs, including maintenance, incurred by Landlord in reletting; and

(iii) Base Rent, Real Property Taxes, and other amounts owing to Landlord under this Lease. After deducting the payments referred to above, any sum remaining from the rental Landlord receives from reletting will be held by Landlord and applied in payment of future Rent as Rent becomes due under this Lease. In no event will Tenant be entitled to any excess rent received by Landlord. So long as this Lease is not terminated, Landlord will have the right to remedy any default of Tenant, to maintain or improve the Premises, to cause a receiver to be appointed to administer the Premises and new or existing subleases, and to add to the Rent all of Landlord's reasonable costs in so doing, with interest at the Applicable Interest Rate from the date of the expenditure.

Cumulative. Each right and remedy of Landlord provided for in this Lease or now or later existing at law, in equity, by statute, or otherwise, will be cumulative and will not preclude Landlord from exercising any other rights or remedies provided for in this Lease or now or later existing at law or in equity, by statute, or otherwise. No payment by Tenant of a lesser amount than the Rent, or any endorsement on any check or letter accompanying any check or payment as Rent will be deemed an accord and satisfaction of full payment of Rent. However, Landlord may accept this payment without prejudice to Landlord's right to recover the balance of Rent or to pursue other remedies.

## **APPENDIX G: Lease Agreement**

### **ASSIGNMENT AND SUBLETTING**

**Prohibition.** Tenant may not assign or sublet, whether voluntarily or involuntarily or by operation of law, the Premises or any part of the Premises, subject to Landlord's written consent, which consent may be withheld at Landlord's sole discretion.

### **ATTORNMENT**

**Attornment.** In the event of a foreclosure proceeding, the exercise of the power of sale under any mortgage or deed of trust or the termination of a ground lease, Tenant will, if requested, attorn to the purchaser and recognize that purchaser as Landlord under this Lease. However, Tenant's obligation to attorn to the purchaser will be conditioned on Tenant's receipt of a non-disturbance agreement.

### **ENTRY**

**Entry.** Landlord reserves the right to enter the Premises upon reasonable notice to Tenant (except in case of an emergency, in which case no notice would be required) to inspect the Premises or the performance by Tenant of the terms and conditions of this Lease, and, during the last six (6) months of the Term, show the Premises to prospective Tenants.

### **LATE CHARGES AND INTEREST**

**Late Charges.** The late payment of any Rent will cause Landlord to incur additional costs, including administration and collection costs, processing and accounting expenses, and increased debt service. If Landlord has not received any installment of Rent within fifteen (15) days after that amount is due, Tenant must pay five percent (5%) of the delinquent amount, which is agreed to represent a reasonable estimate of the cost incurred by Landlord. In addition, all delinquent amounts will bear interest from the date the amount was due until paid in full at a rate per annum of the highest rate allowed in the State of for unsecured debt.

### **MISCELLANEOUS**

**Entire Agreement.** This Lease sets forth all the agreements between Landlord and Tenant concerning the Premises, and there are no other agreements, either oral or written, other than as set forth in this Lease.

**Time.** Time is of the essence in this Lease.

**Attorney's Fees.** In any action that either party brings to enforce its rights under this Lease, the prevailing party shall be entitled to all of its costs plus reasonable attorney fees to be fixed by the court. Those costs and attorney fees will be considered a part of the judgment in that action.

**Severable.** If any provision of this Lease or the application of any

## APPENDIX G: Lease Agreement

provision is held by a court of competent jurisdiction to be invalid, void, or unenforceable to any extent, the remaining provisions of this Lease and the application of it will remain in full force and will not be affected, impaired, or invalidated.

**Governing Law.** This Lease will be construed and enforced in accordance with the laws of the state the Premises are located.

**Successors.** This Lease will be binding on and inure to the benefit of the successors and assigns of Landlord and Tenant, their heirs and court appointed representative.

**Sign Criteria.** All signs and graphics of every kind visible from public view, corridors, or the exterior of the Real Property will be subject to Landlord's prior written approval, and will be subject to any applicable governmental laws, and ordinances. Tenant must remove all signs and graphics prior to the termination of this Lease.

**No Waiver.** No waiver of any default or breach under this Lease will be implied from any omission to take action on account of this Lease, regardless of any custom and practice or course of dealing. No waiver will affect any default other than the default specified in the waiver, and then the waiver will be operative only for the time and to the extent stated in the Lease. Waivers of any covenant will not be construed as a waiver of any subsequent breach of the same covenant. No waiver by either party of any provision under this Lease will be effective unless in writing and signed by mat party.

**Notices.** All notices to be given under this Lease will be in writing and mailed, postage prepaid, by certified or registered mail, return receipt requested, or delivered by personal or courier delivery, or sent by telecopy (immediately followed by one of the preceding methods), to Landlord's Address and Tenant's Address, or to any other place that Landlord or Tenant may designate in a written notice given to the other party. Notices will be deemed served on the earlier of receipt or three (3) days after the date of mailing. Notices to Landlord shall be sent to 2302 S.W. 3rd St., Ankeny, IA 50023. Notices to Tenant shall be sent to 2302 S.W. 3rd St., Ankeny, IA 50023.

**Holding Over.** If Tenant fails to surrender possession of the Premises or any part of the Premises after expiration of the Term, the holding over will constitute a month-to-month tenancy, at a rent equal to the Base Rent in effect immediately prior to the holding over plus twenty five percent (25%) of the Rent. This paragraph will not be construed as Landlord's permission for Tenant to hold over. Acceptance of Rent by Landlord following expiration or termination shall not constitute a renewal of this Lease.

**Surrender.** Upon the termination of this Lease or Tenant's right to possession of the Premises, Tenant will surrender the Premises to Landlord.

**Counterparts.** This Agreement may be executed simultaneously in one or

## **APPENDIX G: Lease Agreement**

more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

This Lease is executed on this 12th day of June, 2008, in the City of Ankeny, County of Polk, State of Iowa.

Donald G Boyd II

Institute of Theology by Extension

[end of Lease]



*Making disciples and developing leaders for the fulfillment of the Great Commission through excellent and affordable distance education.*

Nicholas A. Venditti,  
Ph.D., President

Leona Venditti, Ed.D.  
Executive Vice President  
& Academic Dean

## **APPENDIX H: President's Letter**

April 17, 2012

I, Dr. Nicholas A. Venditti, President of Inste Bible College, hereby state the College's commitment to the delivery of programs to students in Iowa, and agree to provide alternatives for students to complete programs at other institutions if Inste Bible College closes the program before students have completed their courses of study.

Inste Bible College has signed a Teach-Out Agreement with the Distance Education and Training Council which will guide the process of fulfilling this agreement should it become necessary.

April 17, 2012

### **Board of Directors**

Dr. Donald R. Bryan

Dr. Rigoberto Ramos

Rev. Paul Canfield

Rev. Vincent McCarty

Rev. Ricky Poon

Accredited by:





293346

AMENDED ARTICLES OF INCORPORATION  
OF  
INSTE BIBLE COLLEGE

(Formerly known as Institute of Theology by Extension)

To the Secretary of State  
Of the State of Iowa

Pursuant to the provisions of Chapter 504, Sections 1005 and 1006 of the Revised Iowa Nonprofit Corporation Act, the undersigned corporation adopts the following amended Articles of Incorporation.

1. The name of the corporation is INSTE Bible College.
2. INSTE Bible College is a nonprofit religious educational corporation organized and operated exclusively for religious, educational and charitable purposes. Its purpose and mission is achieved by providing biblical and theological distance education to help the local church make disciples and develop leaders. No part of the assets of the corporation shall inure to the benefit of any employee or director of the corporation except as in reasonable salary and benefits; no substantial part of the activities or assets of the corporation shall be used for purposes of attempting to influence legislation; the corporation will not intervene in any political campaign on behalf of any candidate for public office, as required by Section 501 (c) (3) of the Internal Revenue Code.
3. The corporation shall be perpetual.
4. The corporation shall have no members.
5. The corporation shall be managed by a Board of Directors composed of no fewer than five members. It shall include the President, Executive Vice President, Secretary, Chief Financial Officer, and Executive Director of International Ministries, Open Bible Churches, (by virtue of office) and additional members as determined by the Board of Directors. A majority of the Board of Directors must be other than employees/staff and/or persons related to any officer of the Board by blood or marriage and must be of legal age according to the laws of the State of Iowa.
6. In the event of the dissolution of this corporation, none of the assets of the corporation remaining after payment of all just obligations, if any, shall inure to the benefit of any individual officer or director of this corporation or any other private individual. All such remaining assets, if any, shall be distributed to International Ministries, an association ministry of Open Bible Churches, an Iowa nonprofit corporation, on the condition that International Ministries, Open Bible Churches, is exempt under section 501 (c)(3) of the Internal Revenue Code. If aforesaid organization is not exempt, the assets shall be distributed to Eugene Bible College, an Oregon nonprofit corporation, on the condition that Eugene Bible College is exempt under section 501 (c)(3) of the Internal Revenue Code. If neither of these organizations is exempt, the assets shall be distributed to Open Bible Churches, an Iowa nonprofit corporation, for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code on the condition that said organization is exempt under the aforesaid Code. If none of the organizations named above is exempt under section 501 (c)(3) of the Internal Revenue Code, the assets shall be distributed to a religious, educational or charitable organization or organizations whose objectives are in harmony with those of this corporation, provided that such an organization is exempt under section 501 (c)(3) of the

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Date: 10/09/2009

## SECRETARY OF STATE

504RDN-293346  
INSTE BIBLE COLLEGE

### ACKNOWLEDGEMENT OF DOCUMENT FILED

The Secretary of State acknowledges receipt of the following document:

Articles of Amendment

The document was filed on Oct 9 2009 10:16AM, to be effective as of Oct 9 2009 10:16AM.

The amount of \$10.00 was received in full payment of the filing fee.



*Michael A. Mauro*  
MICHAEL A. MAURO      SECRETARY OF STATE



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